



# Erasmus+ Programme

Key Action 1  
– Mobility for learners and staff –  
Higher Education Student and Staff Mobility  
**Inter-institutional<sup>1</sup> agreement 2020-2022<sup>2</sup>**  
between programme countries

## [Minimum requirements]<sup>3</sup>

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 <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
POLITECNICO DI TORINO	I TORINO02	<b>Rector's Advisor for student mobility and Erasmus+ programme</b> Prof. Alberto GODIO Tel. +39.011. 090. 8667/6765 - Fax +39.011. 090.8666 E-mail: <a href="mailto:mobilita.studenti@polito.it">mobilita.studenti@polito.it</a>  <b>Department of International Affairs -Outgoing Mobility Unit –Head</b> Dott.ssa Immacolata Mammoliti C.so Duca degli Abruzzi, 24, 10129 Torino (Italy) Tel. +39.011. 090. 8667/8698 - Fax +39.011. 090.8666 E-mail: <a href="mailto:mobilita.studenti@polito.it">mobilita.studenti@polito.it</a>	<a href="https://didattica.polito.it/of_ferta/index_en.html">https://didattica.polito.it/of_ferta/index_en.html</a>
UNIVERSIDAD POLITECNICA DE MADRID - ETSIST	E MADRID05	Prof. Alberto Almendra <b>Erasmus Institutional Coordinator</b> <a href="mailto:international.europe@upm.es">international.europe@upm.es</a>  Prof. Antonio Pedrero <b>School Coordinator, ETSIST</b> <a href="mailto:movilidad.etsist@upm.es">movilidad.etsist@upm.es</a> +34 91 0673211 / 0	<a href="https://masteriot.etsist.upm.es">https://masteriot.etsist.upm.es</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

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

## B. Mobility numbers<sup>5</sup> 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 sending institution]	TO [Erasmus code of receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies	Total number of months of the study periods or average duration
I TORINO02	E MADRID05	0714 061	ELECTRONIC, COMPUTER, INFORMATION, TELECOMMUNICATION, TELEMATICS ENGINEERING	2 <sup>nd</sup>	2	24
E MADRID05	I TORINO02	0714 061	ELECTRONIC, COMPUTER, INFORMATION, TELECOMMUNICATION, TELEMATICS ENGINEERING	2 <sup>nd</sup>	2	24

[\*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 *
I TORINO02	E MADRID05	0714 061	ELECTRONIC, COMPUTER, INFORMATION, TELECOMMUNICATION, TELEMATICS ENGINEERING	1 teacher: min. 8 teaching hours Or 4 hours minimum if combined with training	1 person: min. 2 days
E MADRID05	I TORINO02	0714 061	ELECTRONIC, COMPUTER, INFORMATION, TELECOMMUNICATION, TELEMATICS ENGINEERING	1 teacher: min. 8 teaching hours Or 4 hours minimum if combined with training	1 person: min. 2 days

<sup>5</sup> 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>)

## 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 <sup>6</sup>	
				Student Mobility for Studies	Staff Mobility for Teaching
I TORINO02		Italian	English	*	LANGUAGE 1 or LANGUAGE 2: B2
E MADRID05		English		LANGUAGE 1 B2	LANGUAGE 1 B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

### \* I TORINO02:

#### Language 1

For exchange students who intend to follow only courses held in Italian language: B1.

Italian certification accepted available at this link:

[https://international.polito.it/admission/exchange\\_programmes/language\\_requirements/language\\_requirements\\_for\\_erasmus\\_and\\_bilateral\\_agreement](https://international.polito.it/admission/exchange_programmes/language_requirements/language_requirements_for_erasmus_and_bilateral_agreement)

#### Language 2

For exchange students who intend to follow only courses held in English language: B1

English certification accepted available at this link:

[https://international.polito.it/admission/exchange\\_programmes/language\\_requirements/language\\_requirements\\_for\\_erasmus\\_and\\_bilateral\\_agreement](https://international.polito.it/admission/exchange_programmes/language_requirements/language_requirements_for_erasmus_and_bilateral_agreement)

#### Language 1+2

For exchange students who intend to follow courses in English and Italian: B1 for both languages.

Language certification accepted available at this link:

[https://international.polito.it/admission/exchange\\_programmes/language\\_requirements/language\\_requirements\\_for\\_erasmus\\_and\\_bilateral\\_agreement](https://international.polito.it/admission/exchange_programmes/language_requirements/language_requirements_for_erasmus_and_bilateral_agreement)

#### Language 1 or 2

For Exchange students who only undertake project work (and do not visit taught courses): B1 depending on the language chosen for the thesis in accordance with the academic advisor.

Language certification accepted available at this link:

[https://international.polito.it/admission/exchange\\_programmes/language\\_requirements/language\\_requirements\\_for\\_erasmus\\_and\\_bilateral\\_agreement](https://international.polito.it/admission/exchange_programmes/language_requirements/language_requirements_for_erasmus_and_bilateral_agreement)

### \* E MADRID05:

#### Language 1

For exchange students who intend to follow courses held in English language: B2.

<sup>6</sup> 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>

## 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.]

### I TORINO02

Information about infrastructure to welcome students and staff with disabilities available at this link: <https://didattica.polito.it/disabili/index.html>

#### WELCOME ORIENTATION MEETINGS

All incoming students are strongly invited to attend the Welcome Orientation Meeting, that is held few weeks before the beginning of lectures, since it is the official moment for the incoming students registration in our institution and it is the best opportunity to ask all the questions that may arise during the first days at the Politecnico di Torino (Learning agreement, academic advisors, lecture timetable, accommodation, students' canteen, sport facilities, Italian language courses, etc.) and in Italy. Mentor students are assigned to the incoming students.

### E MADRID05

#### WELCOME ORIENTATION MEETINGS

All incoming students are strongly invited to attend the Welcome Orientation Meeting, that is held few weeks before the beginning of lectures, since it is the official moment for the incoming students registration in our institution and it is the best opportunity to ask all the questions that may arise during the first days at the Politecnica de Madrid (Learning agreement, academic advisors, lecture timetable, accommodation, students' canteen, sport facilities, Italian language courses, etc.) and in Madrid.

## E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
I TORINO02	Deadline available on Politecnico di Torino Website: <a href="https://international.polito.it/admission/exchange_programmes/admission_procedure">https://international.polito.it/admission/exchange_programmes/admission_procedure</a> <b>APPLICATION</b> Nominate your students through <b>Nomination@polito</b> page (login instructions will be sent by e-mail by the Incoming Mobility Office), with the following details: name, surname, e-mail, field of study and study period (semester(s) of exchange), contact person at home university. Right after your nomination the student receives a message from the Incoming Mobility Office with log-in information and instructions on how to complete the online application. The on-line application is intended to provide general information about the applicant and the home university. It is completed and submitted on-line. Do not send us any paper applications or supplementary documents. In the application, students will find a specific section concerning the accommodation, Politecnico di Torino can help incoming students in finding an accommodation.	
E MADRID05	Deadline for applications is end February of the year before the exchange when the students have finished the first semester in Madrid.  To submit the application you need to send an email to <a href="mailto:master.iot@upm.es">master.iot@upm.es</a> before the deadline	It is not possible to joint for Spring Term.

	Additional information can be found at <a href="https://www.etsist.upm.es/internacional/acuerdos-bilaterales">https://www.etsist.upm.es/internacional/acuerdos-bilaterales</a>	
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*[\* to be adapted in case of a trimester system]*

## I TORINO02

2. The receiving institution will send its decision within **4 weeks** from 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]*

## E MADRID05

2. The receiving institution will send its decision within **4 weeks** from the application deadline.
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### Termination of the agreement

In case of 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 of one academic year will only take effect as of 1 September of the following academic year. 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."

In the event that notice of termination of the agreement is given, students who have already been selected and accepted for the exchange programme may still participate. Notwithstanding the termination of the agreement, each institution agrees that it will continue to fulfil its responsibilities to Exchange Students already registered at their institution until the completion of their particular exchange period.

## 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' guide<sup>7</sup>. 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.]*

#### I TORINO02

Information about Politecnico di Torino grading system is available at this link:  
[https://didattica.polito.it/pls/portal30/sviluppo.pkg\\_ECTS\\_grading.init](https://didattica.polito.it/pls/portal30/sviluppo.pkg_ECTS_grading.init)

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<sup>7</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)

**E MADRID05**

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

**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
I TORINO02	Incoming Mobility Office <a href="mailto:incoming_students@polito.it">incoming_students@polito.it</a> +39011090.8652/8655/8649	<a href="https://international.polito.it/admission/exchange_programmes">https://international.polito.it/admission/exchange_programmes</a>
E MADRID05	No VISA required as an EU national. <a href="mailto:erasmus@upm.es">erasmus@upm.es</a>	<a href="http://www.upm.es/FuturosEstudiantes/AtencionAlumno/TramitacionVisados">www.upm.es/FuturosEstudiantes/AtencionAlumno/TramitacionVisados</a>

**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
I TORINO02	<a href="https://international.polito.it/practical_information/contact_us">https://international.polito.it/practical_information/contact_us</a>	<a href="http://international.polito.it/en/practical_information">http://international.polito.it/en/practical_information</a>
E MADRID05	<a href="mailto:erasmus@upm.es">erasmus@upm.es</a>	. European Health Insurance Card . Insurance Policy for international mobility <a href="http://www.upm.es/institucional/Estudiantes/Seguros/SeguroMovilidadInternacional">www.upm.es/institucional/Estudiantes/Seguros/SeguroMovilidadInternacional</a>

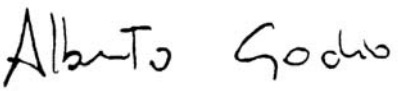

#### 4. Housing

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
I TORINO02	<a href="http://international.polito.it/en/practical_information/accommodation">http://international.polito.it/en/practical_information/accommodation</a>	<a href="http://international.polito.it/en/practical_information">http://international.polito.it/en/practical_information</a>
E MADRID05	<a href="mailto:movilidad.etsist@upm.es">movilidad.etsist@upm.es</a> <a href="mailto:info@aluni.net">info@aluni.net</a>	<a href="http://www.etsist.upm.es/estudiantes/futuros_estudiantes/alojamiento">www.etsist.upm.es/estudiantes/futuros_estudiantes/alojamiento</a> <a href="http://www.aluni.net">www.aluni.net</a>

#### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>8</sup>
I TORINO02	Prof. Alberto GODIO Rector's Advisor for student mobility and Erasmus+ programme	12/01/2021	 
E MADRID05	Prof. Alberto Almendra Erasmus Institutional Coordinator  Prof. Antonio Pedrero School Coordinator		

<sup>8</sup> Scanned signatures are accepted