



Erasmus+ Programme

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

Inter-institutional¹ 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 ⁴ (email, phone)	Website (eg. of the course catalogue)
Universitat Politècnica de Catalunya (UPC-Barcelona Tech) Escola Tècnica Superior d'Enginyers de Camins, Canals i Ports de Barcelona (Civil Engineering School)	E-BARCELO03	<u>For questions related to the international affairs policy, institutional collaboration and the content of the Erasmus agreement :</u> Isabel Pera C/Jordi Girona, 1-3, building C2 1st floor 08034 Barcelona, SPAIN Tel: +34 934017082 Fax: +34 934016504 E-mail: rrii.camins@upc.edu <u>For questions related to the mobility of students (admissions, learning agreements, registration, transcripts of records, certificates, etc):</u> Eila Guerola (Academic Secretariat) c/ Jordi Girona 1-3, building C2. Ground Floor. 08034 Barcelona, SPAIN. Tel: +34 934017968 Fax: +34 934012535 E-mail: mobilitystudents.camins@upc.edu	http://www.camins.upc.edu/ http://www.camins.upc.edu/foreign-students

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.

UNIVERSITE LIBRE DE BRUXELLES (Ecole polytechnique de Bruxelles)	B-BRUXEL04	<u>For questions related to the international affairs policy, institutional collaboration and the content of the Erasmus agreement :</u> 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) <u>For questions related to the mobility of students (admissions, learning agreements, registration, transcripts of records, certificates, etc):</u> Mrs. Rose-Marie BRYNAERT email : Rose-Marie.Brynaert@ulb.ac.be international.polytech@admin.ulb.ac.be	http://www.ulb.ac.be/facs/polytech
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B. Mobility numbers⁵ per academic year

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subj ect area code * [ISCE D]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	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-BARCELO03	B-BRUXEL04	582	Civil Engineering	Bachelor* and Master	2 students for 10 months each = 20 months in total and 2 students for 5 months each = 10 months in total TOTAL: 30 months	0
				*Bachelor students will undertake their 4 th year of studies at ULB.		

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>)

B-BRUXEL04	E-BARCELO03	582	Civil Engineering	Bachelor and Master	2 students for 10 months each = 20 months in total and 2 students for 5 months each = 10 months in total TOTAL: 30 months	0
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[*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 *
E-BARCELO03	B-BRUXEL04	582	Civil Engineering	0	0
Faculty interested in doing a teaching staff mobility at Escola de Camins have to find themselves a professor in the same field of knowledge at Escola de Camins who is willing to host him/her.					
B-BRUXEL04	E-BARCELO03	582	Civil Engineering	0	0

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
E-BARCELO03	Civil Engineering	Spanish	English Catalan	For <u>Erasmus students and DD students</u> : A2 Spanish recommended For <u>Double Degree students</u> : B2 English necessary when applying	

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>

B-BRUXEL04	Civil Engineering	French	English	Courses are taught in English and/or French. No specific level is required, but as an orientation, B1 can help (students must feel fluent enough to follow classes).	
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For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links provided on the first page]*.

You can check the list of courses in English at the following link: <http://www.camins.upc.edu/foreign-students>

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.]

FROM		TO	
[Erasmus code of the sending institution]		[Erasmus code of the receiving institution]	
E-BARCELO03		B-BRUXEL04	
STUDY PLANS Issue	Question		
Final PROJECT (research) = Master thesis	DEFENSE (soutenance) - How is the defense organized? - Is it a public defense in front of a tribunal? Yes - Do international students get a mark? Yes Final PROJECT (research): - Are our students accepted to undertake their research at your institution?: - TFG (Bachelor thesis): No (not organised) - TFM (Master thesis): Yes - How many ECTS has your: - TFG (Bachelor thesis) : -- - TFM (Master thesis): 20 or 24 - Are the following done individually (not in groups): - TFG (Bachelor thesis) : -- - TFM (Master thesis): Yes		
Number of years of bachelor and master	At B-BRUXEL04 : 3 + 2		
Bachelors	Do you accept our incoming students coming from these Bachelors at our school? Civil Engineering: Yes (from UPC-BA4 only)		
Master	Do you accept our Master incoming students coming from these scientific areas? Civil Engineering: Yes		

OTHER ISSUES	Question
OTHER REQUIREMENTS	- Number of necessary credits per semester/year : 30/60 - If there is semestral mobility, can your students come at both semesters? Yes
ACADEMIC CALENDAR	Do you have an extraordinary evaluation period (exams or research defense) in September? Yes (if the student fails in June)
LANGUAGE OF INSTRUCTION	- Courses offered in English: Yes - Courses offered in local language : Yes - Are courses of local language offered at your institution? When? Yes

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.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]
B-BRUXEL04	E-BARCELO03
STUDY PLANS Issue	Question
Final PROJECT (research)	DEFENSE (soutenance) • How is the defense organized? ◦ Is it a public defense in front of a tribunal? Yes • Do international students get a mark? Yes Final PROJECT (research): • Are international students accepted to undertake their research at Escola de Camins institution?: • TFG (Bachelor thesis): Yes • TFM (Master thesis): Yes • How many ECTS has your: • TFG (Bachelor thesis) : 12 ECTS • TFM (Master thesis): 25 ECTS • Are the following done individually (not in groups): • TFG (Bachelor thesis) : Yes • TFM (Master thesis): Yes • International students are welcome to perform a research work at our School. However, there is no service provided to match student requests with on-going research projects at the School. A student who wishes to carry out a research work must contact the research group or professor directly and make the arrangements with them before applying. After following these steps, the student can apply as an exchange student. More information: http://www.camins.upc.edu/foreign-students/application-admission/exchange-students • Evaluation of the research work: it is assessed by a Board of Examiners during a public and oral presentation.
Study plans	Link to our study plans of bachelor/master where incoming mobility of our school is accepted: http://www.camins.upc.edu/estudis

OTHER ISSUES	Question
APPLICATION PROCEDURE	- Online application form and admission requirements: - Exchange students: http://www.camins.upc.edu/foreign-students/application-admission/exchange-students - Double degree students: http://www.camins.upc.edu/foreign-students/application-admission/double-degree-students
LANGUAGE REQUIREMENTS	- For <u>Erasmus students and DD students</u>: A2 Spanish recommended - For <u>Double Degree students</u>: B2 English necessary when applying
OTHER REQUIREMENTS	- Number of necessary credits per semester/year: - For <u>Erasmus students</u>: 20/30 ECTS per semester; 40/60 ECTS per year. - For <u>Double Degree students</u>: number of credits according to double degree agreement and agreed academic itinerary. - If there is <u>semestral mobility</u>, can international students come at both semesters? Yes
ACADEMIC CALENDAR	- The studies at Escola de Camins are divided into two semesters. <u>First semester</u>: starts September/October; finishes January <u>Second semester</u>: starts January/February; finishes May/June/July - The exact academic calendar depends on the program (bachelor or master). Check http://www.camins.upc.edu/foreign-students/application-admission and http://www.camins.upc.edu/estudis for detailed information. - Information about registration: Once the students have been accepted, we will send an e-mail with detailed information about their registration.
LANGUAGE OF INSTRUCTION	- Information about courses in English, Spanish, Catalan: Please visit our website in order to find updated information. You can find the list of courses offered in English, the number of credits of each course and the semester they are taught at: http://www.camins.upc.edu/foreign-students Language preparation courses are offered for international students, both in Catalan (http://www.upc.edu/slt/?set_language=en) and Spanish (http://www.meritschool.com/ca/?portfolio=upc-campus-nord-2)
STUDENTS AND STAFF WITH DISABILITIES	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.
ORIENTATION WEEK FOR INTERNATIONAL STUDENTS	UPC organizes an Orientation Week for international exchange students and/or Welcome sessions for international masters students at the beginning of their stay. Incoming students will receive information about it. The information is published at: http://www.upc.edu/sri/

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	Beginning of June Please find all information related to application (enrolment criteria, admission procedure, confirmation of acceptance, academic calendar, etc.) at: http://www.camins.upc.edu/foreign-students/application-admission	End of October
B-BRUXEL04	May 1 st	October 1 st

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

2. The receiving institution will send its decision within [4-5] weeks.
3. A Transcript of Records will be issued by the receiving institution no later than [4-5] weeks after the assessment period has finished at the receiving HEI. Please note that some of our programs have only one annual academic assessment (in June), and thus, in such cases, incoming students coming for the first semester will only receive their Transcript of Records in July.
4. Termination of the agreement

It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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."

Students enrolled as of the date of termination will be permitted to complete their studies.

F. Information

1. Grading systems of the institutions

E-BARCELO03 :

For information about the grading system, see:

<https://www.upc.edu/information/frequently-asked-questions/faqs-about-bachelors-degree-courses/#avalua>

<https://www.upc.edu/information/frequently-asked-questions/faqs-about-masters-degree-courses>

http://doctorat.upc.edu/academic-management/frequently-asked-questions-faq?set_language=en

The transcripts of records obtained reflect the name of the subjects in English, the ECTS grades and local grades.

In the case of Escola de Camins (ETSECCPB), the grading system for each Study will be specified in the specific section of the general regulations of the UPC, published on the following website:

<http://www.camins.upc.edu/estudis/normatives>

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	International Students Office oficina.mobilitat.internacional@upc.edu telephone: (+34)- 93 401 69 37	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	International Students Office oficina.mobilitat.internacional@upc.edu telephone: (+34)- 93 401 69 37	https://www.upc.edu/sri/students In concrete, for insurance: https://www.upc.edu/sri/students/international-students/before-coming-to-upc/health-insurance
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	In general: International Students Office oficina.mobilitat.internacional@upc.edu telephone: (+34)- 93 401 69 37	
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	Prof. Sebastià Olivella Director School of Civil Engineering (Escola de Camins, ETSECCPB) UNIVERSITAT POLITÈCNICA DE CATALUNYA	15/11/13	
B-BRUXEL04	Ecole polytechnique de Bruxelles Prof. Jean-Claude MAUN Dean Prof. Guy WARZEE Coordinator of the Exchange Programs	30/10/2013	

⁷ Scanned signatures are accepted