



Cooperation agreement concerning the double diploma

between

École Nationale Supérieure d'Électronique, Informatique
et Radiocommunications de Bordeaux
[ENSEIRB](#) (France)

and

Facultad de Informática
[Universidad Politécnica de Madrid](#) (Spain)

Cooperation Agreement concerning the Double Diploma between ENSEIRB and FI-UPM

In accordance with the present agreement between Facultad de Informática de la Universidad Politécnica de Madrid (hereafter named FI-UPM) and the Ecole Nationale Supérieure d'Électronique, Informatique et Radiocommunications de Bordeaux (hereafter named ENSEIRB), the two institutions express their intention to strengthen their cooperation in the field of higher education and to develop student exchanges in keeping with the spirit of the European Union. This cooperation brings together the two institutions in the fields of higher education and research and is a part of the framework of programmes put into action by the European Union (Erasmus/Socrates, Leonardo, etc.).

FI-UPM and ENSEIRB have decided to undertake student exchanges leading to a double diploma: the diploma delivered by ENSEIRB is defined below in [Article 1](#); the diploma delivered by FI-UPM is defined below in [Article 2](#).

In the text that follows the levels of study are given with reference to the French Baccalauréat, equivalent to the Spanish exam of Selectividad.

In the text that follows, for each student concerned, the distinction is made between the « home institution » FI-UPM, respectively ENSEIRB, and his/her « host institution », ENSEIRB, respectively FI-UPM.

The following articles aim to define the conditions in which students of the two institutions can obtain the double diploma.

Article 1: ENSEIRB diploma

ENSEIRB is habilitated by the French Ministry of National Education, through the [Commission des Titres d'Ingénieur](#) (<http://www.commission-cti.fr/>) to deliver the **DIPLÔME D'INGÉNIEUR ENSEIRB (GRADE DE MASTER - MASTER'S DEGREE)** in the following three specialisations at a level corresponding to the Baccalauréat-5: Electronics, Computer Science and Telecommunications.

Article 2: FI-UPM diploma

The FI-UPM delivers the diploma **INGENIERO EN INFORMÁTICA** at a level of after a 5-year education plan at the university level. The Degree in **INGENIERO EN INFORMÁTICA** consists of two cycles: first cycle with an academic development in two yearly courses, and second cycle with an academic duration of three yearly courses. At the end of the second cycle the student is committed to develop a **Proyecto Fin de Carrera** (Final Term Project), writing and defending a Final Term Dissertation. This degree is equivalent to an MSc in Computer Sciences in the European High Education Standards.

Article 3: Exchange semesters

In order to apply for the double diploma, FI-UPM students must complete three or four semesters of study at ENSEIRB, and ENSEIRB students must complete three semesters at FI-UPM, according to the programme defined in [Annexe A](#). The programme of study in the host institution begins at the start of the first or second semester of the academic year following the selection, according to the options specified by [Annexe A](#). It begins at a level specified by [Annexe A](#).

Students involved in the double diploma programme must complete and validate an **industrial** internship of at least six months at the level of the 5th or 6th year of studies, in order to qualify for the double diploma.

Article 4: Application documents

Each institution will provide application documents for its partner. These documents will include the [European Credit Transfer System](#) forms available from [European Union](#) page (<http://europa.eu.int/> in clear): «application form for the students», «learning agreements», «transcript of records». The documents should be downloadable from the institution web site (see [Annexe B](#) for ENSEIRB, [Annexe C](#) for FI-UPM). The application will specify for each student the total number of semesters to be spent at the host institution, and the starting semester and level at the host institution, according to options specified in [Annexe A](#). The application will specify the name and electronic address of the home institution student tutor (see [Article 7](#)).

Article 5: Candidate selection

Each institution will present to its partner, at least two months ahead of the starting date of the study period in the host institution, a list of candidates pre-selected by the home institution: each application will be communicated by electronic mail by an official person designated by the institution, or by the student with copy to this official home institution person, and to his home institution tutor, at least two months ahead of the starting date of the study period in the host institution (first or second semester of academic year), and by 1 July at the latest for first semester, 1 December for second semester. The home institution will be notified of definitive acceptance by the host institution by the 15th day after receiving the student applications.

Article 6: Tuition fees and insurance

Students participating in an exchange programme continue to pay tuition or registration fees in their home institution. No tuition or registration fees are paid to the host institution. The host institution may require the visiting student to present insurance papers covering individual responsibility and medical insurance; see [Annexe B](#) and [Annexe C](#) for specific insurance requirements.

Article 7: Tutoring students

Each visiting student will be assigned two tutors before the exchange period starts: a host tutor, designated by the host institution, among its teaching staff, and a home tutor, designated by the home institution, among its teaching staff. Both tutors will act as intermediary with the other institution during the entire study period. The visiting students will have access to all the study resources available to students of the institution. An electronic address will be attributed to each student, allowing the home institution to remain in contact with the student during the study period in the host institution.

Article 8: Administrative and academic regulations

Throughout the study period in the host establishment, the visiting student is subject to the administrative and academic regulations of the host institution, including those concerning the attribution of an electronic address, mentioned above.

Article 9: Validation of studies by the host and home institutions

At the end of the course of study undertaken by the visiting student, the host institution will send to the home institution details of the grades obtained by the student and will indicate if the student has satisfactorily completed all of the study semesters required. Upon completion of the additional semester, in the case where this additional semester corresponds to the 1st semester of the 6th year of studies (Option B, see [Annexe A](#)) by an exchange student, the home institution will send the results obtained by the student to the partner institution, and will indicate if the student has satisfactorily completed this additional semester. Students who validate all their study semesters in the host institution, and validate the additional study semester in their home institution (see [Annexe A](#)), and fulfil all specific requirements of their home institution, obtain the double diploma, see [Article 10](#).

For each student internship performed under the supervision of the host institution, the home institution may provide the host institution with an evaluation sheet to be filled by the student internship supervisor, and returned to the home institution; the home institution may also request an internship report from the student, for evaluation and publication purposes, in compliance with confidentiality requirements specified by the internship supervisor.

Article 10: Obtaining the double diploma

A student who fulfils the conditions for the double diploma will receive a diploma from each of the two institutions (see [Articles 1](#) and [2](#)).

In case of failure of the student to fulfil the conditions, both the host and home student tutors (see [Article 7](#)) will cooperate in order to take into account the achievements of the student at the host institution, and provide the student with the best chances of obtaining the diploma from his home institution.

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Article 11: Validity of the agreement

The present agreement becomes effective upon ratification by the official authorities. It is valid for two years and is automatically renewed by tacit agreement for two more years, upon completion of each two year period.

Should one institution plan to withdraw from the agreement, it must give notice six months in advance, on the understanding that any ongoing actions should be carried through to a successful conclusion.

Article 12: Publication

The present agreement (and an image of the signed version) will be made available to both institutions. Each institution will be free to publish these documents on its internet site.

For ENSEIRB, Talence,
on November 23, 2005,



The Director
Richard Casanet

For FI-UPM,
on November 23, 2005,


The Dean
F. Javier Segovia Pérez


Rector,
Javier Uceda Antolin

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Annexe A: Exchange periods

The table below compares the course of study followed by a FI-UPM student and that of an ENSEIRB student involved in the double diploma programme, taking as starting point the first year after the Spanish Selectividad or the French Baccalauréat.

The exchange begins in the fourth or fifth year of study, and ends at the end of the first semester of the sixth year of study. Visiting students must complete three or four (in the case of A1 option) semesters at ENSEIRB, including one in a research laboratory associated to ENSEIRB, or industrial company, under ENSEIRB supervision.

For details of ENSEIRB and FI-UPM calendars, please consult [Annexe B](#) and [Annexe C](#) respectively.

Period	FI-UPM students			ENSEIRB students	
1 st and 2 nd year	FI-UPM			Classes to prepare for the selective exams to enter French engineering schools	
3 rd year	FI-UPM			ENSEIRB	
4 th year	A1	A2	FI-UPM	ENSEIRB	
	1 st semester	ENSEIRB			
2 nd semester	OPTION A ENSEIRB		OPTION B FI-UPM	OPTION A FI-UPM	OPTION B ENSEIRB
Summer internship	placement in industry or lab: 3 months during the period 1 June – 30 September				
	ENSEIRB supervision	FI-UPM supervision	FI-UPM supervision	ENSEIRB supervision	
5 th year	ENSEIRB: project in a research laboratory attached to ENSEIRB or industrial company			FI-UPM	
1 st semester				ENSEIRB: option courses	
2 nd semester			FI-UPM		
6 th year	OPTION A	OPTION B	OPTION A	OPTION B	
	1 st semester	FI-UPM	ENSEIRB	ENSEIRB	FI-UPM

A1: This option is mandatory for students whose home institution does not belong to the [European Union](http://european.eu.int/) (<http://european.eu.int/> in clear); it may also be required from students who do not have the requested level in French.

Annexe B: Practical information concerning [ENSEIRB](#)

- Institution:
Ecole Nationale Supérieure d'Électronique, Informatique et Radiocommunications de Bordeaux (ENSEIRB) ;
- Web site: <http://www.enseirb.fr/> ;
- Course catalogue : <http://www.enseirb.fr/syllabus/> ;
- Year calendar: <http://www.enseirb.fr/formations/calendrier/> ;
- Socrates Code: F BORDEAU11;
- Forms and exchange procedure:
 - See
<http://www.enseirb.fr/international/> ;
- Exchange representative:
 - See
<http://www.enseirb.fr/international/office/> ;
- Housing:
 - See the web pages concerning «Housing and Student Life»
<http://www.enseirb.fr/international/> ;
 - In order to reserve accommodation, write to the Secretary for International Relations at the electronic address on the web page below
<http://www.enseirb.fr/international/office/> ;
- Insurance :
 - ENSEIRB requires that the visiting student show proof of his medical and individual responsibility insurance (see [Article 6](#));
 - In addition, ENSEIRB requires that the visiting student be affiliated to the French Social Security system individually (except for European Community members or Quebec citizens).

Annexe C: Practical information concerning [FI-UPM](#)

- Institution:
Facultad de Informática-Universidad Politécnica de Madrid
(FI-UPM)
- Web site: <http://www.fi.upm.es/> ;
- Course catalogue, year calendar and general description of the courses:
<http://www.fi.upm.es/estudios/> ;
- Socrates Code: E MADRID 05 ;
- Departmental coordinator (Vicedean of External Relations):
 - See
<http://www.fi.upm.es/vicedecanatos/relaciones/> ;
- Housing and Student's accommodation :
 - Contact with the Socrates volunteers, members of the Students' Union :
socrates@da.fi.upm.es
 - Other information related to the application procedure, course information and scheduling, please contact with the secretary of the Vicdeanery of External Relations.