



Erasmus+ Programme Bilateral Intra-Institutional Agreement

Key Action 1 Learning Mobility for Higher Education Students and Staff

between Programme Countries ¹

The institutions 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, including [automatic recognition](#) of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the [European Credit Transfer and Accumulation System](#). The institutions agree on exchanging their mobility related data in line with the technical standards of the [European Student Card Initiative](#).

Grading systems of the institutions

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through [EGRACONS](#) according to the descriptions in the [ECTS users' guide](#). The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

¹ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

Validity period of the agreement

Timeframe	Academic Year
Start of validity	[2022/2023]
End of validity	[2028/2029]

A. Information about the higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details ² (email, phone)	Websites (General/Faculties/ Course catalogue)
Universidad Politécnica de Madrid ETS Ingeniería y Sistemas de Telecomunicación (ETSIST-UPM)	E MADRID05	Erasmus Institutional Coordinator: Prof. Alberto Almendra. international.europe@upm.es Erasmus Departmental Coordinator: Prof. Rubén Fraile +34 91 0673211 movilidad.etsist@upm.es	www.upm.es www.etsist.upm.es
POLITECNICO DI TORINO	I TORINO02	Rector's Advisor for student mobility and Erasmus+ programme Prof. Alberto GODIO Tel. +39.011. 090. 8667/6765 - Fax +39.011. 090.8666 E-mail: mobilita.studenti@polito.it Department of International Affairs -Outgoing Mobility Unit -Head 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: mobilita.studenti@polito.it	https://didattica.polito.it/offerta/index_en.html

²Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers³ 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 (optional)* [ISCED]	Subject area name (optional)*	Study cycle [short cycle, 1 st , 2 nd or 3 rd] (optional)*	Number of student mobility periods	
					Student Mobility for Studies [total number of students]	Student mobility for Studies [total number of months]
I TORINO02	E MADRID05 (ETSIST)	0714/061	ELECTRONIC, INFORMATION, TELECOMMUNICATION, TELEMATICS ENGINEERING	1 st , 2 nd	2	24
E MADRID05 (ETSIST)	I TORINO02	0714/061	ELECTRONIC, INFORMATION, TELECOMMUNICATION, TELEMATICS ENGINEERING	1 st , 2 nd	2	24

Short-term blended mobility option for students

By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Number of staff mobility periods			
		Staff Mobility for Teaching [total number of staff]	Staff Mobility for Teaching [total number of days]	Staff Mobility for Training (optional)* [total number of staff]	Staff Mobility for Training (optional)* [total number of days]
I TORINO02	E MADRID05 (ETSIST)	1 teacher: min. 8 teaching hours Or 4 hours minimum if combined with training		1	min. 2 days
E MADRID05 (ETSIST)	I TORINO02	1 teacher: min. 8 teaching hours Or 4 hours minimum if		1	min. 2 days

³ Mobility numbers can be given per sending/receiving institutions and per education field (optional*:

<https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>

		combined with training			
--	--	------------------------	--	--	--

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 ⁴	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E MADRID05		Spanish	English	Spanish B1 / English B2	B2
I TORINO02		Italian	English	*	LANGUAGE 1 or LANGUAGE 2: B2

* Language 1

For exchange students who intend to follow only courses held in Italian language, Italian language requirements available at this link:

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, English language requirements available at this link:

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, language requirements available at this link:

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): depending on the language chosen for the thesis in accordance with the academic advisor.

Language requirements available at this link:

https://international.polito.it/admission/exchange_programmes/language_requirements/language_requirements_for_erasmus_and_bilateral_agreement

D. Calendar

Nominations of incoming students must reach the institution by:

⁴ 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>

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
E MADRID05	01/May	01/Nov
I TORINO02	April/May	October/November

Applications from incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
E MADRID05	01/Jun	01/Dec
I TORINO02	June	November

Application procedure for incoming students:

Receiving institution [Erasmus code]	Contact details (email, phone)	Website for information
E MADRID05	movilidad.etsist@upm.es +34 91 0673211	https://www.etsist.upm.es/internacional/incoming-students/incoming-erasmus
I TORINO02	https://international.polito.it/admission/exchange_programmes/admission_procedure	

E. Additional requirements

Receiving institution [Erasmus code]	Requirement	Details	Website for information (if applicable)
E MADRID05			
I TORINO02	https://international.polito.it/admission/exchange_programmes/admission_procedure/welcome_polito		

E MADRID05

The receiving institution will send its decision within 2 weeks, **and no later than 5 weeks from the receipt of required participant's documents.**

I TORINO02

The receiving institution will send its decision within 5 weeks, **and no later than 5 weeks.**

Inclusion and accessibility

The institution will provide support to incoming mobile participants with fewer opportunities, 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:

Receiving institution [Erasmus code]	Available infrastructure adjusted for people with:	Description of infrastructure (optional)	Contact details (email, phone)	Website for information
E MADRID05		On an individual basis (according to the student's request)	uad.diversidad@upm.es Tel: +34 91 067 06 71	http://www.upm.es/UPM/CompromisoSocial/UnidadAtencionDiscapacidad
I TORINO02	Politecnico has a specific plan to remove architectural barriers	**	life.specialneeds@polito.it 0110906198/6267	https://didattica.polito.it/specialneeds/en/presentazione
Receiving institution [Erasmus code]	Available support services for people with:	Description of support services (optional)	Contact details (email, phone)	Website for information
E MADRID05		On an individual basis (according to the student's request)	uad.diversidad@upm.es Tel: +34 91 067 06 71	http://www.upm.es/UPM/CompromisoSocial/UnidadAtencionDiscapacidad

I TORINO02	Politecnico di Torino has the Special Needs Unit, a service dedicated to supporting people with disabilities, SpLD or temporary difficulties for health reasons.	***	life.specialneeds@polito.it 0110906198/6267	https://didattica.polito.it/specialneeds/en/presentazione
-------------------	--	-----	---	---

**** I TORINO02**

- In every classroom there is a reserved seat for students with motor disabilities.
- Inside Politecnico headquarters, in an easy to find and accessible area, there is the "Study & Rest Space": a dedicated space with two rooms where you can use specially equipped study stations, as well as the rest area furnished with two orthopaedic beds. One workstation with enlarger for the visually impaired people and tactile image reproduction equipment on special paper.

***** I TORINO02**

- In every classroom there is a reserved seat for students with motor disabilities.
- Inside Politecnico headquarters, in an easy to find and accessible area, there is the "Study & Rest Space": a dedicated space with two rooms where you can use specially equipped study stations, as well as the rest area furnished with two orthopaedic beds.
- One workstation with enlarger for the visually impaired people and tactile image reproduction equipment on special paper.
- Many courses (in particular the whole first year of engineering programme) are video-recorded and accessible online in teaching portal.
- Most of learning material is in an electronic form, accessible in teaching portal.
- Students with deafness can be assisted by LIS interpreter (Italian Sign Language Interpreters).
- Peer tutoring, with classmate students.
- "Personal care service" will soon be activated in order to support people with motor disabilities in moving around the University, during meals and in toilet use.

F. Information

1. 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 MADRID05	movilidad.etsist@upm.es info@aluni.net	https://www.etsist.upm.es/estudiantes/futuros_estudiantes/alojamiento
I TORINO02	http://international.polito.it/en/practical_information/accommodation	http://international.polito.it/en/practical_information

2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing 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
E MADRID05	erasmus@upm.es VISA is not required for EU citizens.	http://www.upm.es/institucional/Estudiantes/Atencion/TramitacionVisados
I TORINO02	Incoming Mobility Office Ticketing Service >> INCOMING MOBILITY	https://international.polito.it/admission/exchange_programmes/admission_procedure

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing 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	European Health Insurance Card www.centrossanitarios.sanidadmadrid.org Insurance Policy for international mobility http://www.upm.es/institucional/Estudiantes/Seguros/SeguroMovilidadInternacional
I TORINO02	https://international.polito.it/practical_information/contact_us	http://international.polito.it/en/practical_information

4. Grading systems of the institutions

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

I TORINO02 : https://didattica.polito.it/pls/portal30/sviluppo.pkg_ECTS_grading.init

5. Additional information

Receiving institution [Erasmus code]	Information on recognition process / other useful information:	Contact details (email, phone)	Website for information
E MADRID05		movilidad.etsist@upm.es	https://www.etsist.upm.es/internacional/incoming-students
I TORINO02	Politecnico di Torino provides the statistical distribution of grades according to the	Department of International Affairs - Outgoing Mobility Unit C.so Duca degli Abruzzi, 24, 10129 Torino (Italy)	https://didattica.polito.it/utgoing/it/sistema_ects


	descriptions in the ECTS users' guide	E-mail: mobilita.studenti@polito.it	
--	---------------------------------------	--	--

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.

Termination of the agreement

This Agreement may be modified or amended by mutual written notice among the Parties. 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 2028 will only take effect as of 1 September 2028+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵
E MADRID05	Prof. Alberto Almendra Erasmus Institutional Coordinator Prof. Rubén Fraile Departmental Coordinator		
I TORINO02	Prof. Alberto GODIO Rector's Advisor for student mobility and Erasmus+ programme	06/05/2022	Alberto Godio 

⁵ Scanned signatures are accepted