

Erasmus+ Programme

Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2014-2020 between institutions from programme and partner countries

[Minimum requirements]²

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

A. Information about the higher education institutions

Full name of the institution / country	Erasmus code or city ³	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
Riga Technical University Latvia	RIGA02	Karlís Valtins	Karlís.Valtins@rtu.lv +371 6709084	http://www.rtu.lv/en/
Universidad Tecnológica de Panamá	UTP	Aris Castillo	Aris.castillo@utp.ac.pa +507 5603201	http://www.utp.ac.pa/

¹ Inter-institutional agreements can be signed by two or more higher education institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

² Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

³ Higher Education Institutions (HEI) from Erasmus+ programme countries should indicate their Erasmus code while Partner Countries HEI should mention the city where they are located.

B. Mobility numbers⁴ per academic year

The partners commit to amend the table below in case of changes in the mobility data by the end of January at the latest in the preceding academic year.

FROM [Erasmus code or city of the sending institution]	TO ⁷ [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	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*
RIGA02	UTP	041	Business & administration	1 st , 2 nd , 3 rd	80 8 students x 5mths 8 students x 10mths	N/A
		061	Information and Communication Technologies			
		071	Engineering and engineering trades			
UTP	RIGA02	041	Business & administration	1 st , 2 nd , 3 rd	80 8 students x 5mths 8 students x 10mths	N/A
		061	Information and Communication Technologies			
		071	Engineering and engineering trades			

⁴ 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>)

FROM⁷ [Erasmus code or city of the sending institution]	TO⁷ [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of the teaching periods or average duration*]	Staff Mobility for Training *
RIGA02	UTP	041	Business & administration	40 8 staff x 5 days	40 8 staff x 5 days
		061	Information and Communication Technologies		
		071	Engineering and engineering trades		
UTP	RIGA02	041	Business & administration	40 8 staff x 5 days	40 8 staff x 5 days
		061	Information and Communication Technologies		
		071	Engineering and engineering trades		

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 or city]	Optional: Subject area	Main language of instruction	Additional language of instruction	Recommended language of instruction level ⁵	
				Student Mobility for Studies	Staff Mobility for Teaching
RIGA02	-	English	Latvian	B2	B2
UTP	-	Spanish	English	B1	B1

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

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **programme country**⁶ of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here:

http://eacea.ec.europa.eu/funding/2014/call_he_charter_en.php

The higher education institution located in a **partner country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- 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.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- 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.

⁵ See Common European Framework of Reference for Languages

⁶ Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.



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The higher education institution located in a **partner country** of Erasmus further undertakes 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.
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. 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. Costs for insurance can be covered with the organisational support grants. 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 activities indicated in the learning agreement 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.

E. Any additional requirements

RIGA02:

- Incoming to RTU: University dormitory accommodation will be provided for all incoming exchange students.
- Incoming to RTU: Buddy to be assigned to all incoming exchange students.



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- Incoming to RTU: Mandatory basic insurance (should cover at least 50 000 EUR) for all incoming exchange students.
- ~~Outgoing from RTU: University dormitory accommodation needs to be provided.~~

UTP:

- Incoming to UTP: University will facilitate information for dormitory accommodation to all incoming exchange students.
- Incoming to UTP: Buddy to be assigned to all incoming exchange students.
- ~~Incoming to UTP: Mandatory basic insurance (should cover at least 50 000 EUR) for all incoming exchange students.~~

F. Calendar

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

Receiving institution	Autumn term*	Spring term*
[Erasmus code or city]	[month]	[month]
RIGA02	15 July	01 December
UTP	19 August	07 December

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

2. ~~The receiving institution will send its decision within 5 weeks.~~
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.
4. Termination of the agreement

In the event of unilateral termination, 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 2020 will only take effect as of 1 September 2020+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

G. Information

1. Grading systems of the institutions

RIGA02: >> 10 (with distinction), 9 (excellent), 8 (very good), 7 (good), 6 (almost good), 5 (satisfactory), 4 (almost satisfactory), 3-1 (fail).

UTP: >> A+, A- (outstanding); >> B+, B- (good); >> C+, C- (regular); >> D+, D- (minimum promotion); >> F (fail)

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 or city]	Contact details	Website for information
RIGA02	Anete.Beinarovica@rtu.lv	http://fsd.rtu.lv/immigration-regulations/
UTP	relaciones.internacionales@utp.ac.pa	http://www.utp.ac.pa/requisitos-para-el-ingreso-de-extranjeros

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 or city]	Contact details	Website for information
RIGA02	Anete.Beinarovica@rtu.lv	http://fsd.rtu.lv/before-arrival/health-insurance/
UTP	relaciones.internacionales@utp.ac.pa	Direct communication with relaciones.internacionales@utp.ac.pa



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 or city]	Contact details (e-mail, phone)	Website for information
RIGA02	Mara.Keisa@rtu.lv	http://fsd.rtu.lv/accomodation/
UTP	relaciones.internacionales@utp.ac.pa	http://mobility.utp.ac.pa/es/inicio/

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name, function	Date	Signature
Riga Technical University	Leonīds Ribickis Rector	27.03.2019 	
Universidad Tecnológica de Panamá	Héctor Montemayor Rector	22.03.2019	