Erasmus+ Programme

Key Action 1
- Mobility for learners and staff -
Higher Education Student and Staff Mobility

Inter-institutional\(^1\) 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

<table>
<thead>
<tr>
<th>Name of the institution (and department, where relevant)</th>
<th>Erasmus code</th>
<th>Contact details(^4) (email, phone)</th>
<th>Website (eg. of the course catalogue)</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIVERSIDADE NOVA DE LISBOA - Faculdade de Ciências e Tecnologia</td>
<td>P LISBOA03</td>
<td>Institutional Coordinator: Prof. José Esteves Pereira, Email: <a href="mailto:erasmus@unl.pt">erasmus@unl.pt</a>, Tel.: +351 21 384 52 07/8; Subject Area Contact: Prof. Fernando Pedro Reino da Silva Birra, Email: <a href="mailto:fbp@fct.unl.pt">fbp@fct.unl.pt</a>, Tel.: + 351 21 294 83 36</td>
<td><a href="http://www.unl.pt">www.unl.pt</a></td>
</tr>
</tbody>
</table>

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.
<table>
<thead>
<tr>
<th>UNIVERSITY POLÍTÉCNICA DE MADRID</th>
<th>Erasmus Institutional Coordinator: Prof. Alberto Almendra. c/ Ramiro de Maeztu, 7. 28040 Madrid. Spain. Phone: +34 91 336 3660 Fax: +34 91 336 3664, e-mail <a href="mailto:international.europe@upm.es">international.europe@upm.es</a></th>
<th><a href="http://www.upm.es">www.upm.es</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>ETSI INFORMATICOS (ETSIINF)</td>
<td>Erasmus Departmental Coordinator: Prof. Marineda Garcia, Associate Dean for International Affairs, E-mail: <a href="mailto:v.internacionales@fi.upm.es">v.internacionales@fi.upm.es</a>, Phone: +34 91 336 66 08 International Office: Me. Paloma Vivas E-mail: <a href="mailto:international-office@fi.upm.es">international-office@fi.upm.es</a> Phone: +34 91 336 6895, Fax: +34 91 336 3667 ETSIINF-UPM Campus de Montegancedo s/n. 28660 ROADILLA DEL MONTE (MADRID) SPAIN</td>
<td><a href="http://www.fi.upm.es">www.fi.upm.es</a></td>
</tr>
</tbody>
</table>

B. Mobility numbers\(^5\) 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:

<table>
<thead>
<tr>
<th>FROM [Erasmus code of the sending institution]</th>
<th>TO [Erasmus code of the receiving institution]</th>
<th>Subject area code * [ISCED]</th>
<th>Subject area name *</th>
<th>Study cycle {short cycle, 1(^{st}), 2(^{nd}) or 3(^{rd}) cycle}</th>
<th>Number of student mobility periods</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Student Mobility for Studies</td>
<td>Student Mobility for Traineeships</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>[total number of months of the study periods or]</td>
</tr>
</tbody>
</table>

\(^5\) 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
<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>Subject area code</th>
<th>Subject area name</th>
<th>Number of staff mobility periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>E MADRID05</td>
<td>P LISBOA03</td>
<td>Mathematics and Statistics</td>
<td>1st, 2nd, 3rd</td>
<td>3*12 (each)</td>
</tr>
<tr>
<td>P LISBOA03</td>
<td>E MADRID05</td>
<td>Information &amp; Communication Technologies</td>
<td>1st, 2nd, 3rd</td>
<td>3*12 (each)</td>
</tr>
</tbody>
</table>

[*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:**

**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:
<table>
<thead>
<tr>
<th>Receiving institution</th>
<th>Optional: Subject area</th>
<th>Language of instruction 1</th>
<th>Language of instruction 2</th>
<th>Recommended language of instruction level$^6$</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Portuguese (for 1st cycles)</td>
<td>Portuguese and/or English (for 2nd and 3rd cycles)</td>
<td>Student Mobility for Studies (Minimum recommended level: B1)</td>
</tr>
<tr>
<td>P LISBOA03</td>
<td></td>
<td></td>
<td></td>
<td>Staff Mobility for Teaching (Minimum recommended level: B2)</td>
</tr>
<tr>
<td>E MADRID05</td>
<td>Spanish(*)</td>
<td>English</td>
<td></td>
<td>B1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>B2 (Master level)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>B2 (English)</td>
</tr>
</tbody>
</table>

(*) 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 cannot prove that level, should attend Spanish programme organized by PROINTER 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:

<table>
<thead>
<tr>
<th>Receiving institution</th>
<th>Autumn term* [month]</th>
<th>Spring term* [month]</th>
</tr>
</thead>
<tbody>
<tr>
<td>P LISBOA03</td>
<td>31 May</td>
<td>31 October</td>
</tr>
<tr>
<td>E MADRID05</td>
<td>June 10$^{th}$</td>
<td>December 1$^{st}$</td>
</tr>
</tbody>
</table>

[* 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](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 exchange 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


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:

<table>
<thead>
<tr>
<th>Institution (Erasmus code)</th>
<th>Contact details (email, phone)</th>
<th>Website for information</th>
</tr>
</thead>
<tbody>
<tr>
<td>P LISBOA03</td>
<td>Email: <a href="mailto:div.a.ae.mobilidade@fct.unl.pt">div.a.ae.mobilidade@fct.unl.pt</a></td>
<td><a href="http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visitors">http://www.fct.unl.pt/en/student/student-orientation-and-mobility/information-incoming-students-and-other-visitors</a></td>
</tr>
<tr>
<td></td>
<td>Tel.: + 351 21 294 78 20/7</td>
<td></td>
</tr>
<tr>
<td>E MADRID05</td>
<td><a href="mailto:International-office@fi.upm.es">International-office@fi.upm.es</a> +34913368896</td>
<td><a href="http://www.fi.upm.es/?id=incomingstudents&amp;idioma=english">http://www.fi.upm.es/?id=incomingstudents&amp;idioma=english</a></td>
</tr>
</tbody>
</table>
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%20Esc-
gerador/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:

<table>
<thead>
<tr>
<th>Institution [Erasmus code]</th>
<th>Contact details (email, phone)</th>
<th>Website for information</th>
</tr>
</thead>
</table>
| P LISBOA03                | Email: div.a.ee.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:

<table>
<thead>
<tr>
<th>Institution [Erasmus code]</th>
<th>Contact details (email, phone)</th>
<th>Website for information</th>
</tr>
</thead>
<tbody>
<tr>
<td>P LISBOA03</td>
<td>Email: <a href="mailto:div.a.ee.mobilidade@fct.unl.pt">div.a.ee.mobilidade@fct.unl.pt</a> &lt;br&gt;Tel.: + 351 21 294 78 20/7</td>
<td><a href="http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms">http://www.fct.unl.pt/en/student/student-orientation-and-mobility/students-mobility-study-sms</a></td>
</tr>
<tr>
<td>E MADRID05</td>
<td><a href="mailto:International-office@fi.upm.es">International-office@fi.upm.es</a> &lt;br&gt;+34913366895</td>
<td><a href="http://www.fi.upm.es/?id=incomingstudents&amp;idioma=english">http://www.fi.upm.es/?id=incomingstudents&amp;idioma=english</a></td>
</tr>
</tbody>
</table>

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

<table>
<thead>
<tr>
<th>Institution [Erasmus code]</th>
<th>Name, function</th>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>P LISBOA03</td>
<td>Prof. José Esteves Pereira &lt;br&gt;Institutional Coordinator</td>
<td>28/04/2019</td>
<td><a href="#">Signature</a></td>
</tr>
<tr>
<td>E MADRID05</td>
<td>Prof. Maríñela García &lt;br&gt;Departmental Coordinator</td>
<td>19-12-2013</td>
<td><a href="#">Signature</a></td>
</tr>
<tr>
<td></td>
<td>Prof. Alberto Almendra &lt;br&gt;Erasmus Institutional Coordinator</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7 Scanned signatures are accepted