



**Erasmus+ Programme**  
**Key Action 1**  
**– Mobility for learners and staff –**  
**Higher Education Student and Staff Mobility**  
**Inter-institutional<sup>1</sup> agreement 2014-20[21]<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)
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
BLEKINGE TEKNISKA HÖGSKOLA	S KARLSKR01	International exchange Blekinge Institute of Technology, SE-371 79, Karlskrona Sweden E-Mail: <a href="mailto:exchangestudies@bth.se">exchangestudies@bth.se</a> Phone: + 46 455 38 50 00	<a href="http://www.bth.se">www.bth.se</a>  <a href="http://www.bth.se/eng/prospectivestudents.nsf/pages/exchange-studies-within-europe-erasmus?OpenDocument">http://www.bth.se/eng/prospectivestudents.nsf/pages/exchange-studies-within-europe-erasmus?OpenDocument</a>

<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.

## B. Mobility numbers<sup>5</sup> 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 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods  Student Mobility for Studies  Student Mobility for Traineeships *  [total number of months of the study periods or average duration*]	
ES/S	S/ES	523	ETSI Telecomunicación Electrical & Telecomm. Eng.	1 <sup>st</sup> , 2 <sup>nd</sup>	2x12 = 24	
ES/S	S/ES	481 46	ETS de Ingenieros Informáticos (former Facultad Informática) Computer Science Mathematics	1 <sup>st</sup> , 2 <sup>nd</sup>	4x10 = 40	
ES/S	S/ES	523	ETS de Ingeniería y Sistemas de Telecomunicación (former EUIT Telecomunicación) Telecomm. & Electronic Engineering	1 <sup>st</sup> , 2 <sup>nd</sup> 3 <sup>rd</sup>	3x10 = 30 3x10 = 30	
ES/S	S/ES	521 522	ETS de Ingeniería y Diseño Industrial (former EUIT Industrial) Mechanical Engineering Electrical Engineering	1 <sup>st</sup>	2x6 = 12	

[\*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.]

<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>)



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 *
				[total number of days of teaching periods or average duration *]	
E MADRID 05	S KARLSKR01	523	Telecomm & Electronic Engineering	1teacher 1w.8h.	
S KARLSKR01	E MADRID 05	523	Telecomm & Electronic Engineering	1 x 2-5 days; 8 h teaching	

#### 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 instruc- tion 1	Language of instruc- tion 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	481	SPANISH		A2-B1	B2
		SPANISH		B1 (ETSIINF)	
	523 521/522		ENGLISH	B2 Only Master Level	
		SPANISH	ENGLISH	B1 (ETSIST)	
		SPANISH		A2 (ETSIDI)	
S KARLSKR01		English		B2 level	B2 level

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.]*

#### S KARLSKR01

**Outgoing students** will be selected for the study abroad semester according to their academic results, motivation letter, CV and language skills. Application deadline for outgoing student is March 1, every year, and concerns applications for both autumn and spring term next coming academic year.

**Incoming students** to BTH have to be nominated through the International offices of our partner universities by using the following web- form: <http://www.bth.se/application> Website course catalogue for exchange students is presented on the following link: [www.bth.se/courses\\_for\\_exchangestudents](http://www.bth.se/courses_for_exchangestudents)

<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>

Application deadlines: May 15<sup>th</sup> for autumn semester and November 15<sup>th</sup> for spring semester.

All incoming exchange students at BTH are invited to Introduction meeting by International coordinators, just before the term starts. Information is given about courses, practical things regarding studies and student life at BTH. A Welcome meeting is also arranged for all incoming students. BTH with all its units is presented here, as well as other authorities such as the Municipality, Housing companies, Student Union, sport organizations. ESN organization at our campus is assisting both incoming and outgoing mobility students. Student Centre help desk is open daily for assisting both incoming and outgoing students.

**Incoming staff** members for teaching and training mobility should apply by sending the Erasmus contract to [exchangestudies@bth.se](mailto:exchangestudies@bth.se). Please send some information about the current work position and suggest some different dates for the exchange before sending the contract. The admission procedure is an ongoing process during the whole year.

**Outgoing staff** members for teaching and training mobility apply by sending a signed Erasmus contract to [exchangestudies@bth.se](mailto:exchangestudies@bth.se). Information about current work position and different dates for the exchange should be sent to International Coordinator at International Exchange. The admission procedure is an ongoing process during the whole year and outgoing staff apply in competition with other staff.

#### 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	1, Decembe
S KARLSKR01	May 15 <sup>th</sup>	November 15 <sup>th</sup>

2. **S KARLSKR01:** The receiving institution will send its decision within six weeks after the application deadline.
3. **S KARLSKR01:** A Transcript of Records will be issued by the receiving institution no later than five weeks after the assessment period has finished at the receiving HEI. Please note that some delays may occur due to national holidays or winter / summer vacation
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' 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.]*

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

<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)



## S KARLSKR01

<http://www.bth.se/eng/prospectivestudents.nsf/pages/teaching-methods>

The following grading system has been used at BTH:

(Approved by the Board of Education 2012-06-05 §65)

Each course is to have a grading scale. At BTH, one of the following scales is to be employed:

- G, Ux, U (G Pass, Ux Insufficient, supplementation required, U Fail)

- A, B, C, D, E, FX, F (A Excellent, B Very good, C Good, D Satisfactory, E Sufficient, FX Insufficient, supplementation required, F Fail).

## 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:

<u>Institution</u> <u>[Erasmus</u> <u>code]</u>	<u>Contact details</u> <u>(email, phone)</u>	<u>Website for information</u>
<b>E MADRID 05</b>	erasmus@upm.es	<a href="http://www.upm.es/institucional/Estudiantes/Atencion/TramitacionVisados">http://www.upm.es/institucional/Estudiantes/Atencion/TramitacionVisados</a>
<b>S KARLSKR01</b>	International exchange Blekinge Institute of Technology, SE-371 79 Karlskrona E-mail: <a href="mailto:exchangestudies@bth.se">exchangestudies@bth.se</a> Phone: +46 455 38 5000	<a href="http://www.bth.se/eng/prospectivestudents.nsf/pages/residence-permits">http://www.bth.se/eng/prospectivestudents.nsf/pages/residence-permits</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:

<u>Institution</u> <u>[Erasmus code]</u>	<u>Contact details</u> <u>(email, phone)</u>	<u>Website for information</u>
<b>E MADRID05</b>	erasmus@upm.es +34-91-3367986	<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>
<b>S KARLSKR01</b>	International exchange Blekinge Institute of Technology, SE-371 79 Karlskrona E-mail:	<a href="http://www.bth.se/eng/prospectivestudents.nsf/pages/student-insurance-conditions">http://www.bth.se/eng/prospectivestudents.nsf/pages/student-insurance-conditions</a>

	<a href="mailto:exchangestudies@bth.se">exchangestudies@bth.se</a> Phone: +46 455 38 5000	
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#### 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
<b>E MADRID 05</b>	erasmus@upm.es +34-91-3367986	<a href="http://www.upm.es/internacional/Students/Student+Attention/ddeebfdf03a97210VgnVCM10000009c7648aRCRD">http://www.upm.es/internacional/Students/Student+Attention/ddeebfdf03a97210VgnVCM10000009c7648aRCRD</a>
<b>S KARLSKR01</b>	International exchange Blekinge Institute of Technology, SE-371 79 Karlskrona E-mail: <a href="mailto:exchangestudies@bth.se">exchangestudies@bth.se</a> Phone: +46 455 38 5000	<a href="http://www.bth.se/eng/prospectivestudents.nsf/pages/housing">http://www.bth.se/eng/prospectivestudents.nsf/pages/housing</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>8</sup>
<b>E MADRID 05</b>	Prof. Alberto Almendra Erasmus Institutional Coordinator	09 DIC. 2013	
<b>S KARLSKR01</b>	Maria Engelmark, Senior Expert, International Relations	2013 12 05	

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371 79 KARLSKRONA

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