



Erasmus+ Programme

Key Action 1 – Mobility for learners and staff

Higher Education Student and Staff Mobility

Inter-institutional agreement 2014/15 – 2020/21 between programme countries

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	Erasmus code	Contact details, website
Aalto University School of Electrical Engineering	SF ESPOO12	Ms Anita Bisi (agreements) Manager of International Relations P.O.Box 11000 (st. Otakaari 1 F) FI-00076 Aalto, Finland mobile +358-50-3010612 anita.bisi@aalto.fi Student Services, (incoming & outgoing student mobility) P.O.Box 13000 , FI-00076 Aalto, Finland Incoming-elec@aalto.fi https://into.aalto.fi/display/enmasterelec/Incoming+exchange+studen
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

B. Mobility numbers per academic year

FROM	TO	Subject area [ISCED]		Cycle	Number of student mobility periods	
		code	name		Studies	Traineeships
SF ESPOO12	B-BRUXEL04	529	Engineering (others : Bio-engineering)	1 st /2 nd / 3 rd	2x5 = 10 or 1x10 = 10	
		522	Electrical engineering			
		523	Electronics, Telecommunications			

B-BRUXEL04	SF ESPOO12	529	Engineering (others : Bio-engineering)	1 st /2 nd / 3 rd	2x5 = 10 or 1x10 = 10	
		522	Electrical engineering			
		523	Electronics, Telecommunications			

FROM	TO	Subject area [ISCED]		Number of staff mobility periods	
		code	Name	Teaching	Training
SF ESPOO12	B-BRUXEL04	to be defined	to be defined	2-5 days/8 hours	
B-BRUXEL04	SF ESPOO12	to be defined	to be defined	2-5 days/8 hours	

C. Recommended language skills

The sending 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	Language (s) of instruction	For more details	Recommended language of	
			Student	Staff Mobility
SF ESPOO12	EN (FI/SWE)	https://into.aalto.fi/display/enmasterelec/How+to+apply	B2/IELTS 6,5/TOEF 92/ or equivalent	
B-BRUXEL04				

D. Additional requirements

SF ESPOO12	----
B-BRUXEL04	----

E. Calendar

Receiving	Autumn term	Spring term
SF ESPOO12	Final date for applications: May 15st	Final date for applications: October 15th
	1. Applications should be sent to the contact person at the school level. 2. Aalto University will send its decision a.s.a.p. and no later than 3-5 weeks after receiving the application 3. A Transcript of Records will be issued upon request, no later than 5 weeks after the official assessment period has finished 4. In case the 10 months period is divided into two for two students, other one can start in the autumn semester, another one in the spring semester	
B-BRUXEL04	Final date for applications: May 1st	Final date for applications: October 1st
	1. Applications should be sent to the "Service de Mobilité étudiante (ULB-SME)" mobilite@ulb.ac.be 2. ULB-SME will send its decision within 4 weeks 3. A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished	

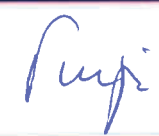
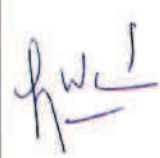
F. Information

About	SF ESPOO12	B-BRUXEL04
		mobilite@ulb.ac.be
Grading system	https://into.aalto.fi/display/enmasterelec/Credits+and+grading+system	http://www.ulb.ac.be/enseignements/presentation/fr/presentation-fr-ects.html
Visa	http://www.aalto.fi/en/studies/about/for_future_student/visa_and_immigration/	http://diplomatie.belgium.be/fr/Services/venir_en_belgique/ http://www.ulb.ac.be/enseignements/cpe/cpedocs/guide-fr.pdf
Insurance	https://into.aalto.fi/display/enmasterelec/Statutory+insurance+for+students	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
Housing	https://into.aalto.fi/display/enmasterelec/Housing+for+exchange+students	Office.du.Logement@ulb.ac.be http://www.ulb.ac.be/logements/index.html
Special needs	http://www.aalto.fi/en/about/strategy/accessibility/	mobilite@ulb.ac.be

Termination of the agreement

In the event of unilateral termination, a notice of at least one academic year should be given. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

G. SIGNATURES OF THE INSTITUTIONS

Institution	Name, function	Date	Signature ^{1 2}
SF ESPOO12	Professor Tuija Pulkkinen , Dean, School of Electrical Engineering	18.11.2013	 
B-BRUXEL04	Ecole polytechnique de Bruxelles Prof. Jean-Claude MAUN Dean Prof. Guy WARZEE Coordinator of the Exchange Programs	14/11/2013	  

² Scanned signatures are accepted