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B. Mobility numbers³ 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, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships 3:
E MADRID05	I MESSINA01	07	Engineering, manufacturing and construction	1 st , 2 nd	1 x 10=10	-
I MESSINA01	I MESSINA01	07	Engineering, manufacturing and construction (073 Architecture and construction)	1 st , 2 nd	1 x 10=10	-
E MADRID05	I MESSINA01	07	Engineering, manufacturing and construction	1 st , 2 nd	2 x 5=10	-
I MESSINA01	E MADRID05	07	Engineering, manufacturing and construction (071 Engineering and engineering trades)	1 st , 2 nd	2 x 5=10	-

³ Mobility numbers can be given per sending/receiving institutions and per education field (optional⁴):

<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

*[*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 code * [ISCED]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of teaching periods or average duration ⁴]	Staff Mobility for Training *
E MADRID05	I MESSINA01	07	Engineering	1 x 1 week	individual agreement
I MESSINA01	E MADRID05	07	Engineering	2 x 1 week (8 hours)	individual agreement

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 ⁴	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I MESSINA01		Italian	English (teachers / staff)	B1 (Italian)	B2
E MADRID05		Spanish		ETSI Industriales: B1	

For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links provided on the first page]*.

⁴ 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>

D. Additional requirements

I MESSINA01

The University of Messina welcomes students and staff with disabilities. For questions regarding services to students in need of individual arrangements in connection with studies and/or examinations, please see the following link: http://www.unime.it/sezione_disabili/

E MADRID05

<http://www.etsil.upm.es/internacional/Incoming/index.en.htm>

<http://www.upm.es/Institucional/UPM/CompromisoSocial/UnidadAtencionDiscapacidad>

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
I MESSINA01	Nomination deadline: May 15 th Application Form: May 30 th	Nomination deadline: October 15 th Application Form: October 30 th
E MADRID05	ETSI Industriales: 30 th April	ETSI Industriales: 15 th November

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

2. The receiving institution will send its decision within 8 weeks, provided the documents are complete.
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

The institutions decide in mutual agreement on the procedure of modifying or terminating the agreement. In the event of unilateral termination, a notice of at least one academic year has to be given.

"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

I MESSINA01:

<http://relInt.unime.it/en/internazionalizzazione/diploma-supplement/>

<http://relInt.unime.it/files/2012/09/Tabella-di-Conversione-voti-con-il-sistema-ECTS-DM270-04.pdf>

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.

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

Institution [Erasmus code]	Contact details (email, phone)	Website for information
I MESSINA01	erasmus@unime.it	http://relint.unime.it/files/2012/09/Incoming-Erasmus-Handbook2.pdf (see Compulsory fulfillments-Italian Immigration rules)
E MADRID05	erasmus@upm.es	http://www.upm.es/institucional/Estudiantes/Atencion/TramitacionVisados

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
I MESSINA01	erasmus@unime.it	http://relint.unime.it/en/mobilita-in-entrata/informazioni-utili/ (see Health Insurance)
E MADRID05	erasmus@upm.es +34-91-3367986	. European Health Insurance Card } www.centrossanitarios.sanidadmadrid.org . International Mobility (15€) http://www.upm.es/institucional/Estudiantes/Seguros/SeguroMovilidadInternacional




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
I MESSINA01	erasmus@unime.it	http://relint.unime.it/en/mobilita-in-entrata/informazioni-utili/ (see Accommodation and meals)
E MADRID05	erasmus@upm.es +34-91-3367986	http://www.upm.es/internacional/Students/Student+Attention/dd_eebfd03a97210VgnVCM10000009c7648aRCRD

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵
I MESSINA01	Prof. Pietro Navarra Rector	11 NOV. 2016	
E MADRID05	Prof. Alberto Almendra UPM Institutional Coordinator	12 DIC. 2016	
	Prof. Juan J. Márquez ETSI Industriales-UPM Vice-Dean for Student Affairs and International Relations		



⁵ Scanned signatures are accepted

Handwritten initials and marks at the bottom right of the page.