



**Erasmus+ Programme**  
**Key Action 1**  
**– Mobility for learners and staff –**  
**Higher Education Student and Staff Mobility**  
**Inter-institutional<sup>1</sup> agreement 2014-20[21]<sup>2</sup>**  
**between programme countries**  
**[Minimum requirements]<sup>3</sup>**

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 <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDAD POLITÉCNICA DE MADRID	E MADRID05	Prof. Alberto Almendra. Erasmus Institutional Coordinator. c/ Ramiro de Maeztu, 7. 28040 Madrid. Spain. ☎ : +34 91 336 3660 📠: +34 91 336 3664. 📧 : international.europe@upm.es	www.upm.es
INSTITUT NATIONALE DES SCIENCES APPLIQUÉES DE TOULOUSE (INSA)	F TOULOUS14	Mrs. Marine Hatier. Erasmus Institutional Coordinator. 135 Avenue de Ranqueil. -31077 Toulouse. France. ☎ : +33 561559549 📠: +33 561559540. 📧 : <a href="mailto:marine.hatier@insa-toulouse.fr">marine.hatier@insa-toulouse.fr</a>  Incoming Students : Françoise Sarrailh <a href="mailto:Relint.incoming@insa-toulouse.fr">Relint.incoming@insa-toulouse.fr</a>  Outgoing Students : Danièle Fournier <a href="mailto:Relint.outgoing@insa-toulouse.fr">Relint.outgoing@insa-toulouse.fr</a>	<a href="http://www.insa-toulouse.fr">www.insa-toulouse.fr</a>  <a href="http://www.insa-toulouse.fr/en/formation/ingenieur.html">http://www.insa-toulouse.fr/en/formation/ingenieur.html</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

## B. Mobility numbers<sup>5</sup> 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies  [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
ES/F	F/ES	42	<b>ETSI Agrónomos</b> Life Sciences	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	3x12 = 36	
ES/F	F/ES	582	<b>ETSI Caminos</b> Civil Engineering	1 <sup>st</sup>	2x5 = 10	
ES/F	F/ES	52	<b>ETSI Industriales</b> Engineering, Technology	1 <sup>st</sup> , 2 <sup>nd</sup>	2x10 = 20	
ES/F	F/ES	581	<b>ETS de Edificación (former EU Arquitectura Técnica)</b> Architecture	1 <sup>st</sup> , 2 <sup>nd</sup>	3x5 = 15	
ES/F	F/ES	582	<b>ETS de Ingeniería Civil (former EUIT Obras Públicas)</b> Civil Engineering	1 <sup>st</sup> , 2 <sup>nd</sup>	2x10 = 20	
ES/F	F/ES	523	<b>ETS de Ingeniería y Sistemas de Telecomunicación (former EUIT Telecomunicación)</b> Telecomm. & Electronics Eng.	1 <sup>st</sup> , 2 <sup>nd</sup>	2x10 = 20	
ES/F	F/ES	481 46	<b>ETS de Ingenieros Informáticos (former Facultad Informática)</b> Computer Science Mathematics	1 <sup>st</sup> , 2 <sup>nd</sup>	2x10 = 20	

[\*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.]

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 *

<sup>5</sup> 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>)

F TOULOUS14	E MADRID05	582	Civil Engineering	5 days	
		42	Life Sciences	5 days	
E MADRID05	F TOULOUS14	582	Civil Engineering	2 teachers 2w. 8h.	
		42	Life Sciences	2teachers 1w. 8h.	

### 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 <sup>b</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E MADRID05		SPANISH		A2-B1 B1 (ETSII) B1 (ETSIINF)	B2
F TOULOUS14		French	English	FR: B1-B2 / EN: B1	B2

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

### D. Additional requirements

*[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff. [Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]*

### E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
E MADRID05	10, June 30, April (ETSII)	1, December 15, November (ETSII)
F TOULOUS14	May, 2 <sup>nd</sup>	November 20 <sup>th</sup>

2. The receiving institution will send its decision within 5 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

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

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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>7</sup>. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

**E MADRID 05** : Grading system UPM: 0-4 fail; 5-6 pass; 7-8 good; 9 very good; 10 honour

**F TOULOUS14** : [http://enseignants.insa-toulouse.fr/fr/reglements/reglement\\_des\\_etudes.html](http://enseignants.insa-toulouse.fr/fr/reglements/reglement_des_etudes.html)

### 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:

<u>Institution</u> <u>[Erasmus</u> <u>code]</u>	<u>Contact details</u> <u>(email, phone)</u>	<u>Website for information</u>
E MADRID 05	erasmus@upm.es	<a href="http://www.upm.es/institucional/Estudiantes/Atencion/TramitacionVisados">http://www.upm.es/institucional/Estudiantes/Atencion/TramitacionVisados</a>
F TOULOUS14	See website	<a href="http://www.insa-toulouse.fr/en/international/exchange_students.html">http://www.insa-toulouse.fr/en/international/exchange_students.html</a>

### 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:

<u>Institution</u> <u>[Erasmus code]</u>	<u>Contact details</u> <u>(email, phone)</u>	<u>Website for information</u>
E MADRID05	erasmus@upm.es +34-91-3367986	. <b>European Health Insurance Card</b> <a href="http://www.centrossanitarios.sanidadmadrid.org">www.centrossanitarios.sanidadmadrid.org</a> . <b>Insurance Policy for international mobility (15€)</b> <a href="http://www.upm.es/institucional/Estudiantes/Seguros/SeguroMovilidadInternacional">http://www.upm.es/institucional/Estudiantes/Seguros/SeguroMovilidadInternacional</a>
F TOULOUS14	See website	<a href="http://www.insa-toulouse.fr/en/international/exchange_students.html">http://www.insa-toulouse.fr/en/international/exchange_students.html</a>

<sup>7</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)



#### 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
E MADRID 05	erasmus@upm.es +34-91-3367986	<a href="http://www.upm.es/internacional/Students/Student+Attention/ddeebfdf03a97210VqnVCM10000009c7648aRCD">http://www.upm.es/internacional/Students/Student+Attention/ddeebfdf03a97210VqnVCM10000009c7648aRCD</a>
F TOULOUS14	See website	<a href="http://www.insa-toulouse.fr/en/international/accomodations.html">http://www.insa-toulouse.fr/en/international/accomodations.html</a>

#### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>8</sup>
E MADRID 05	Prof. Alberto Almendra Erasmus Institutional Coordinator	March, 20 <sup>th</sup> 2014	
F TOULOUS14	Prof. Danièle Fournier-Prunaret Director for International Relations	March, 20 <sup>th</sup> 2014	

<sup>8</sup> Scanned signatures are accepted