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ETSI Industriales-UPM			

## B. Mobility numbers<sup>5</sup> 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 [Erasmus code of the sending institution]	PISA01	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 LISBOA03	E MADRID05	07	Engineering and Engineering Trades	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2 x 12 = 24	TBD
E MADRID05	P LISBOA03	07	Engineering and Engineering Trades	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	2 x 12 = 24	TBD

[\*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>5</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>)

### 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  <i>Total number of days of teaching periods or average duration *</i>	Staff Mobility for Training
P LISBOA03	E MADRID05	0715	Laser Technology, Materials Processing	8h* Rosa Miranda	---
E MADRID05	P LISBOA03	0715	TBD	8h* 2 TBD	---

### 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>6</sup>	
				Student Mobility for Studies  [Minimum recommended level: B1]	Staff Mobility for Teaching  [Minimum recommended level: B2]
P LISBOA03	---	Portuguese (for 1 <sup>st</sup> cycles)	Portuguese and/or English (for 2 <sup>nd</sup> and 3 <sup>rd</sup> cycles)	B1	B2
E MADRID05		Spanish		ETS1 Industriales: B1	

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]

<sup>6</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>

*[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	ETSI Industriales: 30th April	ETSI Industriales: 15th November

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

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

At **E MADRID05**

Grading system UPM: 0-4.9 Fail; 5-6.9 Pass; 7-8.9 Outstanding; 9-10 Distinction; MH High Distinction

### 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.

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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.ee.mobilidade@fct.unl.pt  Tel.: + 351 21 294 78 20/7	<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>
E MADRID05	erasmus@upm.es	<a href="http://www.upm.es/institucional/Estudiantes/Atencion/TramitacionVisados">http://www.upm.es/institucional/Estudiantes/Atencion/TramitacionVisados</a>

### 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](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;

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.ee.mobilidade@fct.unl.pt  Tel.: + 351 21 294 78 20/7	---
E MADRID05	erasmus@upm.es  +34-91-3367986	<ul style="list-style-type: none"> <li>European Health Insurance Card</li> <li><a href="http://www.centrossanitarios.saludmadrid.org">www.centrossanitarios.saludmadrid.org</a></li> <li>International Mobility (15C)</li> <li><a href="http://www.upm.es/institucional/Estudiantes/Seguros/SeguroMovilidadInternacional">http://www.upm.es/institucional/Estudiantes/Seguros/SeguroMovilidadInternacional</a></li> </ul>



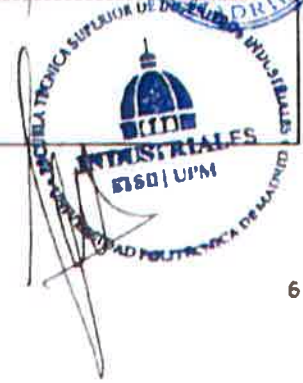
#### 4. Housing

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.ac.mobilidade@fct.unl.pt Tel.: + 351 21 294 78 20/7	<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>
E MADRID05	erasmus@upm.es +34-91-3367986	<a href="http://www.upm.es/Internacional/Students/Student+Attention/ddeebfd03a97210VgnVCM1000009c7648aRCRD">http://www.upm.es/Internacional/Students/Student+Attention/ddeebfd03a97210VgnVCM1000009c7648aRCRD</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
P LISBOA03	Prof. José Esteves Pereira Institutional Coordinator	07 MAR. 2014	
E MADRID05	Prof. Alberto Almendra UPM Institutional Coordinator	17 FEB. 2014	
	Prof. Juan J. Márquez ETSI Industriales-UPM Vice-Dean for Student Affairs and International Relations		

<sup>7</sup> Scanned signatures are accepted