Erasmus+ Programme

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

Inter-institutional[1] 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[1] (email, phone)	Website (eg. of the course catalogue)
INSTITUTO POLITÉCNICO DE LISBOA – Instituto Superior de Engenharia de Lisboa	P LISBOA05	Prof. Susana Teque Florêncio International Relations Office Coordinator nrinternacionais@isel.pt	www.isel.pt
Universidad Politécnica de Madrid – ETS Ingeniería y Sistemas de Telecomunicación (Technical University of Madrid – School of Telecommunications and Systems Engineering)	E MADRID05	Prof. Alberto Almendra Erasmus Institutional Coordinator international.europe@upm.es Prof. Rafael Herradón School Coordinator, ETSIST movilidad@etsist.upm.es +34 91 336 7774 /7792	www.upm.es www.etsist.upm.es

B. Mobility numbers[5] 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	TO [Erasmus	Subject area	Subject area name *	Study cycle	Number of student mobility periods

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[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.

[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)*

[code of the sending institution]	[code of the receiving institution]	code [ISCED]		[short cycle, 1st, 2nd or 3rd]	Student Mobility for Studies	Student Mobility for Traineeships
P LISBOA05	E MADRID05	0714	Electronics and Automation	1st, 2nd	2 x 10 = 20	
E MADRID05	P LISBOA05	0714	Electronics and Automation	1st, 2nd	2 x 10 = 20	

*[*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
P LISBOA05	E MADRID05	0714	Electronics and Automation	1 teacher 1w. 5h.	
E MADRID05	P LISBOA05	0714	Electronics & Telecommunications Eng.	1 teacher 1w. 5h.	

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	Staff Mobility for Teaching
P LISBOA05		Portuguese	English	B1	B2
E MADRID05	0714	Spanish	English	B1	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

E. Calendar

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

Receiving institution	Autumn term*	Spring term*

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[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

[Erasmus code]	[month]	[month]
P LISBOA05	May 31th	November 1st
E MADRID05	June 10th	December 1st

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

2. The receiving institution will send its decision within [4] weeks (minimum).

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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

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. The termination clauses must include the following disclaimer: "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

At **P LISBOA05**

ECTS GRADE	LOCAL GRADE	DEFINITION
A	20-18	EXCELLENT
B	16-17	VERY GOOD
C	14-15	GOOD
D	12-13	SATISFACTORY
E	10-11	SUFFICIENT
F	0-9	FAILED

At **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
P LISBOA05	nrinternacionais@isel.pt	No VISA requirement for EU citizens. Citizens from outside Schengen space or from third countries should apply for residence permission on arrival. Nationals of EU/EEA countries staying in Portugal for a period exceeding 3 months should register at "Junta de Freguesia", on accommodation area. Please check for further information's at your International Office.
E MADRID05	erasmus@upm.es	No VISA requirement for EU citizens. 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:

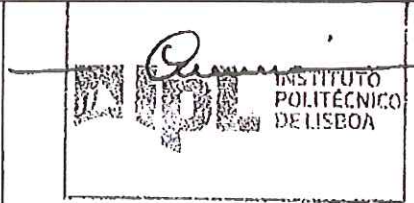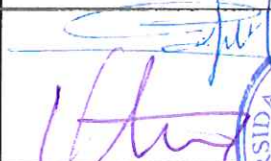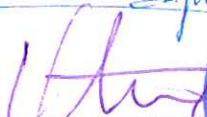| Institution [Erasmus code]	Contact details (email, phone)	Website for information
P LISBOA05	nrinternacionais@isel.pt	Erasmus students are required to have the European Health Card issued at your home country (valid for the whole period of mobility) Non-EU students are required to have commercial health insurance which covers medical cost and consequences of any accidents.
E MADRID05	erasmus@upm.es +34-91-3367986	. European Health Insurance Card www.centrossanitarios.sanidadmadrid.org . Insurance 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
P LISBOA05	nrinternacionais@isel.pt	

E MADRID05	movilidad@etsist.upm.es info@aluni.net	http://www.etsist.upm.es/estudiantes/servicios/alojamiento http://www.aluni.net/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[7]
P LISBOA05	Prof. Dr. Luís Manuel Vicente Ferreira President of Instituto Politécnico de Lisboa Estrada de Benfica nº 529 1549-020 Lisboa, PORTUGAL Phone:+351 217 101 200 e-mail: ipl@sc.ipl.pt		
E MADRID05	Prof. Rafael Herradón School Coordinator Prof. Alberto Almendra Erasmus Institutional Coordinator	23/10/2014	

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[7] Scanned signatures are accepted