



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 institutions<sup>1</sup> 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

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<sup>2</sup> and in this agreement.

The institutions agree on exchanging their mobility-related data according to the principles of GDPR<sup>3</sup> and in line with the technical standards of the European Student Card Initiative<sup>4</sup>, 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.

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<sup>1</sup> 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.

<sup>2</sup> [https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en)

<sup>3</sup> [https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr\\_en](https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en)

<sup>4</sup> [https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative\\_en](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 <sup>5</sup>	Contact details <sup>6</sup> (email, phone)	Websites
UNIVERSIDAD DEL CAUCA (UNICAUCA)	Popayán	PhD. Deibar René Hurtado Herrera  Rector  <a href="mailto:rectoria@unicauca.edu.co">rectoria@unicauca.edu.co</a>  +(57) 60-2-8209900 Ext. 1100, 1102, 1250  Mobility Office: <a href="mailto:movilidadacademica@unicauca.edu.co">movilidadacademica@unicauca.edu.co</a>	General: <a href="https://www.unicauca.edu.co/versionP/">https://www.unicauca.edu.co/versionP/</a>  Faculty/faculties: <a href="https://www.unicauca.edu.co/versionP/acerca-de-unicauca/facultades">https://www.unicauca.edu.co/versionP/acerca-de-unicauca/facultades</a>  Course catalogue: <a href="https://www.unicauca.edu.co/versionP/Pregrado/Programas%20de%20Pregrado">https://www.unicauca.edu.co/versionP/Pregrado/Programas%20de%20Pregrado</a>  <a href="https://www.unicauca.edu.co/posgrados/programas">https://www.unicauca.edu.co/posgrados/programas</a>
Universitat Politècnica de Catalunya (UPC)  This agreement corresponds to the UPC school/faculty:  <b>Castelldefels School of Telecommunications and Aerospace</b>	E BARCELO03	Erasmus+ institutional coordinator of UPC: Mrs. Helena MARTINEZ ( <a href="mailto:helena.martinez@upc.edu">helena.martinez@upc.edu</a> )  Vice Dean of International	General website of UPC: <a href="http://www.upc.edu">www.upc.edu</a>  Website of UPC International Relations Bureau: <a href="http://www.upc.edu/sri">www.upc.edu/sri</a>  Website of the faculty: <a href="https://eetac.upc.edu/en/mobility/incoming">https://eetac.upc.edu/en/mobility/incoming</a>  Course catalogue for incomings: <a href="https://eetac.upc.edu/en/mobility/incoming/educational-offer/educational-offer">https://eetac.upc.edu/en/mobility/incoming/educational-offer/educational-offer</a>

<sup>5</sup> 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.

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

<b>Engineering (EETAC)</b>		<p>Relations: David Rincón (<a href="mailto:eetac.international@upc.edu">eetac.international@upc.edu</a>)</p> <p>Mobility Officer Administrative Coordinator EETAC: Clara Canals <a href="mailto:eetac.mobilitat.estudiants@upc.edu">eetac.mobilitat.estudiants@upc.edu</a> Esteve Terradas, 7 08860 Castelldefels Tel. + 34 93 4137056 Fax. + 34 93 4137007</p>	
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## 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 <sup>7</sup> (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]
COLCAUCA (UNICAUCA)	E BARCELO03	071	Ingeniería Telemática	1 <sup>st</sup> /2 <sup>nd</sup>	2 per degree	2 per degree
			Ingeniería de Sistemas de Telecomunicación	1 <sup>st</sup> /2 <sup>nd</sup>	2 per degree	2 per degree
E BARCELO03	COLCAUCA (UNICAUCA)	071	Ingeniería Electrónica y Telecomunicaciones	1 <sup>st</sup> /2 <sup>nd</sup>	2 per degree	2 per degree
			Ingeniería de Sistemas	1 <sup>st</sup> /2 <sup>nd</sup>	2 per degree	2 per degree
			Ingeniería en Automática Industrial	1 <sup>st</sup> /2 <sup>nd</sup>	2 per degree	2 per degree

### Optional additional information

UNICAUCA staff must observe internal regulations

<sup>7</sup> <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 skills<sup>8</sup> at the start of the mobility period (see also section 5 "Preparation and Support").

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]
COLCAUCA (UNICAUCA)	Any	Spanish	Spanish	B1	B1
E BARCELO03	Any	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.

### 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.

<sup>8</sup> 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>

- 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 <sup>9</sup>
COLCAUCA (UNICAUCA)	First Term: from January to June Second Term: from August to December	November 15 June 15
E BARCELO03	<b>Lecture period:</b> Winter Term: mid-September – mid-January Spring Term: mid-February – mid-June <b>Exam period:</b>	<b>Nomination Deadlines:</b> Winter semester: March 31 <sup>st</sup> Spring semester: September 30 <sup>th</sup> <b>Application Deadline:</b>

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



	Winter Term: mid-January Spring Term: mid-June	Winter semester: from April 1 <sup>st</sup> to April 30 <sup>th</sup> Spring semester: from October 1 <sup>st</sup> to October 31 <sup>th</sup>
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The receiving institution will send its decision within [x] 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:

<b>Application procedure</b>		
<b>Receiving Institution</b> [Erasmus code or city]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
COLCAUCA (UNICAUCA)	<a href="mailto:movilidadacademica@unicauca.edu.co">movilidadacademica@unicauca.edu.co</a>	<a href="https://www.unicauca.edu.co/orii/">https://www.unicauca.edu.co/orii/</a>
E BARCELO03	E-mail: <a href="mailto:eetac.mobilitat.estudiants@upc.edu">eetac.mobilitat.estudiants@upc.edu</a>	<a href="https://eetac.upc.edu/en/mobility/incoming/procedures-incomings/admission-procedure">https://eetac.upc.edu/en/mobility/incoming/procedures-incomings/admission-procedure</a>

<b>Selection criteria</b>		
<b>Requirement</b>	<b>Details</b>	<b>Website for information (optional)</b>
Academic requirements	Number of ECTS credits (or equivalent) already completed (Transcript of Record – ToR) Current courses enrolled at home university	<a href="https://eetac.upc.edu/en/mobility/incoming/procedures-incomings/admission-procedure">https://eetac.upc.edu/en/mobility/incoming/procedures-incomings/admission-procedure</a>
CV		
Learning Agreement		<a href="https://eetac.upc.edu/en/mobility/incoming/procedures-incomings/admission-procedure">https://eetac.upc.edu/en/mobility/incoming/procedures-incomings/admission-procedure</a>



(LA)		<a href="#">incomings/admission-procedure</a>
Motivation letter		
Inclusion measures <sup>10</sup>	UPC can provide some support to welcome students and staff with disabilities; depending on the individual cases, with a prior agreement between both institutions. There is a service at UPC to give general orientation to people with disabilities; but no additional personnel or economic support is provided.	Website (Catalan only): <a href="https://inclusio.upc.edu/ca/serveis">https://inclusio.upc.edu/ca/serveis</a>

## 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](#)<sup>11</sup>.
- 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.

<sup>10</sup> 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](https://ec.europa.eu/programmes/erasmus-plus/resources/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity_en)

<sup>11</sup> The Erasmus+ Student Charter is available here: [https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter\\_en](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.
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- 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	COLCAUCA	<a href="mailto:movilidadacademica@unicauca.edu.co">movilidadacademica@unicauca.edu.co</a>	<a href="https://www.unicauca.edu.co/orii/">https://www.unicauca.edu.co/orii/</a>
Language Support	COLCAUCA		<a href="https://www.unicauca.edu.co/orii/">https://www.unicauca.edu.co/orii/</a>
Visa	COLCAUCA		<a href="https://www.unicauca.edu.co/orii/">https://www.unicauca.edu.co/orii/</a>
Insurance	COLCAUCA		<a href="https://www.unicauca.edu.co/orii/">https://www.unicauca.edu.co/orii/</a>
Inclusion of participants with fewer opportunities	COLCAUCA		e.g. available infrastructure for: Reduced mobility or hearing/visual impairments, students/staff with children, etc.
Mentoring	COLCAUCA		<a href="https://www.unicauca.edu.co/orii/">https://www.unicauca.edu.co/orii/</a>
Grant payments	COLCAUCA		<a href="https://www.unicauca.edu.co/orii/">https://www.unicauca.edu.co/orii/</a>
Alumni information	COLCAUCA		<a href="https://www.unicauca.edu.co/orii/">https://www.unicauca.edu.co/orii/</a>

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	E BARCELO03	International Students Office <a href="mailto:oficina.mobilitat.internacional@upc.edu">oficina.mobilitat.internacional@upc.edu</a> telephone: (+34)- 93 401 69 37	<a href="https://www.upc.edu/sri/en/students/students-mobility-office/incomings">https://www.upc.edu/sri/en/students/students-mobility-office/incomings</a>  And specifically, for housing: <a href="https://www.upc.edu/sri/en/students/students-mobility-office/incomings/prepare-your-trip/accommodation">https://www.upc.edu/sri/en/students/students-mobility-office/incomings/prepare-your-trip/accommodation</a>



Language Support	E BARCELO03	UPC Language and Terminology Service: Tel: +34- 93 401 74 97 e-mail: <a href="https://demana.upc.edu/slt/?lang=en_US">https://demana.upc.edu/slt/?lang=en_US</a>	See: <a href="https://www.upc.edu/sri/en/students/students-mobility-office/incomings/prepare-your-trip/languages">https://www.upc.edu/sri/en/students/students-mobility-office/incomings/prepare-your-trip/languages</a> and check the website of our UPC Language and Terminology Service: <a href="https://www.upc.edu/slt/en">https://www.upc.edu/slt/en</a>
Visa	E BARCELO03	International Students Office <a href="mailto:oficina.mobilitat.internacional@upc.edu">oficina.mobilitat.internacional@upc.edu</a> telephone: (+34)- 93 401 69 37	<a href="https://www.upc.edu/sri/en/students/students-mobility-office/incomings">https://www.upc.edu/sri/en/students/students-mobility-office/incomings</a> And more specifically for visas: <a href="https://www.upc.edu/sri/en/students/students-mobility-office/incomings/prepare-your-trip/visa-for-non-eu-students">https://www.upc.edu/sri/en/students/students-mobility-office/incomings/prepare-your-trip/visa-for-non-eu-students</a>
Insurance	E BARCELO03	International Students Office <a href="mailto:oficina.mobilitat.internacional@upc.edu">oficina.mobilitat.internacional@upc.edu</a> telephone: (+34)- 93 401 69 37	All international students coming to UPC have to book a private insurance that covers them during all the stay and that includes medical expenses, hospitalisation, civil liability and repatriation. UPC recommends the insurance " <a href="#">Oncampus Estudia</a> " to its international students. See: <a href="https://www.upc.edu/sri/en/students/students-mobility-office/incomings">https://www.upc.edu/sri/en/students/students-mobility-office/incomings</a> Specifically, for insurance: <a href="https://www.upc.edu/sri/en/students/students-mobility-office/incomings/prepare-your-trip/insurance">https://www.upc.edu/sri/en/students/students-mobility-office/incomings/prepare-your-trip/insurance</a>
Inclusion of participants with fewer	E BARCELO03	UPC Inclusion Office	<a href="https://translate.google.com/translate?sl=ca&amp;tl=en&amp;u=https://inclusio.upc.edu">https://translate.google.com/translate?sl=ca&amp;tl=en&amp;u=https://inclusio.upc.edu</a>

opportunities		<a href="mailto:oficina.inclusio@upc.edu">oficina.inclusio@upc.edu</a> Alternatively: International Students Office <a href="mailto:oficina.mobilitat.internacional@upc.edu">oficina.mobilitat.internacional@upc.edu</a> telephone: (+34)- 93 401 69 37	Available infrastructure adjusted for people with: <ul style="list-style-type: none"> <li>- Reduced mobility</li> <li>- Hearing impairments</li> <li>- Visual impairments</li> <li>- ...</li> </ul> Available infrastructure: <ul style="list-style-type: none"> <li>-Most of campus facilities are adapted for people with reduced mobility. For the student with special needs, accessibility to the classrooms is checked before starting classes.</li> <li>-Magnetic or induction loop for people with hearing impairments</li> <li>- If needed, there are computer programs for people with visual impairments</li> </ul>
Mentoring	E BARCELO03	UPC Language and Terminology Service: Tel: +34- 93 401 74 97 e-mail: <a href="https://demana.upc.edu/slt/?lang=en_US">https://demana.upc.edu/slt/?lang=en_US</a>	"Salsa'm" program of student mentors for exchange students. See: <a href="https://www.upc.edu/slt/en/reception/salsam/salsam-the-upcs-buddy-programme?set_language=en">https://www.upc.edu/slt/en/reception/salsam/salsam-the-upcs-buddy-programme?set_language=en</a>
Grant payments	E BARCELO03	Servei de Gestió Acadèmica UPC (UPC Academic Management Service) <a href="https://www.upc.edu/sga/ca">https://www.upc.edu/sga/ca</a>	KA131 grants are only for UPC outgoing students. Incoming students have to look for potential grants through their home university.
Alumni information	E BARCELO03	UPC Alumni Tel: +34-3 401 3 12 e-mail: <a href="mailto:info.alumni@upc.edu">info.alumni@upc.edu</a>	See: <a href="https://alumni.upc.edu/ca">https://alumni.upc.edu/ca</a>

## 7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.

*Unicauca:* The home university will recognize the courses or activities specified in the student's academic record.

- 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 [x] 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](#)<sup>12</sup>. 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
COLCAUCA (UNICAUCA)	N/A	
E BARCELO03	MH – Honors (is given on exceptional occasions)  9 to 10.0 - EXCELLENT: outstanding performance with only minor errors  7 to 8.9 - VERY GOOD: above the average standard but with some errors  5 to 6.9 - SATISFACTORY: generally sound work with a number of notable errors  0 to 4.9 - FAIL: Considerable further work is required  NOT EXAMINED  RECOGNITION	

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


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

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### 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 2024 will only take effect as of 1 September 2025. 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 <sup>13</sup>
COLCAUCA (UNICAUCA)	PhD. Deibar René Hurtado Herrera Rector Universidad del Cauca		
E BARCELO03	Cristina Cervelló I Pastor Directora de EETAC		

<sup>13</sup> Scanned copies of signatures or digital signatures may be accepted depending on the national legislation