



## Erasmus+ Programme Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility Inter-institutional agreement 2014-2021 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	Website
UNIVERSIDAD POLITÉCNICA DE MADRID  ETSI. CAMINOS, CANALES Y PUERTOS	E MADRID05	Erasmus Institutional Coordinator: Prof. Alberto Almendra. c/ Ramiro de Maeztu, 7. 28040 Madrid, Spain. ☎ : +34 91 336 3660 📠: +34 91 336 3664. ✉ : international.europe@upm.es  Erasmus Departmental Coordinator: Prof. Carlos Zanuy Sánchez c/ Profesor Aranguren s/n. 28040 Madrid, Spain. ☎ : +34 91 336 6734 📠: +34 91 336 6734. ✉ : subdirector.ri.caminos@upm.es	<a href="http://www.upm.es">www.upm.es</a>  <a href="http://www.caminos.upm.es/internacional/index.htm">http://www.caminos.upm.es/internacional/index.htm</a>
INSTITUTO POLITECNICO DE CASTELO BRANCO	P CASTELO01	Prof. João Pedro Luz Head of International Relations Office gri.coord@ipcb.pt  Dr.ª Conceição Baptista Institutional Erasmus Coordinator cbaptista@ipcb.pt Ph.: +351 272 339 600	<a href="http://www.ipcb.pt/en">www.ipcb.pt/en</a>

### B. Mobility numbers 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*			Number of student mobility periods	
		Code [ISCED]	Name	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Student Mobility for Studies [total number of months of the study periods or average duration]	Student Mobility for Traineeships
E MADRID05	P CASTELO01	582	Civil Engineering	1 <sup>st</sup> , 2 <sup>nd</sup>	2x10 = 20	
P CASTELO01	E MADRID05	582	Civil Engineering	1 <sup>st</sup> , 2 <sup>nd</sup>	2x10 = 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.]

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area*		Number of staff mobility periods	
		Code [ISCED ]	Name	Staff Mobility for Teaching [total number of days of teaching periods or average duration <sup>1</sup> ]	Staff Mobility for Training
E MADRID05	P CASTELO01	582	Civil Engineering	1 teacher 1week 5 h.	
P CASTELO01	E MADRID05	582	Civil Engineering	1 teacher 1week 5 h.	

### 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>1</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
E MADRID05		ES		A1-A2	B2
P CASTELO01		Portuguese	English	B1	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	June 10 <sup>th</sup>	December 1 <sup>st</sup>
P CASTELO01	May 31 (April 30 for students with visa requirement)	November 30 (October 30 for students with visa requirement)

2. The receiving institution will send its decision within 5 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<sup>2</sup>. 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.]

<sup>1</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>

<sup>2</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)



**P CASTELO 01: ECTS credits and scale:**

1 full academic year = 60 credits  
1 semester = 30 credits

The Portuguese grading scale is from 0 to 20.

- 10 is the minimum passing grade.
- 10 to 13 - Sufficient to Satisfactory
- 14 and 15 - Good
- 16 and 17 - Very good
- 18 to 20 - Excellent

**2. 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	European Health Insurance Card <a href="http://www.centrossanitarios.sanidadmadrid.org">www.centrossanitarios.sanidadmadrid.org</a>
P CASTELO01	European Commission ( <a href="#">Employment, Social Affairs &amp; Inclusion</a> )	European Health Insurance Card <a href="http://ec.europa.eu/social/main.jsp?catId=559">http://ec.europa.eu/social/main.jsp?catId=559</a>

**3. 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	
P CASTELO01	Foreign People and Borders Office Tel: +351 272 349 500 <a href="mailto:del.cbranco@sef.pt">del.cbranco@sef.pt</a>	<a href="http://www.sef.pt/portal/V10/EN/asp/page.aspx">http://www.sef.pt/portal/V10/EN/asp/page.aspx</a>

**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	<a href="http://www.upm.es/internacional/Students/Student+Attention/dd_eebfd03a97210VgnVCM10000009c7648aRCRD">www.upm.es/internacional/Students/Student+Attention/dd_eebfd03a97210VgnVCM10000009c7648aRCRD</a>
P CASTELO01	Paula Ribeiro <a href="mailto:gri@ipcb.pt">gri@ipcb.pt</a> Ph.: +351 272 339 625	<a href="http://www.ipcb.pt/en/index.php/before-departure">http://www.ipcb.pt/en/index.php/before-departure</a>

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

Institution [Erasmus code]	Name, function	Date	Signature
E MADRID 05	Prof. Carlos Zanuy Sánchez Departmental Coordinator  Prof. Alberto Almendra Erasmus Institutional Coordinator	12.12.2013	
P CASTELO01	Prof. Dr. José Carlos Gonçalves Vice-President	29/11/2013	