EUROPEAN UNION

Erasmus+
Enriching lives, opening minds
2021-2027

Erasmus+ Programme
Inter-institutional agreement
Key Action 1
Learning mobility for higher education students and staff

between EU Member States and third countries associated to the Programme
and third countries not associated to the Programme

The institutions[1] named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. This agreement is valid for the Erasmus+ call years 20[22]-20[27] in:

- KA131
- KA171

The institutions commit to sound and transparent management of funds allocated to them through Erasmus+ and to respect the quality requirements of the Programme, outlined in the Erasmus Charter for Higher Education[2] and in this agreement.

The institutions agree on exchanging their mobility-related data according to the principles of GDPR[3] and in line with the technical standards of the European Student Card Initiative[4], when this becomes available for international mobility involving third countries not associated to the Programme.

Sending institutions located in EU/EEA countries have to ensure compliance with the provisions of art. 46 GDPR for all participants' personal data exchanged in the context of their mobility with institutions from non-EU/EEA countries without an adequacy decision, on the condition that enforceable data subject rights and effective legal remedies for data subjects are available in the respective third country. The participants should be informed in a transparent manner about the level of protection of their personal data, if this is different from the one where the sending institution is located.

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[1] Inter-institutional agreements can be bilateral or multilateral in the case of mobility consortia:

- Bilateral agreements are for cooperation between one higher education institution located in an EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme
- Multilateral agreements are for cooperation between a mobility consortium of higher education institutions located in one single EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme.

[2] https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en

[3] https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en

[4] https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en

1. Information about the higher education institutions

Name of the institution (and department where relevant)	Erasmus code or city[5]	Contact details [6] (email, phone)	Websites
Riga Technical University	RIGA02	International Projects Unit Karlis.Valtins@rtu.lv +371 6709185 Inga.Labsvira-Zelca@rtu.lv +371 6709148	General: https://www.rtu.lv Faculty/faculties: https://www.rtu.lv/en/university/structure-and-administration/faculties Course catalogue: https://international.rtu.lv/
UNIVERSIDAD TECNOLÓGICA DE PANAMÁ	UTP PANAMA	International Affairs Office Aris Castillo, Director aris.castillo@utp.ac.pa (507) 560-3201 / 560-3327 http://www.utp.ac.pa/introduccion-relaciones-internacionales	General: https://utp.ac.pa/ **Faculty/faculties** Science and Technology: https://fct.utp.ac.pa/ Industrial Engineering: https://fic.utp.ac.pa/ Electrical Engineering: https://fie.utp.ac.pa/ Industrial Engineering: https://fii.utp.ac.pa/ Mechanical Engineering: https://fim.utp.ac.pa/ Computer Systems Engineering: https://fisc.utp.ac.pa/ Course catalogue: https://utp.ac.pa/oferta-academica-de-la-utp

[5] Higher education institutions (HEIs) from EU Member States or third countries associated to the Programme should indicate their Erasmus code; HEIs from third countries not associated to the Programme should mention the city where they are located.

[6] Contact details to reach the senior officer in charge of this agreement and of its possible updates.

2. Mobility numbers per 2022-2027 academic years

The partners agree to update the mobility data, whenever possible, by no later than the end of January in the preceding academic year formally via an amendment of the inter-institutional agreement. *In case of later updates in the mobility data, the partners can also agree to accept informal communication means (e.g. exchanges of emails as written proof).*

Number of student and staff mobility periods

FROM [Erasmus code or city of the sending institution]	**TO** [Erasmus code or city of the receiving institution]	***Subject area*** **ISCED CODE**[7] ***(optional)***	***Subject area*** **NAME** ***(optional)***	***Study cycle*** [short cycle, 1st, 2nd or 3rd] (optional)	Number of mobility periods			
					Student Mobility *[Specify here total number of students]*	***Student Mobility*** *[Specify here total number of months]*	***Staff Mobility*** *[Specify here total number of staff]*	***Staff Mobility*** *[Specify here total number of days]*
RIGA02	UTP PANAMA	0730	Architecture and construction	1st	10	50 months	10	50 days
		0610	Information and Communication Technologies	1st				
		0710	Engineering and engineering trades	1st, 2nd, 3rd				
UTP PANAMA	RIGA02	0610	Information and Communication Technologies	1st, 2nd, 3rd	10	50 months	10	50 days
		0710	Engineering and engineering trades	1st, 2nd, 3rd				

Optional additional information
Short-term blended mobilities will be implemented upon agreement of both parties.

[7] https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf

3. 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[8] at the start of the mobility period (see also section 5 "Preparation and Support").

Receiving institution [Erasmus code or city]	***Subject area*** *(Optional)*	**Language of instruction 1**	**Language of instruction 2**	**Recommended level**	
				Student Mobility [*Minimum recommended level in at least one of the languages: B1*]	Staff Mobility [*Minimum recommended level in at least one of the languages for teaching: B2*]
RIGA02	-	English	-	B2	B2
UTP PANAMA	-	English	Spanish	B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution. The links to the course catalogue are provided in the first section.

[8] For an easier and consistent understanding of language requirements, it is recommended to use the Common European Framework of Reference for Languages (CEFR): http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr

4. Partnership arrangements: fees and organisational support funds

In accordance with the Erasmus Charter for Higher Education, partners commit to charge no additional fees to students:

- In connection with the organisation or administration of their Erasmus+ mobility period. Any violation to this rule by the partners shall be brought to the attention of the National Agency and may lead to the termination of the participation in the project linked to this inter-institutional agreement, if no corrective measures are taken.

- 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.

Partners agree on the following use and repartition of organisational support funds including a list of objectives that both partners consider a priority:

OS Use and Repartition	Priority Objectives
In the beginning of each semester partners may on a mutually acceptable basis discuss and agree on use of organisational support funds.	Organizational arrangements with partner institutions.
	Provide information and assistance to students and staff a) to ensure successful exchange period; b) to facilitate adoption in the HEI and local environment (including ice-breaking events, linguistic and intercultural preparation).
	Promote and manage the participation of individuals with fewer opportunities.
	Promote and manage blended and/or international mobility; specific arrangements to ensure the quality of student traineeships in receiving enterprises/organizations.
	Force majeure situations.

5. Outreach and Selection of participants: calendar, application procedure and requirements

- Partners commit to doing outreach to participants with fewer opportunities to encourage their participation in the Programme and, where needed, agree on a common strategy to meet indicative inclusion targets.

- Partners commit to running selection procedures for mobility activities that are fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility. The calls for applications must be public and an appeal procedure must be in place. Under no circumstances, shall applicants and selected participants incur any costs during application and selection procedures.

- In the case of student mobility, partners will ensure that other elements beyond academic merit are taken into account to ensure participation of students with fewer opportunities. Selection criteria and procedures must be clearly communicated in the call for applications.

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

Receiving institution [Erasmus code or city]	Term duration	Deadline[9]
RIGA02	Winter Term: from 01 September to 30 January Spring Term: from 31 January to 22 June	01 June (15 May for studies at the Faculty of Architecture) 15 November (if visa is required upon arrival) 01 December
UTP PANAMA	Winter Term: from March 21st to July 9th Spring Term: from August 8th to November 26th	Winter Term: July 30th Spring Term: December 19th

The receiving institution will send its decision within [2] weeks and no later than 5 weeks.

[9] Please specify the deadline for each semester and, if necessary, adapt to a trimester system.

The partners commit to have a fair, transparent, coherent and documented application and selection procedure outlined in their respective websites and regularly updated, together with the contact details of the relevant department:

Application procedure		
Receiving Institution [Erasmus code or city]	**Contact details** (email, phone)	**Website for information**
RIGA02	E-mail: globalerasmus@rtu.lv	https://international.rtu.lv/erasmus-partner-countires/ incomingexchange.rtu.lv
UTP PANAMA	International Affairs Office Aris Castillo (507) 560-3201 / 560-3327 aris.castillo@utp.ac.pa relaciones.internacionales@utp.ac.pa	http://mobility.utp.ac.pa/es/inicio-2/

Selection criteria		
Requirement	**Details**	**Website for information (optional)**
Academic requirements	**RIGA02** Student has to be registered at least as a 3rd semester student at the Bachelor level or as a 2nd semester student at the Master level. To receive Erasmus+ scholarship, the student cannot have academic debts and cannot be on academic leave. Average grade: 7* and above Subject area (ISCED code) at home university corresponds with subject area at host university.	incomingexchange.rtu.lv

	In order to receive Erasmus+ traineeship scholarship after graduation, student has to apply for it while being a student. **see Section 8: Grading systems of the institutions*	
Motivation letter	**RIGA02** A well-defined objective for participating in a mobility presented during the video interview.	incomingexchange.rtu.lv
Inclusion measures[10]	**RIGA02** During the selection process, partners will discuss categories of participants with fewer opportunities. Each case will be discussed and agreed in advance.	
Other	**RIGA02** Priority will be given to those participants without previous participation in an exchange programme. Portfolio (Faculty of Architecture). Professional and research achievements, extracurricular activities.	incomingexchange.rtu.lv

Selection criteria		
Requirement	**Details**	**Website for information (optional)**
Academic requirements	**UTP Panama** Student has to be registered at least as a 4rd semester student at the Bachelor level or as a 1nd semester student at the Master level.	http://mobility.utp.ac.pa/es/inicio-2/
Motivation letter	**UTP Panama** A well written letter describing the goals and objectives expected to achieve in the mobility.	http://mobility.utp.ac.pa/es/inicio-2/

[10] You may find the implementation guidelines of the **Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy** here: https://ec.europa.eu/programmes/erasmus-plus/resources/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity_en

Language requirements	**UTP Panama** SPANISH & ENGLISH B1	http://mobility.utp.ac.pa/es/inicio-2/

6. Preparation and support

The Higher Education Institution(s) in an EU Member State or associated third country commit(s) to:

- Ensure that students are aware of their rights and obligations as defined in the *Erasmus+ Student Charter*[11].
- Arrange travels or provide a pre-financing of the grant to **reduce the costs that participants need to cover upfront**, to the extent possible.

All involved Higher Education Institutions commit to the following preparation and support measures. Information and assistance can be provided by the contact points and information sources in the table below:

- The receiving institution will guide incoming mobile participants in finding **accommodation**, according to the requirements of the Erasmus Charter for Higher Education. It is considered best practice to use the individual grant to pay for the deposit of dormitories.
- Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of **linguistic proficiency** and develop their **intercultural competences**.
- Provide assistance related to obtaining **visas**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and, if needed, use project funds in the most inclusive way to cover related costs partially or in full.
- Provide assistance related to obtaining **insurance**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and use project funds in the most inclusive way to cover related costs partially or in full. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.
- The receiving institution will inform about the existence of relevant infrastructure and provide support to incoming **participants with fewer opportunities**.
- Provide **appropriate mentoring and support arrangements** for mobile participants, including for those pursuing blended mobility, as well as **integrate incoming mobile participants** into the wider student community and in the Institution's everyday life.
- Provide participants with their **grant as soon as possible upon arrival**, including if necessary a first payment using cash, check or similar to avoid delays linked to opening a bank account.
- The institutions commit to encourage participants to act as **ambassadors of the Erasmus+ Programme** and share their

[11] The Erasmus+ Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

mobility experience, e.g. by providing information about the existence of Erasmus+ alumni networks, inviting former participants in promotion activities, etc.

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	RIGA02	accommodations@rtu.lv	https://international.rtu.lv/accommodation/
Language Support	RIGA02	E-mail: globalerasmus@rtu.lv	Language courses can be arranged for a group of incoming exchange students.
Visa	RIGA02	E-mail: globalerasmus@rtu.lv	https://international.rtu.lv/exchange-students/
Insurance	RIGA02	E-mail: globalerasmus@rtu.lv	https://international.rtu.lv/exchange-students/
Inclusion of participants with fewer opportunities	RIGA02	E-mail: globalerasmus@rtu.lv	
Mentoring	RIGA02	buddy@rtusp.lv	www.bit.ly/RTUBuddy
Grant payments	RIGA02	Ms Inga Labsvira-Zelca Phone: +371 6709148 E-mail: globalerasmus@rtu.lv	
Alumni information	RIGA02	E-mail: globalerasmus@rtu.lv	https://international.rtu.lv/alumni/

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	UTP PANAMA	International Affairs Office (507) 560-3201 / 560-3327 relaciones.internacionales@utp.ac.pa	http://mobility.utp.ac.pa/es/inicio-2/
Language Support	UTP PANAMA	International Affairs Office (507) 560-3201 / 560-3327 relaciones.internacionales@utp.ac.pa	http://mobility.utp.ac.pa/es/inicio-2/

Visa	UTP PANAMA	International Affairs Office (507) 560-3201 / 560-3327 relaciones.internacionales@utp.ac.pa	http://mobility.utp.ac.pa/es/inicio-2/
Insurance	UTP PANAMA	International Affairs Office (507) 560-3201 / 560-3327 relaciones.internacionales@utp.ac.pa	http://mobility.utp.ac.pa/es/inicio-2/
Inclusion of participants with fewer opportunities	UTP PANAMA	International Affairs Office (507) 560-3201 / 560-3327 relaciones.internacionales@utp.ac.pa	http://mobility.utp.ac.pa/es/inicio-2/
Mentoring	UTP PANAMA	International Affairs Office (507) 560-3201 / 560-3327 relaciones.internacionales@utp.ac.pa	http://mobility.utp.ac.pa/es/inicio-2/
Expenses	UTP PANAMA	International Affairs Office (507) 560-3201 / 560-3327 relaciones.internacionales@utp.ac.pa	http://mobility.utp.ac.pa/es/inicio-2/
Alumni information	UTP PANAMA	International Affairs Office (507) 560-3201 / 560-3327 relaciones.internacionales@utp.ac.pa	http://mobility.utp.ac.pa/es/inicio-2/

7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed. *[Please specify the recognition tools that will be used, e.g. the European Credit Transfer and Accumulation System.]*

RIGA02: • *Confirmation from the partner that the selected study courses are recognized;* • *Description of all acquired subjects in English together with the Transcript of Records to facilitate the recognition of study subjects.*

- 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 non-academic organisations and the mobile participants.
- Accept all activities indicated in the learning agreement, or according to the learning outcomes of the modules completed abroad, as automatically counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Partners commit to taking measures to ensure recognition of student and staff mobility upon their return, including:
    - Providing incoming mobile students and their sending institutions with free-of-charge transcripts. The documents must be in English or in the language of the sending institution and containing a full, accurate and timely record of the achievements at the end of the mobility period.
    - A Transcript of Records will be issued by the receiving institution no later than [4] weeks after the assessment period has finished at the receiving HEI.
    - Providing students on traineeships and staff with a certificate for the activities completed. It is recommended to issue a certificate towards the end of the mobility period.

8. Grading systems of the institutions

It is recommended that receiving institutions provide the statistical distribution of grades or make the information available through EGRACONS according to the descriptions in the ECTS users' guide[12]. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

<table>
<tr><th>Institution
[Erasmus code or city]</th><th>EGRACONS
[If applicable]</th><th colspan="3">Website for information</th></tr>
<tr><td>RIGA02</td><td>NA</td><td colspan="3">10 (with distinction)
9 (excellent)
8 (very good)
7 (good)
6 (almost good)
5 (satisfactory)
4 (almost satisfactory)
3-1 (fail)</td></tr>
<tr><td>UTP PANAMA</td><td>NA</td><td colspan="3">UTP Grading Scale
<table><tr><td>Score obtained</td><td>GRADE</td><td>Meaning index equivalence</td></tr><tr><td>From 91 to 100</td><td>A</td><td>Outstanding
2.5 a 3.0</td></tr><tr><td>From 81 to 90</td><td>B</td><td>Good
1.75 a 2.49</td></tr><tr><td>From 71 to 80</td><td>C</td><td>Regular
1.00 a 1.74</td></tr><tr><td>From 61 to 70</td><td>D</td><td>Promotion Minimum</td></tr><tr><td>Less than 61</td><td>F</td><td>Failed</td></tr></table></td></tr>
</table>

[12] The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

9. Any other information regarding the terms of the agreement (optional)

N/A

10. Termination of the agreement

In the event of modification of the inter-institutional agreement, a notice of at least one semester should be given.
in the event of unilateral termination, a notice of at least one academic year should be given.
Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	**Name, function**	**Date**	**Signature**[13]
RIGA02	Prof. Leonids Ribickis, Rector	16.05.2022	
UTP PANAMA	Prof. Héctor M. Montemayor Á.	04/20/2022	

[13] Scanned copies of signatures or digital signatures may be accepted depending on the national legislation