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[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
- 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
Universidad Politécnica de Cartagena ELDI – Edificio Este – 3ª Planta – Sala E 3.1 Calle del Ángel, s/n 30202 CARTAGENA (Murcia)	**E MURCIA04**	**Institutional coordinator:** Beatriz Marin Noriega E: relint@upct.es **Administrative contact:** David Moral E: david.moral@upct.es T: + 34 868 07 1001 **Academic Coordinators:** See ANNEX	General: www.upct.es Faculty/faculties: see ANNEX Course catalogue: https://international.upct.es/incoming
UNIVERSIDAD TECNOLOGICA DE PANAMÁ	**UTP PANAMA**	International Affairs Office Mabel Del Cid, Director E-mail: mabel.delcid@utp.ac.pa (507) 560-3201 / 560-3327 http://www.utp.ac.pa/introduccion-relaciones-internacionales International Affairs Office E-mail: relaciones.internacionales@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/ 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-

---

[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.

			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]	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]
E MURCIA 04	UTP PANAMA	0710	Engineering	1st, 2nd, 3rd	* See below	5 months per mobility	5 days + 2 travel days (per mobility)	5 days + 2 travel days (per mobility)
		0610	Telecom				5 days + 2 travel days (per mobility)	5 days + 2 travel days (per mobility)
		0716	Naval Eng.				5 days + 2 travel days (per mobility)	5 days + 2 travel days (per mobility)
		0732	Civil					

---

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

			Engineering				5 days + 2 travel days (per mobility)	5 days + 2 travel days (per mobility)
		0410	Business				5 days + 2 travel days (per mobility)	5 days + 2 travel days (per mobility)
UTP PANAMA	E MURCIA 04	0710	Engineering	1st, 2nd, 3rd	* See below	5 months per mobility	5 days + 2 travel days (per mobility)	5 days + 2 travel days (per mobility)
		0610	Telecom				5 days + 2 travel days (per mobility)	5 days + 2 travel days (per mobility)
		0716	Naval Eng.				5 days + 2 travel days (per mobility)	5 days + 2 travel days (per mobility)
		0732	Civil Engineering				5 days + 2 travel days (per mobility)	5 days + 2 travel days (per mobility)
		0410	Business				5 days + 2 travel days (per mobility)	5 days + 2 travel days (per mobility)

IMPORTANT NOTE: the final number of mobilities will be subject to availability, depending on the total approved by the European Commission for this country. Those mobilities will be distributed among beneficiaries from all the participating Institutions upon their selection. Your Institution will not necessary be granted with the mobilities specified in this contract.

Also please note we included ALL the areas offered in UPCT. Feel free to erase those who do not apply to your Institution.

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").

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*]
E MURCIA 04	**UTP PANAMA**	Spanish	English	B2	B2
UTP PANAMA	E MURCIA 04	Spanish	English	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.

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]
E MURCIA04	Winter Term: from September to January Spring Term: from February to July	June 15th November 15th
UTP PANAMA	**Winter Term:** from March to mid July. **Spring Term**: from mid August 3rd to mid December.	**Winter Term:** from October 10th to January 31st. **Spring Term**: from April 3rd to June 16th.

The receiving institution will send its decision within 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 semester and, if necessary, adapt to a trimester system.

Application procedure

Receiving Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
E MURCIA04	david.moral@upct.es	https://international.upct.es/news/erasmus-ka107-students
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

Selection criteria

Requirement	Details	Website for information (optional)
Academic requirements	Academic transcript of records and achievement	
CV		
Motivation letter	YES	
Inclusion measures[10]	Participants with: Disabilities Health Problems Barriers linked to education and training systems Cultural differences Social barriers Economic barriers	

---

[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

	Barriers linked to discrimination Geographical barriers	
Other	• English or Spanish Language Competency (B2 or higher according to the CEFR) • For Phd students: Acceptance Letter from one of our Departments: http://gruposinvestigacion.upct.es/grupos_ID/grupos_ID.php	

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.

---

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

- 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**.

- 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	E MURCIA04		https://international.upct.es/incoming
Language Support	E MURCIA04		
Visa	E MURCIA04	relint@upct.es	https://international.upct.es/news/initial-authorization-of-stay-for-study-purposes-procedures
Insurance	E MURCIA04	relint@upct.es	https://international.upct.es/news/studies-ka103
Inclusion of participants with fewer opportunities	E MURCIA04	voluntariadoydiscapacidad@upct.es	Universidad Politécnica de Cartagena has some infrastructures adapted for people with physical and sensory disabilities and will provide support and necessary adaptations to each student upon studying their needs https://www.upct.es/voluntariado-apoyo-discapacidad/es/inicio/
Mentoring	E MURCIA04	relint@upct.es	https://international.upct.es/incoming
Grant payments	E MURCIA04	david.moral@upct.es	
Alumni information	E MURCIA04		

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	UTP PANAMA	International Affairs Office (507) 560-3201 / 560-3327 relaciones.internacionales@utp.ac.pa	Accommodation http://mobility.utp.ac.pa/housing/

Language Support	UTP PANAMA	CENTRO ESPECIALIZADO EN LENGUAS Universidad Tecnológica de panamá, Edificio de Postgrado, Piso No. 1 Panamá, Ciudad de Panamá (507) 560-3527 (507) 560-3528 Email: cel@utp.ac.pa	https://centrodelenguas.utp.ac.pa/
Visa	UTP PANAMA	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
Insurance	UTP PANAMA	International Affairs Office (507) 560-3201 / 560-3327 relaciones.internacionales@utp.ac.pa	Insurance http://mobility.utp.ac.pa/prearrival/#1500650130836-7f1134bc-a27fe53b-3299
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	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	UTP PANAMA	International Affairs Office (507) 560-3201 / 560-3327 relaciones.internacionales@utp.ac.pa	
Grant payments	UTP PANAMA	International Affairs Office (507) 560-3201 / 560-3327 relaciones.internacionales@utp.ac.pa	
Alumni information	UTP PANAMA	International Affairs Office (507) 560-3201 / 560-3327 relaciones.internacionales@utp.ac.pa	

7. Recognition

Institutions commit to:
- Ensure recognition for activities satisfactorily completed via the European Credit Transfer and Accumulation System

- 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 <mark>non-academic</mark> 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 4 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[12]. 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
E MURCIA04		
UTP PANAMA		

E MURCIA04

Grade in Spanish Academic Records	Definition	10-points grading scale	Definition	Estimated percentage	Estimated ECTS Grade
4	Matrícula de Honor	10	Topper in Class or Subject	90 to 100%	A+
3	Sobresaliente	9	90% Contents assumed	90 to 100%	A+
2	Notable	8	80% Contents assumed	70 to 89.9%	B
1	Aprobado	6	60% Contents assumed	50 to 69.9%	C
	Suspenso		Less than 50% contents assumed (60% in many cases)	49% or below	FX-F

---

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

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

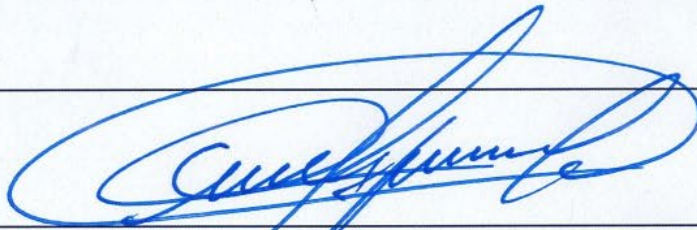## 9. Any other information regarding the terms of the agreement (optional)

10. 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 and city]	Name, function	Date	Signature[13]
E MURCIA 04	**Prof. Rafael Toledo Moreo** Vice rector for Internationalization and European University		
UTP PANAMA	**PHD Omar O. Aizupurúa P.** President	27/04/2023	

RECTORÍA
27/04/23

---

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

ANNEX – UPCT ACADEMIC COORDINATORS

School/Faculty	Area of studies	Name	Email	Website
School of Industrial Engineering	**0710** (General, Mechanical, Electrical, and Chemical Engineering)	Mr. Joaquín Roca	jroca.gonzalez@upct.es	https://etsii.upct.es/
School of Telecommunications Engineering	**0610** (Telecommunications, Telematics)	Ms. Camino Rea	camino.rea@upct.es	https://teleco.upct.es/
School of Naval and Ocean Engineering	**0716** (Naval Engineering)	Mr. Carlos Mascaraque	carlos.mascaraque@upct.es	https://navales.upct.es/
School of Civil Engineering	**0732** (Civil Engineering)	Mr. Alfonso Martínez	a.martinez@upct.es	https://caminosyminas.upct.es/
School of Architecture and Building Engineering	**0730** (Architecture and Building Engineering)	Mr. Manuel Ródenas	manuel.rodenas@upct.es	https://etsae.upct.es/
School of Agricultural Engineering	**0810** (Agricultural Engineering)	Ms. Asunción Iguaz	asun.iguaz@upct.es	https://agronomos.upct.es/
Faculty of Business Studies	**0410** (Business Studies)	Ms. Natalia Carbajosa	natalia.carbajosa@upct.es	https://fce.upct.es/
Faculty of Business Studies	**1015** (Tourism)	Ms. Natalia Carbajosa	natalia.carbajosa@upct.es	https://fce.upct.es/