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

MAGALHAES NETWORK-SMILE PROGRAM (2021-27) mobility agreement

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[21]-20[27] in:

- KA131

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
Universidad Tecnológica de Panamá / Panamá E10211980	PA UTP01	Ing. Karla Arosemena, Directora de Relaciones Internacionales karla.arosemena@utp.ac.pa +507 560-3201 / 524-8115	General: https://utp.ac.pa/ Faculty/faculties: https://fic.utp.ac.pa/ Course catalogue: https://utp.ac.pa/movilidad-internacional-del-exterior-hacia-la-utp-estudiantes
Universitat Politècnica de Catalunya (UPC) This agreement corresponds to the UPC Barcelona School of Nautical Studies	E BARCELO03	Erasmus+ institutional coordinator of UPC: Mrs. Helena MARTINEZ (helena.martinez@upc.edu) Coordinator in the Barcelona School of Nautical Studies: Jordi Fonollosa Magrinyà Vice-dean for International Relations and Research at FNB	General website of UPC: www.upc.edu Website of UPC International Relations Bureau: www.upc.edu/sri Website of the faculty: https://www.fnb.upc.edu/ Course catalogue for incomings: https://www.fnb.upc.edu/content/academic-information

[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.

		vdg.relacions.internacionals@fnb.upc.edu Tel +34 93401798	

2. Mobility numbers per academic year

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.

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]*
PA UTP01	E BARCELO03	0716		1st	4	6		
E BARCELO03	PA UTP01	0716		1st	4	6		

<u>Optional</u> additional information

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

e.g. blended mobility, etc.

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*]
PA UTP01		Spanish		B1	
E BARCELO03		Spanish/Catalan	English	B1	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.

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.

[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

- 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. 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]**
PA UTP01	Winter Term: from 1, October to 15, February Spring Term: from 15, February to 15, July	Winter Term: 15, June Spring Term: 15, December
E BARCELO03	Winter semester: from September 15 to February 28 Spring semester: from March 1 to July 31	Winter semester: May 31 Spring semester: November 15

The receiving institution will send its decision within [x] 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
PA UTP01	Ing. Karla Arosemena, Directora de Relaciones Internacionales karla.arosemena@utp.ac.pa +507 560-3201 / 524-8115	https://www.canva.com/design/DAGR-_8WOoU/5X-ttVAkLYRwp1fQCe7zMw/view?utm_content=DAGR-_8WOoU&utm_campaign=designshare&utm_medium=link&utm_source=editor
E BARCELO03	Jordi Fonollosa. Vice-dean for International Relations and Research at FNB vdg.relacions.internacionals@fnb.upc.edu Tel +34 934017938	https://www.fnb.upc.edu/content/admission-procedure

Selection criteria

Requirement	Details	Website for information (optional)
Academic requirements	150 ECTS or equivalent	
CV		
Motivation letter		

Inclusion measures[10]	Targeted categories of participants with fewer opportunities (see Erasmus+ Programme Guide) To further enhance the inclusion dimension of KA171, partners are encouraged to discuss indicative targets during selection process.	
Other		

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**.

[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

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

- 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 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	PA UTP01	(507) 560-3201 / 560-3327 incoming.mobility@utp.ac.pa relaciones.internacionales@utp.ac.pa	https://www.canva.com/design/DAGR-_8WOoU/5X-ttVAkLYRwp1fQCe7zMw/view?utm_content=DAGR-_8WOoU&utm_campaign=designshare&utm_medium=link&utm_source=editor

Language Support	PA UTP01	(507) 560-3201 / 560-3327 incoming.mobility@utp.ac.pa relaciones.internacionales@utp.ac.pa	https://www.canva.com/design/DAGR-_8WOoU/5X-ttVAkLYRwp1fQCe7zMw/view?utm_content=DAGR-_8WOoU&utm_campaign=designshare&utm_medium=link&utm_source=editor
Visa	PA UTP01	(507) 560-3201 / 560-3327 incoming.mobility@utp.ac.pa relaciones.internacionales@utp.ac.pa	https://www.canva.com/design/DAGR-_8WOoU/5X-ttVAkLYRwp1fQCe7zMw/view?utm_content=DAGR-_8WOoU&utm_campaign=designshare&utm_medium=link&utm_source=editor
Insurance	PA UTP01	(507) 560-3201 / 560-3327 incoming.mobility@utp.ac.pa relaciones.internacionales@utp.ac.pa	https://www.canva.com/design/DAGR-_8WOoU/5X-ttVAkLYRwp1fQCe7zMw/view?utm_content=DAGR-_8WOoU&utm_campaign=designshare&utm_medium=link&utm_source=editor
Inclusion of participants with fewer opportunities	PA UTP01	(507) 560-3201 / 560-3327 incoming.mobility@utp.ac.pa relaciones.internacionales@utp.ac.pa	e.g. available infrastructure for: Reduced mobility or hearing/visual impairments, students/staff with children, etc. https://utp.ac.pa/direccion-de-equiparacion-de-oportunidades
Mentoring	PA UTP01	(507) 560-3201 / 560-3327 incoming.mobility@utp.ac.pa relaciones.internacionales@utp.ac.pa	https://www.canva.com/design/DAGR-_8WOoU/5X-ttVAkLYRwp1fQCe7zMw/view?utm_content=DAGR-_8WOoU&utm_campaign=designshare&utm_medium=link&utm_source=editor
Grant payments	PA UTP01	(507) 560-3201 / 560-3327 incoming.mobility@utp.ac.pa relaciones.internacionales@utp.ac.pa	https://www.canva.com/design/DAGR-_8WOoU/5X-ttVAkLYRwp1fQCe7zMw/view?utm_content=DAGR-_8WOoU&utm_campaign=designshare&utm_medium=link&utm_source=editor
Alumni information	PA UTP01	(507) 560-3201 / 560-3327 incoming.mobility@utp.ac.pa relaciones.internacionales@utp.ac.pa	https://www.canva.com/design/DAGR-_8WOoU/5X-ttVAkLYRwp1fQCe7zMw/view?utm_content=DAGR-_8WOoU&utm_campaign=designshare&utm_medium=link&utm_source=editor

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	E BARCELO03	International Students Office oficina.mobilitat.internacional@upc.edu telephone: (+34)- 93 401 69 37	https://www.upc.edu/sri/en/students/students-mobility-office/incomings And specifically, for housing: https://www.upc.edu/sri/en/students/students-mobility-office/incomings/prepare-your-trip/accommodation
Language Support	E BARCELO03	UPC Language and Terminology Service: Tel: +34- 93 401 74 97 e-mail: https://demana.upc.edu/slt/?lang=en_US	See: https://www.upc.edu/sri/en/students/students-mobility-office/incomings/prepare-your-trip/languages and check the website of our UPC Language and Terminology Service: https://www.upc.edu/slt/en
Visa	E BARCELO03	International Students Office oficina.mobilitat.internacional@upc.edu telephone: (+34)- 93 401 69 37	https://www.upc.edu/sri/en/students/students-mobility-office/incomings And more specifically for visas: https://www.upc.edu/sri/en/students/students-mobility-office/incomings/prepare-your-trip/visa-for-non-eu-students
Insurance	E BARCELO03	International Students Office oficina.mobilitat.internacional@upc.edu	All international students coming to UPC have to book a private insurance that covers them during all the stay and that includes medical expenses, hospitalisation, civil liability and repatriation. UPC recommends the insurance "Oncampus Estudia" to its

		telephone: (+34)- 93 401 69 37	international students. See: https://www.upc.edu/sri/en/students/students-mobility-office/incomings Specifically, for insurance: https://www.upc.edu/sri/en/students/students-mobility-office/incomings/prepare-your-trip/insurance
Inclusion of participants with fewer opportunities	E BARCELO03	UPC Inclusion Office oficina.inclusio@upc.edu Alternatively: International Students Office oficina.mobilitat.internacional@upc.edu telephone: (+34)- 93 401 69 37	https://translate.google.com/translate?sl=ca&tl=en&u=https://inclusio.upc.edu Available infrastructure adjusted for people with: - Reduced mobility - Hearing impairments - Visual impairments - … Available infrastructure: -Most of campus facilities are adapted for people with reduced mobility. For the student with special needs, accessibility to the classrooms is checked before starting classes. -Magnetic or induction loop for people with hearing impairments - If needed, there are computer programs for people with visual impairments
Mentoring	E BARCELO03	UPC Language and Terminology Service: Tel: +34- 93 401 74 97 e-mail: https://demana.upc.edu/slt/?lang=en_US	"Salsa'm" program of student mentors for exchange students. See: https://www.upc.edu/slt/en/reception/salsam/salsam-the-upcs-buddy-programme?set_language=en
Grant	E BARCELO03		

payments		Servei de Gestió Acadèmica UPC (UPC Academic Management Service) https://www.upc.edu/sga/ca	KA131 grants are only for UPC outgoing students. Incoming students have to look for potential grants through their home university.
Alumni information	E BARCELO03	UPC Alumni Tel: +34-3 401 3 12 e-mail: info.alumni@upc.edu	See: https://alumni.upc.edu/ca

7. **Recognition**

Institutions commit to:

- *Ensure recognition for activities satisfactorily completed.*

- 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 [x] 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>Website for information</th></tr>
<tr><td>PA UTP01</td><td>1 ECTS=X credit
<table>
<tr><th colspan="3">UTP Grading Scale</th></tr>
<tr><th>Score obtained</th><th>GRADE</th><th>Meaning index equivalence</th></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><td></td></tr>
<tr><td>E BARCELO03</td><td>Spanish Grading Scale (0-10)9.0 – 10: Sobresaliente (SB) - Outstanding/Excellent7.0 – 8.9: Notable (NT) - Remarkable/Good5.0 – 6.9: Aprobado (AP) - Pass/Satisfactory0.0 – 4.9: Suspenso (SS) - Fail</td><td></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)

10. Termination of the agreement

This Agreement will be affective from the date of its last signature and until the 31st July of 2027. This agreement may be renewed by the institutions upon subsequent signed mutually accepted agreement. Either party may terminate this Agreement on written notification. Such notification must be given at least one academic year in advance from effective date of termination. If the present agreement is terminated, both parties must guarantee the completion of the projects and initiatives already in progress.
Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

This Agreement may be terminated by any of the following causes:
By mutual agreement of the parties;
At the expiration of the initial term or, where appropriate, of their extensions;
By breach of the agreed obligations or by having infringed the duty of loyalty;
By unilateral decision of one of the parties by written communication to the other party at least one year before the date when it would conclude;
By judicial decision declaring the invalidity of this Agreement;
By any other cause different from the previous ones laid down in this agreement or in the current regulation;

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature[13]
PA UTP01	Dra. Ángela Laguna Caicedo President		Firmado electrónicamente por: [F] NOMBRE LAGUNA CAICEDO ANGELA BRASILIA - ID 8-224-2430 01/06/2026 09:07:43 176A7E9011 C29E37A437 BADC314ACA 224C4CAEEB
E BARCELO03	Dr. Juan Antonio Moreno Martínez Dean of the FNB		

Signat electrònicament per: JUAN ANTONIO MORENO MARTINEZ - (TCAT)
Data: 2026.06.22 12:08:25 CEST
Raó: UPC
Lloc: Barcelona

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