

– Mobility for learners and staff –
Higher Education Student Mobility

Inter-institutional agreement 2023/24-2025/26
between institutions:
UCL and Universidad Autónoma de Madrid (UAM)

[Minimum Requirements]¹

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of an exchange programme. They commit to respect the quality requirements set out in Section D: Respect of fundamental principles and other mobility requirements in all aspects related to the organisation and management of the mobility, in particular, the recognition of the credits (or equivalent) awarded to students by the other institution.

A. Information about higher education institutions

| Full name of the institution / country | City | Contact details ² (email, phone) | Website (eg. of the course catalogue) |
|--|------------------------------|---|---|
| University College London (UCL) [UK LONDON029] School or Department: Geography EISPS | London, United Kingdom | Study Abroad Office +44 (0) 203 108 7773 exchange- partnerships@ucl.ac.uk Catriona Hanks Head of Study Abroad and International Support +44 (0) 203 1087895 c.hanks@ucl.ac.uk | Course catalogue: http://www.ucl.ac.uk/sag |
| UNIVERSIDAD AUTÓNOMA DE MADRID (UAM) [EMADRID04] | Madrid, Spain | International Relations and Mobility Service erasmus@uam.es Up-dated contact: https://www.uam.es/uam/ /en/internacional/contacto | https://www.uam.es/uam/ en/inicio https://www.uam.es/uam/ en/internacional/movilidad https://www.uam.es/uam/ en/internacional/incoming/ estudiantes |

¹ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

² Contact details to reach the senior officer in charge of this agreement.

B. Mobility numbers³ per academic year and changes to subject areas that are part of the exchange programme

1. Subject to Section B(2) below, each institution shall have a right to propose changes to the number of students participating on an exchange set out in the table below in case of changes in the mobility data, by no later than the end of September in the academic year immediately preceding the academic year in which the relevant exchange will commence, provided that any changes to such student numbers shall in each case be subject to the prior written agreement of the other institution.

2. Each institution may at its sole discretion remove a subject area from the exchange programme subject to giving the other institution not less than 1 academic years' notice in writing. In such event the institutions shall:

(a) agree in writing a mechanism for ensuring that students studying in such subject area, or with an offer to study in such subject area, on the exchange programme are able to complete their studies at the receiving institution or other suitable institution; and

(b) in respect of such subject area only, cease to promote or market this agreement, and not register any new students for the exchange programme for such subject area.

| FROM | TO | 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 [Specify here total number of students] | Student Mobility [Specify here total number of months] |
| EMADRID 04 | UK LONDON 29 | | Geography | 1 st | 1 | 10 |
| EMADRID 04 | UK LONDON 29 | | EISPS (Law) | 1 st | 5 | 45 |
| UK LONDON 29 | EMADRID 04 | | Geography | 1 st | 1 | 10 |

³ 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>)

| | | | | | | |
|---------------------|---------------|--|----------------|-----------------|---|----|
| UK LONDON0 29 | EMADRID0 4 | | EISPS (Law) | 1 st | 5 | 45 |
|---------------------|---------------|--|----------------|-----------------|---|----|

[*Optional: subject area code & name and study cycle are optional.]

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 | 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] |
| UK LONDON029 | N/A | English | N/A | See below ⁵ | |
| EMADRID04 | | SPANISH | ENGLISH (limited number of courses) | SPANISH: <ul style="list-style-type: none"> • General rule: B1 required, B2 highly recommended • Specific rules: B2 required for the following studies: <ul style="list-style-type: none"> ○ Postgraduate studies: Master ○ Faculty of Economics | |

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>

⁵ <https://www.ucl.ac.uk/prospective-students/international/study-abroad-and-exchange/erasmus>

| | | | | | |
|--|--|--|--|---|--|
| | | | | <p>and Business Studies</p> <ul style="list-style-type: none"> o Faculty of Philosophy and Arts for the following Degrees: <ul style="list-style-type: none"> - Hispanic Studies Degree - Modern Languages, Culture and Communication Degree Required Certificate of Spanish <p>As a rule, students do not need to send their Spanish level certificate to UAM. It is the responsibility of the home university to select their students according to UAM linguistic requirements as mentioned above. Exceptions where students are required to send their Spanish certificates:</p> <ul style="list-style-type: none"> o Students nominated for the Faculty of Medicine (B1) o Students nominated for the Faculty of Law (B1) o Students nominated for the Faculty of Philosophy and Arts | |
|--|--|--|--|---|--|

| | | | | | |
|--|--|--|--|---|--|
| | | | | for the following degrees: – Hispanic Studies Degree (B2, DELE o SIELE certification). – Modern Languages, Culture and Communication Degree (B2, DELE o SIELE certification). | |
|--|--|--|--|---|--|

For more details on the language of instruction recommendations, see the course catalogue of each institution: <https://www.ucl.ac.uk/prospective-students/international/study-abroad-and-exchange/erasmus>

D. Respect of fundamental principles and other mobility requirements

The institutions agree to respect the following set of principles and requirements set out in Section D: Respect of fundamental principles and other mobility requirements as outlined below. The institutions agree to:

1. Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
2. Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
3. Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
4. Charge no fees, in the case of credit mobility, to incoming students for tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

The institutions further undertake to:

Before mobility

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner Country should inform mobile participants of cases in which insurance cover is not automatically provided. See the information / insurance section for contact details.

- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

During and after mobility

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all learning activities as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the institution and their peers.
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.
- Provide such reasonable information and assistance as may be necessary to enable higher education institutions to comply with any obligations imposed on it by the relevant immigration authorities in the jurisdiction.

E. Additional requirements

UK LONDON029 UCL welcomes students and staff member with disabilities. In order to identify whether any special provisions need to be made for students, see www.ucl.ac.uk/disability. Staff should refer to contact www.ucl.ac.uk/hr/equalities/disability/index.php.

UAM will provide support to incoming mobile participants with specific needs. Information and assistance can be provided by the following contact points and information sources:

Student Disability Service
 diversidad.funcional@uam.es
 (outgoing and incoming)

<https://www.uam.es/uam/atencion-discapacidad>

UK LONDON029 Students nominated from Partner should be currently studying in a similar area to the nominated department of admission. UCL Admission Tutors need to be confident that the student will have sufficient academic background in their subject (and enthusiasm for it) to enable them to take classes alongside regular degree students. There may also be admission requirements (including pre-requisites) specific to individual subject areas and courses. Students or partners should contact the relevant Affiliate Tutor/Contact directly. Their contact details can be found in the relevant departmental entry in the Study Abroad Guide. <https://www.ucl.ac.uk/prospective-students/study-abroad-at-ucl/>

Applications to study at UCL should be submitted via:
<https://www.ucl.ac.uk/prospective-students/study-abroad-at-ucl/>

UAM Students nominated from Partner should be currently studying in a similar area to the nominated department of admission. UCL Admission Tutors need to be confident that the student will have sufficient academic background in their subject (and enthusiasm for it) to enable them to take classes alongside regular degree students. There may also be admission requirements (including pre-requisites) specific to individual subject areas and courses.

Applications must be submitted to the appropriate Faculty at UAM.

UK LONDON029: Students nominated from UAM should currently have a minimum cumulative GPA of 3.3/4.0 (or equivalent, 7.5/10 in the Spanish grade system)

UAM: Students nominated from UCL should currently have a minimum cumulative GPA of 3.3/4.0 (or equivalent, such as such as 2.1 in UK terms).

F. Calendar

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

| Receiving institution | Term* | Term* |
|-----------------------|------------------------------|-------------------------------------|
| UK LONDON029 | 31 st of March | 30 th of September |
| EMADRID04 | from 15th April to 31st May. | from 1st September to 15th October. |

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

2. The receiving institution will send its decision within 4-6 weeks.
3. The receiving institution will issue academic transcripts (**Transcripts**) for each incoming mobile student participating on the exchange programme. The receiving institution shall send the Transcripts directly to the sending institution no later than 3 months after the end of each semester of the receiving institution.
4. Termination of the agreement

This agreement will take effect upon signature of the designated officials of each institution and will be valid for three (3) years from the date of last signature. Either institution may terminate this agreement:

- (a) by giving to the other not less than 1 academic years' notice in writing;
- (b) with immediate effect by notice in writing if the other institution commits a material breach (which may consist of a series of minor breaches) of the terms of this agreement;
- (c) with immediate effect by notice in writing if the other institution is subject to a change of control, becomes insolvent, is unable to pay its debts as and when due or otherwise ceases to exist.

If notice of termination has been given under this clause, the institutions shall:

- (a) agree in writing a mechanism for ensuring that students are able to complete their studies at the receiving institution or other suitable institution;

- (b) agree in writing a timetable for the return of Visiting Members of Staff to the sending institution;
- (c) cease to promote or market the inter-institutional agreement and not register any new students.

The institutions shall attempt to resolve in good faith any dispute arising between them out of the operation of this agreement. If the dispute cannot be resolved informally, it shall be referred to a senior post-holder within each institution.

G. Information

1. Grading systems of the institutions

| Institution | Grading system |
|--------------|---|
| UK LONDON029 | https://www.ucl.ac.uk/students/exams-and-assessments/certificates-results/transcripts |
| | GRADING SYSTEM AT UAM |
| | 9,0 – 10: MH – Matrícula de Honor (5%) A – Excellent |
| | 9,0 – 10: SB – Sobresaliente A – Excellent |
| | 8,0 - 8,9: NT – Notable B- Very Good |
| | 7,0 - 7,9: NT – Notable C - Good |
| | 6,0 – 6,9: AP – Aprobado D- Satisfactory |
| | 5,0 – 5,9: AP Aprobado E – Sufficient |
| | 0,0 – 4,9: SS – Suspenso FX-F - Fail |

2. Visa

The institutions agree that in all cases the participants shall be solely responsible for obtaining the necessary visa and complying with any immigration/visa requirements set by the national authorities and laws of the relevant receiving institution's jurisdiction.

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements set out in Section D: Respect of fundamental principles and other mobility requirements and make mobile participants aware that entry onto the exchange programme does not guarantee entry to the relevant jurisdiction to study. UCL may, at its discretion, sponsor mobile participants to study in the UK under the terms of its student sponsor licence with the United Kingdom Home Office.

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

| Institution | Contact details (email, phone) | Website for information |
|--------------|--|---|
| UK LONDON029 | visaadvice@ucl.ac.uk +44 (0)20 7679 2000 (switchboard) | https://www.ucl.ac.uk/students/immigration-and-visas |
| EMADRID04 | International Relations and Welcome Office oficina.acogida@uam.es | https://www.uam.es/uam/en/internacional/visado-nie-tie |

While at each institution, participants will be subject to the relevant receiving institution's regulations, policies and procedures including, but not limited to, those related to attendance, discipline, complaints and appeals. The institutions agree to make such material available when an offer to participate in the exchange is made to a student. Where UCL is the sending institution, any of its participants that are sponsored students with a student visa issued by UK Visas and Immigration (or subject to any similar visa/immigration regime from time to time) will also be subject to UCL's requirements in relation to attendance monitoring, reporting and other obligations under the UK Home Office's student sponsor guidance or equivalent as amended from time to time.

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements set out in Section D: Respect of fundamental principles and other mobility requirements.

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 | Contact details (email, phone) | Website for information |
|--------------|--|---|
| UK LONDON029 | internationalsupport@ucl.ac.uk +44 (0)20 8103 4043 | https://www.ucl.ac.uk/students/international-students/international-support/healthcare-uk |
| EMADRID04 | International Relations and Welcome Office oficina.acogida@uam.es | https://www.uam.es/uam/en/internacional/seguero-medico |

4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the principles set out in Section D: Respect of fundamental principles and other mobility requirements.

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

| Institution | Contact details (email, phone) | Website for information |
|----------------------|---|---|
| UK LONDON0 29 | UCL Accommodation Office +44(0)20 7679 6322 accommodation@ucl.ac.uk | https://www.ucl.ac.uk/accommodation/ |
| EMADRID0 4 | International Relations and Welcome Office oficina.acogida@uam.es | https://www.uam.es/uam/en/internacional/alojamiento |

5. Data Protection

5.1 For the purposes of this clause 5:

5.1.1 **Controller** means a person which, alone or jointly with others, determines the purposes and means of the Processing of Personal Data;

5.1.2 **Data Protection Laws** means all laws and regulations relating to the Processing of Personal Data as the same may be in force from time to time;

5.1.3 **Data Subject** means the individual to which the Personal Data relates;

5.1.4 **Personal Data** means any information relating to an identified or identifiable living individual;

5.1.5 **Personal Data Breach** means the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, Personal Data; and

5.1.6 **Processing** means any operation or set of operations which is performed on Personal Data or on sets of Personal Data, whether or not by automated means, and Process, Processes and Processed shall be construed accordingly.

5.2 The institutions acknowledge and agree that they will share Personal Data in order to fulfil their obligations under this agreement, in particular to facilitate the operation of the exchange programme.

5.3 The institutions acknowledge and agree that in relation to the Personal Data disclosed by one institution to the other in connection with this agreement that they are both separate Data Controllers.

5.4 In respect of the Personal Data that is shared by the institutions under and in connection with this agreement each institution shall:

5.4.1 comply with the Data Protection Laws to which it is subject;

5.4.2 take appropriate technical and organisational measures to help keep the Personal Data safe and secure and to protect the Personal Data from unauthorised access;

5.4.3 notify the other institution without undue delay after becoming aware of a Personal Data Breach; and

5.4.4 agree to enter into such other written agreements as may be required from time to time to enable each institution to comply with the Data Protection Laws to which it

is subject, provided that neither institution shall be obliged to agree to any term in any such agreement to the extent that compliance with the term would put it in breach of any law to which it is subject.

- 5.5 The Partner shall promptly inform relevant Data Subjects that UCL will (a) be Processing Personal Data in connection with this agreement, (b) process the Personal Data in the manner and for the purposes described in: (i) the UCL General Privacy Notice, available at <https://www.ucl.ac.uk/legal-services/privacy/general-privacy-notice>; (ii) the UCL Student Privacy Notice, available at <https://www.ucl.ac.uk/legal-services/privacy/student-privacy-notice>; and (iii) any other privacy notices applicable to the Data Subject which UCL notifies Partner of from time to time.
- 5.6 The institutions acknowledge and agree that no provision of this agreement (including this clause 5) shall require either institution to disclose data (including Personal Data) to the other institution where such disclosure would put the disclosing institution in breach of any law (including any Data Protection Law) to which it is subject.
- 5.7 Subject to clause 5.8, each institution shall keep the other institution indemnified in full from and against all liabilities, costs, expenses, damages and losses (whether direct or indirect) suffered or incurred by the indemnified institution, including, but not limited to, any interest, penalties and legal and other professional costs and expenses awarded against or incurred or paid by the indemnified institution, arising out of or in connection with any failure by the indemnifying institution to comply with its obligations under this clause 5 or the Data Protection Laws to which it is subject.
- 5.8 Each institution's total liability to the other institution under the indemnity set out in clause 5.7 shall be limited to £1,000,000.
- 5.9 Clauses 5.4.1, 5.4.3, 5.7, 5.8 and 5.9 shall survive termination or expiry of this agreement.

6. Governing Law


This agreement, and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims), shall be governed by, and construed in accordance with, the law of Spain, and the institutions irrevocably submit to the exclusive jurisdiction of the courts of Spain

Monitoring committee

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

| Institution | Name, function | Date | Signature ⁶ |
|-------------|----------------|------|------------------------|
| | | | |

⁶ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation

| | | | |
|-------------|--|------------|---|
| UKLONDON029 | Geraint Rees UCL VICE-PROVOST (Research, Innovation & Global Engagement) | 10/02/2023 |  |
| EMADRID04 | THE RECTOR UNDER DELEGATION, THE VICE-RECTOR FOR INTERNATIONALIZATION Resolution of December 2 nd , 2021 (B.O.C.M July 8 th , 2021) Prof. Irene Martín Cortés | | |