



Erasmus+ Programme

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

Inter-institutional¹ agreement 2020/2021 between programme countries

[Minimum requirements]²

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 ³ (email, phone)	Website (eg. of the course catalogue)
UNIVERSITE LIBRE DE BRUXELLES	B-BRUXEL04	Ecole polytechnique de Bruxelles Prof. Marie-Paule DELPLANCHE email : vdoyiepb@ulb.ac.be Tel : +32(0)2-650 29 02 – CP 165/63 avenue Roosevelt, 50 B – 1050 Bruxelles (Belgium)	https://polytech.ulb.be/ https://www.ulb.be/
UNIVERSIDAD PONTIFICIA COMILLAS	E MADRID 02	Contact person : Carmen González, International Relations Service cgonzalez@sri.upcomillas.es Departmental Coordinator : Alberto Zanmatti Alberto Aguilera, 25 - 28015 Madrid Tel. +34 91542 2800 Ext. 2426 azanmatti@icai.upcomillas.es -	http://www.upcomillas.es/sri

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

³ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers⁴ 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 [total number of months of the study periods or average duration*]
B-BRUXEL04	E- MADRID02	52	Engineering	MA	1x10 = 10
E- MADRID02	B-BRUXEL04	52	Engineering	1 st cycle, 2 nd cycle	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 ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
B-BRUXEL04		English (Master) French (BA)		B1	B2

⁴ 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>)

⁵ 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>

E- MADRID02		Spanish	English (in some courses)	B1	
-------------	--	---------	---------------------------	----	--

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

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

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- MADRID02:

Universidad Pontificia Comillas attends to those exchange students and staff with any type of disability, by attempting to alleviate its consequences and by offering the most appropriate kind of support, while taking into account the personal circumstances of each case. More information: www.upcomillas.es/universidad-discapacidad

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 15th	October 15th
E MADRID02	June 1st	November 1st

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

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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
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 :

<https://www.ulb.be/fr/se-former/organisation-des-etudes>

E- MADRID02 :

In the Spanish University System, each subject is graded on a scale from 0 to 10 points. Each numeric grade corresponds to a letter grade as follows:

Fail	0 - 4.9
Pass/good	5 - 6.9
Very good	7 - 8.9
Outstanding	9 - 10
Dean's List	Recognition of academic excellence
To pass a subject it is necessary to achieve at least 5 points	

ECTS grading system	A		B			C		D			E	FX, F
COMILLAS	10	9.5	9	8.5	8	7.5	7	6.5	6	5.5	5	<5

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.be	http://diplomatie.belgium.be/fr/Services/venir_en_belgique/ https://www.ulb.be/fr/partir-ou-venir-en-echange/venir-a-l-ulb
E MADRID02	albacete@comillas.edu	http://www.exteriores.gob.es/Portal/en/ServiciosAlCiudadano/InformacionParaExtranjeros/Paginas/Inicio.aspx

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.be	12 Euro are requested for ULB insurance, this covers any accidents that might occur in the pursuit of academic activities https://www.ulb.be/fr/partir-ou-venir-en-echange/venir-a-l-ulb
E MADRID02	cgonzalez@comillas.edu	All students must bring their European Health Card with them. The Universidad Pontificia Comillas does not require students to have another policy, but recommends taking out an insurance policy to cover third-party liability, accidents and repatriation to the home country in case of fatal injuries.

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.be	https://www.ulb.be/fr/vie-sur-les-campus/logement
E MADRID02	- Students Global Relocation (SGR) E-mail: info@studentsglobalrelocation.com - Aluni.Net E-mail: instituciones@aluni.net - MadridEasy E-mail: info@madrideasy.com	https://mobility.studentsglobalrelocation.com/info/projects/upc https://www.aluni.net/es/ www.madrideasy.com

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
B-BRUXEL04	Ecole polytechnique de Bruxelles Prof. Gérard DEGREGZ Dean Prof. Marie-Paule DELPLANCKE Vice-Dean for International relations	November 6 th 2019	  
E- MADRID02	Dr. Julio L. MARTÍNEZ Rector	06/11/2019	 

⁶ Scanned signatures are accepted