

Annex II to Erasmus+ Inter-Institutional Agreement

Institutional Factsheet

1. Institutional Information

1.1. Institutional details

Name of the institution	UNIVERSIDAD POLITÉCNICA DE MADRID
Erasmus Code	E MADRID05
EUC	29462
Institution Web site	www.upm.es www.inef.upm.es
International relations office Web site	http://www.upm.es/institucional/Estudiantes/Movilidad/Programas_Internacionales/Erasmus
Online course catalogue	http://www.inef.upm.es/INEF/Estudiantes/Estudios/Grado

1.2. Main contacts

Contact person	Prof. Alberto Almendra
Responsibility	Erasmus Institutional coordinator
Contact details	c/ Ramiro de Maeztu, 7. 28040 Madrid. Spain. ☎ : +34 91 336 3660 📠 : +34 91 336 3664. ✉ : international.europe@upm.es

Contact person	Prof. Alberto Almendra
Responsibility	Administrative contact for bilateral agreements
Contact details	c/ Ramiro de Maeztu, 7. 28040 Madrid. Spain. ☎ : +34 91 336 3660 📠 : +34 91 336 3664. ✉ : international.europe@upm.es

Contact person	Prof. Pedro J. Benito
Responsibility	Contact person for outgoing students/staff
Contact details	c/ Martin Fierro, 7. 28040 Madrid. Spain. ☎ : +34 91 336 4012 📠 : +34 91 336 4080 . ✉ : vicedecano.cae.inef@upm.es outgoing.inef@upm.es

Contact person	Prof. Pedro J. Benito
Responsibility	Contact person for incoming students/staff
Contact details	c/ Martin Fierro, 7. 28040 Madrid. Spain. ☎ : +34 91 336 4012 📠 : +34 91 336 4080 . ✉ : vicedecano.cae.inef@upm.es incoming.inef@upm.es

2. Detailed requirements and additional information

2.1. Recommended language skills

The sending institution, following agreement with our 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:

Type of mobility	Subject area	Language(s) of	Recommended language of
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		instruction	instruction level *
Student Mobility for Studies	813	Spanish, English	B1
Staff Mobility for Teaching	813	Spanish, English	B2

* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction recommendations, please refer to our course catalogue.

2.2. Additional requirements

AT N TRONDHE 01: The language of instruction at bachelor's level is Norwegian and no students can be accepted at that level unless they know Norwegian. For masters level, students need to have completed at least 3 years of university studies.)

2.3. Calendar

2.3.1. Nomination Deadlines

Applications/information on students nominated must reach our institution by:

Autumn term	June 10 th
Spring term	December 1 st

2.3.2. Decision Response

We will send our decision within 6 weeks.

2.3.3. Transcripts of Records

A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at our institution.

2.3.4. Termination of Agreement

This agreement can be terminated at any time by mutual consent. 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 of one given year will only take effect as of 1 September of the next year. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

3. Additional information

3.1. Grading system

3.1.

Grade		Numerical value	
A	Excellent	1	10-9
B	Very good	1,5	8
C	Good	2	7
D	Satisfactory	2,5	6
E	Sufficient	3	5
F	Failed	4	4-0

ECTS Grade	% of successful students normally achieving the grade	Definition
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A	10	Outstanding performance with only minor errors.
B	25	Above the average standard but with some errors.
C	30	Generally sound work with a number of notable errors.
D	25	Fair but with significant shortcomings.
E	10	Performance meets the minimum criteria.
F ²	-	Some more work required before the credit can be awarded
Fx	-	Considerable further work is required.

ECTS grades “A” to “E” accompany the award of credit, and grades “Fx” and “F” attract zero credit.

3.2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, 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:

Contact person	
Responsibility	
Contact details	erasmus@upm.es
Website	http://www.upm.es/institucional/Estudiantes/Atencion/TramitacionVisados

3.3. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education: http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm. We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Contact person	
Responsibility	
Contact details	erasmus@upm.es +34-91-3367986
Website	European Health Insurance Card www.centrossanitarios.sanidadmadrid.org

3.4. Housing

Our institution will guide incoming student/staff 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:

Contact person	
Responsibility	
Contact details	erasmus@upm.es +34-91-3367986
Website	www.upm.es/internacional/Students/Student+Attention/ddeebfdf03a97210VgnVCM1000009c7648aRCRD