



Erasmus+ Programme

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

Inter-institutional¹ agreement 2014-20 [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)
Université de Nantes Polytech Nantes 06 Engineering, technology	F NANTES 01	Erasmus coordinator Mr Safwan El Assad Rue Christian Pauc BP50609 F- 44306 Nantes +33 240 683 096 international@polytech.univ-nantes.fr	English website in the process http://web.polytech.univ-nantes.fr/49185926/0/fiche_pagelibre/&RH=POLYTECH_FR1&RF=1336144722873

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.

		Departmental coordinators :	General catalogue : http://web.polytech.univ-nantes.fr/53731364/0/fiche_pagelibre/&RH=1336143486587&RF=1336143536804 English Semester : http://web.polytech.univ-nantes.fr/1318865649816/1/fiche_pagelibre/&RH=1318865457373&RF=1318865850549
0713 Electricity and energy 0714 Electronics and automation		Electrical engineering : Mr Luc LORON	
0732 Building and civil engineering		Civil engineering : Mr Ouali AMIRI	
0711 Chemical engineering and processes 0712 Environmental protection technology 0721 Food processing		Process and Bio process engineering : Mr Pascal JAOUEN	
0531 Chemistry 0533 Physics 0715 Mechanics and metal trades 0722 Materials (glass, paper, plastic and wood)		Materials science : Mr Franck TANCRET	http://web.polytech.univ-nantes.fr/1318865713929/1/fiche_pagelibre/&RH=1318865457373
0613 Software and applications development and analysis 0714 Electronics and automation		Electronic and Digital technologies : Mr Pascal CHARGÉ	http://web.polytech.univ-nantes.fr/1318865603263/1/fiche_pagelibre/&RH=1318865457373&RF=1318865796756
0611 Computer use 0612 Database and network design and administration 0613 Software and applications development and analysis 0542 Statistics		Computer science : Mr Vincent RICORDEL	http://web.polytech.univ-nantes.fr/1318865682930/1/fiche_pagelibre/&RH=1318865796756&RF=1318865891596

<p>0533 Physics 0711 Chemical engineering and processes 0715 Mechanics and metal trades 0716 Motor vehicles, ships and aircraft</p>		<p>Thermal and Energy Science : Mr Jérôme BELLETTRE</p> <p>Administrative contact : Outgoing mobility Mrs Laurence Buhé Laurence.buhe@univ-nantes.fr Tel : + 33 240 68 30 96</p> <p>Incoming mobility Mrs Anne Corvaisier anne.corvaisier@univ-nantes.fr Te : + 33 251 85 74 25</p>	<p>http://web.polytech.univ-nantes.fr/1318865765642/1/fiche...pagelibre/&RH=1318865891596&RF=1318865966694</p>
<p>UNIVERSIDAD POLITÉCNICA DE MADRID</p>	<p>E MADRID05</p>	<p>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</p> <p>ETSI Telecomunicación Prof. Miguel Pérez Tel: +34 91 336 7299 Fax: +34 91 336 7299 Email: internacional@etsit.upm.es www.etsit.upm.es</p> <p>ETS de Ingeniería y Sistemas de Telecomunicación (former EUIT Telecomunicación) Prof. Rafael Herredón Tel: +34 91 336 7774 Fax: +34 91 331 9229 Email: movilidad@euitt.upm.es www.euitt.upm.es</p> <p>ETS de Ingenieros Informáticos (former Facultad Informática) Prof. Marínela García Tel: +34 91 336 6608 Fax: +34 91 336 3667 Email: international-office@fi.upm.es www.fi.upm.es</p>	<p>www.upm.es</p>
<p>[...]</p>			

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	
F NANTES 01	E MADRID05	0713	Electricity and energy	2nd	3x6 = 18	
		0714	Electronics and automation	2nd	3x6 = 18	
		0611	Computer use	2nd	3x6 = 18	
E MADRID05	F NANTES 01	713 (522)	ETSI Telecomunicac ión Electrical Engineering	1st , 2nd	2x9 = 18	
		714 (523)	ETS de Ingeniería y Sistemas de Telecomunicac ión (former EUIT Telecomunicac ión) Telecomm./ Electronics Engineering	1st , 2nd	2x9 = 18	
		611 (481/46)	ETS de Ingenieros Informáticos (former Facultad Informática) Computer Sciences / Mathematics	1st , 2nd	2x9 = 18	

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>)

[*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	Staff Mobility for Training *
F NANTES 01	E MADRID05				to be defined
					to be defined
E MADRID05	F NANTES 01	714 (523)	Telecomm. /Electronics Enginn.	1teacher 1w. 8h.	

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 instruc- tion 1	Language of instruc- tion 2	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
F NANTES 01	E MADRID05	FR		B1	B2
E MADRID05	522- Electrical	Spanish	English	A2-B1	English B2

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>

	Eng. 523- Telecomm & Electronics Eng. 481- Computer Science			B1 (ETSIST) B1 (ETSIINF)	
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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]

Université de Nantes organizes each year a Welcome and Information Center for international students referred as **Guichet Unique**. More information about the **Guichet Unique** : <http://www.univ-nantes.fr/guichet-unique>

UPM:

<http://www.upm.es/internacional/Students/ExchangeMobilityPrograms/Foreign+Students+Guide>

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

Infrastructure to welcome students and staff with disabilities at Université de Nantes:

Relais Handicap: <http://www.univ-nantes.fr/handicap>

UPM:

<http://www.upm.es/internacional/Students/ExchangeMobilityPrograms/Foreign+Students+Guide>

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
F NANTES 01	1 st semester and full academic year: apply online by April 30 th	2 nd semester: apply online by November 15 th
E MADRID05	10, June	1, December

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

2. The receiving institution will send its decision **within 8 weeks after the application deadline.**

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 present agreement is valid for a period mentioned above. This agreement may be amended or modified by a written agreement signed by the representatives of both Universities. It may be renewed on the same terms, or on such terms as may be agreed by the two institutions.

This agreement may, at any time during its period of validity, be terminated by one of the Universities upon prior notice to the other in writing not later than one year before the termination date, without prejudice to the activities under way. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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. The termination clauses must include the following disclaimer: "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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁷. 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.]

Université de Nantes will enclose the requested table with the transcript of records.

Grading system UPM: 0-4 fail; 5-6 pass; 7-8 good; 9 very good; 10 honour

⁷ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

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
F NANTES01	international.accueil@univ-nantes.fr +33 (0)253 462 160 (+33 (0)253 462 162)	http://www.univ-nantes.fr/visa-residencypermit Ministry of Foreign Affairs : http://www.diplomatie.gouv.fr/fr/venir-en-france-22365/#sommaire_1
E MADRID 05	erasmus@upm.es	http://www.upm.es/institucional/Estudiantes/Atencion/TramitacionVisados

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
F NANTES01	international.accueil@univ-nantes.fr +33 (0)253 462 160 (+33 (0)253 462 162)	http://www.univ-nantes.fr/healthcare-coverage
E MADRID05	erasmus@upm.es +34-91-3367986	. European Health Insurance Card www.centrossanitarios.sanidadmadrid.org . International Mobility (15 €) 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
F NANTES01	international.accueil@univ-nantes.fr +33 (0)253 462 160 (+33 (0)253 462 162)	http://www.univ-nantes.fr/housing
E MADRID 05	erasmus@upm.es +34-91-3367986	http://www.upm.es/internacional/Students/Student+Attention/ddeebfdf03a97210VgnVCM10000009c7648aRCRD

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
F NANTES01	Directeur composante René LE GALL	07/02 2014	 Ecole polytechnique de l'université de Nantes Le Château - Rue Christian Pauc BP 10660 - Nantes cedex 3
E MADRID 05	Prof. Alberto Almendra Erasmus Institutional Coordinator	12 FEB. 2014	 

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Scanned signatures are accepted