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[...]			

B. Mobility numbers⁵ 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.]

Student mobility:

FROM	TO	Subject area code	Subject area name	Study cycle	Number of student mobility periods	
[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	*	*	[short cycle, 1 st , 2 nd or 3 rd]	Student Mobility for Studies	Student Mobility for Traineeships *
		[ISCED]		*	[total number of months of the study periods or	

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>)

F

						average duration*]
P LISBOA03	E MADRID05	054 (461)	Mathematics and Statistics	1 st , 2 nd , 3 rd	3*12 (each)	
E MADRID05	P LISBOA03	054 (461)	Mathematics and Statistics	1 st , 2 nd , 3 rd	3*12 (each)	
P LISBOA03	E MADRID05	061 (481)	Information & Communication Technologies	1 st , 2 nd , 3 rd	3*12 (each)	
E MADRID05	P LISBOA03	061 (481)	Information & Communication Technologies	1 st , 2 nd , 3 rd	3*12 (each)	

*[*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.]*

Staff mobility:

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 *

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]
P LISBOA03	---	Portuguese (for 1 st cycles)	Portuguese and/or English (for 2 nd and 3 rd cycles)	B1	B2
E MADRID05		Spanish(*)	English	B1 B2 (Master level)	B2 (English)

(*) Students should have a Level B1 Spanish proficiency (Common European Reference Framework for Languages). The students should have to prove their language proficiency with official certificates or certificates from their home universities. Those who can not prove that level, should attend Spanish programme organized by PROLINTER UPM for International students.

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

[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]
P LISBOA03	31 May	31 October
E MADRID05	June 10 th	December 1 st

[* to be adapted in case of a trimester system]

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>

2. The receiving institution will send its decision within [4] weeks (minimum).
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]*
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. 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."]

F. Information

1. Grading systems of the institutions

At **P LISBOA03**

Information available at:

http://www.fct.unl.pt/sites/default/files/erasmus_incoming/EU_Scale_FCT.pdf

At **E MADRID05**

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

Read more at:

http://www.upm.es/sfs/Rectorado/Vicerrectorado%20de%20Alumnos/Extension%20Universitaria/Intercambios:%20movilidad%20de%20estudiantes/Erasmus/Extranjeros/guia_estudiantes_extranjeros-ENGLISH_20121022.pdf

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 LISBOA03	Email: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7	http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visitors
E MADRID05	International-office@fi.upm.es +34913366895	http://www.fi.upm.es/?id=incomingstudents&idioma=english

3. Insurance

At P LISBOA03

All students enrolled in P LISBOA03 are covered by an accident and third party liability insurance:

(http://www.fct.unl.pt/sites/default/files/documentos/estudante/informacao_academica/Seguro%20Escolar/Generali_apoliceSegAlunos_013.pdf).

It is mandatory that Mobility Students and Staff bring:

- European Health Insurance Card for medical assistance (just for people from the European Union's 27 Member States plus Iceland, Liechtenstein, Norway and Switzerland) to access health care services during temporary visits abroad
- Insurance Health for visitors outside European Union;

At E MADRID05

. European Health Insurance Card

www.centrossanitarios.sanidadmadrid.org

-Insurance Policy for International mobility (15€)

<http://www.upm.es/institucional/Estudiantes/Seguros/SeguroMovilidadInternacional>

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 LISBOA03	Email: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7	---
E MADRID05	International-office@fi.upm.es +34 91 336 6895	http://www.fi.upm.es/?id=incomingstudents&idioma=english . European Health Insurance Card www.centrossanitarios.sanidadmadrid.org -Insurance Policy for International mobility (15€) http://www.upm.es/institucional/Estudiantes/Seguros/SeguroMovilidadInternacional



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 LISBOA03	Email: div.a.ae.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7	http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms
E MADRID05	International-office@fi.upm.es +34913366895	http://www.fi.upm.es/?id=incomingstudents&idioma=english

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁷
P LISBOA03	Prof. José Esteves Pereira Institutional Coordinator	28 Jan 2014	
E MADRID05	Prof. Marinela Garcia Departmental Coordinator Prof. Alberto Almendra Erasmus Institutional Coordinator	19-12-2013	

⁷ Scanned signatures are accepted

