



**Erasmus+ Programme
Key Action 1 - Mobility for learners and staff –
Higher Education Student and Staff Mobility
Inter-institutional¹ agreement 2014-2020[21]²
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 ³ (email, phone)	Website (eg. of the course catalogue)
University of Leeds. The Language Centre	UK LEEDS01	Dr. Peter Howarth, Acting Executive Director, Language Centre p.a.howarth@leeds.ac.uk Central contact Ms. Liz Simpson Study Abroad Manager e.simpson@adm.leeds.ac.uk	www.leeds.ac.uk www.leeds.ac.uk/arts/homepage/249/language_centre
Universidad Politécnica de Madrid (UPM). ETS Ingeniería y Sistemas de Telecomunicación (Technical University of Madrid. School of Telecommunications Engineering and Systems)	E MADRID05	Prof. Alberto Almendra Erasmus Institutional Coordinator International.europe@upm.es Prof. Rafael Herradón School Coordinator, ETSIST movilidad@euitt.upm.es +34 91 336 7774	www.upm.es www.etsist.upm.es

B. Staff mobility numbers⁴ 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 *	Number of staff mobility periods	
				Staff Mobility for Teaching [Total number of days of teaching periods or average duration *]	Staff Mobility for Training
UK LEEDS01	E MADRID05	023	Languages	1 teacher, 1 week, 5h.	1 person, 1 week
E MADRID05	UK LEEDS01	023	Languages	1 teacher, 1 week, 5h.	1 person, 1 week

[*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.]

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 ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
UK LEEDS01					B2 English

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

⁴ 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>)

⁵ 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>

E MADRID05				B2 English
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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

UK LEEDS01	Incoming staff exchange visits are hosted by the individual school or centre at the University of Leeds. Please refer to contacts above.
E MADRID05	

E. Calendar

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

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
UK LEEDS01	No VISA required as an EU national.	
E MADRID05	No VISA required as an EU national. erasmus@upm.es	

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
UK LEEDS01	insurance@leeds.ac.uk	
E MADRID05	erasmus@upm.es	European Health Insurance Card www.centrossanitarios.sanidadmadrid.org

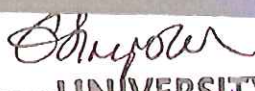


4. Housing

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
UK LEEDS01	accommodation@leeds.ac.uk	http://www.leeds.ac.uk/accommodation
E MADRID05	movilidad@euitt.upm.es info@aluni.net	http://www.etsist.upm.es/estudiantes/servicios/alojamiento http://www.aluni.net/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature*
UK LEEDS01	Ms. Liz Simpson Study Abroad Manager	23 JUN 2014	
E MADRID05	Prof. Rafael Herradón School Coordinator	20 ABR. 2015	
	Prof. Alberto Almendra Erasmus Institutional Coordinator		

* Scanned signatures are accepted

