



# Erasmus+ Programme

## Key Action 1

### – Mobility for learners and staff – Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> agreement 2014-2020<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)
UNIVERSIDADE POLITÉCNICA DE MADRID. ETS Ingeniería y Sistemas de Telecomunicación (Technical University of Madrid. School of Telecommunications Engineering and Systems)	E MADRID05	Prof. Alberto Almendra Erasmus Institutional Coordinator <a href="mailto:international.europe@upm.es">international.europe@upm.es</a>  Prof. Rafael Herradón School Coordinator, ETSIST <a href="mailto:movilidad@euitt.upm.es">movilidad@euitt.upm.es</a> +34 91 336 7774	<a href="http://www.upm.es">www.upm.es</a>  <a href="http://www.etsist.upm.es">www.etsist.upm.es</a>
INSTITUTO POLITÉCNICO DO CÁVADO E DO AVE	P ARCOZEL01	SUSANA CARAVANA International Office <a href="mailto:gri@ipca.pt">gri@ipca.pt</a> +351253802500	<a href="http://www.ipca.pt/en/index.php?module=pagemaster&amp;PAGE_user_op=view_page&amp;PAGE_id=24&amp;MMN_position=29:12">http://www.ipca.pt/en/index.php?module=pagemaster&amp;PAGE_user_op=view_page&amp;PAGE_id=24&amp;MMN_position=29:12</a>

#### B. Mobility numbers<sup>5</sup> per academic year

[Paragraph to be added, if the agreement is signed for more than one 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 *	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	P ARCOZEL01	0714	Electronics & Telecommunications Eng.	1teacher, 1week, 5h.	
P ARCOZEL01	E MADRID 05	523	Electronics & Telecommunications Eng.	1 Week / 5 hours	

<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.

<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>

[\*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 <sup>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E MADRID05	0714				B2 English
P ARCOZEL01		Portuguese	English	B1	B1

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] [Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

### 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	No deadlines for teaching staff mobility (but the proposals of teaching programme need to be sent in good time)	
P ARCOZEL01	15 <sup>th</sup> July	30 <sup>th</sup> December

[\* to be adapted in case of a trimester system]

- The receiving institution will send its decision within 2 weeks.
- A Transcript of Records will be issued by the receiving institution no later than weeks after the assessment period has finished at the receiving HEI. [It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]
- Termination of the agreement  
The present Bilateral Agreement will be valid for the academic year(s) mentioned above unless either side terminates the present Agreement in writing by June 1st of the year prior to the academic year concerned. 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.]

#### 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:

<sup>6</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>

<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)



Institution [Erasmus code]	Contact details (email, phone)	Website for information
E MADRID05	No VISA required as an EU national. <a href="mailto:erasmus@upm.es">erasmus@upm.es</a>	
P ARCOZEL01	Susana Caravana <a href="mailto:gri@ipca.pt">gri@ipca.pt</a>	<a href="http://www.euraxess.pt/incoming/visas.phtml.en">http://www.euraxess.pt/incoming/visas.phtml.en</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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
E MADRID05	<a href="mailto:erasmus@upm.es">erasmus@upm.es</a>	<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>
P ARCOZEL01	<a href="mailto:gri@ipca.pt">gri@ipca.pt</a>	<a href="http://www.ipca.pt/en/index.php?module=pagemaster&amp;PAGE_user_op=view_page&amp;PAGE_id=24&amp;MMN_position=29:12">http://www.ipca.pt/en/index.php?module=pagemaster&amp;PAGE_user_op=view_page&amp;PAGE_id=24&amp;MMN_position=29:12</a>

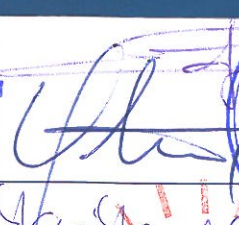
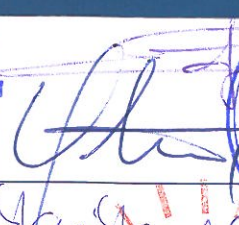
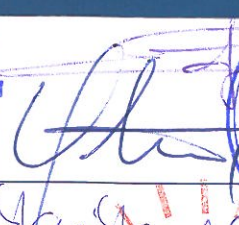
### 4. Housing

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 MADRID05	<a href="mailto:movilidad@euitt.upm.es">movilidad@euitt.upm.es</a>	
P ARCOZEL01	Susana Caravana <a href="mailto:gri@ipca.pt">gri@ipca.pt</a>	

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>8</sup>
E MADRID05	Prof. Rafael Herradón School Coordinator	29 ABR. 2014	
	Prof. Alberto Almendra Erasmus Institutional Coordinator		
P ARCOZEL01	Maria Manuela Cruz Cunha Institutional Coordinator		

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