



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-2021² 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)
Universitat Politècnica de Catalunya·BarcelonaTech ETSEIB	E BARCELO03	José B. Parra International Relations manager ETSEIB jose.parra@upc.edu Tel. +34 93 4016627	www.etseib.upc.edu
UNIVERSITE LIBRE DE BRUXELLES	B-BRUXEL04	Ecole polytechnique de Bruxelles Prof. Guy WARZEE (until mid 2014) email : gwarzee@ulb.ac.be Tel : +32(0)2-650 27 71 – CP 194/2 Prof. Marie-Paule DELPLANCKE (as from 2014) email : Marie-Paule.Delplancke@ulb.ac.be Tel : +32(0)2-650 29 02 – CP 165/63 avenue Roosevelt, 50 B – 1050 Bruxelles (Belgium)	http://www.ulb.ac.be/facs/polytech

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 [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle (BSc, MSc and PhD)	Number of student mobility periods		
					Student Mobility for Studies		
					Students	Student months	Student months (=sum)
B-BRUXEL04	E-BARCELO03	52	Engineering	BSc & MSc (*)	4	10	40
E-BARCELO03	B-BRUXEL04	52	Engineering	BSc & MSc (*)	4	10	40
(*) Only students having already completed 3 years of BSc are eligible							

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-BARCELO03	B-BRUXEL04			--	--
B-BRUXEL04	E-BARCELO03			--	--

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:

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>)

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 BARCELO03	Engineering	Spanish or Catalan	English	B1 Spanish or Catalan B2 English	
B-BRUXEL04	Engineering	English	French	--	

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

UPC BarcelonaTech :

UPC BarcelonaTech can provide some support to welcome students and staff with disabilities; depending on the individual cases, with prior agreement between both institutions. There is a service at UPC to give general orientation to people with disabilities; but no additional personnel or economic support is provided.

B-BRUXEL04 :

ULB's student disabilities' service, offer of the assistance and organize, if required, assistance or possible timetable adjustments, to allow disabled students to complete their exchange's period in the best possible conditions.

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 BARCELO03	1st June	1st December
B-BRUXEL04	May 1st	October 1st

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>

2. The receiving institution will send its decision within 4 weeks.
3. ETSEIB-UPC and ULB (Ecole polytechnique de Bruxelles) send transcripts of records approximately within 4 weeks after the examinations period.
4. Termination of the agreement

If one or both parties wish to terminate the agreement a notice period 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."

In the event that notice of termination of the agreement is given, students who have already been selected and accepted for the exchange programme may still participate. Notwithstanding the termination of the agreement, each institution agrees that it will continue to fulfil its responsibilities to Exchange Students already registered at their institution until the completion of their particular exchange period.

F. Information

1. Grading systems of the institutions

UPC BarcelonaTech :

For information about the grading system, see:

<https://www.upc.edu/information/frequently-asked-questions/faqs-about-bachelors-degree-courses/#avalua>. The transcripts of records obtained reflect the name of the subjects in English, the ECTS grades and local grades.

B-BRUXEL04 :

<http://www.ulb.ac.be/enseignements/presentation/fr/presentation-fr-ects.html>

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 BARCELO03	UPC International Students Office oficina.mobilitat.internacional@upc.edu Tel.+34 93 4016937	https://www.upc.edu/sri/students
B-BRUXEL04	mobilite@ulb.ac.be	http://diplomatie.belgium.be/fr/Services/venir_en_belgique/ http://www.ulb.ac.be/enseignements/cpe/cpedocs/guide-fr.pdf

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 BARCELO03	ETSEIB International Office incoming.etseib@upc.edu Tel. +34 93 4016627	www.etseib.upc.edu (International Mobility)
B-BRUXEL04	mobilite@ulb.ac.be	12 Euro are requested for ULB insurance, this covers any accidents that might occur in the pursuit of academic activities http://www.ulb.ac.be/services/etudiants/assurances-etudiants.html

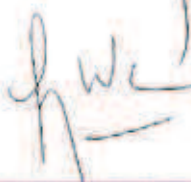
4. Housing

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 BARCELO03	UPC International Students Office oficina.mobilitat.internacional@upc.edu Tel. +34 93 4016937	http://www.bcu.cesca.es/
B-BRUXEL04	Office.du.Logement@ulb.ac.be	http://www.ulb.ac.be/logements/index.html

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
E BARCELO03	Dr. Lucas van Wunnik Vice-director for Internationalisation ETSEIB	02 DEC. 2013	 
B-BRUXEL04	Ecole polytechnique de Bruxelles Prof. Jean-Claude MAUN Dean Prof. Guy WARZEE Coordinator of the Exchange Programs	11/12/2013	  

⁷ Scanned signatures are accepted



Escola Tècnica Superior
d'Enginyeria Industrial de Barcelona

UNIVERSITAT POLITÈCNICA DE CATALUNYA

UNIVERSITAT POLITÈCNICA DE CATALUNYA-BARCELONATECH (UPC)

Institution name	Universitat Politècnica de Catalunya
Erasmus code	E BARCELO03
Rector	Prof. Enric Fossas
Web site	www.upc.edu

ESCOLA TÈCNICA SUPERIOR D'ENGINYERIA INDUSTRIAL DE BARCELONA (ETSEIB)

Director	Prof. Neus Cónsul
Web site	http://www.etseib.upc.edu
Department responsible for international relations	International Office
Erasmus coordinator	Prof. Lucas van Wunnik Vice-director for Internationalisation
E-mail	van.wunnik.sd.etseib@upc.edu
Erasmus contact person	Mr. José B. Parra Manager, International Office
E-mail	jose.parra@upc.edu
Outgoing students	Ms. Chantal Alastruey
E-mail	relint.etseib@upc.edu
Incoming students	Ms. Araceli Ortiz
E-mail	incoming.etseib@upc.edu
Postal Address	Av. Diagonal, 647 E-08028 Barcelona, Spain
Telephone	+34 93 401 66 27
Fax	+34 93 401 07 04
E-mail	relint.etseib@upc.edu (Outgoing mobility) incoming.etseib@upc.edu (Incoming mobility)