

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

Inter-institutional¹ agreement 2022-2027²
between institutions from
Programme and Partner Countries³

[Minimum requirements]⁴

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+.

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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 Higher Education Institutions have to agree on the period of validity of this agreement

³ Erasmus+ Programme Countries are the EU Member States, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

⁴ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

A. Information about higher education institutions

Full name of the institution / country	Erasmus code or city ⁵	Contact details ⁶ (email, phone)	Website (eg. of the course catalogue)
Lublin University of Technology	PL LUBLIN03	Institutional coordinator: Paweł Drożdż, PhD, D.Sc. (Eng.), Associate Professor administrative contact: Aleksandra Matyjaszczyk, erasmus@pollub.pl or a.matyjaszczyk@pollub.pl +48 81 538 4671 ul. Nadbystrzycka 38D, 20-618 Lublin, Poland	bkm2.pollub.pl pollub.pl/en from October 2022: bkm.pollub.pl https://bkm2.pollub.pl/en/international-students/47-incoming-exchange-students/ects-catalogue
Universidad Tecnológica de Panama	UTP PANAMA E10211980	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 (HEI) from Erasmus+ Programme Countries should indicate their Erasmus code while Partner Country HEIs should mention the city where they are located.

⁶ Contact details to reach the senior officer in charge of this agreement.

B. Mobility numbers⁷ per academic year

[Paragraph to be added, if the agreement is signed for more than one academic year:

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.]

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd]	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
PL LUBLIN03	UTP PANAMA	0611* 1032* 0541* 0619* 0688* 0788* 0413* 0715* 1040* 0731* 0732* 0712* 0713*	computer use* protection of persons and property* mathematics* Information and Communication Technologies (ICTs), not elsewhere classified (11.9 - 489)* Information and Communication Technologies (ICTs), inter-disciplinary programmes* Engineering, manufacturing and construction, inter-disciplinary programmes* management and administration* mechanics and metal trades* transport services* architecture and town planning* building and civil engineering* environmental protection technology* electricity and energy*	1st and 2nd	1*	1*
UTP PANAMA	PL LUBLIN03	0611* 1032* 0541* 0619* 0688* 0788* 0413* 0715* 1040* 0731* 0732* 0712* 0713*	computer use* protection of persons and property* mathematics* Information and Communication Technologies (ICTs), not elsewhere classified (11.9 - 489)* Information and Communication Technologies (ICTs), inter-disciplinary programmes* Engineering, manufacturing and construction, inter-disciplinary programmes* management and administration* mechanics and metal trades* transport services* architecture and town planning* building and civil engineering* environmental protection technology* electricity and energy*	1st and 2nd	1*	1*

⁷ Mobility numbers can be given per sending/receiving institutions *and per education field*.
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number* of staff mobility periods	
				Staff Mobility for Teaching *	Staff Mobility for Training
PL LUBLIN03	UTP PANAMA	0611* 1032* 0541* 0619* 0688* 0788* 0413* 0715* 1040* 0731* 0732* 0712* 0713*	computer use* protection of persons and property* mathematics* Information and Communication Technologies (ICTs), not elsewhere classified (11.9 - 489)* Information and Communication Technologies (ICTs), inter-disciplinary programmes* Engineering, manufacturing and construction, inter-disciplinary programmes* management and administration* mechanics and metal trades* transport services* architecture and town planning* building and civil engineering* environmental protection technology* electricity and energy*	1*	1*
UTP PANAMA	PL LUBLIN03	0611* 1032* 0541* 0619* 0688* 0788* 0413* 0715* 1040* 0731* 0732* 0712* 0713*	computer use* protection of persons and property* mathematics* Information and Communication Technologies (ICTs), not elsewhere classified (11.9 - 489)* Information and Communication Technologies (ICTs), inter-disciplinary programmes* Engineering, manufacturing and construction, inter-disciplinary programmes* management and administration* mechanics and metal trades* transport services* architecture and town planning* building and civil engineering* environmental protection technology* electricity and energy*		

**The mobilities may be carried out on the condition that in the given academic year they may be financed from the EU funds. The number of mobilities will be announced by LUBLIN03 via email.*

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	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁸	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
PL LUBLIN03	-	English		B1	B2
UTP PANAMA	-	English / Spanish		B1	B2

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** of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here: https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en.

The higher education institution(s) 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,

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

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.

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. Additional requirements

[To be completed if necessary. Other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; agreement on how to use organisational support funds; measures for preparing, receiving and integrating mobile students and/or staff including cultural preparation before mobility; the recognition tools used].

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

According to project rules PL LUBLIN03 will share organisational support funds with selected universities with prior notification. The partner university must obey the deadline of 14 days as of the email sent by PL LUBLIN03 notifying about financial data requested for funds transfer.

Every change of a contact person and contact data shall be immediately notified by partner institution via email.

F. Calendar

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

Receiving institution [Erasmus code or city]	Autumn Term	Spring Term
PL LUBLIN03	15 th June	30 th November
UTP PANAMA	From March 21 st to July 9 th	From August 8 th to November 26 th

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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. 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."]

G. Information

1. Grading systems of the institutions

PL LUBLIN03:

ECTS grade	points	mark	Polish-in words	English-in words
A	91-100%	5,0	BARDZO DOBRY	EXCELLENT
B	81-90%	4,5	DOBRY PLUS	VERY GOOD
C	71-80%	4,0	DOBRY	GOOD
D	61-70%	3,5	DOSTATECZNY PLUS	SATISFACTORY
E	51-60%	3,0	DOSTATECZNY	SUFFICIENT
F	50% - 0%	2,0	NIEDOSTATECZNY	FAILED

UTP PANAMA:

UTP Grading Scale		
Score obtained	GRADE	Meaning index equivalence
From 91 to 100	A	Outstanding 2.5 a 3.0
From 81 to 90	B	Good 1.75 a 2.49
From 71 to 80	C	Regular 1.00 a 1.74
From 61 to 70	D	Promotion Minimum
Less than 61	F	Failed

A link to a webpage [It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁹. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.] or the table:

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 (email, phone)	Website for information
PL Lublin 03	students: erasmus@pollub.pl Monika Mazowiecka, +48815384719 m.mazowiecka@pollub.pl academics and staff contact: Karolina Mazur +48 815384357 k.mazur@pollub.pl	bkm2.pollub.pl pollub.pl/en from October 2022: bkm.pollub.pl
UTP PANA MA	International Affairs Office (507) 560-3201 / 560-3327 relaciones.internacionales@utp.ac.pa	Panama Student Visa https://www.relofirm.com/es/visa-de-estudiante-panama/#:~:text=El%20programa%20de%20Visa%20de,asistir%20a%20una%20Universidad%20Paname%C3%B1a.

⁹ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

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 (email, phone)	Website for information
PL Lublin03	students: Monika Mazowiecka, +48815384719 m.mazowiecka@pollub.pl erasmus@pollub.pl academics and staff contact: Karolina Mazur +48 815384357 k.mazur@pollub.pl	bkm2.pollub.pl pollub.pl/en from October 2022: bkm.pollub.pl
UTP PANAMA	International Affairs Office (507) 560-3201 / 560-3327 relaciones.internacionales@utp.ac.pa	http://mobility.utp.ac.pa/prearrival/#1500650130836-7f1134bc-a27fe53b-3299

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 (email, phone)	Website for information
PL Lublin03	students: Aleksandra Matyjaszczyk, +48815384671 a.matyjaszczyk@pollub.pl , erasmus@pollub.pl academics and staff contact: Karolina Mazur +48 815384357 k.mazur@pollub.pl	bkm2.pollub.pl pollub.pl/en from October 2022: bkm.pollub.pl
UTP PANAMA	International Affairs Office (507) 560-3201 / 560-3327 relaciones.internacionales@utp.ac.pa	http://mobility.utp.ac.pa/housing/

H. The Section On Co-administration And Personal Data Processing

Lublin University of Technology
38D Nadbystrzycka Street
20-618 Lublin
Poland

Hereinafter referred to as: **Co-Administrator 1**

Universidad Tecnológica de Panamá
International Affairs Office
0819-07289

UTP Avenida Universidad Tecnológica de Panamá (Vía Puente Centenario), Campus Dr. Víctor Levi Sasso, Graduate Building, ground floor, Panama, Panama City.
(507) 560-3201 / 560-3327

Hereinafter referred to as: Co-Administrator 2

Parts of the agreement shall co-administer the data contained in the Inter-institutional Agreement.

The purpose of the agreement is to agree on the principles and scope of responsibility of the Co-Administrator 1 and Co-Administrator 2 on the basis of the European Parliament and the Council Order 2016/679 of 27 April 2016 on personal data protection and free data movement, repealing the 95/46/WE Directive (general data protection act) and Personal Data Protection Act of 10 May 2018 (Dz. U. [Journal of Laws] of 2018 item 1000 as amended).

§ 1 Description of Personal Data Processing

1. Under the terms of the agreement, the Co-Administrator 1 processes together with the Co-Administrator 2 the personal data indicated in § 1 par. 4.
2. The Personal Data Processing by the Co-Administrator 1 and the Co-Administrator 2 will be performed up to 5 years from the date of the last project settlement under the signed contract.
3. The Personal Data Processing will concern the following categories of persons:
 - a) Students and employees of the Erasmus + International Exchange program – information about marketing process
 - b) Students and employees of the Erasmus + International Exchange program - information about the administrative process related to the program
4. The Personal Data Processing will include the following personal data:
 - a) Information about marketing process:

Basic data:

 - Name
 - Surname
 - E-mail address
 - Phone number
 - University/Institution address
 - Country
 - b) Information about administrative process:

Basic data:

 - Name
 - Surname
 - Date and place of birth
 - Gender
 - ID number
 - E-mail address
 - Phone number
 - University/Institution address
 - Address of the place of residence
5. Personal data will be processed by Parts of the agreement only for the purpose of common administrative support of students exchange programs and international marketing campaign for the participants of programs for the promotion and dissemination of project results.
6. Parts of the agreement shall ensure that the person whose personal data relates is guaranteed the right to withdraw their consent at any time if there are no other legal provisions regarding the archiving of documentation of international exchange programs

§ 2 The Statements of the Parts/Partners

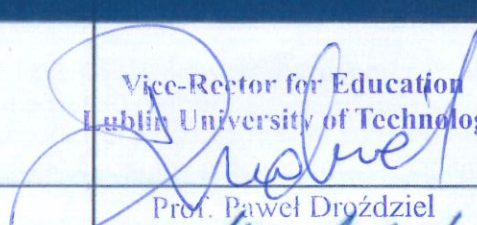
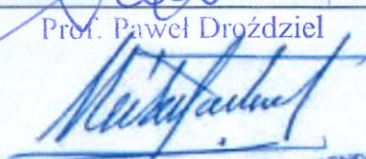
1. Co-Administrator 1 and Co-Administrator 2 declare that they are the administrators of personal data in the meaning of the provisions of the GDPR and that they are entitled to process them to the extent specified in the contract.
2. Co-Administrator 1 Co-Administrator 2 declare that as part of their business they processes data in a way that does not violate the provisions of the GDPR. Co-Administrator has implemented policies, codes,

implemented data security procedures and appropriate technical and organizational measures. Employees have the necessary knowledge in this area.

3. In connection with the implementation of the agreement, the Co-Administrator 1 is responsible for providing persons whose personal data relate to information in accordance with art. 13 and 14 of GDPR. This information was included in the privacy policy (Declaration on the processing of personal data and the Declaration on the sharing of image and use of transferred materials related to international exchange).

The Co-Administrator 1 is responsible for providing the data subject with the possibility of exercising his rights under the Declaration on the processing of personal data and the Declaration on making the image available and the use of transferred materials related to International Exchange. According to the GDPR, irrespective of this determination, such a person may exercise his rights also with the Co-Administrator 2. In this case, the Co-Administrator 2 will immediately forward such request to the Co-Administrator 1, who executes the request of the person whose personal data concern to.

I. Signatures of the institutions (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹⁰
PL Lublin03	Institutional coordinator: Paweł Drożdziel, PhD, D.Sc. (Eng.), Associate Professor		 Vice-Rector for Education Lublin University of Technology
UTP PANAMA	Prof. Héctor M. Montemayor Á.	5/9/2022	 Prof. Paweł Drożdziel

