



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)
UNIVERSIDAD POLITÉCNICA 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
CRACOW UNIVERSITY OF TECHNOLOGY	PL KRAKOW03	Mgr. Daria Majka-Sitko, Erasmus Institutional Coordinator, Ul. Warszawska 24, 31-155 Krakow. Poland. ☎ : +48 126282512 📠 : +48 126282504. ✉ : erasmus@pk.edu.pl	www.pk.edu.pl
Cracow University of Technology - Faculty of Architecture		dr inż. Arch. Justyna Tarajko-Kowalska – Departmental Coordinator – Faculty of Architecture ul. Podchorążych 1, 30-084 Kraków, Poland Tel.: +48 503 671 682; e-mail: erasmus_wa@hotmail.com	http://www.waerasmus.pk.edu.pl/

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.

Faculty of Physics, Mathematics and Computer Science		Dr inż. Paweł Jarosz – Departmental Coordinator – Faculty of Physics, Mathematics and Computer Science ul. Warszawska 24, 31-155 Kraków, Poland Tel.: +48 12 628 2106 E-mail: pjarosz@pk.edu.pl	http://www.fmi.pk.edu.pl/webs/erasmus/
Faculty of Electrical and Computer Engineering		dr inż. Zbigniew Mrozek – Departmental Coordinator, Faculty of Electrical and Computer Engineering ul. Warszawska 24, 31-155 Kraków, Poland Tel.: +48 12 628 25 23; e-mail: pemrozek@cyf-kr.edu.pl	

B. Mobility numbers⁵ 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 st , 2 nd or 3 rd]*	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships*
ES PL	PL ES	581	ETS de Edificación (former EU Arquitectura Técnica) Faculty of Architecture Architecture	1 st	4x10 = 40 2x10 = 20	
ES/PL	PL/ES	481	ETS de Ingeniería de Sistemas Informáticos (former EU Informática) Faculty of Physics, Mathematics and Computer Science Informatics	1 st	2x5 = 10	
ES/PL	PL/ES	481 46	ETS de Ingenieros Informáticos (former Facultad Informática) Faculty of Physics, Mathematics and Computer Science Computer Science Mathematics	1 st , 2 nd	6x10 = 60	
ES/PL	PL/ES	523	ETSI Telecomunicación Faculty of Electrical and Computer Engineering Electronic Engineering	1 st , 2 nd	5x5 = 25	
ES/PL	PL/ES	523	ETS de Ingeniería y Sistemas de Telecomunicación (former EUIT Telecomunicación) Faculty of Electrical and Computer Engineering Telecomm. & Electronics Eng.	1 st	5x5 = 25	

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 [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
E MADRID05	PL KRAKOW03	523	Electronics Eng.	1teacher 1w. 8h.	
		481 46	Computer Science Mathematics	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 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]
E MADRID05		SPANISH SPANISH	ENGLISH	A2-B1 B1 (ETSIST) B1 (ETSINF)	B2
PL KRAKOW03		ENGLISH		B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution.

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.]

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
E MADRID05	10, June	1, December
PL KRAKOW03	31 st MAY	31 st OCTOBER

2. The receiving institution will send its decision within 6 weeks.
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.
4. Termination of the agreement

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>

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

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

Cracow University of Technology grading system

ECTS grade	Local grade	Description of the local grade
A	5.0	Very good
B	4.5	Better than good
C	4.0	Good
D	3.5	Better than satisfactory
E	3.0	Satisfactory
FX/F	2.0	Unsatisfactory (Fail)

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
E MADRID 05	erasmus@upm.es	http://www.upm.es/institucional/Estudiantes/Atencion/TramitacionVisados
PL KRAKOW03	Erasmus Office e-mail: erasmus@pk.edu.pl tel.: +48 12 628 2512	http://www.erasmus.pk.edu.pl/incoming.php

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
E MADRID05	erasmus@upm.es +34-91-3367986	<ul style="list-style-type: none"> . European Health Insurance Card www.centrossanitarios.sanidadmadrid.org . International Mobility (15 €) http://www.upm.es/institucional/Estudiantes/Seguros/SeguroMovilidadInternacional

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

PL KRAKOW03	Erasmus Office e-mail: erasmus@pk.edu.pl tel.: +48 12 628 2512	http://www.erasmus.pk.edu.pl/incoming.php
-------------	---	---



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
E MADRID 05	erasmus@upm.es +34-91-3367986	http://www.upm.es/internacional/Students/Student+Attention/ddeebfdf03a97210VgnVCM10000009c7648aRCRD
PL KRAKOW03	Erasmus Office e-mail: erasmus@pk.edu.pl tel.: +48 12 628 2512	http://www.erasmus.pk.edu.pl/incoming.php

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
E MADRID 05	Prof. Alberto Almendra Erasmus Institutional Coordinator	25 FEB. 2014	
PL KRAKOW03	Prof. Dr hab. Inż. Dariusz Bogdal Vice-Rector for Education and International Affairs	25 LUT. 2014	 prof. dr hab. inż. Dariusz Bogdal

⁸ Scanned signatures are accepted