



Erasmus+ Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2018-20[21]²

between programme countries

[Minimum requirements]³

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 ⁴ (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDAD POLITÉCNICA DE MADRID (UPM)	E MADRID05	Erasmus Institutional Coordinator: Prof. Alberto Almendra. Pso. Juan XXIII 11. 28040 Madrid. Spain. ☎ : +34 91 06 70156 📧 : international.europe@upm.es	https://www.upm.es http://www.upm.es/sfs/Rectorado/Vicerrectorado%20de%20Alumnos/Extension%20Universitaria/Intercambios:%20movilidad%20de%20estudiantes/Erasmus/Extranjeros/2020_guide_for_international_students_UPM.pdf
ETS Ingeniería de Sistemas Informáticos (ETSISI)		Erasmus Academic Coordinator at ETSISI: Prof. Marta Olea de Cárdenas 📧 : eri.etsisi@upm.es For administrative matters: eri.etsisi@upm.es	https://www.etsisi.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 Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

ETS Ingeniería y Sistemas de Telecomunicación (ETSIST)		Erasmus Academic Coordinator at ETSIST: Prof. Antonio Pedrero González ✉ : sre.etsist@upm.es For administrative matters: movilidad.etsist@upm.es	https://www.etsist.upm.es/ https://www.etsit.upm.es/ http://www.etsit.upm.es/de/international-office/studying-at-etsit-upm/course-catalogue.html
ETS Ingeniería de Telecomunicación (ETSIT)		Erasmus Academic Coordinator at ETSIT: Prof. Luis Salgado Álvarez de Sotomayor ✉ : international@etsit.upm.es	
Ecole pour l'Informatique et les Techniques Avancées (EPITA)	F BICENTRE02	Director Dr. Joël Courtois T: +33 1 44 08 01 68 joel.courtois@epita.fr Erasmus + Coordinator: Ms. Maria Hutter T: +33 1 84 07 40 32 maria.hutter@epita.fr Director of International Relations Ms. Nazima Canda T: +33 1 44 08 00 38 nazima.canda@epita.fr	www.epita.fr/en

B. Mobility numbers⁵ per academic year

[Paragraph to be added, if the agreement is signed for more than one 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 *
F BICENTRE02	E MADRID05	0610	Information and Communication Technologies (ICTs)	1st, 2nd,	8x6 =48	

⁵ 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>)

E MADRID05	F BICENTRE02	0610	Information and Communication Technologies (ICTs)(ETSISI)	1st, 2nd,	2x12 or 4x6 =24	
		0610	Information and Communication Technologies (ICTs)(ETSIST)	1st, 2nd,	2x10 =20	
		0610	Information and Communication Technologies (ICTs)(ETSIT)	1st, 2nd,	2x10 or 4x5 =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.]*

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 <i>[total number of days of teaching periods or average duration[†]]</i>	Staff Mobility for Training *
E MADRID05	F BICENTRE02	061	ETSISI	1 teacher 1week 5 h.	
		061	ETSIST	1 teacher 1week 5 h.	
		061	ETSIT	1 teacher 1week 5 h.	1 staff 1 week
F BICENTRE02	E MADRID05	061	Information and Communication Technologies (ICTs)	1 teacher 1 or 2 weeks	1 staff 1 week

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 ⁶	
				Student Mobility for Studies [<i>Minimum recommended level: B1</i>]	Staff Mobility for Teaching [<i>Minimum recommended level: B2</i>]
E MADRID05	F BICENTRE02	Spanish	English	B1/B2	B2
F BICENTRE02	E MADRID05	English	French	B2	B2

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

Ecole pour l'Informatique et les Techniques Avancées, EPITA (F BICETRE02)

Incoming Exchange Students are recommended to arrive two weeks before the beginning of the semester and start studying from the first day of semester. They are recommended to ask for accommodation at least 8 weeks before the beginning of the semester.

EPITA has the appropriate infrastructure for students and staff with disabilities. However, it is important to note that EPITA is informed well in advance of the special needs of the exchange student or staff member.

Universidad Politécnica de Madrid (E MADRID05)

ASSISTANCE FOR THE DISABLED: The Vice-Rectorate for Student Affairs has a Dis-abled Care Unit to assist disabled students with everything they need, providing as much help as possible so they are able to study. Tel: 91 067 06 71 e-mail: discapacidad.alumnos@upm.es Further information: <http://www.upm.es/UPM/CompromisoSocial/UnidadAtencionDiscapacidad>

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
E MADRID05	Nomination deadline: may 15th Applications by nominated students must reach the receiving institution by: June 1st	Nomination deadline: December 1st Applications by nominated students must reach the receiving institution by: December 1st
F BICENTRE02	15 June	15 Novembre

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

2. The receiving institution will send its decision within [5] weeks.

⁶ 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>

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

The institutions decide in mutual agreement on the procedure of modifying or terminating the agreement. In the event of unilateral termination, a notice at least one academic year has to be given. "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

Universidad Politécnica de Madrid (E MADRID05)

ECTS Grade	Definition	Local Grade
A	EXCELLENT – Outstanding performance with only minor errors	9 – 10 Sobresaliente
B	VERY GOOD – above the average standard but with some errors	8 – 8,9 Notable
C	GOOD – generally sound work with a number of notable errors	7,0 – 7,9 Notable
D	SATISFACTORY – fair but with significant shortcoming	6,0 – 6,9 Aprobado
E	SUFFICIENT – performance meet the minimum criteria	5,0 – 5,9 Aprobado
F	FAIL – some more work required before the credit can be awarded	0,0 – 4,9 Suspenso
G	Exam not taken	N.P. – NO PRESENTADO

Grading information at F BICETRE02

ECTS grading scale:

ECTS Grade	French Grade	Definition	
A	16/20 – 20/20	EXCELLENT	outstanding performance with only minor errors
B	14/20 - 16/20	VERY GOOD	above the average standard but with some errors
C	12/20 - 14/20	GOOD	generally sound work with a number of notable errors
D	10/20 - 12/20	SATISFACTORY	fair but with significant shortcomings
E	10/20	SUFFICIENT	performance meets the minimum criteria
FX	8/20 - 10/20	FAIL	some more work required before the credit can be awarded
F	0/20 - 7/20	FAIL	considerable further work is required

ECTS credits:

one semester
30 ECTS credits

one full academic year
60 ECTS credits

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 (e-mail, phone)	Website for information
E MADRID05	erasmus@upm.es	http://www.upm.es/institucional/Estudiantes/Atencion/TramitacionVisados
F BICENTRE02	International Office erasmus@epita.fr +33 (0)1 44 08 00 32	http://www.epita.fr/en/master-in-france.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
E MADRID05	erasmus@upm.es	<p>. European Health Insurance Card</p> <p>https://europa.eu/youreurope/citizens/health/unplanned-healthcare/temporary-stays/index_en.htm</p> <p>https://www.comunidad.madrid/servicios/salud/buscador-centros-sanitarios</p> <p>https://oncampus.es/en/seguros/oncampus-estudia/</p> <p>Insurance Policy for international mobility http://www.upm.es/institucional/Estudiantes/Seguros/SeguroMovilidadInternacional</p>
F BICENTRE02	Maria.hutter@epita.fr international@epita.fr erasmus@epita.fr	<p>http://www.epita.fr/en/master-in-france.aspx</p> <p>http://www.diplomatie.gouv.fr/fr/</p>


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
E MADRID 05	erasmus@upm.es	www.upm.es/internacional/Students/Student+Attention/ddeebfdf03a97210VgnVCM10000009c7648aRCRD
F BICENTRE02	international@epita.fr erasmus@epita.fr	

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
E MADRID 05	Prof. Alberto Almendra Erasmus Institutional Coordinator		
F BICENTRE02	Dr. Joël Courtois Director	21/11/16	

⁷ Scanned signatures are accepted