



Erasmus+ Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2014-2020² 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)
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 DELPLANCHE (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
UNIVERSITAT POLITECNICA DE CATALUNYA-ETSETB	E-BARCELO03	<i>Vice-Dean for International Relations</i> Pro. José Antonio Lázaro UPC Campus Nord D3 c/ Jordi Girona 1-3 08034 Barcelona, Spain ☎ : +34 93 4011978 mobilitat@etsetb.upc.edu	https://www.etsetb.upc.edu/ https://www.etsetb.upc.edu/en/Info_about/study_program/

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 [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods Student Mobility for Studies
B-BRUXEL04	E-BARCELO03	523	Electronics and Automation	MA	2x10 = 20
E-BARCELO03	B-BRUXEL04	523	Electronics and Automation	MA	2x10 = 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.]

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 [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
B-BRUXEL04					
E-BARCELO03		E	EN	E: B1-B2 / EN: B1-B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution.

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>)

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>

D. Additional requirements

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-BARCELO03 :

UPC 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.

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
B-BRUXEL04	May 1st	October 1st
E-BARCELO03	June 1st	December 1st

2. The receiving institution will send its decision within **5** 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

In the event of unilateral termination of the agreement, 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

B-BRUXEL04 :

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

E-BARCELO03 :

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.

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
B-BRUXEL04	mobilite@ulb.ac.be	http://diplomatie.belgium.be/fr/Services/enir_en_belgique/ http://www.ulb.ac.be/enseignements/cpe/cpedocs/guide-fr.pdf
E-BARCELO03	International Students Office oficina.mobilitat.internacio nal@upc.edu telephone: (+34)- 93 401 69 37	https://www.upc.edu/sri/students

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
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
E-BARCELO03	International Students Office oficina.mobilitat.internacional@upc.edu telephone: (+34)- 93 401 69 37	https://www.upc.edu/sri/students/international-students/before-coming-to-upc/health-insurance

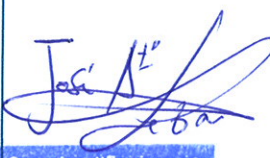
4. Housing

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
B-BRUXEL04	Office.du.Logement@ulb.ac.be	http://www.ulb.ac.be/logements/index.html
E-BARCELO03	In general: International Students Office oficina.mobilitat.internacional@upc.edu telephone: (+34)- 93 401 69 37	

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
B-BRUXEL04	Ecole polytechnique de Bruxelles Prof. Jean-Claude MAUN Dean Prof. Guy WARZEE Coordinator of the Exchange Programs	14-oct-13	  
E-BARCELO03	José A. Lázaro Vice-Dean International Affairs E.T.S.E.T. Barcelona	10-oct-13	



Escola Tècnica Superior d'Enginyeria
de Telecomunicació de Barcelona
UNIVERSITAT POLITÈCNICA DE CATALUNYA
ÀREA RELACIONS EXTERNES

⁷ Scanned signatures are accepted