



EUROPEAN UNION

Erasmus+

Enriching lives, opening minds.

2021-2027

**Erasmus+ Programme
Inter-institutional agreement**

Key Action 1

Mobility of 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 year 2025 in:

- 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 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
University of Messina/Italy	I MESSINA01	Francesca Scribano Head of Extra-EU Mobility Programs Unit E-mail: fscribano@unime.it Tel: +390906768539	General: www.unime.it https://international.unime.it/ Course catalogue: https://international.unime.it/study-us English programmes: https://international.unime.it/study-us/english-taught-programmes PhD programmes: https://international.unime.it/research/phd-programmes

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.

BRAC University/ Bangladesh	Dhaka	Chowdhury Muddaser Khan Senior Manager, International Partnerships & Collaboration, BRACU Email: muddaser.khan@bracu.ac.bd Phone: +8801770850959	Website: https://www.bracu.ac.bd/ BRAC Institute of Languages: https://www.bracu.ac.bd/academics/institutes/brac-institute-languages BA in AELS: https://www.bracu.ac.bd/available-program/bachelor-arts-applied-english-language-studies-ba-aels MA in TESOL: https://www.bracu.ac.bd/available-program/master-arts-teaching-english-speakers-other-languages-ma-tesol
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2. Mobility numbers

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 [Total number of students]	Student Mobility [Total number of months]	Staff Mobility [Total number of staff]	Staff Mobility [Total number of days]
I MESSINA 01	Dhaka		English Language Studies				1	7 days
Dhaka	I MESSINA 01		English Language Studies		1	20 Days	1	7 days

Optional additional information	
e.g. blended mobility, traineeships, staff training etc.	

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

3. Recommended language skills

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

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]
I MESSINA 01		English	Italian	B1	B2
Dhaka		English	Bengali	B1	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+ 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 below is mandatory/applicable only for KA171. Repartition of the granted organisational support (OS) 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
UNIME will use the OS for the following activities: - Italian language course for incoming students provided internally at the in-house language center - Insurance for incoming and outgoing mobile participants - Increase travel contribution	Provide incoming students with an Italian language course for free at the University Language center CLA (Centro Linguistico di Ateneo), in order to allow them to have a greater knowledge of the local socio-cultural and economic context, as well as a more general understanding of the Italian social, cultural, political and economic reality. Reimburse the whole cost of insurance policy(ies) required by the Erasmus+ program in order to reduce the costs that participants need to bear and are not granted by the Program and encourage the participation to all categories of participants. It will include also the cost of enrolment at the Italian National Health Service, if needed. To facilitate the implementation of mobility, UNIME will use part of the OS to increase the contribution for travel provided by the Erasmus+ program up to 10% when travel tickets are purchased through the travel service provided to incoming students and staff.

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
I MESSINA01	Autumn Term: from September to February Spring Term: from end of February/beginning of March to July	30 th June 30 th November
Dhaka	Fall: Beginning of October to December Spring: Beginning of February to May Summer: Beginning of June to September	15th of August 30th December 30th of April

The receiving institution will send its decision within 2 weeks and no later than 5 weeks.

The partners commit to have a fair, transparent, coherent and documented application and selection procedure outlined in their respective websites and regularly updated, together with the contact details of the relevant department:

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

Application procedure		
Receiving Institution [Erasmus code or city]	Contact details (email)	Website for information
I MESSINA01	Francesca Scribano Head of Extra-EU Mobility Programs Unit E-mail: fscribano@unime.it https://international.unime.it/ Tel: +390906768539	https://www.unime.it/international/opportunita-allestero/erasmus/mobilita-erasmus-studio-e-tirocinio-extra-ue https://international.unime.it/mobility/outgoing-mobility/erasmus-outgoing-students-extra-eu-countries-ka171 https://www.unime.it/international/incoming-mobility/erasmus-incoming-students-study-and-traineeship-extra-eu https://international.unime.it/mobility/outgoing-mobility/erasmus-outgoing-staff-extra-eu-countries-ka171 https://international.unime.it/mobility/incoming-mobility/erasmus-incoming-staff-extra-eu-countries-ka171
Dhaka	Chowdhury Muddaser Khan Senior Manager, International Partnerships & Collaboration, BRACU Email: muddaser.khan@bracu.ac.bd Phone: +8801770850959	Website: https://www.bracu.ac.bd/ BRAC Institute of Languages: https://www.bracu.ac.bd/academics/institutes/bracu-institute-languages BA in AELS: https://www.bracu.ac.bd/available-program/bachelor-arts-applied-english-language-studies-ba-aels

		MA in TESOL: https://www.bracu.ac.bd/available-program/master-arts-teaching-english-speakers-other-languages-ma-tesol
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Academic and additional requirements		
Requirement	Details	Website for information (optional)
Academic requirements	UNIME selection: Student Mobility for Study/Traineeship (SMS/SMP): - Academic performance (100%): Bachelor's & Master's students: average marks - PhD students: Bachelor's & Master's Degrees final marks - Language skills Staff (STA): - Subject area code affinity (20,00%) (6/30 points) - Language skills (6,67%) (2/30 points)	

	- Quality of Workplan as detailed in the Staff Mobility Agreement (33,33%) (10/30 points) Staff (STT): - Subject area code affinity (for professors) or staff working at the International Relations Office (for administrative staff) (13,33%) (4/30 points) - Quality of Workplan as detailed in the Staff Mobility Agreement (33,33%) (10/30 points) Language skills (13,33%) (4/30 points) Dhaka selection: Student Mobility for Study/Traineeship (SMS/SMP): - Academic performance (100%): Bachelor's & Master's students: average marks - Language skills Staff (STA): - Subject area code affinity (20,00%) (6/30 points) - Language skills (6,67%) (2/30 points)	
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	- Quality of Workplan as detailed in the Staff Mobility Agreement (33,33%) (10/30 points)	
CV	UNIME selection: Staff (STT/STA): - CV (33,33%) (10/30 points) Past mobility experience (6,67%): higher score to beneficiaries with fewer Erasmus mobility experiences (2/30 points) Dhaka selection: Staff (STT/STA): - CV (33,33%) (10/30 points) Past mobility experience (6,67%): higher score to beneficiaries with fewer Erasmus mobility experiences (2/30 points)	
Motivation letter	UNIME selection: not required Dhaka selection: Required	
Inclusion measures ^{10,11}	- students in disadvantaged economic conditions based on income as established by individual national	

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

¹¹ These criteria are used to identify fewer opportunities students. Fewer opportunities students can have a top-up to their Erasmus+ scholarship if they meet at least one of the listed criteria

	provisions (certificable or self-declarable) - students with disabilities or certifiable physical, health and mental problems according to individual national provisions (certificable) - students with minor children (self-declaration) - working students (self-declaration) - students orphaned by at least one parent (self-declaration) - students who are children of victims of terrorism and organized crime (self-declaration) - professional student athletes (self-declaration) - students from ethnic, linguistic or religious minorities (self-declaration) - refugee students or asylum seekers (self-declaration)	
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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](#)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

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

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	I MESSINA01	Francesca Scribano Head of Extra-EU Mobility Programs Unit E-mail: fscribano@unime.it Tel: +390906768539	https://international.unime.it/services/facilities/housing
	Dhaka	Chowdhury Muddaser Khan Senior Manager, International Partnerships & Collaboration, BRACU Email: muddaser.khan@bracu.ac.bd Phone: +8801770850959	https://www.bracu.ac.bd/student-life/student-accommodation
Language Support	I MESSINA01	CLA UniMe – UniMe Language Center E-mail: cla@unime.it Tel: +390906766200	https://cla.unime.it/ https://international.unime.it/services/learning-italian
	Dhaka	Hasna Khanom Senior Lecturer and Program Coordinator (BIL) hasna@bracu.ac.bd +8801710369763	https://www.bracu.ac.bd/academics/institutes/brac-institute-languages/modern-languages
Visa	I MESSINA01	Francesca Scribano Head of Extra-EU Mobility Programs Unit	https://international.unime.it/messina/residence-permit

			E-mail: fscribano@unime.it Tel: +390906768539		
	Dhaka		Chowdhury Muddaser Khan Senior Manager, International Partnerships & Collaboration, BRACU Email: muddaser.khan@bracu.ac.bd Phone: +8801770850959		https://visa.gov.bd/
Insurance	I MESSINA01		Francesca Scribano Head of Extra-EU Mobility Programs Unit E-mail: fscribano@unime.it Tel: +390906768539		https://international.unime.it/
	Dhaka		Chowdhury Muddaser Khan Senior Manager, International Partnerships & Collaboration, BRACU Email: muddaser.khan@bracu.ac.bd Phone: +8801770850959		https://www.bracu.ac.bd/student-life/medical-center BRAC University has a corporate agreement with Gurdian Life Insurance Company for international Students
Inclusion of participants with fewer opportunities	I MESSINA01		Francesca Scribano Head of Extra-EU Mobility Programs Unit E-mail: fscribano@unime.it Tel: +390906768539		e.g. available infrastructure for: Reduced mobility or hearing/visual impairments, students/staff with children, etc. https://international.unime.it/services/disability-sld-services-students

		Marisa Currao, Head of DSA Email: servizi.dd@unime.it Tel. +390906765066			
	Dhaka	Chowdhury Muddaser Khan Senior Manager, International Partnerships & Collaboration, BRACU Email: muddaser.khan@bracu.ac.bd Phone: +8801770850959			https://www.bracu.ac.bd/student-life/counseling-and-wellness-centre
Mentoring	I MESSINA01	Francesca Scribano Head of Extra-EU Mobility Programs Unit E-mail: fscribano@unime.it Tel: +390906768539			https://www.unime.it/international/opportunita-allestero/referenti-la-mobilita-internazionale https://international.unime.it/services/student-ambassador-program https://www.bracu.ac.bd/student-life/counseling-and-wellness-centre
	Dhaka	Hasna Khanom Senior Lecturer and Program Coordinator (BIL) hasna@bracu.ac.bd +8801710369763			
Grant payments	I MESSINA01	Francesca Scribano Head of Extra-EU Mobility Programs Unit E-mail: fscribano@unime.it Tel: +390906768539			
Alumni information	I MESSINA01	ALUMnime - Messina Alumni Association E-mail: alumnime@unime.it			https://www.unime.it/info/alumni
	Dhaka	Mr. Forhad Hossain			https://www.bracu.ac.bd/alumni

		Manager, Office of Career Services & Alumni Relations (QCSAR), forhad.hossain@bracu.ac.bd	
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Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.

- UniME adopts the European Credit Transfer and Accumulation System <https://international.unime.it/mobility/international-mobility>
- BRACU adopts Bangladesh National Qualifications Framework, which is readily convertible to the European Credit Transfer and Accumulation System (ECTS). Credits are awarded to recognize the workload necessary to complete a course. The credits are allocated by individual departments, with credit equivalence confirmed by the university's Academic Equivalence Committee.

- 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 with a certificate for the activities completed. It is recommended to issue a certificate towards the end of the mobility period.

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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](#)¹³. 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
I MESSINA01		UniMe adopts the Italian Grading Scale from 18 (less than 18 the exam is failed) to 30. UniMe officially adopts the ECTS conversion scale https://international.unime.it/mobility/international-mobility
Dhaka		The university uses the Bangladesh National Qualifications Framework, which is readily convertible to the European Credit Transfer and Accumulation System (ECTS). Credits are awarded to recognize the workload necessary to complete a course. The credits are allocated by individual departments, with credit equivalence confirmed by the university's Academic Equivalence Committee.

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

9. 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 must be notified to the other party by no later than the end of September in the

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

preceding academic year. 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
I MESSINA 01	Prof. Giovanna Spatari - Rector	30/09/2026	 
Dhaka	Prof Syed Ferhat Anwar, PhD - Vice-Chancellor, BRACU		

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