



**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 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[23]-20[27].

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 Education¹ and in this agreement.

The institutions agree on exchanging their mobility-related data according to the principles of GDPR² and in line with the technical standards of the European Student Card Initiative³, 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 https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en

² https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en

³ https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en

Validity period of the Agreement

This Agreement shall take effect as from the date of the official signing by the Parties, and it is valid until the end of the validity period of the current Erasmus+ program 2021-2027, unless the Parties prematurely terminate this Agreement upon written communication.

1. Information about the higher education institutions

Name of the institution (and department where relevant)	Erasmus code or city ⁴	Contact details ⁵ (email, phone)	Websites
UNIVERSITY OF MÁLAGA	E MALAGA01	Institutional Coordinator: Prof. Dr. Susana Cabrera Yeto Vice-President of Mobility and International Cooperation International Relations Service, Senior Officer: Mari Carmen Doblas E-mail: icm@uma.es Tel.: +34 952 136302 UMA Academic Coordinators: http://u.uma.es/dmf/ UMA country contact: http://u.uma.es/dme/	General: http://www.uma.es/ http://www.uma.es/relaciones-internacionales/ http://u.uma.es/dyb/ http://u.uma.es/dxl Faculties: https://www.uma.es/centros-listado/?set_language=en Course catalogue: http://u.uma.es/dmx/ (Section Academic Program)
UNIVERSIDAD TECNOLÓGICA DE PANAMÁ	UTP PANAMA	International Affairs Office Mabel Del Cid, Director E-mail: mabel.delcid@utp.ac.pa	General: https://utp.ac.pa/ Faculty/faculties Science and Technology: https://fct.utp.ac.pa/ Civil Engineering: https://fic.utp.ac.pa/

⁴ 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.

⁵ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		(507) 560-3201 / 560-3327 http://www.utp.ac.pa/introduccion-relaciones-internacionales International Affairs Office E-mail: relaciones.internacionales@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
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2. Mobility numbers per academic year

The partners agree to update the mobility data, whenever possible, by no later than three months before the start dates of the mobility. Informal communication means are accepted (e-mail as a written proof).

Number of student and staff mobility periods

FROM [Erasmus code or name of the sending institution]	TO [Erasmus code or name of the receiving institution]	Subject area ISCED CODES ⁶ (optional)	Subject area NAME (optional)	Study cycle [short cycle, 1st, 2nd or 3rd]	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]
E-MALAGA01	UTP PANAMA	07,051	ENGINEERING, TECHNOLOGY, Biological and related sciences	3rd	1	1 x 5 = 5	1	1 x 7 = 7
UTP PANAMA	E-MALAGA01	07,051	ENGINEERING, TECHNOLOGY, Biological and related sciences	1st, 2nd, 3rd	1	1 x 5 = 5	1	1 x 7 = 7

Optional additional information

⁶ <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>

UMA can only accept the number of staff members and/or students, study cycle and subject area/s stipulated above.

However, upon publication of the final resolution every year, and if there are any vacancies, **other areas of knowledge** and **different level** of studies may be accepted, always upon the home and host institution's agreement and acceptance of the host institution.

The days/months shown in this agreement correspond to the total approved by the Spanish National Agency for this Call 2022. The numbers of places above may change during the last year of the project, as a result of the transfer of places available/vacancies in other countries of the same region.

The main objective of this measure is to offer opportunities to interested students and staff members and avoid leaving vacancies.

IMPORTANT NOTE:

The numbers above can be increased depending on the funding received every year for the KA171 action during the period of the current Erasmus+ program (2023-2027).

The list of places available together with the subject area, study cycle and type of mobility will be regularly updated and published at: <http://u.uma.es/dxW/> and communicated by e-mail to the partner institution.

3. Recommended language skills

Information not applicable to Spanish-speaking countries

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 skills⁷ at the start of the mobility period (see also section 5 "Preparation and Support").

Receiving institution [Erasmus code or name]	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]
E MALAGA01		SPANISH*	Some courses are offered in ENGLISH http://u.uma.es/dmx/	B1 No certification is required	B2 No certification is required
UTP PANAMA		SPANISH		B2	B2

⁷ 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>

				No certification is required	No certification is required
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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 information section.

*Regarding language proficiency, no certification is required although a B1 Spanish level is advisable. Students who do not speak Spanish fluently may experience difficulties to find appropriate courses during their stay in Malaga.

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 organization 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
Our priority objective is to enhance the inclusion and diversity. UMA will share 20% of the Organisational Support with the partner institution for each participant with a disability, correctly nominated and duly accredited by the sending institution during the selection process.	Disability equal to or greater than 33%. Health problems: Physical, mental, intellectual or sensory impairments and chronic disease which prevent participation in mobility.

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 (See section 4).
- Selection criteria and procedures must be clearly communicated in the call for applications. The calls 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. The call for application publishes on UMA website of Erasmus+ (<http://u.uma.es/dyc/>) and partners institutions web pages.
- Undergraduate students should have already completed at the moment of applying, the first academic year or a minimum of 60 ECTS or equivalent.
- The University of Malaga will launch a call of application for project 2022 and will make annual reminders.
- 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.

- Ensure recognition for satisfactory completed activities of study mobility and when possible, traineeships of its mobile students.
- All partner universities are committed to actively disseminate the call of applications on their websites and social media and communicate the call to local and regional media if necessary, in order to successfully spread the information of the call.
- Every year, the evaluation and selection will be made as follows:
 - Partner institution, based on UMA initial call for application, will be in charge of launching every year their own calls and running the selection procedures for mobility activities for their students and staff members.
 - HEIs will communicate their nominations to UMA, using the corresponding platform and uploading the required documents of their candidates (as stated below "Nomination and acceptance process").
 - UMA (International Relations Department) will proceed with the final admission.
 - It will distribute scholarships considering the nominations, documents received and places available (Interinstitutional Agreement- Section 2). and it will publish first a provisional list of admitted and rejected candidates with the causes of exclusion and establishing a rectification period.
 - Once the previous period has ended, the final resolution with the admitted candidates will be published on-line and communicated it by e-mail to the partner institutions.

Partner Applications on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code or name]	Term duration	Nomination deadline ⁸
E MALAGA01	Winter Term: from mid-September to mid February Spring Term: from the end of January to mid July.	Winter Term: 2 nd May- 1 st June* Spring Term: 1 st October-1 st November*
UTP PANAMA	Winter Term: from March to mid July. Spring Term: from mid August 3 rd to mid December.	Winter Term: from October 10 th to January 31 st . Spring Term: from April 3 rd to June 16 th .

*E MALAGA01: First and second semester for **Health Sciences, Medicine and Fine Arts**: 21st April -1st June

The partners commit to have a fair, transparent, coherent and documented application ensuring equal opportunities. Their selection procedures should be outlined in their respective websites and regularly updated, together with the contact details of the relevant department:

Application procedure		
Receiving institution [Erasmus code or name]]	Contact details (email, phone)	Website for information
E MALAGA01	International Relations Office icm@uma.es +34 952136302	http://u.uma.es/dkL/

⁸ Please specify the deadline for each semester and, if necessary, adapt to a trimester system.

UTP PANAMA	International Affairs Office E-mail: relaciones.internacionales@utp.ac.pa Phone: (507) 560-3201 / (507) 560-3327	https://utp.ac.pa/introduccion-relaciones-internacionales
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Nomination and acceptance process

Step1: Partner institutions should complete an online **Nomination Form** with the selected candidates they wish to nominate and upload all required documents (Letter of Nomination and Absence of Conflicts of Interest, Passport or ID card, Abstract of the PhD/Master Research, Proof of candidate merits and inclusion criteria, Proof of Enrolment (SMS) or employment relationship (STA/STT), Call for application, Proof of Dissemination of the call and any other document requested) within the established nomination period (see section above).

Step 2: Once all requirements are fulfilled (as stated in section 5) UMA will confirm the acceptance of the nominated candidates, publish the **lists of candidates** online (<http://u.uma.es/dAJ/>).

Step 3: Partner institutions will receive credentials (username/password) to nominate their final admitted candidates via our **Online Nomination Platform**.

Step 4: Once the nomination period has finished, UMA will contact all nominated students directly by email, informing them about the application procedure and providing them with a username and password to submit their **exchange student application** via our **Online Nomination Platform**. The **letter of acceptance** will be available for download once the application has been completed by the student.

Some modules have limited places (especially in the Faculty of Languages and Humanities and the Faculty of Economics and Medicine).

Exchange students are obliged to select at least half of their modules in the faculty where they have been nominated by their home university.

Practical courses or dissertations will require the confirmation of the relevant coordinator.

For Medicine students: it will not be possible to enrol in any course of 6th year (*rotatorios*).

On-line applications from incoming students must reach the institution by:

Receiving institution [Erasmus code or name]	Application deadline- Terms* [day/month]
E MALAGA01	Winter Term: 1 st June-30 th June* Spring Term: 1 st -30 th November*
UTP PANAMA	Spring Term: 10 th October-31 st January* Winter Term: 3 rd April-16 th June*

E MALAGA01: *-**First and second semester for Health Sciences, Medicine and Fine Arts students: 30th June.**

Selected candidates should fill out the Application. This procedure is compulsory and must be completed before the deadlines above.

Attention: The student is the only responsible for his/her own VISA application or any other procedures established by the Spanish Embassy /Consulates prior to their arrival in Malaga.

Selection criteria.

Detailed and updated information available on: <http://u.uma.es/dAJ/>

Requirement	Details	POINTS
Academic requirements (SMS)	Grades above average-higher than 8 on a 1/10 scale	1
First participation in Erasmus+(SMS and STA/STT)	First stay in Erasmus+	1
Spanish certificate (SMS and STA/STT)	Spanish certificate (B2/C1 or higher level) B1- 1 point B2 – 2 points C1 or C2 -3 points Only one certificate with the highest qualification will be evaluated	1-3
Previous cooperation (STA/STT)	Adequacy of the proposal (Planned Work Plan)	1-2
Inclusion (SMS and STA)	Disabilities	3
Fewer Opportunities/Barriers (SMS and STA)	Fewer Opportunities	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](#)⁹.
- 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

⁹ The Erasmus+ Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

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 name]	Contact details (email, phone)	Website for information & arrangements
Accommodation, Visa, Insurance*, Grant payment and additional information on recognition process and other useful information	E MALAGA01	Service of International Relations International Hub Bulevar Louis Pasteur, 29 Universidad de Málaga 29010 Málaga, España Campus Teatinos. University of Malaga internationalhub@uma.es icm@uma.es +34 951 953 126/ 951 953 127	Accommodation http://u.uma.es/dx3/ http://u.uma.es/dx0/ Student visa http://u.uma.es/dx4/ Transcript http://u.uma.es/dmp/ Healthcare http://u.uma.es/dx5/ Useful information http://u.uma.es/dmN/ http://u.uma.es/dvk/
Accommodation, Visa, Insurance*, Grant payment and additional information on recognition process and other useful information	UTP PANAMA	International Affairs Office (507) 560-3201 / 560-3327 relaciones.internacionales@utp.ac.pa	Accommodation http://mobility.utp.ac.pa/housing/ 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 Insurance http://mobility.utp.ac.pa/prearrival/#1500650130836-7f1134bc-a27fe53b-3299
Language Support	E MALAGA01	Centro Internacional de Español Avda. de la Estación de El Palo, 4 29017 - Málaga España (+34) 951 952 738 / 951 952 737 cie@uma.es	http://u.uma.es/dx8/
Language Support	UTP PANAMA	CENTRO ESPECIALIZADO EN LENGUAS Universidad Tecnológica de Panamá, Edificio de Postgrado,	https://centrodelenguas.utp.ac.pa/

		Piso No. 1 Panamá, Ciudad de Panamá (507) 560-3527 (507) 560-3528 Email: cel@utp.ac.pa	
Inclusion of participants with fewer opportunities*	E MALAGA01	Attention to Diversity Office Gemma Rodríguez Infante Avda. Luis Pasteur, 35. Aulario Rosa de Gálvez. Universidad de Málaga. 29071 Málaga Telephone: +34 952137478 Email: umaconvive@uma.es icm@uma.es	https://www.uma.es/diversidad/ *See charter below "Inclusion of participants with fewer opportunities"
Inclusion of participants with fewer opportunities*	UTP PANAMA	Office for Equal Opportunities Mgrt. David Torres Avenida Universidad Tecnológica de Panamá, Vía Puente Centenario, Campus Universitario Dr. Víctor Levi Sasso, Edificio de Facilidades Estudiantiles, Segundo Alto. (507) 560-3624 E-mail: inclusion@utp.ac.pa	https://utp.ac.pa/direccion-de-equiparacion-de-opportunidades

* Insurance compulsory

Participants should present a document that proves to have subscribed an insurance policy with the minimum coverage required in the Erasmus+ programme. In either case, the following areas must be covered:

- travel insurance (including damage or loss of luggage);
- third party liability (including, wherever appropriate, professional indemnity or insurance for responsibility);
- accident and serious illness (including permanent or temporary incapacity);
- death (including repatriation in case of projects carried out abroad).

*Inclusion of participants with fewer opportunities:

The institution will provide support to incoming mobile participants with fewer opportunities, 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:

Receiving institution [Erasmus code or name]	Available infrastructure adjusted for people with:	Description of infrastructure (optional)	Contact details (email, phone)
E MALAGA01	-Reduced mobility -Hearing impairments	<ul style="list-style-type: none"> • All campus facilities are wheelchair accessible. • Cooperating student support grant: UMA offers grants for a 	Vice-rectorate of Students Attention to Diversity Office (SAAD)

	-Visual impairments	<p>classmate to help with academic tasks.</p> <ul style="list-style-type: none"> UMA provides support in arranging sign language interpreters or personal care assistants for students with special needs. Report of Specific Educational Support Needs: UMA will elaborate a report addressed to the faculty with the curricular adaptations required by the student. 	<p>Gemma Rodríguez Infante</p> <p>Avda. Luis Pasteur, 35. Aulario Rosa de Gálvez. Universidad de Málaga. 29071 Málaga</p> <p>Telephone: +34 952137478</p> <p>Email: umaconvive@uma.es incoming@uma.es</p>
UTP PANAMA		<p>The Office for Equal Opportunities has been organized into three units, through which it develops its programs and services:</p> <ul style="list-style-type: none"> The Disability Unit The Gender Unit The Interculturality Unit 	

The University of Málaga has the infrastructure to welcome students and staff with disabilities. Acceptance and further arrangements need to be agreed in advance.

7. Recognition

Institutions commit to ensure recognition for activities satisfactorily completed.

☐ **ECTS** (European Credit Transfer and Accumulation System) credits express the volume of learning based on the defined learning outcomes and their associated workload.

- 1 ECTS corresponds to 25 to 30 hours of individual student work (student learning hours).
- 1 ECTS corresponds to 7.5-10 hours of teaching (class hours).

☐ **Equivalent Recognition System.** Equivalence established among the University of Malaga and the institutions from the partner country (i.e as follows).

Please specify on the below table which type of recognition system is used at your home and the equivalence recognition system

Equivalence Recognition System	
Receiving institution [Erasmus code or name]	1 ECTS= X
UTP PANAMA	1 ECTS=X credit
	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

Equivalent UNITS

- 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:
 - o 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.
 - o 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.
 - o 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. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.




Receiving institution [Erasmus code or name]	Website for information
UNIVERSITY OF MÁLAGA	http://u.uma.es/dvX/
UTP PANAMA	https://utp.ac.pa/documentos/2010/pdf/sistema de calificacion 0.pdf

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

Termination of the agreement

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 20XX will only take effect as of 1 September 20XX+1. "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]	Name, function	Date	Signature ¹⁰
E- MALAGA 01	Prof Susana Cabrera Yeto Vice-Rector of International Mobility and Cooperation By substitution Prof. Elidia Beatriz Blázquez Parra Deputy Vice-Rector of International Mobility	28/03/2023	  UNIVERSIDAD DE MÁLAGA Vicerrectorado de Movilidad y Cooperación Internacional
UTP PANAMA	PHD Omar O. Aizupurúa P., President	04/04/2023	



¹⁰ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation