



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**

Information in highlight are instructions and should be deleted before signing the agreement.

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 2023-2026 in:

- KA171
- 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 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

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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
University of Split Ruđera Boškovića 31, HR-21 000 Split	HR SPLIT01	Institutional Coordinator: Ana Ćosić Head of International Relations Office e-mail: acosic@unist.hr	General: https://www.unist.hr/en/
University Department of Health Studies Ruđera Boškovića 35 HR-21 000 Split		Departmental coordinator: Irena Drmić Hofman e-mail: idhofman@ozs.unist.hr	Faculty: http://ozs.unist.hr/en/
Faculty of Electrical Engineering, Mechanical Engineering and Naval Architecture Ruđera Boškovića 32 21 000 Split-HR		Departmental coordinator: Mirjana Simunic e-mail: erasmus@fesb.hr	Faculty: https://eng.fesb.unist.hr/

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.

19/11

Instituto Tecnológico de Santo Domingo	E10213195	<p>Institutional Coordinator: Maria Luisa Ferrand, Erasmus+ and Institutional Mobility Coordinator</p> <p>Email: maria.ferrand@intec.edu.do; movilidad@intec.edu.do; +1-809-567-9271 Ext. 395</p> <p>Departmental coordinator</p> <p>Maria Luisa Ferrand, Erasmus+ and Institutional Mobility Coordinator</p> <p>Email: maria.ferrand@intec.edu.do; movilidad@intec.edu.do; +1-809-567-9271 Ext. 395</p>	<p>General: https://www.intec.edu.do/</p> <p>Faculty/faculties: https://www.intec.edu.do/oferta-academica</p> <p>Course catalogue: Inside each program, after entering the faculty at https://www.intec.edu.do/oferta-academica</p>
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187

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				Source of financing
					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]	
HR SPLIT01	Santo Domingo E10213195	091 070 071 312	Health Engineering, manufacturing and construction Engineering and engineering trades IRO	2 nd , 3 rd	2	3 months per student	4 STA/STT	9 days per person (including 2 travel days)	KA131
Santo Domingo E10213195	HR SPLIT01	091 070 071 312	Health Engineering, manufacturing and construction Engineering and engineering trades IRO	1 st 2 nd 3 rd	1 student	5 months	2 STA/STT	9 days per person (including 2 travel days)	KA171

⁷ <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2c13a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>

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 skills⁸ 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]
HR SPLIT01		CROATIAN	ENGLISH	ENGLISH B2 Only these certificates are accepted: <ul style="list-style-type: none"> • TOEFL IPT (score 60 for B2 level) • IELTS (band score 6 for B2 level) • FCE (B2 First) 	ENGLISH B2-C1
Santo Domingo E10213195		Spanish	English	B2	B2

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>

HR SPLIT01:

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.
- For tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

Partners agree on the following use and repartition of organisational support funds including a list of objectives that both partners consider a priority:

OS Use and Repartition	Priority Objectives
The University of Split shall receive organisational support from the Croatian Erasmus+ National Agency for management of incoming and outgoing mobilities. Organisational support will be used by the University of Split. Organisational support will be used by the University of Split.	Support of students and staff, both inbound and outbound, to comply with the ECHE principles.
	The partners agree to support the drafting of the Final Report which is to be submitted by the University of Split to the Croatian Erasmus+ National Agency (Agency for Mobility and EU Programmes) at the end of the project, by providing the relevant information and supporting documents.

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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
HR SPLIT01	<p>Winter Term: beginning October-end February (including exam session during February) Winter Break: 24 December- 7 January</p> <p>Spring Term: end February- mid July (including exam session from mid-June to mid-July)</p>	<p>Nomination: 15 May Application: 1 June</p> <p>Nomination: 15 October Application: 1 November</p>
SANTO DOMINGO E10213195	<p>Winter/Fall Term (divided by 2 trimesters): from 1st week August to 3rd week January</p> <p>Spring Term (divided by 2 trimesters): from 1st week February to 2nd July</p>	<p>25 May nomination, 1 June application</p> <p>15 November nomination, 1 December application</p>

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

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
HR SPLIT01	<p>Departmental coordinator: Irena Drmić Hofman e-mail: idhofman@ozs.unist.hr</p> <p>Departmental coordinator: Mirjana Simunic e-mail: erasmus@fesb.hr</p>	<p>http://ozs.unist.hr/en/</p> <p>https://eng.fesb.unist.hr/</p>
SANTO DOMINGO E10213195	<p>Institutional Mobility Department movilidad@intec.edu.do</p> <p>María Luisa Ferrand-Coordinator Cristal Céspedes-Incoming Mayelisa Hidalgo-Outgoing</p>	

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.

Selection process:

The selection of candidates - as well as the procedure for awarding them a grant - must be fair, transparent, coherent and documented, and shall be made available to all parties involved in the selection process.

The University of Split announces the Call for applications for **outgoing** and **incoming** candidates on its web page, along with instructions for applicants. A section is dedicated to potential applicants with special needs and we offer them our full support. Partner university copies the call on their web page. During info days, we stress the equal opportunities dimension and try to reach to disadvantaged persons.

All candidates apply to UNIST. Application period is negotiated between partners. Scanned applications and scanned signatures are accepted.

Selection criteria include academic merit, CV, motivation letter, LA, Curriculum improvement plan (for academic staff) and possible supporting documents like socio-economic background. With equivalent academic level, preference should be assigned to candidates from disadvantaged backgrounds.

Received applications are sent to home institution for evaluation, which is done by the responsible persons from IRO and/or departments. The best ranked candidates are proposed for selection and upon confirmation of both institutions, they are being nominated to the host university in accordance with available places in the agreement and available funds.

Selected candidates shall be in contact with their host university regarding practical matters.

In case of international credit mobility, the first criterion for selecting candidates must be academic merit, but with equivalent academic level, preference should be assigned to candidates from less advantaged socio-economic backgrounds.

The Instituto Tecnológico de Santo Domingo-INTEC announces the Call for applications for **outgoing** and **incoming** candidates through institutional email and also published in Instagram @intecmoves with indications for nominations. After receiving indications of interest, we proceed to send application process and documents with all respective rules.

Selection criteria for Staff Selection of participants will be based on work experience in the field of international relations, capacity to develop new co-operation agreements for the whole university, English and Spanish language knowledge as well as motivation to disseminate the know-how achieved abroad after the return. The selection will be done according to the existing and transparent E+ selection procedures at both institutions. Before applying, staff members must meet the following requirements: at least one year working/teaching as a full time staff, absence of disciplinary reports or processes during his/her period at INTEC, functions in the institutions must be related to the available space for mobility, fluent English skills.

As soon as the candidates are nominated and accepted by the receiving institution, a training agreement specifying the details of the staff mobility will be jointly developed. It will basically include:

- job-shadowing activities at the partner university's International Office (to get familiar with their procedures for student and staff exchanges, co-operation agreements, joint projects as well as with the administrative support offered to exchange participants)
- Participation in promotional events / info sessions to inform the host university's students and staff about the educational and research offer at the home university, in order to foster exchanges
- Meetings with scientists in subject areas which have a high potential for future co-operation (either because they are offered at both universities, or because they are not offered at the home university and thus could create synergies for the co-operation).

17

- Time for developing an action plan for future joint activities

Since the planned mobility is done with some economic support, other criteria are also added:

- All applicants must be Dominicans.
- Gender and Inclusion Policy.
- Career Diversity.
- Fluent English (verbal and written).

Selection criteria for Students. First, we verify that the student complies with the internal requirements to do mobility as: Have at least one year in the career, a minimum GPA of 3.00/4.00, English proficiency of at least B2, absence of any disciplinary report or process in the institution and must be able to complete any application process requested by the receiving institution. Additionally, we verify the pool of applicant students for inclusion considering economic background, inclusion and special needs. Then, students are hand by hand accompany by us for the nomination and application process. We assist also with visa process and insurance requirements. During all the period of application, a verification checklist is given to the student

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	Each outgoing/incoming Erasmus student has to fulfil at least the minimal amount of 30 ECTS credits at the receiving university per semester.
CV		Curriculum Vitae (English)
Motivation letter		Motivation letter in English (300 words)
Inclusion measures ¹⁰	Targeted categories of participants with fewer opportunities (see Erasmus+ Programme Guide) To further enhance the inclusion dimension of KA171, partners are encouraged to discuss indicative targets during selection process.	https://erasmus-plus.ec.europa.eu/sites/default/files/2022-11/Erasmus%2BProgramme%20Guide2023_en.pdf

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

Requirement for INTEC	Details
Academic requirements	Current level of completion of studies – 1 year. Student Subject area Student grades.
Nomination letter/email	By the mobility/international office
CV	In English
Motivation letter	In English
Recommendation letter	By a professor of home institution
Language	Certificate of Spanish Language Proficiency (In case you belong to a non-Spanish-speaking country)
Other	Health insurance, copy of passport, two photos 3*4cm,
For staff	Clear and reasonable goals for the mobility; participation in social activities; be motivated to teach / train abroad; can solve problems; Outreach of participants with fewer opportunities.

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,**

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

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**.
- 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	HR SPLIT01		The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education
Language Support			Students are expected to have good command of the English language. Minimum level B2 according to the European reference framework Only these certificates are accepted: <ul style="list-style-type: none"> • TOEFL IPT (score 60 for B2 level) • IELTS (band score 6 for B2 level) • FCE (B2 First) Croatian language course: https://www.unist.hr/en/education/learn-croatian
Visa			Visa requirements for Croatia: https://mvep.gov.hr/services-for-citizens/consular-information-22802/visas-22807/visa-requirements-overview-22879/22879?country=164 Visa fees and fee exemption categories: https://mvep.gov.hr/services-for-citizens/consular-information-22802/visas-22807/issuance-procedure/fees/22824
Insurance			All international students and staff members must have health insurance while staying in Croatia. Health insurance proof is mandatory for international students to register their stay in Croatia.

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			Important: If you require a Visa for Croatia, you will be obliged to provide evidence of medical insurance when you submit Visa request. The lowest sum insured for this purpose must be 30,000 EUR
Inclusion of participants with fewer opportunities			The Erasmus+ Programme aims at promoting equity and inclusion by facilitating access to participants with fewer opportunities compared to their peers.
Mentoring			Graduate & PhD students that intend to do research for their final thesis need to send a short thesis/research outline so a mentor at UNIST can be assigned prior to the start of mobility.
Grant payments			<p>Travel and subsistence costs</p> <p>Travel costs shall be paid to beneficiaries by the University of Split upon their arrival to the host institution, in accordance with the maximum amounts determined by the Erasmus+ Calculator: https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator and internal procedures of the University of Split. Maximum travel costs in this case amount to 1,500 eur per person. Subsistence costs shall be paid by the University of Split, both for incoming and outgoing beneficiaries. Monthly subsistence costs for incoming students amount to 800,00 eur</p> <p>Daily allowance for incoming staff members amounts to 140,00 eur. The afore-mentioned amounts shall be paid to beneficiaries upon their arrival to Split and opening of a non-residential bank account.</p> <p>Duration of mobility of candidates shall be determined by their individual mobility agreements.</p> <p>Detailed instructions shall be sent to selected candidates prior to their mobility.</p>
Alumni information			

149

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	E10055495	movilidad@intec.edu.do maria.ferrand@intec.edu.do +1 809 567 9271 ext. 422, 395, 750	INTEC campus does not count with dorm accommodations. Nevertheless, the Mobility Office assist incoming students/staff with recommendations for accommodations.
Language Support	E10055495	movilidad@intec.edu.do maria.ferrand@intec.edu.do +1 809 567 9271 ext. 422, 395, 750	Incoming students are encouraged to select Spanish language courses.
Visa	E10055495	movilidad@intec.edu.do maria.ferrand@intec.edu.do +1 809 567 9271 ext. 422, 395, 750	Student visa information available at http://consuladord.com/contenidos.aspx?cid=61&lang=ES Staff visa is not needed
Insurance	E10055495	movilidad@intec.edu.do maria.ferrand@intec.edu.do +1 809 567 9271 ext. 422, 395, 750	INTEC mobility offices assist students/staff with insurance requirements
Inclusion of participants with fewer opportunities	E10055495	movilidad@intec.edu.do maria.ferrand@intec.edu.do +1 809 567 9271 ext. 422, 395, 750	Mostly all the buildings in the campus have access infrastructure for students and staff with disabilities. Bee buddy program available upon request for students in order to assist with inclusion and adaptability in the university.
Mentoring	E10055495	movilidad@intec.edu.do maria.ferrand@intec.edu.do +1 809 567 9271 ext. 422, 395, 750	The Institutional Mobility Office offers a Bee buddy program available upon request for students in order to assist with inclusion and adaptability in the university. Additionally, the university offer all students mentoring by other experienced student in case they would like support

159

			with academics and they receive guide and sharing study strategies, subject knowledge and experiences at university.
Grant payments	E10055495	Responsible institution: University of Split	N/A
Alumni information	E10055495	movilidad@intec.edu.do maria.ferrand@intec.edu.do +1 809 567 9271 ext. 422, 395, 750	N/A

19

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.]*

A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

- 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. *[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.

19

7. 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		
HR SPLIT01		http://www.unist.hr/Portals/0/adam/Content/pOM84Scxck-y_EjBhmiiZQ/Text/UNIST%20grading%20system-1.pdf		
SANTO DOMINGO E10055495		Numeric Value	Alphabetic Letter Value	
		0-69	D	Failing
		70-74	C	Passing threshold
		75-79	C+	Average
		80-84	B	Good
		85-89	B+	Very Good
		90-100	A	Excellent

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

9. Termination of the agreement



In whichever case, either party can terminate the Agreement by informing the other party expressly in writing with at least one year's notice. 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. Students selected prior the date of notification must be

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

admitted by the receiving institution. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

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
HR SPLIT01	Professor Dragan Ljutić, Ph.D., Rector of the University of Split	January 23 2024	
SANTO DOMINGO E10055495	Dr. Julio Sánchez Mariñez Rector	12/01/24	

19

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

21