UPM

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

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
MÄLARDALEN UNIVERSITY School of Innovation, Design and Engineering, **IDT**	S VASTERA01	Mr. Salam Zandi. International Liaison Officer. BOX 883. SE-72123 Vasteras. Sweden. ☎ : +46 21101415 🖂 : salam.zandi@mdh.se Departmental Coordinator: Radu Dobrin, IDT radu.dobrin@mdh.se +46 21 107356	www.mdh.se

[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.

B. Mobility numbers[5] 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, 1st, 2nd or 3rd]* *	Number of student/ mobility periods (sum)	
					Student Mobility for Studies *[total number of months of the study periods or average duration *]*	*Student Mobility for Traineeships* *
E MADRID05 **ETSI Teleco.**	S VASTERA 01 **IDT**	481, 523	Computer Science, Electrical Engineering	1st, 2nd, 3rd	2/24	
S VASTERA 01 **IDT**	E MADRID05 **ETSI Teleco.**	481, 523	Computer Science, Electrical Engineering	1st, 2nd, 3rd	2/20	
E MADRID05 **ETSIST (former EUITT)**	S VASTERA 01 **IDT**	481, 523	Computer Science, Electrical Engineering	1st, 2nd, 3rd	3/30	
S VASTERA 01 IDT	E MADRID05 **ETSIST (former EUITT)**	481, 523	Computer Science, Electrical Engineering	1st, 2nd, 3rd	3/30	
E MADRID05 **ETSISI (former EU Informática)**	S VASTERA 01 **IDT**	48	Computer Science	1st, 2nd, 3rd	2/20	
S VASTERA 01 **IDT**	E MADRID05 **ETSISI (former EU Informatica)**	48	Computer Science	1st, 2nd, 3rd	2/20	

*[*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.]*

[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)

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 [1]]	Staff Mobility for Training *
E MADRID05	S VASTERA01	523 481	Electronic Eng. Computer Science	1 teacher 1w. 5h.	
S VASTERA01	E MADRID05	523	Telecomm. & Elec.	1teacher 1w. 5h.	
		481	Informatics	1teacher 1w. 5h.	

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	523 Telecom & Electronic	SPANISH	ENGLISH	A2-B1 B1	B2
S VASTERA01		Swedish	English	B2 English	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
S VASTERA01	May 15th	October 15th

[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 [x] 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

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' guide[7]. 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

S VASTERA01: http://www.mdh.se/student/regler-rattigheter

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
S VASTERA01	Swedish Migration Board (Migrationsverket)	Online Visa application for EU/EEA citizens http://www.migrationsverket.se/info/150_en.html For Swiss citizens: http://www.migrationsverket.se/info/7301_en.html

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	. European Health Insurance Card www.centrossanitarios.sanidadmadrid.org . Insurance Policy for international mobility (15€) http://www.upm.es/institucional/Estudiantes/Seguros/SeguroMovilidadInternacional
S VASTERA01	Annelie Lindvall, Division for Student Affairs, annelie.lindvall@mdh.se	Info on the Insurance company: http://www.mdh.se/utbildning/exchange-students/services/insurance-for-exchange-students-

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

	+46-21-151744	1.14679?l=en_UK

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
S VASTERA01	Bostad Västerås- The Accommodation Agency MDH collaborates with	Accommodation: http://www.bostadvasteras.se/en/Default.aspx

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution (Erasmus code)	Name, function	Date	Signature[8]
E MADRID 05	**Prof. Alberto Almendra** **Erasmus Institutional Coordinator**	17 DIC. 2013	
S VASTERA01	**Dr. Karin Röding** **Vice-Chancellor**	20/12/17	

[8] Scanned signatures are accepted