EUROPEAN UNION

Erasmus+
Enriching lives, opening minds.
2021-2027

Erasmus+ Programme
Inter-institutional agreement
Key Action 1
Mobility of 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[24]-20[29] in:

- KA131 Higher education mobility supported by internal policy funds

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.

[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 de Extremadura (España)	E BADAJOZ01	Inés Gallardo Caballero: Directora Relaciones Internacionales: dirrelint@unex.es Ana Santiago: Administrativo gestión acuerdos: erasmusplus@unex.es Beatriz Hurtado: Administrativo gestión movilidad saliente: uex_studyabroad@unex.es	General: www.unex.es Faculty/faculties: https://www.unex.es/conoce-la-uex/centros/ Course catalogue: https://www.unex.es/conoce-la-uex/centros/
UNIVERSIDAD TECNOLÓGICA DE PANAMÁ E10211980 Panamá	PA UTP01	Mabel Del Cid, Directora de Relaciones Internacionales E-mail: mabel.delcid@utp.ac.pa	General: https://utp.ac.pa/ **Facultades** Ciencias y Tecnología: https://fct.utp.ac.pa/ Ingeniería Civil: https://fic.utp.ac.pa/

[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.

		Coordinadora de Convenios Internacionales Evelyn Obregón, evelyn.obregon@utp.ac.pa international.agreements@utp.ac.pa Encargada de Movilidad Saliente Jennifer Spence jennifer.spence@utp.ac.pa outgoing.mobility@utp.ac.pa	Ingeniería Eléctrica: https://fie.utp.ac.pa/ Ingeniería Industrial: https://fii.utp.ac.pa/ Ingeniería Mecánica: https://fim.utp.ac.pa/ Ingeniería de Sistemas Computacionales: https://fisc.utp.ac.pa/ Catálogo de cursos: https://utp.ac.pa/oferta-academica-de-la-utp

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]	***Field of education*** [ISCED][7] ***(optional)***	***Field of education - clarification*** ***(optional)***	***Level of education*** [EQF] **(optional)**	Number of mobility periods			
					Student Mobility *[Total number of students]*	***Student Mobility*** *[Total number of months]*	***Staff Mobility*** *[Total number of staff]*	***Staff Mobility*** *[Total number of days]*
E BADAJOZ01	PA UTP01	Abierto a toda la oferta académica de la UEx		EQF nivel 6 – Grado – Primer ciclo	5 estudiantes. 6 meses/1 semestre Movilidad por estudiante. 30 meses movilidad total.	N.A.	N.A.	N.A.
PA UTP01	E BADAJOZ01	Abierto a toda la oferta académica de la UTP		N.A.	N.A.	N.A.	N.A.	N.A.

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

Optional additional information
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]**	***Field of education*** ***(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*]
E BADAJOZ01		Español		Español: hablantes nativos	N.A.
PA UTP01		Español		Español: hablantes nativos Para estudiantes de lenguas modernas (inglés, francés, portugués):	N.A.

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+ credit mobility period at their institution. 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
La Universidad Tecnológica de Panamá y la UEx acuerdan que la gestión del apoyo organizativo será realizada por la Universidad de Extremadura para optimizar los fondos disponibles, evitando comisiones por transferencias internacionales y carga de trabajo burocrática adicional. Las partes también acuerdan que la UEx gestione los fondos de apoyo organizativo para supervisar los gastos y realizar la justificación y el informe final del proyecto.	

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	Trimestre de invierno: de marzo a mediados de julio. Trimestre de primavera: desde mediados de agosto a mediados de diciembre.	Trimestre de invierno: del 10 de octubre al 31 de enero. Trimestre de primavera: del 3 de abril al 16 de junio.
N.A.	Autumn Term: from.. to.. Spring Term: from.. to..	

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

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:

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

Application procedure		
Receiving Institution [Erasmus code or city]	**Contact details (email)**	**Website for information**
PA UTP01	incoming.mobility@utp.ac.pa (Movilidad Entrante a la UTP) outgoing.mobility@utp.ac.pa (Movilidad Saliente UTP)	https://utp.ac.pa/introduccion-relaciones-internacionales
E BADAJOZ01		

Academic and additional requirements		
Requirement	**Details**	**Website for information (optional)**
Academic requirements		
CV		
Motivation letter		
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*[10].
- 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.

[10] 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 **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.relofirm.com/es/visa-de-estudiante-panama/#:~:text=El%20programa%20de%20Visa%20de,asistir%20a%20una%20Universidad%20Paname%C3%B1a
Insurance	PA UTP01	(507) 560-3201 / 560-3327 incoming.mobility@utp.ac.pa relaciones.internacionales@utp.ac.pa	https://www.relofirm.com/es/visa-de-estudiante-panama/#:~:text=El%20programa%20de%20Visa%20de,asistir%20a%20una%20Universidad%20Paname%C3%B1a
Inclusion of participants with fewer opportunities	PA UTP01	(507) 560-3201 / 560-3327 incoming.mobility@utp.ac.pa relaciones.internacionales@utp.ac.pa	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	https://www.canva.com/design/DAGR-_8WOoU/5X-ttVAkLYRwp1fQCe7zMw/view?utm_content=DAGR-

		relaciones.internacionales@utp.ac.pa	_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

7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.

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- 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[11]. 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></td><td>
<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>
Sistema de Calificación y Promoción de la UTP
</td></tr>
</table>

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

E BADAJOZ01		

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

10. Termination of the agreement

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, a 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 2027 will only take effect as of 1 September 2027+1. The termination clauses must include the following disclaimer: "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[12]
E BADAJOZ01	Inés Gallardo Caballero. Directora del Secretariado de Relaciones Internacionales.	03/10/2024	
PA UTP01	Dra. Ángela Laguna Rectora Encargada		Firmado electrónicamente por: [F] NOMBRE LAGUNA CAICEDO ANGELA BRASILIA - ID 8-224-2430 02/12/2024 15:13:59 CC8BEC9223 4D01B6F9E8 9385713C6B 232647D553

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