



Erasmus+ Programme
Key Action 1 - Mobility for learners and staff –
Higher Education Student and Staff Mobility
Inter-institutional¹ agreement 2014-2021²
between programme countries

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details ³ (email, phone)	Website (eg. of the course catalogue)
Ecole Supérieure d'Ingenieurs en Génie Electrique (full legal name) ESIGELEC	F ROUEN07	Cecilia Brunel Deputy Director of International relations and programmes E-mail : cecilia.brunel@esigelec.fr ESIGELEC Technopôle du Madrillet Avenue Galilée BP 10024 76801 Saint-Etienne du Rouvray France E-mail : international@esigelec.fr Tel/Fax: +33 2 32 91 58 58/59	School of Engineering http://www.esigelec.fr International relations and programmes : http://www.esigelec.fr/Relations-internationales/Venir-etudier-en-France Exchange programmes : http://sites.esigelec.fr/RI/international-Relations.html
Universidad Politécnica de Madrid – ETS Ingeniería y Sistemas de Telecomunicación (Technical University of Madrid – School of Telecommunication Engineering and Systems)	E MADRID05	Prof. Alberto Almendra Erasmus Institutional Coordinator international.europe@upm.es Prof. Rafael Herradón School Coordinator, ETSIST movilidad@euitt.upm.es +34 91 336 7774	www.upm.es www.euitt.upm.es

B. Mobility numbers⁴ per academic year

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
F ROUEN07	E MADRID05	071	Engineering and engineering trades	1 st , 2 nd , 3 rd	2 x 10 = 20	NA
E MADRID05	F ROUEN07	071	Engineering and engineering trades	1 st , 2 nd , 3 rd	2 x 10 = 20	NA

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

⁴ Mobility numbers can be given per sending/receiving institutions and per education field (optional*): <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
F ROUEN07	E MADRID05	071	Engineering and engineering trades	1teacher, 1week, 5h	1 person 1week
E MADRID05	F ROUEN07	071	Engineering and engineering trades	1teacher, 1week, 5h.	1 person 1week

[*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

C. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E MADRID05	523	Spanish (4-year undergraduate programme)	English (Master programme)	B1 Spanish/English	B2 English
F ROUEN07		5-year Engineering programme : French common core + bilingual French/English majors		Courses in French : B1 in French	B2 English
		International Master's programme : English (limited number of places are available for exchange students)		Courses in English : B1 in English	

For more details on the language of instruction recommendations, see the course catalogue of each institution.

ESIGELEC (F ROUEN07) :

5-year Engineering programme (300 ECTS) Course catalogue in **French** : <http://www.esigelec.fr/Relations-internationales/Venir-etudier-en-France/Programmes-d-echange>

5-year Engineering programme (300 ECTS) Course catalogue in **English** : <http://sites.esigelec.fr/RI/international-Relations.html>

International Master's programme (120 ECTS, limited number of places are available for exchange students) : <http://www.esigelec.fr/index.php//Relations-internationales/Venir-etudier-en-France/Masters-MSc>

French as a foreign language : <http://www.esigelec.fr/Relations-internationales/Venir-etudier-en-France/Francais-Langue-Etrangere>

⁵ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europa.europa.eu/en/resources/european-language-levels-cefr>

D. Additional requirements

F ROUEN07	ESIGELEC (F ROUEN 07) takes a special care for the first steps of exchange students in France and at ESIGELEC. For example : accommodation booked prior to arrival, personal welcome in Rouen, assistance for opening a bank account and subscribing appropriate insurances, etc. ESIGELEC (F ROUEN 07) doesn't have its own medical centre, nor infirmary on campus. Nevertheless, ESIGELEC can accept persons with disabilities if the sending institution informs ESIGELEC during the application procedure and if the disability can be handled by ESIGELEC.
E MADRID05	

E. Calendar

- Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
F ROUEN07	May 31st	October 31st
E MADRID05	June 10th	December 1st

- The receiving institution will send its decision within **six (6) weeks**.
- A Transcript of Records will be issued by the receiving institution no later than **eight (8) weeks** after the assessment period has finished at the receiving HEI.
- Termination of the agreement
In the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Information

1. Grading systems of the institutions

F ROUEN07	<p>ESIGELEC (F ROUEN 07) uses the ECTS grading systems and French grading systems. In the French grading system :</p> <p>N = 0 is the minimum, N = 12 is a pass and N = 20 is the maximum.</p> <p>All grades are averaged over a period of time (typically a semester or a year) to create the :</p> <p>Average Grade (Moyenne Générale) =</p> $\frac{\sum_i (coeffi * Ni)}{\sum_i coeffi}$																					
E MADRID05	<table><tr><td>9 - 10</td><td>Excellent</td><td>Excellent performance</td></tr><tr><td>8 - 8,9</td><td>Good</td><td>Above average performance</td></tr><tr><td>7 - 7,9</td><td></td><td></td></tr><tr><td>6 - 6,9</td><td></td><td>Average performance</td></tr><tr><td>5 - 5,9</td><td>Pass</td><td>Performance that, in spite of its shortcomings, still satisfies the minimum requirements.</td></tr><tr><td>4 - 4,9</td><td>Fail</td><td>Inadequate performance (Credit is not earned).</td></tr><tr><td>0 - 3,9</td><td></td><td></td></tr></table>	9 - 10	Excellent	Excellent performance	8 - 8,9	Good	Above average performance	7 - 7,9			6 - 6,9		Average performance	5 - 5,9	Pass	Performance that, in spite of its shortcomings, still satisfies the minimum requirements.	4 - 4,9	Fail	Inadequate performance (Credit is not earned).	0 - 3,9		
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7 - 7,9																						
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5 - 5,9	Pass	Performance that, in spite of its shortcomings, still satisfies the minimum requirements.																				
4 - 4,9	Fail	Inadequate performance (Credit is not earned).																				
0 - 3,9																						

2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
F ROUEN07	Department of International relations and programmes international@esigelec.fr Tel : +33 2 3291 5858	http://www.esigelec.fr/Relations-internationales/Venir-etudier-en-France/Services-aux-etudiants
E MADRID05	No VISA required as an EU national. erasmus@upm.es	

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
F ROUEN07	Department of International relations and programmes international@esigelec.fr Tel : +33 2 3291 5858	http://www.esigelec.fr/Relations-internationales/Venir-etudier-en-France/Services-aux-etudiants
E MADRID05	erasmus@upm.es	European Health Insurance Card www.centrossanitarios.sanidadmadrid.org





4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
F ROUEN07	Department of International relations and programmes international@esigelec.fr Tel : +33 2 3291 5858	http://www.esigelec.fr/Relations-internationales/Venir-etudier-en-France/Services-aux-etudiants
E MADRID05	movilidad@euitt.upm.es info@aluni.net	http://www.euitt.upm.es/estudiantes/servicios/alojamiento http://www.aluni.net/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
F ROUEN07	Didier PEZIER President	13/12/2013	  <p>Technopôle du Madrillet Avenue Galilée - B.P. 10024 76001 SAINT ETIENNE DU ROUVRAY cedex FRANCE Tél: +33 (0)2 32 91 58 58</p>
E MADRID05	Prof. Rafael Herradón School Coordinator Prof. Alberto Almendra Erasmus Institutional Coordinator	13/12/2013	  <p>UNIVERSIDAD POLITECNICA MADRID</p>

⁶ Scanned signatures are accepted

