



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[25]-20[27] in:

- KA131 Higher education mobility supported by internal policy funds
- KA171 Higher education mobility supported by external policy funds

The institutions commit to sound and transparent management of funds allocated to them through Erasmus+ and to respect the quality requirements of the Programme, outlined in the Erasmus Charter for Higher Education² and in this agreement.

The institutions agree on exchanging their mobility-related data according to the principles of GDPR³ and in line with the technical standards of the European Student Card Initiative⁴, 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
Transilvania University of Brasov ROMANIA PIC number: 999904131 OID: E10209167	RO BRASOV01	<p>Institutional Coordinator Name: Prof. Dr. Eng. Simona LACHE e-mail: slache@unitbv.ro</p> <p>Erasmus Office B-dul. Eroilor nr. 29, RO-500036 Brasov, Romania Tel.: +40 737 659 651 e-mail: erasmus@unitbv.ro, incoming@unitbv.ro, outgoing@unitbv.ro</p> <p>Contact person: Assoc. Prof. Dr. Corina Silvia MICU e-mail: corina.micu@unitbv.ro</p>	General: www.unitbv.ro/en/ Faculty/faculties: www.unitbv.ro/en/faculties.html Course catalogue: www.unitbv.ro/en/prospective-students/academic-programmes.html
Universidad Tecnológica De Panama PIC number: 996662100 OID: E10211980	PA UTP01	<p>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</p> <p>International Affairs Office e-mail: relaciones.internacionales@utp.ac.pa</p>	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://fii.utp.ac.pa/ Electrical Engineering: https://fie.utp.ac.pa/ Industrial 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 (HEIs) from 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.

Number of student and staff mobility periods

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Field of education [ISCED] ⁷ (optional)	Field of education - clarification (optional)	Level of education [EQF] (optional)	Number of mobility periods			
					Student Mobility for studies [Total number of students]	Student Mobility for studies [Total number of months]	Student Mobility for Traineeships (optional)* [Total number of students]	Student Mobility for Traineeships (optional)* [Total number of months]
RO BRASOV01	PA UTP01	0610	Information and Communication Technologies (ICTs), not further defined	1 st , 2 nd and 3 rd	2	10	-	-
		0710	Engineering and engineering trades, not further defined	1 st , 2 nd and 3 rd	2	10	-	-
		0732	Building and civil engineering	1 st , 2 nd and 3 rd	2	10	-	-
PA UTP01	RO BRASOV01	0610	Information and Communication Technologies (ICTs), not further defined	1 st , 2 nd and 3 rd	2	10	-	-

⁷ <https://cirabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-f2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>



		0710	Engineering and engineering trades, not further defined	1 st , 2 nd and 3 rd	2	10	-	-
		0732	Building and civil engineering	1 st , 2 nd and 3 rd	2	10	-	-

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Field of education [ISCED] ⁸ (optional)	Field of education - clarification (optional)	Level of education [EQF] (optional)	Number of mobility periods			
					Staff Mobility for Teaching [Total number of staff]	Staff Mobility for Teaching [Total number of days]	Staff Mobility for Training (optional)* [Total number of staff]	Staff Mobility for Training (optional)* [Total number of days]
RO BRASOV01	PA UTP01	0610	Information and Communication Technologies (ICTs), not further defined	1 st , 2 nd and 3 rd	2	10	2	10
		0710	Engineering and engineering trades, not further defined	1 st , 2 nd and 3 rd	2	10	2	10
		0732	Building and civil engineering	1 st , 2 nd and 3 rd	2	10	2	10
PA UTP01	RO BRASOV01	0610	Information and Communication Technologies (ICTs), not further defined	1 st , 2 nd and 3 rd	2	10	2	10

⁸ <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>



	0710	Engineering and engineering trades, not further defined	1 st , 2 nd and 3 rd	2	10	2	10
	0732	Building and civil engineering	1 st , 2 nd and 3 rd	2	10	2	10

Optional additional information

e.g. blended mobility, etc.

3. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills⁹ at the start of the mobility period (see also section 5 "Preparation and Support").

Receiving institution [Erasmus code or city]	Field of education (Optional)	Language of instruction 1	Language of instruction 2	Recommended level	
				Student Mobility [Minimum recommended level in at least one of the languages: B1]	Staff Mobility [Minimum recommended level in at least one of the languages for teaching: B2]
RO BRASOV01		Romanian	English	B1 – Romanian or English	B2 – Romanian or English
PA UTP01		Spanish	English	B1 – Spanish or English	B2 – Spanish or English

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.

⁹ For an easier and consistent understanding of language requirements, it is recommended to use the Common European Framework of Reference for Languages (CEFR): <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>



4. Partnership arrangements: fees and organisational support funds

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

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

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

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 ¹⁰
RO BRASOV01	Winter Term: from 1, October to 15, February Spring Term: from 15, February to 15, July	Winter Term: 15, June Spring Term: 15, December
PA UTP01	Winter Term: from March to July Spring Term: from August to December	Winter Term: October 9 th to January 31 st Spring Term: April 3 rd to June 16 th

The receiving institution will send its decision within 4 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

¹⁰ Please specify the deadline for each semester and, if necessary, adapt to a trimester system.



RO BRASOV01	incoming@unitbv.ro phone: +40 737 659 651	www.unitbv.ro/en/erasmus-students/incoming-students.html
PA UTP01	International Affairs Office E-mail: incoming.mobility@utp.ac.pa Phone: (507) 560-3201 / (507) 560-3327	https://utp.ac.pa/introduccion-relaciones-internacionales

Academic and additional requirements

This table should contain a non-exhaustive list of academic and additional requirements. For KA171 partners are invited to agree on the specific inclusion measures.

Requirement	Details	Website for information (optional)
Academic requirements	Number of ECTS credits (or equivalent) already completed / current level of completion of studies Subject area (ISCED code) EQF level	https://www.canva.com/design/DAGR-8WOoUJ/5X-ttVAKLYRwp1fQCe7zMw/view?utm_content=DAGR-8WOoU&utm_campaign=designshare&utm_medium=link&utm_source=editor
CV	(507) 560-3201 / 560-3327 incoming.mobility@utp.ac.pa relaciones.internacionales@utp.ac.pa	https://www.canva.com/design/DAGR-8WOoUJ/5X-ttVAKLYRwp1fQCe7zMw/view?utm_content=DAGR-8WOoU&utm_campaign=designshare&utm_medium=link&utm_source=editor
Motivation letter	(507) 560-3201 / 560-3327 incoming.mobility@utp.ac.pa relaciones.internacionales@utp.ac.pa	https://www.canva.com/design/DAGR-8WOoUJ/5X-ttVAKLYRwp1fQCe7zMw/view?utm_content=DAGR-8WOoU&utm_campaign=designshare&utm_medium=link&utm_source=editor
For KA171: Inclusion measures ¹¹	For KA171: Targeted categories of participants with fewer opportunities (see Erasmus+ Programme Guide)	https://utp.ac.pa/direccion-de-equiparacion-de-oportunidades

¹¹ 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



	To further enhance the inclusion dimension of KA171, partners are encouraged to discuss indicative targets during selection process.	
Other	(507) 560-3201 / 560-3327 incoming.mobility@utp.ac.pa relaciones.internacionales@utp.ac.pa	https://www.canva.com/design/DAGR-8WOoUJ5X-ttVAkLYRwp1fQCe7zMw/view?utm_content=DAGR-8WOoU&utm_campaign=designshare&utm_medium=link&utm_source=editor

6. Preparation and support

The Higher Education Institution(s) in a 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](#)¹².
- 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

¹² The Erasmus Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en



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.

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	RO BRASOV01	incoming@unitbv.ro +40 737 659 651	www.unitbv.ro/en/erasmus-students/incoming-students.html
	PA UTP01		
Language Support	RO BRASOV01	incoming@unitbv.ro +40 737 659 651	www.unitbv.ro/en/erasmus-students/incoming-students.html
	PA UTP01		
Visa	RO BRASOV01	incoming@unitbv.ro +40 737 659 651	www.unitbv.ro/en/erasmus-students/incoming-students.html



	PA UTP01			
Insurance	RO BRASOV01	incoming@unitbv.ro +40 737 659 651		www.unitbv.ro/en/erasmus-students/incoming-students.html
	PA UTP01			
Inclusion of participants with fewer opportunities	RO BRASOV01	incoming@unitbv.ro +40 737 659 651		www.unitbv.ro/en/erasmus-students/incoming-students.html
	PA UTP01			
Mentoring	RO BRASOV01	incoming@unitbv.ro +40 737 659 651		www.unitbv.ro/en/erasmus-students/incoming-students.html
	PA UTP01			
Grant payments	RO BRASOV01	incoming@unitbv.ro +40 737 659 651		www.unitbv.ro/en/erasmus-students/incoming-students.html
	PA UTP01			
Alumni information	RO BRASOV01	incoming@unitbv.ro +40 737 659 651		www.unitbv.ro/en/erasmus-students/incoming-students.html
	PA UTP01			

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.](#)]*

RO BRASOV01 - Under the European Credit Transfer and Accumulation System, in order to accumulate credit units, the student must participate in the scheduled teaching activities and carry out individual training activities.

PA UTP01 - 3 cycles/levels (Bachelor/Undergraduate; Master/Postgraduate; Doctorate). One (1) credit hour corresponds to: One (1) hour of class or seminar per week or a period of two (2) or three (3) hours per week of laboratory (verification and demonstration of theoretical concepts), or a period of two (2) to four (4) hours per week of Workshop or Field Practice (practical applications and development of manual dexterity and other similar). The Credit System for subjects approved in other universities with grades not lower than "C" or its equivalent. The Credit



System that governs the UTP, is the one that recognizes for academic periods the number of hours of credits. The postgraduate index is the average of all the grades obtained by the student in a postgraduate program and to calculate them a numerical value is given to the following letters: A equals 3; B to 2; C to 1; D and F to 0. At UTP the recognition of the activities are processed by the Incoming / Outgoing Mobility Coordinators and then is carried out by the Academic Coordinator with the approval of the General Secretary Department. One (1) credit hour corresponds to: One (1) hour of class or seminar per week or a period of two (2) or three (3) hours per week of laboratory (verification and demonstration of theoretical concepts), or a period of two (2) to four (4) hours per week of Workshop or Field Practice (practical applications and development of manual dexterity and other similar).

- 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 4 weeks after the assessment period has finished at the receiving HEI.
 - o Providing students on traineeships and staff 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](#)¹³. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

¹³ The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en



Institution
[Erasmus code or city]

EGRACONS
[If applicable]

Website for information

RO BRASOV01

- 1 credit = 25 hours total work
- 1 full academic year = 60 credits
- 1 semester = 30 credits
- 3 months = 20 credits

Grading distribution will be provided by student's Transcript of Records.

ROMANIAN grading system	ECTS grade
10 = Excellent	A = Excellent
9 = Very good	B = Very good
From 7 to 8 = Good	C = Good
6 = Satisfactory	D = Satisfactory
5 = Sufficient	E = Sufficient
From 1 to 4 = Fail	F = Fail

PA UTP01

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



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

RO BRASOV01 - Selection/preparation/integration of incoming students and staff will be carried out in accordance with the principles of the Erasmus University Charter. Additional information is provided at <https://www.unitbv.ro/en/> Partner Universities will send a detailed nomination list with the beneficiaries of the Erasmus mobility, by e-mail, to incoming@unitbv.ro, together with the required documents. The required documents will be sent by e-mail (pdf format). We could specify in due time, upon request, if special needs of students and staff with disabilities can be fulfilled.


PA UTP01 – The required documents and additional information will be received at incoming.mobility@utp.ac.pa or relaciones.internacionales@utp.ac.pa

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. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict".



SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹⁴
RO BRASOV01	Prof. Dr. Eng. Ioan Basile ABRUDAN, Rector	16.12.2024	
PA UTP01	Dra. Ángela Laguna Caicedo Acting President		Firmado electrónicamente por: [F] NOMBRE LAGUNA CAICEDO ANGELA BRASILIA - ID 8-224-2430 05/12/2024 16:36:54 07D71D792B 3F2B0304FF 733FF6BE5E 2A480F3C7F

¹⁴ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation

