



Erasmus+ Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2014-20[21]²

between programme countries

[Minimum requirements]³

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 ⁴ (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
POLITECNICO DI MILANO	I MILANO02	Prof. Giancarlo Spinelli. Piazza Leonardo da Vinci 32. I-20133 Milano. Italy. (: +39 02239 99765 ☎: +39 022399 9768. – : erasmus@polimi.it Please also see the addendum attached	www.polimi.it please also see the addendum attached

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 Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

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

B. Mobility numbers⁵ 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 November in the preceding academic year.

FROM [Erasmus code of the sending instituti on]	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 *
ES/I	I/ES	58	ETSA Architecture Campus Bovisa (Barazzetta)	1 st , 2 nd	4x10 = 40	
ES/I	I/ES	58	ETSA Architecture Campus Leonardo (Dorigati)	1 st , 2 nd	2x10 = 20	
ES/I	I/ES	58	ETSA Architecture Campus Leonardo (Pierini)	1 st , 2 nd	2x10 = 20	
ES/I	I/ES	581	ETSA Architecture/ Town Planning Campus Leonardo (Balducci)	1 st , 2 nd	2x10=20	
ES/I	I/ES	525	ETS de Ingeniería Aeronáutica y del Espacio (former ETSI Aeronáuticos) Aerospace Engineering	1 st , 2 nd	2x10 = 20	
ES/I ES/I	I/ES I/ES	582 543	ETSI Caminos Civil Engineering Material Science	1 st , 2 nd 1 st , 2 nd	4x10 = 40 2x10 = 20	
ES/I	I/ES	52	ETSI Industriales Engineering, Technology Campus Leonardo Campus Bovisa	1 st , 2 nd	3x12 = 36 4x12 = 48	
ES/I	I/ES	529	ETSI Minas y Energía Engineering trades (Mining)	1 st , 2 nd	2x10 = 20	
ES/I	I/ES	523	ETSI Telecomunicación Electronics Engineering	1 st , 2 nd	3x12 = 36	
ES/I	I/ES	443	ETSI Topografía Earth Sciences Campus Como	1 st , 2 nd , 3 rd	2x12 = 24	

⁵ 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>)

ES/I	I/ES	481 46	ETS de Ingenieros Informáticos (former Facultad Informática) Computer Sciences Mathematics Campus Leonardo and Como	1 st , 2 nd	2x9 = 18	
ES/I	I/ES	52 521	ETS de Ingeniería y Diseño Industrial (former EUIT Industrial) Engineering, Technology Campus Leonardo Mechanical Engineering Campus Bovisa	1 st , 2 nd 1 st , 2 nd	3x10 = 30 2x10 = 20	
ES/II	I/ES	523	ETS de Ingeniería y Sistemas de Telecomunicación (former EUIT Telecomunicación) Electronics Engineering	1 st , 2 nd	3x10 = 30	
ES/I	I/ES	589	ETS de Edificación Architecture/Building (others)	1 st , 2 nd	4x10 = 40	

[*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 Staff Mobility for Training * [total number of days of teaching periods or average duration *]	
E MADRID05	I MILANO02	58	Architecture	3teachers 1w. 8h.	
I MILANO02	E MADRID05	52	Engineering, Technology (ETSII)	2teacher 1w. 8h.	
		523	Telecomm & Electronics Eng. (ETSIST)	1teacher 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 ^b	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E MADRID05		SPANISH		A2-B1	B2
	52 (ETSII)	SPANISH	ENGLISH	B1	
	481 (ETSIINF)	SPANISH	ENGLISH	B1	
	523 (ETSIST)	SPANISH	ENGLISH	B1	
I MILANO02	Please see the addendum attached				

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 MADRID05: <http://www.upm.es/internacional/Students/ExchangeMobilityPrograms/Foreign+Students+Guide>

I MILANO02: please see the addendum attached

E. Calendar

- 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	1, December
	30, April (ETSII)	15, November (ETSII)
I MILANO02	Please see the addendum attached	

- The receiving institution will send its decision within [x] weeks.

I MILANO02: please see the addendum attached

- 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.
- 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

⁶ 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>

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' guide⁷. 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 MADRID05: 0-4 fail; 5-6 pass; 7-8 good; 9 very good; 10 honour

I MILANO02: Please see the addendum attached

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 MADRID05	erasmus@upm.es	http://www.upm.es/institucional/Estudiantes/Atencion/TramitacionVisados
I MILANO02	Please see the addendum and contact sheet attached	

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	<ul style="list-style-type: none">. European Health Insurance Card www.centrossanitarios.sanidadmadrid.org. Insurance Policy for international mobility (15€) http://www.upm.es/institucional/Estudiantes/Seguros/SeguroMovilidadInternacional
I MILANO02	Please see the addendum and contact sheet attached	

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:

⁷ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

Institution [Erasmus code]	Contact details (email, phone)	Website for information
E MADRID 05	erasmus@upm.es +34-91-3367986	http://www.upm.es/internacional/Students/Student+Attention/ddeebfdf03a97210VgnVCM10000009c7648aRCRD
I MILANO02	Please see the addendum attached	

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
E MADRID 05	Prof. Alberto Almendra Erasmus Institutional Coordinator	22-01-2014	 
I MILANO02	Prof. Giancarlo Spinelli Rector's Delegate for International Networks Institutional Erasmus Coordinator	05 FEB. 2014	

⁸ Scanned signatures are accepted



Erasmus+ Programme

Addendum to sections **A**, **B** and **G** within the signed Inter-institutional Agreement.

C. Recommended language skills

In order to take full advantage of student mobility, the Politecnico di Milano recommends language level B1 in Italian and B2 in English (for English-taught programmes only). No certificate is required though. The course offer in English is increasing at the Politecnico di Milano, particularly at Master-of-Science (4th and 5th year) level.

[Course catalogue](#) (language of instruction is indicated by flags)
[Italian courses](#) (free of charge for all exchange students)

D. Additional requirements

Nomination

The Partner University is kindly asked to officially nominate all exchange students (selected with respect to the figures in Part B of the agreement) by e-mail directly to the [StuDesk](#), specifying the following details:

- Complete Name
- E-mail
- Period of Stay and Exchange Programme
- Area of Study (Architecture, Engineering, Design) and Campus destination at Polimi

Application procedure

All nominated exchange students have to **register** on the [Polimi website](#) (Online Services<New User? [Register](#)) in order to get **ID number and password**, necessary to get access to all Personalised services. Select the **Application Form** "Incoming exchange students: ON-LINE APPLICATION" to start the application procedure. Fill in the form as required and save. No paper version is necessary.

The online application is available twice a year and the dead-lines are:

Mid June for the first Semester and Full year candidates

Mid December for the second Semester

Acceptance

All nominated candidates, that have completed the Application form, are evaluated by relevant offices. Accepted students will receive a confirmation of acceptance, sent to the e-mail contacts indicated in the application, at the latest two weeks after application closing date.

Learning Agreement/Study Plan and Transcript of records

After having completed the on-line application, the candidate will have the possibility to prepare a provisional Learning Agreement in connection with the educational offer at the Politecnico di Milano. If preferred the Learning Agreement version of the Home university may be used instead. At arrival there will be plenty of time to review the choice of courses with the Polimi Study Plan Tool (available at the beginning of each semester).

Students are advised to choose a majority of credits within their School and Course of enrollment. As a general rule to increase flexibility, students are also allowed to choose courses outside their School for a maximum of 12 credits per semester. Naturally it is necessary to take into due account classes overlapping and travelling between campuses. Some classes and laboratories have limited access.

A Transcript of Records will normally be issued no later than five weeks after the assessment period has finished.



E. Calendar

Academic Calendar

At the Politecnico di Milano the [Academic Year](#) is divided in two semesters.

1st Semester:

Courses from late September to end of January, with exam period in February

2nd Semester:

Courses from March to June, with exam period in July

Schools	Example: Academic Year 2013/2014			
	1st semester		2nd semester	
	Instruction begins	Instruction ends	Instruction begins	Instruction ends
Architecture and Society	9 th October 2013	31 st January 2014	10 th March 2014	27 th June 2014
Civil Architecture	7 th October 2013			
Design	7 th October 2013			
Engineering	30 th September 2013			
Architectural Engineering	7 th October 2013			

Exam periods

Winter session: from February to the beginning of March

Summer session: from the end of June to the end of July

F. Information

Grading system

The European Credit Transfer System (ECTS) is fully implemented. Credits measure the student workload which is required to pass the examination and include class attendance, classwork, laboratory work, project works or theses, internships and individual study. One credit corresponds to a workload of about 25 hours and the yearly workload for an average study course corresponds to about 60 credits. Each subject is assigned a number of credits which the students obtains when they pass their final examination. Exams are graded using a grading scale of 30, where 18 is the minimum passing grade and 30 cum laude the highest.

Assistance for Visa, Residence Permit and Insurance

Information regarding Visa, [Residence Permit](#) and [Insurance](#) matters is provided when needed.

Housing services

Politecnico di Milano has many different housing alternatives in all campuses and the [Accommodation Service](#) online counter is available for all incoming students. At arrival, several student associations do a great job assisting newcomers in their efforts to find apartments and rooms to rent.

Multi Chance

The infrastructure to welcome students and staff with special needs is well developed in all Campuses and managed by the [Multi Chance Poli Team](#).

Termination of agreements

To terminate the exchanges a notice of at least one academic year should be given. This means that a decision to discontinue the exchanges notified to the other party by 1 June of year N will only take effect as of 1 September of year N+1.