

# Annex to Erasmus+ Inter-Institutional Agreement

## Departmental Factsheet

### 1. Institutional Information

#### 1.1. Institutional details

|                         |   |
|-------------------------|---|
| Name of the institution | Universidad Politécnica de Madrid- ETSI Industriales  |
| Erasmus Code            | E MADRID05  |
| EUC                     | 29462-IC-1-2007-1-ES-ERASMUS-EUCX-1   |
| Institution website     | <a href="http://www.etsii.upm.es/">http://www.etsii.upm.es/</a>   |
| Online course catalogue | <a href="http://www.etsii.upm.es/internacional/incoming/plan_studies_next.en.htm">http://www.etsii.upm.es/internacional/incoming/plan_studies_next.en.htm</a> |

#### 1.2. Contacts

|                 |  |
|-----------------|--|
| Contact person  | Prof. Alberto Almendra   |
| Responsibility  | UPM Institutional Coordinator  |
| Contact Details | Phone : +34 91 336 3660<br>☎: +34 91 336 3664<br>Email: <a href="mailto:international.europe@upm.es">international.europe@upm.es</a> |

|                 |  |
|-----------------|--|
| Contact person  | Prof. Juan J. Márquez  |
| Responsibility  | ETSI Industriales-UPM<br>Vice-Dean for Student Affairs and International Relations                                       |
| Contact Details | Phone +34 91 336 3047<br>Email: <a href="mailto:internacional.industriales@upm.es">internacional.industriales@upm.es</a> |

### 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 instruction | Recommended language of instruction level * |
|------------------------------|------------------------|----------------------------|---|
| Student Mobility for Studies | Business and Economics | Spanish                    | B1  |
| Staff Mobility for Teaching  | Business and Economics | Spanish and/or 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

### E-Nomination & necessary application documents

<http://www.etsii.upm.es/internacional/incoming/index.en.htm>

The partner university selects students according to performance, commitment and language skills and nominates them for the exchange semester stay via a web-based platform

<http://www.etsii.upm.es/internacional/incoming/coordinators.en.htm>

Applications from students sent directly to the ETSII\_UPM International Office will not be accepted.

Nominated Students should follow the application procedure:

[http://www.etsii.upm.es/internacional/incoming/online\\_application.en.htm](http://www.etsii.upm.es/internacional/incoming/online_application.en.htm)

## 2.3. Calendar

### 2.3.1. Nomination Deadlines

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

|                    |        |
|--------------------|--------|
| <b>Autumn term</b> | 30.04. |
| <b>Spring term</b> | 15.11. |

#### Semester Data:

Winter (autumn) term: September – January,

Summer (spring) term: February – July

[http://www.etsii.upm.es/estudios/pod/2\\_programacion\\_del\\_curso.pdf](http://www.etsii.upm.es/estudios/pod/2_programacion_del_curso.pdf)

### 2.3.2. Decision Response

We will send our decision from June/December (for coming winter term/summer term) on.

### 2.3.3. Transcripts of Records

Available from March (for winter semester) and September (for summer semester) after the confirmation of the examination board.

### 2.3.4. Termination of Agreement

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.

## 3. Additional information

### 3.1. ETSII\_UPM welcomes students and staff with disabilities.

Learn more at: <http://www.upm.es/institucional/UPM/CompromisoSocial/UnidadAtencionDiscapacidad>

### 3.2. Grading system at UPM

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

### 3.3. Visa

Information and assistance can be provided by the following contact person:

|                 |   |
|-----------------|---|
| Contact person  | Arancha Lauder  |
| Responsibility  | Administrative Officer  |
| Contact details | <a href="mailto:erasmus@upm.es">erasmus@upm.es</a> ; <a href="mailto:arancha.lauder@upm.es">arancha.lauder@upm.es</a>   |
| Website         | <a href="http://www.upm.es/institucional/Estudiantes/Atencion/TramitacionVisados">http://www.upm.es/institucional/Estudiantes/Atencion/TramitacionVisados</a> |

### 3.4. Insurance

Information and assistance for the compulsory health insurance is provided on the website:

|         |   |
|---------|---|
| Website | <a href="http://www.upm.es/institucional/Estudiantes/Seguros/SeguroMovilidadInternacional">http://www.upm.es/institucional/Estudiantes/Seguros/SeguroMovilidadInternacional</a> |
|---------|---|

### 3.5. Housing

The application for the Erasmus program at ETSII\_UPM does not include an offer for a room in a dorm. Students have to find a room themselves on the private market with the list of hints on finding accommodation.

Information and assistance can be provided by the following persons and information sources:

|                 |   |
|-----------------|---|
| Contact details | <a href="mailto:erasmus@upm.es">erasmus@upm.es</a>  |
| Website         | <a href="http://www.upm.es/internacional/Students/Student+Attention/ddeebfdf03a97210VgnVCM10000009c7648aRCRD">http://www.upm.es/internacional/Students/Student+Attention/ddeebfdf03a97210VgnVCM10000009c7648aRCRD</a> |