



**Erasmus+ Programme - Key Action 1
Mobility for learners and staff - Higher Education Student and Staff Mobility**

**Inter-institutional¹ agreement 2017-2021
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 (email, phone)	Website (eg. of the course catalogue)
UNIVERSITÀ DEGLI STUDI DI NAPOLI FEDERICO II	I NAPOLI01	Fernanda Nicotera, International Office, Corso Umberto I, 40 80138 Napoli (IT) Phone: +39- 081-2537108/101/579; Fax: +39-081-2537110; email: international@unina.it ;	www.unina.it
		Departmental Coordinator at University of Napoli: Prof. Ettore Napoli Via Claudio, 21 80125 Napoli, Italy. Phone + 390817683124 email: etnapoli@unina.it	www.dieti.unina.it erasmus.dieti.unina.it
UNIVERSIDAD POLITÉCNICA DE MADRID - ETS de Ingeniería y Sistemas de Telecomunicación (ETSIST)	E MADRIDO 5	Prof. Alberto Aimendra. Erasmus Institutional Coordinator. c/ Ramiro de Maeztu, 7. 28040 Madrid. Spain. ☎ : +34 91 336 3660 📠: +34 91 336 3664. ✉ : international.europe@upm.es Prof. Antonio Pedrero School Coordinator, ETSIST movilidad@etsist.upm.es +34 91 336 7792	www.upm.es www.etsist.upm.es

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

B. Mobility numbers² 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] ³	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration]	Student Mobility for Traineeship
I NAPOLI01	E MADRID05	0714	ETS de Ingeniería y Sistemas de Telecomunicación (ETSIST) Electronics and Automation	1 st , 2 nd	2x10 = 20	0
E MADRID05	I NAPOLI01	0714	Electronics and Automation	1 st , 2 nd	2x10 = 20	0

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
I NAPOLI01	E MADRID05	0714	Electronics and Automation	5 days	
E MADRID05	I NAPOLI01	0714	Electronics and Automation	5 days	

² 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>)

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 ³	
				Student Mobility for Studies (Minimum recommended level: B1)	Staff Mobility for Teaching (Minimum recommended level: B2)
I NAPOLI01		Italian	English	B1 Italian (no certification required)	B2 English/Italian (no certification required)
E MADRID05		Spanish	English	Spanish B1 (MSc: English B2)	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

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]

I NAPOLI01

http://www.international.unina.it/contenuto.php?id_group=1&id_pag=2

<http://www.sinapsi.unina.it/home>

E MADRID05

<http://www.upm.es/Estudiantes/CompromisoSocial/UnidadDiscapacidad>

E. Calendar

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

Receiving institution (Erasmus code)	Autumn term ³ (month)	Spring term ³ (month)
I NAPOLI01	June 30 th	December 15 th
E MADRID05	1, June	1, December

³ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

I NAPOLI01

2. The University of Naples Federico II does not send a formal acceptance letter except for all Erasmus students that need a visa, who will receive an acceptance letter to obtain it. Students whose candidatures are rejected will be informed 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 University of Napoli Federico II. [It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]

Application procedure:

http://www.unina.it/unina-international/student-mobility/erasmus#before_arrival

E MADRID05

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

If one or both parties wish to terminate the agreement a notice period 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' guide⁴. 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.]

I NAPOLI01

National Grading System

Each course is graded on a scale from 1 to 30, with 18 and 30 e lode (30 cum laude) as a minimum and maximum pass grade, respectively. Some exams can be evaluated by pass (superato o idoneo) or by sufficient (sufficiente), good (buono), excellent (eccellente o ottimo).

Credits (1 credit = 25 hours total work)

1 full academic year = 60 credits

1 semester = 30 credits

A percentage grading distribution will be provided to each Transcript of Records, according to the single class degree and the average of the last three years.

E MADRID05

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

⁴ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

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
I NAPOLI01	international@unina.it +39-081- 2537108/101/579	
E MADRID05	No VISA required as an EU national. erasmus@upm.es	http://www.upm.es/institucional/Estudiantes/Atencion/TramitacionVisados

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
I NAPOLI01	international@unina.it +39-081- 2537108/101/579	
E MADRID 05	erasmus@upm.es +34-91-3367986	<ul style="list-style-type: none">European Health Insurance Card www.centrossanitarios.saludmadrid.orgInsurance Policy for international mobility http://www.upm.es/institucional/Estudiantes/Seguros/SeguroMovilidadInternacional

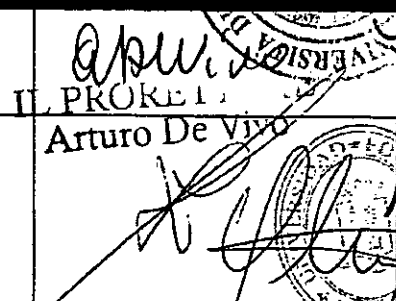
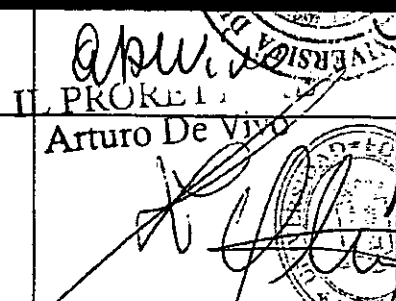
4. Housing

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
I NAPOLI01	International Students Union C.so Umberto I, 90 - 2 nd floor - int. room 2 - 80138 Napoli Opening time Mon. to Frid. 9.00/19.00 Te. 0039 081 18771810 please dial 2; cell. 0039 3276778291 <u>accomodation@isu-services.it</u> ; <u>unina@isu-services.it</u>	http://www.isu-services.it/it/universities/universita-degli-studi-di-napoli-federico-ii
E MADRID 05	<u>movilidad@etsist.upm.es</u> <u>info@aluni.net</u>	www.etsist.upm.es/estudiantes/servicios/alojamiento www.aluni.net

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ^s
I NAPOLI01	IL RETTORE		
E MADRID 05	Prof. Antonio Pedrero School Coordinator Prof. Alberto Almendra Erasmus Institutional Coordinator		

^s Scanned signatures are accepted