



**Erasmus+ Programme**  
**Key Action 1 - Mobility for learners and staff –**  
**Higher Education Student and Staff Mobility**  
**Inter-institutional<sup>1</sup> agreement 2014-2020[21]<sup>2</sup>**  
**between programme countries**

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>3</sup> (email, phone)	Website (eg. of the course catalogue)
Universidade do Algarve	P FARO02	<b>Sofia Nunes</b> , E.U. Programmes Coordinator <a href="mailto:mobilidade@ualg.pt">mobilidade@ualg.pt</a> +351 289 800 003	<a href="http://www.ualg.pt">www.ualg.pt</a>
Universidad Politécnica de Madrid – ETS Ingeniería y Sistemas de Telecomunicación (Technical University of Madrid – School of Telecommunication Engineering and Systems)	E MADRID05	Prof. Alberto Almendra Erasmus Institutional Coordinator <a href="mailto:international.europe@upm.es">international.europe@upm.es</a>  Prof. Rafael Herradón School Coordinator, ETSIST <a href="mailto:movilidad@euitt.upm.es">movilidad@euitt.upm.es</a> +34 91 336 7774	<a href="http://www.upm.es">www.upm.es</a>  <a href="http://www.euitt.upm.es">www.euitt.upm.es</a>

**B. Mobility numbers<sup>4</sup> 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, 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*]	Student Mobility for Traineeships *
P FARO02	E MADRID05	523	Telecomm. & Electronics Eng.	1 <sup>st</sup> , 2 <sup>nd</sup>	2 x 10 = 20	--
E MADRID05	P FARO02				2 x 10 = 20	--

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 *
P FARO02	E MADRID05	523	Telecomm. & Electronics Eng.	1teacher 1w. 5h.	
E MADRID05	P FARO02			1teacher 1w. 5h.	

[\*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.]

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

<sup>4</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>5</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P FARO02		Portuguese	English	B1 English	B2 English
E MADRID05	523	Spanish	English	B1 Spanish	B2 English

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

P FARO02	
E MADRID05	

### E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
P FARO02	May 31 <sup>st</sup>	October 31 <sup>st</sup>
E MADRID05	June 10th	December 1st

2. The receiving institution will send its decision within four weeks.
3. A Transcript of Records will be issued by the receiving institution no later than four weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement  
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. 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

P FARO02	
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 Fail Inadequate performance (Credit is not earned).
0 - 3,9	

#### 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
P FARO02	+351 289 800 003 <a href="mailto:mobilidade@ualg.pt">mobilidade@ualg.pt</a>	<a href="http://www.ualg.pt/home/en/content/coming-0">http://www.ualg.pt/home/en/content/coming-0</a>
E MADRID05	No VISA required as an EU national. <a href="mailto:erasmus@upm.es">erasmus@upm.es</a>	

<sup>5</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>



### 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
P FARO02	+351 289 800 003 <a href="mailto:mobilidade@ualg.pt">mobilidade@ualg.pt</a>	<a href="http://www.ualg.pt/home/en/content/insurance-0">http://www.ualg.pt/home/en/content/insurance-0</a>
E MADRID05	<a href="mailto:erasmus@upm.es">erasmus@upm.es</a>	European Health Insurance Card <a href="http://www.centrossanitarios.sanidadmadrid.org">www.centrossanitarios.sanidadmadrid.org</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
P FARO02	+351 289 800 003 <a href="mailto:mobilidade@ualg.pt">mobilidade@ualg.pt</a>	<a href="http://www.ualg.pt/home/en/content/accommodation-0">http://www.ualg.pt/home/en/content/accommodation-0</a>
E MADRID05	<a href="mailto:movilidad@euitt.upm.es">movilidad@euitt.upm.es</a> <a href="mailto:info@aluni.net">info@aluni.net</a>	<a href="http://www.euitt.upm.es/estudiantes/servicios/alojamiento">http://www.euitt.upm.es/estudiantes/servicios/alojamiento</a> <a href="http://www.aluni.net/">http://www.aluni.net/</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>6</sup>
P FARO02	Teresa Cerveira Borges, Pro-rector and Institutional Coordinator	17/12/2013	
E MADRID05	Prof. Rafael Herradón School Coordinator  Prof. Alberto Almendra Erasmus Institutional Coordinator	08 ENE. 2014	

<sup>6</sup> Scanned signatures are accepted

