



# Erasmus+ Programme

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

### Inter-institutional<sup>1</sup> agreement 2014-2020<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<br>(and department, where relevant) | Erasmus code | Contact details <sup>4</sup><br>(email, phone)                                                                                                                                                                                                                                                                                                                                                                                                                  | Website<br>(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                                                                          |
| UNIVERSITE LIBRE DE BRUXELLES                               | B-BRUXEL04   | <b>Ecole polytechnique de Bruxelles</b><br><b>Prof. Guy WARZEE</b> (until mid 2014)<br>email : <a href="mailto:gwarzee@ulb.ac.be">gwarzee@ulb.ac.be</a><br>Tel : +32(0)2-650 27 71 – CP 194/2<br><br><b>Prof. Marie-Paule DELPLANCKE</b><br>(as from 2014)<br>email : <a href="mailto:Marie-Paule.Delplancke@ulb.ac.be">Marie-Paule.Delplancke@ulb.ac.be</a><br>Tel : +32(0)2-650 29 02 – CP 165/63<br><br>avenue Roosevelt, 50<br>B – 1050 Bruxelles (Belgium) | <a href="http://www.ulb.ac.be/facs/polytech">http://www.ulb.ac.be/facs/polytech</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<br>[Erasmus code<br>of the sending<br>institution] | TO<br>[Erasmus code<br>of the<br>receiving<br>institution] | Subject<br>area<br>code<br>*<br>[ISCED] | Subject area<br>name<br>* | Study<br>cycle<br>[short<br>cycle,<br>1 <sup>st</sup> , 2 <sup>nd</sup><br>or 3 <sup>rd</sup> ]<br>* | Number of<br>student<br>mobility<br>periods<br><br>Student Mobility<br>for Studies<br><br>[total number of<br>months of the study<br>periods or average<br>duration*] | Number of<br>staff<br>mobility<br>periods<br><br>Staff<br>Mobility for<br>Teaching<br>[total number<br>of days of<br>teaching<br>periods *] |
|---------------------------------------------------------|------------------------------------------------------------|-----------------------------------------|---------------------------|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
|---------------------------------------------------------|------------------------------------------------------------|-----------------------------------------|---------------------------|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|

### ETSI Caminos, Canales y Puertos

|            |            |     |                   |                                   |           |                 |
|------------|------------|-----|-------------------|-----------------------------------|-----------|-----------------|
| B-BRUXEL04 | E-MADRID05 | 582 | Civil Engineering | 1 <sup>st</sup> , 2 <sup>nd</sup> | 2x12 = 24 | 1teacher 1w.5h. |
| E-MADRID05 | B-BRUXEL04 | 582 | Civil Engineering | 1 <sup>st</sup> , 2 <sup>nd</sup> | 2x12 = 24 | 1teacher 1w.5h. |
| B-BRUXEL04 | E-MADRID05 | 543 | Materials         | 1 <sup>st</sup> , 2 <sup>nd</sup> | 2x12 = 24 | 1teacher 1w.5h. |
| E-MADRID05 | B-BRUXEL04 | 543 | Materials         | 1 <sup>st</sup> , 2 <sup>nd</sup> | 2x12 = 24 | 1teacher 1w.5h. |

### ETSI Industriales

|            |            |    |             |                                   |           |  |
|------------|------------|----|-------------|-----------------------------------|-----------|--|
| B-BRUXEL04 | E-MADRID05 | 52 | Engineering | 1 <sup>st</sup> , 2 <sup>nd</sup> | 4x12 = 48 |  |
| E-MADRID05 | B-BRUXEL04 | 52 | Engineering | 1 <sup>st</sup> , 2 <sup>nd</sup> | 4x12 = 48 |  |

### ETSI Telecomunicacion

|            |            |     |                               |                                   |           |  |
|------------|------------|-----|-------------------------------|-----------------------------------|-----------|--|
| B-BRUXEL04 | E-MADRID05 | 523 | Electronics and<br>Automation | 2 <sup>nd</sup>                   | 2x12 = 24 |  |
| E-MADRID05 | B-BRUXEL04 | 523 | Electronics and<br>Automation | 1 <sup>st</sup> , 2 <sup>nd</sup> | 2x12 = 24 |  |

### ETS de Ingenieros Informáticos (former Facultad Informatica)

|            |            |     |                                                      |                                   |           |  |
|------------|------------|-----|------------------------------------------------------|-----------------------------------|-----------|--|
| B-BRUXEL04 | E-MADRID05 | 529 | Engineering<br>(others :<br>Computer<br>Engineering) | 1 <sup>st</sup> , 2 <sup>nd</sup> | 2x12 = 24 |  |
| E-MADRID05 | B-BRUXEL04 | 481 | Computer<br>Science                                  | 1 <sup>st</sup> , 2 <sup>nd</sup> | 2x12 = 24 |  |

<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>)

### 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<br>[Erasmus code] | Optional:<br>Subject area | Language of instruction 1 | Language of instruction 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                              |                           |                           |                           | A2-B1<br>B1 (recommended ETSII)<br>B1 (recommended ETSIINF)  | B2                                                          |
| B BRUXEL04                              |                           |                           |                           | A1-A2                                                        |                                                             |

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.]*

### E. Calendar

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

| Receiving institution<br>[Erasmus code] | Autumn term*<br>[month]       | Spring term*<br>[month]             |
|-----------------------------------------|-------------------------------|-------------------------------------|
| E-MADRID05                              | 10, June<br>30, April (ETSII) | 1, December<br>15, November (ETSII) |
| B-BRUXEL04                              | May 1st                       | October 1st                         |

2. The receiving institution will send its decision within 4 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, 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.*

<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>

## 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*

#### 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:

| <u>Institution<br/>[Erasmus<br/>code]</u> | <u>Contact details<br/>(email, phone)</u>                  | <u>Website for information</u>                                                                                                                                                                                                                                                 |
|-------------------------------------------|------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| E MADRID05                                | erasmus@upm.es                                             | <a href="http://www.upm.es/institucional/Estudiantes/Atencion/TramitacionVisados">http://www.upm.es/institucional/Estudiantes/Atencion/TramitacionVisados</a>                                                                                                                  |
| B-BRUXEL04                                | <a href="mailto:mobilite@ulb.ac.be">mobilite@ulb.ac.be</a> | <a href="http://diplomatie.belgium.be/fr/Services/venir_en_belgique/">http://diplomatie.belgium.be/fr/Services/venir_en_belgique/</a><br><a href="http://www.ulb.ac.be/enseignements/cpe/cpedocs/guide-fr.pdf">http://www.ulb.ac.be/enseignements/cpe/cpedocs/guide-fr.pdf</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<br/>[Erasmus code]</u> | <u>Contact details<br/>(email, phone)</u>                  | <u>Website for information</u>                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------|------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| E-MADRID05                            | erasmus@upm.es<br>+34-91-3367986                           | . European Health Insurance Card<br><a href="http://www.centrossanitarios.sanidadmadrid.org">www.centrossanitarios.sanidadmadrid.org</a><br>. Insurance Policy for international mobility (15€)<br><a href="http://www.upm.es/institucional/Estudiantes/Seguros/SeguroMovilidadInternacional">http://www.upm.es/institucional/Estudiantes/Seguros/SeguroMovilidadInternacional</a> |
| B-BRUXEL04                            | <a href="mailto:mobilite@ulb.ac.be">mobilite@ulb.ac.be</a> | 12 Euro are requested for ULB insurance, this covers any accidents that might occur in the pursuit of academic activities<br><a href="http://www.ulb.ac.be/services/etudiants/assurances-etudiants.html">http://www.ulb.ac.be/services/etudiants/assurances-etudiants.html</a>                                                                                                     |

<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)

#### 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<br>[Erasmus code] | Contact details<br>(email, phone)                                              | Website for information                                                                           |
|-------------------------------|--------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| E-MADRID05                    | erasmus@upm.es<br>+34-91-3367986                                               | www.upm.es/internacional/Students/Student+Attention/<br>ddeebedf03a97210VgnVCM10000009c7648aRCRD  |
| B-BRUXEL04                    | <a href="mailto:Office.du.Logement@ulb.ac.be">Office.du.Logement@ulb.ac.be</a> | <a href="http://www.ulb.ac.be/logements/index.html">http://www.ulb.ac.be/logements/index.html</a> |

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

| Institution<br>[Erasmus code] | Name, function                                                                                                                                              | Date       | Signature <sup>8</sup>                                                                |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|---------------------------------------------------------------------------------------|
| E-MADRID05                    | <b>Prof. Alberto Almendra</b><br>Erasmus Institutional Coordinator                                                                                          | 29/10/2013 |   |
| B-BRUXEL04                    | <b>Ecole polytechnique de Bruxelles</b><br><br><b>Prof. Jean-Claude MAUN</b><br>Dean<br><br><b>Prof. Guy WARZEE</b><br>Coordinator of the Exchange Programs | 29/10/2013 |  |

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