



EUROPEAN UNION

Erasmus+

Enriching lives, opening minds

2021-2027

Erasmus+ Programme

Inter-institutional agreement

Key Action 1

Learning mobility for higher education students and staff

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



The institutions¹ 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
- KA171

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

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

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

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
The International University of Logistics and Transport in Wrocław, Poland	PL WROCLAW16	<p>The Rector Marcin Pawełska, Ph.D. mpaweska@msl.com.pl</p> <p>The Head of The International Cooperation Office Maria Zaręba-Hidous mzareba-hidous@msl.com.pl erasmus@msl.com.pl Tel: +48713246842, ext. 146</p> <p>Address: ul. Soltysovicka 19B 51-168 Wrocław, Poland</p>	General: www.mwslit.com Faculty/faculties: - Course catalogue: https://www.mwslit.com/fields-of-studies
UNIVERSIDAD TECNOLOGICA DE PANAMÁ / Panamá E10211980	PA UTP01	<p>The Acting Rector Dra. Ángela Laguna Caicedo</p> <p>Mgtr. Clemente Rodriguez, Acting Head of the International Affairs Office clemente.rodriguez2@utp.ac.pa Tel: (507) 560-3201</p> <p>Address: Avenida Universidad Tecnológica de Panamá, Vía, Puente Centenario</p>	General: www.utp.ac.pa Faculty/faculties: www.fic.utp.ac.pa https://fii.utp.ac.pa/ Course catalogue: https://utp.ac.pa/oferta-academica-de-la-utp

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

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



2. Mobility numbers per 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. *In case of later updates in the mobility data, the partners can also agree to accept informal communication means (e.g. exchanges of emails as written proof).*

Number of student and staff mobility periods

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area ISCED CODE ⁷ (optional)	Subject area NAME (optional)	Study cycle [short cycle, 1st, 2nd or 3rd] (optional)	Number of mobility periods				
					Student Mobility [Specify here total number of students]	Student Mobility [Specify here total number of months]	Staff Mobility [Specify here total number of staff]	Staff Mobility [Specify here total number of days]	
PL WROCLAW 16	PA UTP01	0413	Management and administration	1 st and 2 nd	-	-	2	10 days	
		1049	Transport services, not elsewhere classified	1 st and 2 nd					
PA UTP01	PL WROCLAW 16	0413	Management and administration	1 st and 2 nd	-	10 months	2	10 days	
		1049	Transport services, not elsewhere classified	1 st and 2 nd					

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



3. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills⁸ at the start of the mobility period (see also section 5 "Preparation and Support").

The table serves as a template - the partners are free to adjust it, e.g. to separate requirements for students and staff.

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]
PL WROCLAW16	---	English	Polish	B2	B2
PA UTP01	---	English	Spanish	B2	B2

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

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



4. Partnership arrangements: fees and organisational support funds

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

- In connection with the organisation or administration of their Erasmus+ mobility period. Any violation to this rule by the partners shall be brought to the attention of the National Agency and may lead to the termination of the participation in the project linked to this inter-institutional agreement, if no corrective measures are taken.
- For tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

This section is mandatory/applicable only for KA171. Repartition of the granted Organisational Support between the partners is strongly recommended, but not mandatory:

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
100% PL WROCLAW16	Language support
	Mentoring and cultural preparation



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
PL WROCLAW16	Autumn Term: from 1 st October to 28 th February Spring Term: from 1 st March to 30 th September	30 th May 30 th October

The receiving institution will send its decision within 2 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:

Application procedure		
Receiving Institution [Erasmus code or city]	Contact details (email, phone)	Website for information

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



PL WROCLAW16	Maria Zaręba-Hidous mzareba-hidous@msl.com.pl erasmus@msl.com.pl Tel: +48713246842, ext. 146	https://www.mwslit.com/international-cooperation/erasmus
PA UTP01	Clemente Rodriguez clemente.rodriguez2@utp.ac.pa Tel: (507) 560-3201	

Selection criteria

Please sum up in this table the selection criteria. This is a non-exhaustive list – partners are invited to agree on the eventual list of selection criteria.

Requirement	Details	Website for information (optional)
Academic requirements	The students and the staff must follow the internal application process in the sending institution according to the internal application regulations	PL WROCLAW16 https://www.mwslit.com/international-cooperation/erasmus
CV	Europass can serve as example	
Motivation letter	Explaining the reasons of the application and the expected outcome of the mobility	
Inclusion measures ¹⁰	Measures for people with fewer opportunities due to: - Disabilities - Barriers linked to education and training systems - Cultural differences	
Other		

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



6. Preparation and support

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

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

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

- The receiving institution will guide incoming mobile participants in finding **accommodation**, according to the requirements of the Erasmus Charter for Higher Education. It is considered best practice to use the individual grant to pay for the deposit of dormitories.
- Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of **linguistic proficiency** and develop their **intercultural competences**.
- Provide assistance related to obtaining **visas**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and, if needed, use project funds in the most inclusive way to cover related costs partially or in full.
- Provide assistance related to obtaining **insurance**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and use project funds in the most inclusive way to cover related costs partially or in full. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.
- The receiving institution will inform about the existence of relevant infrastructure and provide support to incoming **participants with fewer opportunities**.

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



- 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.



The table serves as a template - the partners are free to adjust it, e.g. to add more measures, to replicate per partner HEI etc.

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	PL WROCLAW16	<p>Maria Zareba-Hidous mzareba-hidous@msl.com.pl erasmus@msl.com.pl Tel: +48713246842, ext. 146</p>	<p>https://www.mwslit.com/international-cooperation/erasmus</p>
Language Support			
Visa			
Insurance			
Inclusion of participants with fewer opportunities			
Mentoring			
Grant payments			
Alumni information			

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	PA UTP01	<p>International Affairs Office (507) 560-3201 / 560-3327</p>	Housing: <p>https://www.canva.com/design/DAGR-8WOoU/5XttVAKLYRwp1fQCe7zMw/view?utm_content=DAGR-8WOoU&utm_campaign=designshare&utm_medium=link&utm_source=editor</p>
Language Support			Visa estudiantil: https://www.relofirm.com/es/visa-de-estudiante-



Visa		incoming.mobility@utp.ac.pa	panama/
Insurance		relaciones.internacionales@utp.ac.pa	
Inclusion of participants with fewer opportunities			Insurance: https://www.canva.com/design/DAGR-8WOoU/5XttVAkLYRwp1fQCe7zMw/view?utm_content=DAGR-8WOoU&utm_campaign=designshare&utm_medium=link&utm_source=editor
Mentoring			
Grant payments			
Alumni information			



7. Recognition

Institutions commit to:

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

For students:

- Transcript of records (according to ECTS system)
- Confirmation of exchange

For staff:

- Confirmation of exchange

- 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 2 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]*
 - 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' guide¹². The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

Institution [Erasmus code or city]	EGRACONS	[If applicable]	Website for information
PL WROCLAW16			
PA UTP01	1 ECTS=X credit Score obtained UTP Grading Scale 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	https://utp.ac.pa/documentos/2010/pdf/sistema_de_calificacion_0.pdf

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



Grading systems of the institutions

ECTS Scale	GPA	Polish Grades	description
A	A*	5.0	Excellent – outstanding performance with only minor errors
B	A	4.5	Very good – above the average standard but with some errors
C	B	4.0	Good – generally good work with a number of notable errors
D	C	3.5	Satisfactory – fair but with significant shortcomings
E	D	3.0	Sufficient – passable performance, meeting the minimum criteria
FX, F	E	2.0	
	F	<2.0	Fail - some more work required before the credit can be awarded

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 20XX will only take effect as of 1 September 20XX+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."]



The Inter-institutional Agreement may be terminated in case of a flagrant breach of the conditions of the agreement by any of the institutions. The termination of the agreement shall take effect from the next academic year. In the event of unilateral termination, a notice of at least one academic year should be given. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹³
PL WROCLAW16	The Rector: Dr Marcin Pawęska	17/07/ 2025	REKTOR <i>Dr Marcin Pawęska</i>
PA UTP01	The Acting Rector Dra. Ángela Laguna Caicedo	17/07/ 2025	Firmado electrónicamente por: [F] NOMBRE LAGUNA CAICEDO ANGELA BRASILIA - ID 8-224-2430 19/06/2025 16:38:59 45B36EB56B C334D24D2C 999C9FE85C E47D326D94

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

