Erasmus+

Erasmus+ Programme

Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility

Inter-institutional[1] agreement 2019-2021
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[2] (email, phone)	Website (eg. of the course catalogue)
Universidad Politécnica de Madrid – ETS Ingeniería y Sistemas de Telecomunicación. Technical University of Madrid – School of Telecommunications Systems and Engineering. (ETSIST-UPM)	E MADRID05	Prof. Alberto Almendra Erasmus Institutional Coordinator international.europe@upm.es Prof. Antonio Pedrero School Coordinator, ETSIST movilidad.etsist@upm.es +34 91 0673211	www.upm.es www.etsist.upm.es/internacional/incoming-students/incoming-erasmus
POLITECHNIKA CZĘSTOCHOWSKA (CZESTOCHOWA UNIVERSITY OF TECHNOLOGY) 43913-EPP-1-2014-1-PL-EPPKA3-ECHE	PL CZESTOC01	Institutional coordinator: Sebastian GOLDSZTAJN erasmus@adm.pcz.pl +48 34 3250 431 ul. Dąbrowskiego 69, room nr 3, 42-201 Częstochowa, POLAND Faculty coordinators: www.pcz.pl/erasmus/coordinators	incoming students: www.pcz.pl/erasmus/student courses: www.pcz.pl/erasmus/courses incoming staff: www.pcz.pl/erasmus/staff

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[1] Inter-institutional agreements can be signed by two or more higher education institutions

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

B. Mobility numbers[3] per academic year

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Study cycle [short cycle, 1st , 2nd or 3rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration *]	Student Mobility for Traineeships *
E MADRID05	PL CZESTOC01	061	Information and Communication Technologies (ICTs)	1st 2nd	4 students x 6 months [24]	2 students
		0713	Electricity and energy	1st 2nd		
		0714	Electronics and automation	1st 2nd		
PL CZESTOC01	E MADRID05	061	Information and Communication Technologies (ICTs)	1st 2nd	4 students x 6 months [24]	2 students
		0713	Electricity and energy	1st 2nd		
		0714	Electronics and automation	1st 2nd		

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	PL CZESTOC01	0413 0714 061	Management and administration Electronics and telecommunication ICTs	4 pers. x 5 days x 8h	2 pers. x 5 days x 8h
PL CZESTOC01	E MADRID05	0413 0714 061	Management and administration Electronics and telecommunication ICTs	4 pers. x 5 days x 8h	2 pers. x 5 days x 8h (UPM International Week)

[*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.]

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[3] 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[4]	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E MADRID05		Spanish	English	B1 (Spanish) B2 (English)	B2 (English) B2 (Spanish)
PL CZESTOC01		Polish	English	B1+ (English) B1+ (Polish)	B2 (English) B2 (Polish)

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:

PL CZESTOC01:

The Learning Agreement should be negotiated and agreed on by three sides – sending institution, receiving institution and the student – before student's arrival.
At the CUT the faculty's dean/vice-dean + both coordinators (faculty and institutional) will sign it to be valid.
Letter of Acceptance will be given by CUT not earlier than the Learning Agreement (students) or Mobility Agreement (staff) established.

In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please visit our website [links provided on the part A 1st / 2nd page] or contact the International Office: erasmus@adm.pcz.pl

DISABILITY ISSUES: CUT has got the infrastructure to welcome students and staff with disabilities at the part of its faculties/buildings, only. Therefore previous contact regards to its possibility is obligatory. CUT is taking no responsibility if will not be informed by sending institution about student's / staff's disability within given nomination. Contact details: erasmus@adm.pcz.pl tel.+48 34 3250 431.

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	1st June	1st December
PL CZESTOC01	31 AUGUST	31 JANUARY

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

ACADEMIC CALENDAR is updated and published on:

https://www.etsist.upm.es/internacional/incoming-students

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[4] 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

PL CZESTOC01: ACADEMIC CALENDAR is updated and published on:
www.pcz.pl/erasmus/calendar

2. After having received the nomination letter/email, application form with all enclosures and Learning Agreement by an e-mail at least, the letter of admission will be sent by PL CZESTOC01 within a max. of five 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

This agreement shall remain in force until the end of the Programme (2020/21). In case 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 2014 will only take effect as of 1 September 2014+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

PL CZESTOC01 - Grading Scale: www.pcz.pl/erasmus/grades

E MADRID05:

9 - 10	Excellent	Excellent performance
8 – 8,9	Good	Above average performance
7 – 7,9		
6 – 6,9	Pass	Average performance
5 – 5,9		Performance that, in spite of its shortcomings, still satisfies the minimum requirements.
4 – 4,9	Fail	Inadequate performance (Credit is not earned).
0 – 3,9		

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
E MADRID05	No VISA required as an EU national. erasmus@upm.es	www.upm.es/FuturosEstudiantes/AtencionAlumno/TramitacionVisados
PL CZESTOC01	**NOT REQJRED for EU citizens** for Non-EU citizens, please contact: erasmus@adm.pcz.pl +48 34 3250 431	www.pcz.pl/erasmus/visa

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:

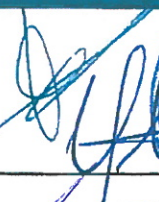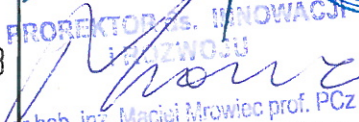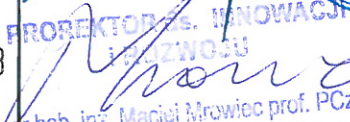| Institution [Erasmus code]	Contact details (email, phone)	Website for information
E MADRID05	erasmus@upm.es	. European Health Insurance Card . Insurance Policy for International mobility www.upm.es/institucional/Estudiantes/Seguros/SeguroMovilidadInternacional
PL CZESTOC01	erasmus@adm.pcz.pl +48 34 3250 431	www.pcz.pl/erasmus/insurance

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	movilidad@etsist.upm.es info@aluni.net	www.etsist.upm.es/estudiantes/servicios/alojamiento www.aluni.net
PL CZESTOC01	erasmus@adm.pcz.pl +48 34 3250 431	www.pcz.pl/erasmus/accomodation

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[5]
E MADRID05	Prof. Antonio Pedrero School Coordinator Prof. Alberto Almendra Erasmus Institutional Coordinator	1 1 JUN. 2019	
PL CZESTOC01	Maciej MROWIEC, CUT Professor Vice-Rector for Innovation and Development	2019 -06- 1 8	

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[5] Scanned signatures are accepted