



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
NORWEGIAN UNIVERSITY OF SCIENCE AND TECHNOLOGY	N TRONDHE01	Mr. Wolfgang Laschet. Head of International Office. O.S. Bragstads plass 3. NO-7491. Trondheim. Norway. For further details please see: http://www.ntnu.edu/international/erasmus-agreements	www.ntnu.edu

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 January in the preceding academic year.]

FROM [Erasm us code of the sendin g instituti on]	TO [Erasmu s code of the receivin g institutio n]	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/N	N/ES	581	ETS Arquitectura Architecture	1 st , 2 nd (*)	2x10= 20	
ES/N	N/ES	525	ETS de Ingeniería Aeronáutica y del Espacio (former ETSI Aeronáuticos & EUIT Aeronáutica) Aerospace Engineering	1 st , 2 nd (*)	1x10 = 10	
ES/N	N/ES	582 543	ETSI Caminos Civil Engineering Material Science	1 st , 2 nd (*)	2x10 = 20 4x5 = 20	
ES/N	N/ES	52 340	ETSI Industriales Engineering, Technology Business & Administration	1 st , 2 nd (*)	2x10 = 20 1x10 = 10	
ES/N	N/ES	52	ETSI Minas y Energía Engineering, Technology	1 st , 2 nd (*)	7x10 = 70	
ES/N	N/ES	523	ETS de Ingeniería y Sistemas de Telecomunicación (former EUIT Telecomunicación) Telecomm.&Electronics Eng.	1 st , 2 nd , 3 rd (*)	2x10 = 20 1x3 = 3	
ES/N	N/ES	529	ETSI Navales Engineering Trades (Marine)	1 st , 2 nd (*)	4x10 = 40	
ES/N	N/ES	481 46	ETS de Ingenieros Informáticos (former Facultad Informática) Computer Science Mathematics	1 st , 2 nd (*)	2x10 = 20	

(*) After the implementation of the European Space of Higher Education (ESHE) Spanish universities are following the 4+1 system (4 = 4 year undergraduate studies + 1-2 years Master's programs. This structure allows the following options, as long as both institutions have signed specific bilateral agreements, as partner institutions under the frame of any specified mobility programs: European students enrolled at master's programmes could take, if convenient, subjects of the 4th year undergraduate programmes at UPM, as these courses are equivalent in the number of achieved credits to the 1st year of other European masters. UPM undergraduate students having accomplished the 1st, 2nd and 3rd years of their undergraduate programs could take, if convenient, subjects of the 1st year of some European masters, since the number of achieved credits is equivalent to those of other European degrees.

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>)

*[*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 *
E MADRID05	N TRONDHE01	581	Architecture	To be decided	
		340	Business	To be decided	
		523	Audiovisual, Multimedia (Q2S)	To be decided	

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 ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E MADRID05				A2-B1	B2
	52-ETSII	SPANISH		B1 (ETSII)	
	523-ETSIST	SPANISH	ENGLISH	B1 (ETSIST)	B2
N TRONDHE01	English			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.]

For NTRONDHE01 please see: <http://www.ntnu.edu/international/erasmus-agreements>

For UPM please see:

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

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>

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
N TRONDHE01	1 May	1 October

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

For NTRONDHE01 please see: <http://www.ntnu.edu/international/erasmus-agreements>

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.

For NTRONDHE01 please see: <http://www.ntnu.edu/international/erasmus-agreements>

4. 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

[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.]

Gradyn Sistem UPM : 0-4 fail; 5-6 pass; 7-8 good; 9 very good; 10 honours

For NTRONDHE01 please see: <http://www.ntnu.edu/international/erasmus-agreements>

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:

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

<u>Institution [Erasmus code]</u>	<u>Contact details (email, phone)</u>	<u>Website for information</u>
E MADRID 05	erasmus@upm.es	http://www.upm.es/institucional/Estudiantes/Atencion/TramitacionVisados
N TRONDHE01	For NTRONDHE01 please see: http://www.ntnu.edu/international/erasmus-agreements	

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 [Erasmus code]</u>	<u>Contact details (email, phone)</u>	<u>Website for information</u>
E MADRID05	erasmus@upm.es +34-91-3367986	. European Health Insurance Card www.centrossanitarios.sanidadmadrid.org . Insurance Policy for international mobility (15€) http://www.upm.es/institucional/Estudiantes/Seguros/SeguroMovilidadInternacional
N TRONDHE01	For NTRONDHE01 please see: http://www.ntnu.edu/international/erasmus-agreements	


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:

<u>Institution [Erasmus code]</u>	<u>Contact details (email, phone)</u>	<u>Website for information</u>
E MADRID 05	erasmus@upm.es +34-91-3367986	http://www.upm.es/internacional/Students/Student+Attention/ddeebfdf03a97210VgnVCM10000009c7648aRCRD
N TRONDHE01	For NTRONDHE01 please see: http://www.ntnu.edu/international/erasmus-agreements	

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
E MADRID 05	Prof. Alberto Almendra Erasmus Institutional Coordinator		  23 ENE. 2014
N TRONDHE01	Anja L. Valberg Higher Executive Officer	22.01.2014	 

⁸ Scanned signatures are accepted