Erasmus+ Programme
Key Action 1 - Mobility for learners and staff –
Higher Education Student and Staff Mobility
Inter-institutional[1] agreement 2016-2020[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)
Technische Hochschule Köln. Faculty of Information, Media and Electrical Engineering	D KOLN04	Janina Knöll Erasmus+ Hochschulkoordinatorin janina.knoell@th-koeln.de +49 221-8275-3098 Prof. Dr. Carsten Vogt Erasmus contact at the Faculty carsten.vogt@th-koeln.de	www.th-koeln.de/en/faculty-of-information-media-and-electrical-engineering_6817.php http://www.nt.th-koeln.de/vogt/erasmus/index.html https://www.th-koeln.de/en/international_office/incomings_21389.php
Universidad Politécnica de Madrid – ETS Ingeniería y Sistemas de Telecomunicación (Technical University of Madrid – School of Telecommunications Systems and Engineering)	E MADRID05	Prof. Alberto Almendra Erasmus Institutional Coordinator international.europe@upm.es Prof. Rafael Herradón School Coordinator, ETSIST movilidad@etsist.upm.es +34 91 336 7774	www.upm.es www.etsist.upm.es

B. Mobility numbers[4] 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, 1st, 2nd or 3rd] *	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 KOLN04	E MADRID05	0714	Information, Media & Electrical Eng.	1st, 2nd	2 students either for one semester or one year	--
E MADRID05	D KOLN04	0714	Telecomm. & Electronics Eng.	1st, 2nd	2 x 10 = 20	--

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 KOLN04	E MADRID05	0714	Information, Media & Electrical Eng.	2 teachers minimum 8h each	1 x 1 week
E MADRID05	D KOLN04	0714	Telecomm. & Electronics Eng.	1teacher 1w. 8h.	

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[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.
[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)

*[*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]
D KOLN04	0714	German	English (only in our Master course "Communication Systems and Networks"	B1 both	
E MADRID05	0714	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

D KOLN04	Please have a look on our Incoming website for all further information. Students have to apply in our administrative system "Mobility Online" after nomination. They will be able to print their letters of admission in the system.
E MADRID05	

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 KOLN04	Nomination till 15th May	Nomination till 15th November
E MADRID05	June 1st	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
   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.

F. Information

1. Grading systems of the institutions

D KOLN04	**German Grading System**		
	up to 1.5 = excellent above 1.5 – 2.5 = good above 2.5 – 3.5 = satisfactory above 3.5 – 4.0 = sufficient below 4.0 = fail		
E MADRID05	9 - 10	Excellent	Excellent performance
	8 – 8,9	Good	Above average performance
	7 – 7,9		
	6 – 6,9	Pass	Average performance
	5 – 5,9		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		

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[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

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 KOLN04	https://www.th-koeln.de/en/international_office/incomings_21389.php	
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 KOLN04	https://www.th-koeln.de/en/international_office/incomings_21389.php	
E MADRID05	erasmus@upm.es	. European Health Insurance Card www.centrossanitarios.sanidadmadrid.org . Insurance Policy for international mobility (29€) http://www.upm.es/institucional/Estudiantes/Seguros/SeguroMovilidadInternacional

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 KOLN04	https://www.th-koeln.de/en/international_office/incomings_21389.php	
E MADRID05	movilidad@etsist.upm.es info@aluni.net	http://www.etsist.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 KOLN04	Janina Knöll Erasmus+ Hochschulkoordinatorin	18.01.2016	
E MADRID05	Prof. Rafael Herradón School Coordinator Prof. Alberto Almendra Erasmus Institutional Coordinator	20 ENE. 2016	

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[6] Scanned signatures are accepted