Erasmus+ Programme

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

Inter-institutional[1] agreement 2014/2015-2020/2021[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)
Institut National des Sciences Appliquées de Rennes	F RENNES10	<u>Institutional Coordinator:</u> **Ms Stéphanie PRIGENT** Tel.: +33 2 23 23 87 21 Email: *international@insa-rennes.fr* For departments coordinators see : http://www.insa-rennes.fr/international/contacts-utiles.html *always up-to-date*	http://www.insa-rennes.fr/en/international.html
Universidad politecnica de Madrid	E MADRID05	**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	www.upm.es

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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] 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.

B. Mobility numbers[5] 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 *
F RENNES10	E MADRID05	**E.T.S.I. Caminos, Canales y Puertos**				
		582	Civil Engineering	1st, 2nd	3 x 10 months	
		543	Materials Science	1st, 2nd	3 x 10 months	
		E.T.S.I. Industriales				
		52	Engineering, Technology	1st, 2nd	2 x 10 months	
		ETS de Ingenieros Informáticos (former Facultad Informatica)				
		481 / 46	Computer Science / Mathematics	1st, 2nd	4 x 6 months	
		ETS de Ingeniería y Sistemas de Telecomunicación (former E.U.I.T. Telecomunicacion)				
		523 (dpt Electronics and Computer Engineering)	Telecomm & Electronics Engineering	1st, 2nd	2 x 10 months	
E MADRID05	F RENNES10	**E.T.S.I. Caminos, Canales y Puertos**				
		582	Civil Engineering	2nd, 3rd	3 x 10 months	
		543	Materials Science	2nd, 3rd	3 x 10 months	

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[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.T.S.I. Industriales			
		521	Mechanical and Control Systems Engineering	2nd, 3rd	2 x 10 months	
		ETS de Ingenieros Informáticos (former Facultad Informatica)			
		481	Computer Science	2nd, 3rd	4 x 6 months	
		ETS de Ingeniería y Sistemas de Telecomunicación (former E.U.I.T. Telecomunicacion)			
		523 (dpt Electronics and Computer Engineering)	Electronics and Computer Engineering	2nd, 3rd	2 x 10 months	

[*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 *
F RENNES10	E MADRID05	523	Electronics Engineering	5 days – 8h of teaching	
E MADRID05	F RENNES10	523	Electronics Engineering	5 days – 8h of teaching	
F RENNES10	E MADRID05	582 543	Civil Eng. / Materials Sc.	5 days – 5h of teching	
E MADRID05	F RENNES10	582 543	Civil Eng. / Materials Sc.	5 days – 5h of teching	

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 [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
F RENNES10	Erasmus code	French	English (where indicated)	B1 (*)	B2
E MADRID05	Erasmus code	Spanish		A2-B1 B1 (ETSII) B1 (ETSIINF)	B2

(*)
A1 in French and B1 in English if curriculum in English
B1 in French if curriculum in French

Courses taught in English:
http://www.insa-rennes.fr/index.php?id=1823

D. Additional requirements

F RENNES10
Acceptation of students in a curriculum is subject to approval of the pedagogical supervisor of that curriculum.

INSA Rennes supports disabled students:
http://www.insa-rennes.fr/vie-etudiante/scolarite/handicap.html
Contact: *Eloise.Brault@insa-rennes.fr*

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 RENNES10	31st May	31st October
E MADRID05	10, June 30, April (ETSII)	1, December 15, November (ETSII)

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

2. The receiving institution will send its decision within 5 weeks, provided the documents are complete.

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]*

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[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

4. Termination of the agreement

Either party may terminate the Agreement by written notice submitted at least one academic year in advance of the next academic year. Termination would not affect students already engaged in the Agreement.

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

F RENNES10:
A excellent : 16-20
B very good : 15
C good : 14
D satisfactory : 12
E sufficient : 10
F insufficient/failure : 9 and below

E MADRID05: Grading system UPM: 0-4 fail; 5-6 pass; 7-8 good; 9 very good; 10 honour

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 RENNES10	cmirennes@ueb.eu +33 2 23237950	http://www.mobilite-rennes.ueb.eu/
E MADRID05	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 RENNES10	*international@insa-rennes.fr*	*http://www.insa-rennes.fr/international/venir-a-linsa-de-rennes/accueil-etudiants-etrangers/informations-utiles.html*
E MADRID05	erasmus@upm.es	**. European Health Insurance Card** www.centrossanitarios.sanidadmadrid.org **. Insurance Policy for international mobility (15€)** http://www.upm.es/institucional/Estudiantes/Seguros/SeguroMovilidadInternacional
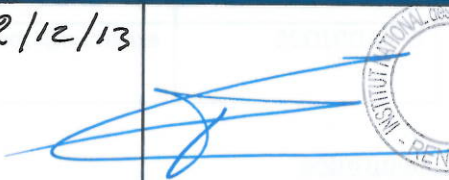
4. Housing

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 RENNES10	*international@insa-rennes.fr*	http://www.insa-rennes.fr/hebergement.html
E MADRID05	erasmus@upm.es	www.upm.es/internacional/Students/Student+Attention/ddeebfdf03a97210VgnVCM10000009c7648aRCRD

G.   SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[7]
F RENNES10	**Prof. M'hamed DRISSI** **Director**	2/12/13	
E MADRID05	**Prof. Alberto Almendra** **Erasmus Institutional Coordinator**	27/11/2013	

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[7] Scanned signatures are accepted