



Erasmus+ Programme
Key Action 1 - Mobility for learners and staff -
Higher Education Student and Staff Mobility
Inter-institutional¹ agreement 2014-2020[21]²
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 (and department, where relevant)	Erasmus code	Contact details ³ (email, phone)	Website (eg. of the course catalogue)
Beuth Hochschule für Technik Berlin	D BERLIN04	Institutional Coordinator: KARLHEINZ BORCHERT DIRECTOR INTERNATIONAL OFFICE LUXEMBURGER STR. 10 13353 BERLIN, GERMANY Tel.: +49 304504 2768 Fax: +49 304504 2728 / 2959 email: ausland@beuth-hochschule.de , borchert@beuth-hochschule.de Academic Contact: Prof. Dipl.-Ing. Gerd Liebmann Tel.: +49 30 4504 2617 email: liebmann@beuth-hochschule.de Administrative Contact CORINNA KLEESIEK INTERNATIONAL OFFICE LUXEMBURGER STR. 10 13353 BERLIN, GERMANY Tel.: +49 30 4504 2950 Fax: +49 30 4504 2959 email: ausland@beuth-hochschule.de	www.beuth-hochschule.de
Universidad Politécnica de Madrid – ETS Ingeniería y Sistemas de Telecomunicación (Technical University of Madrid – School of Telecommunication Engineering and Systems)	E MADRID05	Prof. Alberto Almendra Erasmus Institutional Coordinator international.europe@upm.es Prof. Rafael Herradón School Coordinator, ETSIST movilidad@euitt.upm.es +34 91 336 7774	www.upm.es www.euitt.upm.es

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 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 *]	Student Mobility for Traineeships *
D BERLIN04	E MADRID05	523	Telecomm. & Electronics Eng.	1 st & 2 nd	4 x 10 = 40	--
E MADRID05	D BERLIN04	523	Telecomm. & Electronics Eng.	1 st & 2 nd	4 x 10 = 40	--

[*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 [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
D BERLIN04	E MADRID05	523	Telecomm. & Electronics	1teacher 1w. 5h.	
E MADRID05	D BERLIN04	523	Telecomm. & Electronics	1teacher 1w. 5h.	

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]
D BERLIN04	523	GERMAN		B1	ENGLISH C1
E MADRID05	523	Spanish	English	B1 Spanish	B2 English

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

[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.]

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. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
D BERLIN04	May 1 st	November 1st
E MADRID05	June 10th	December 1st

2. The receiving institution will send its decision within four weeks.
3. A Transcript of Records will be issued by the receiving institution no later than four weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

The agreement will become operative on the date of signature of both universities and shall remain in force for a period of three years. If neither organisation gives written notice to the other at least till 1st September 2016 (will only take effect as of 1st September 2017), the agreement shall be automatically extended for another three year period. 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

Grading Scale at ETSIS Telecomunicación-UPM:

9 - 10	Excellent	Excellent performance
8 - 8,9	Good	Above average performance
7 - 7,9		
6 - 6,9	Satisfactory	Average performance
5 - 5,9	Sufficient	Performance that, in spite of its shortcomings, still satisfies the minimum requirements.
4 - 4,9	Fail	Inadequate performance (Credit is not earned).
0 - 3,9		

D BERLIN04	
German Scale	Definition
1,0	Excellent
1,3	
1,7	
2,0	Good
2,3	
2,7	
3,0	Satisfactory
3,3	
3,7	
4,0	Sufficient
5,0	Failed
m.E.: mit Erfolg teilgenommen	m.E.: successfully participated
o.E.: ohne Erfolg teilgenommen	o.E.: unsuccessfully participated
t.o.P.: teilgenommen ohne Prüfung	t.o.P.: participated without exams

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
D BERLIN04	No VISA required as an EU national. E-mail: ausland@beuth-hochschule.de Phone: (+49-30) 4504-2950	http://www.beuth-hochschule.de/516/
E MADRID05	No VISA required as an EU national. erasmus@upm.es	

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
D BERLIN04	E-mail: ausland@beuth-hochschule.de Phone: (+49-30) 4504-2950	http://www.studentenwerk-berlin.de/suchen/325702.html?searchshow=krankenversicherung
E MADRID05	erasmus@upm.es	European Health Insurance Card www.centrossanitarios.sanidadmadrid.org



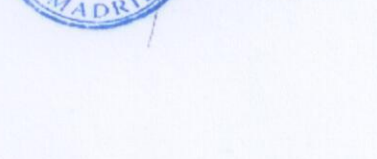
4. Housing

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
D BERLIN04	E-mail: ausland@beuth-hochschule.de Phone: (+49-30) 4504-2950	http://www.beuth-hochschule.de/516/
E MADRID05	movilidad@cuitt.upm.es info@aluni.net	http://www.euitt.upm.es/estudiantes/servicios/alojamiento http://www.aluni.net/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁶
D BERLIN04	Dr. Karlheinz Borchert Erasmus Institutional Coordinator	05.12.13	
E MADRID05	Prof. Rafael Herradón School Coordinator	23/10/2013	
	Prof. Alberto Almendra Erasmus Institutional Coordinator		

⁶ Scanned signatures are accepted