



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 years 2021-2027 in:

- KA171 Higher education mobility supported by external funds

For avoidance of doubt the institutions state, that the exchange of students and/or staff is depending on funds granted under the Erasmus+ programme. Such funds are granted for a period of 36 months (so called "Call"). Thus, if throughout the period of this agreement (7 years) such funds are either not granted or suspended, an exchange of students and/or staff according to this agreement has to be suspended until a further call has been approved. Mdw will inform the partner institution without delay as soon as becoming aware of such situation.

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

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.

https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en

https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en

https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en

manner about the level of protection of their personal data, if this is different from the one where the sending institution is located.

Validity period of the agreement

Start-End of validity	01.10.2026-31.07.2030
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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 (General/Faculties/Course catalogue)
mdw - University of Music and Performing Arts Vienna	A WIEN08	<p>Katharina van Linthoudt (Inter-Institutional Agreements & Erasmus+ International Teaching Mobility) Tel: +43 1 71155 – 7425 van-linthoudt@mdw.ac.at</p> <p>Susanne Fülöp-Visconti (Erasmus+ International Coordinator) Tel: +43 1 71155 – 7422 Fueoep-visconti@mdw.ac.at</p> <p>Bianca Ziegler (Student Mobility Incomings) T +43 1 71155 – 7421 ziegler-b@mdw.ac.at</p>	https://www.mdw.ac.at/internationaloffice/
Universidade Federal da Bahia	BAHIA01	<p>Wlamyra Albuquerque Tel: +557132837074 sri@ufba.br</p> <p>Betania Almeida Assessora de relações Internacionais da SRI Tel: +557132837074 aai@ufba.br</p> <p>Antonio Kaycheti (Student Mobility Incomings) Sri_intercambio@ufba.br Tel: +557132837064</p>	www.sri.ufba.br

2. Mobility numbers per academic year

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.

Contact details to reach the senior officer in charge of this agreement and of its possible updates.

ISCED CODE: <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%20202013%20-%20Detailed%20field%20descriptions.pdf>

The partners agree to update the mobility data, whenever possible, by no later than the end of January in the preceding academic year via e-mail correspondence (legal representatives of each institution in cc) or formally via an amendment of the intern-institutional agreement.

The mobility data can only be adjusted, updated or renewed in case sufficient funds from a Call have been granted to mdw.

FROM	TO	Subject area code	Subject area name	Study cycle	Number of student mobility periods	Student Mobility for Studies	Student Mobility for Traineeships
A WIEN08	BAHIA01	0215	Music and performing arts		0	0	
BAHIA01	A WIEN08	0215	Music and performing arts		0	0	

FROM	TO	Subject area code	Subject area name	Study cycle	Number of staff mobility periods	Staff Mobility for Teaching	Staff Mobility for Training
A WIEN08	BAHIA01	0215	Music and performing arts		3	0	
BAHIA01	A WIEN08	0215	Music and performing arts		0	0	

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 skills⁷ at the start of the mobility period (see also section 6 "Preparation and Support")

Institution	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level

⁷For 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>

				Student Mobility for Studies	Staff Mobility for Teaching
A WIEN08		German	English	1: B2 2: not required	1: not required 2: B2-C1
BAHIA01		Portuguese	English	1: B1 2: B1	1: not required 2: 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 organizational support funds

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

- In connection with the organization 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.

OPTIONAL: 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
	Visa application fees, language support, additional mobilities

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.

Calendar⁸

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

Institution [Erasmus code]	Academic Year dates Please give link to calendar on Website
A WIEN08	https://www.mdw.ac.at/1506/
BAHIA01	www.ufba.br

Nominations of incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
A WIEN08	15 th March	15 th October (limited)
BAHIA01	15 th Juny	15 th December

Applications from incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
A WIEN08	15 th March	15 th October (limited)
BAHIA01	15 th Juny	15 th December

The receiving institution will send its decision 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 for incoming students:

Receiving institution [Erasmus code]	Contact details (email, phone)	Website for information
A WIEN08	ziegler-b@mdw.ac.at +43 1 71155 7421	https://www.mdw.ac.at/internationaloffice/student-mobilities/en/erasmus-incoming/long-term-mobilities/
BAHIA01	Sri intercambio@ufba.br +557132837064	www.sri.ufba.br

Additional requirements

Receiving institution [Erasmus code]	Details	Website for information
A WIEN08	Curriculum Vitae Letter of Motivation Transcript of Records Recordings/Portfolio Letter of Recommendation Learning Agreement	https://www.mdw.ac.at/internationaloffice/?PageId=3740

	Minimum number of ECTS credits per month: 3	
BAHIA01	Curriculum Vitae Letter of Motivation Transcript of Records Recordings/Portfolio Letter of Recommendation Learning Agreement	www.sri.ufba.br

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](#)⁹.
- 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 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

⁹The Erasmus+ Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

networks, inviting former participants in promotion activities, etc.

Accommodation

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
A WIEN08	The mdw does not offer on-campus housing. Contact students' union (SMS): hmdw@mdw.ac.at	www.mdw.ac.at/1479/ https://www.mdw.ac.at/internationaloffice/?PageId=3748#accommodation www.oeadstudenthousing.at/en/
BAHIA01	UFBA does not offer accommodation.	

Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
A WIEN08	tomas@mdw.ac.at	www.mdw.ac.at/1501/
BAHIA01	sri@ufba.br	www.sri.ufba.br

Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
A WIEN08	office-w@oegk.at	www.gesundheitskasse.at https://www.mdw.ac.at/internationaloffice/?PageId=3748#health_insurance
BAHIA01	sri@ufba.br	www.sri.ufba.br

Inclusion and accessibility¹⁰

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

The institution will provide support to incoming mobile participants with fewer opportunities, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following contact points and information sources:

Receiving institution [Erasmus code]	Description of infrastructure (optional)	Contact details (email, phone)	Website for information
A WIEN08	Various special needs	barrierefrei@mdw.ac.at	www.mdw.ac.at/barrierefrei/ www.mdw.ac.at/574/ www.mdw.ac.at/437/ www.mdw.ac.at/1480/ www.mdw.ac.at/zid/?Pageid=3618 www.mdw.ac.at/refugees_mdw/
BAHIA01	Various special needs	proae@ufba.br	www.proae.ufba.br www.sri.ufba.br www.supac.ufba.br

Additional information

Receiving institution [Erasmus code]	Information on recognition process / other useful information:	Contact details (email, phone)	Website for information
A WIEN08		Students' union Buddy system	www.hmdw.ac.at/ www.mdw.ac.at/1658/ https://www.mdw.ac.at/1484/
BAHIA01			www.sri.ufba.br

7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed. Recognition tool: [European Credit Transfer and Accumulation System](#).
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or 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:
 - 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.
 - 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.

- 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


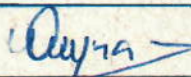
It is recommended that receiving institutions provide the statistical distribution of grades or make the information available through [EGRACONS](#) according to the descriptions in the [ECTS users' guide](#)¹¹. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

Institution [Erasmus code]	Brief Description of Grading System (or link to relevant webpage)
A WIEN08	Austrian Grading Scale - Definition 1 - EXCELLENT: outstanding performance 2 - GOOD: above the average standard but with some errors 3 - SATISFACTORY: generally sound work with a number of notable errors 4 - SUFFICIENT: performance meets the minimum criteria 5 - UNSATISFACTORY: Substantial improvement necessary; requirement of further work Successfully completed – positive performance, where a strict differentiation is not adequate Not completed – negative performance, where a strict differentiation is not adequate
BAHIA01	UFBA Grading Scale ranges from 00 to 10 where: 0 to 4 - failed 5 to 7 - sufficient 8 to 10 - excellent

9. Termination of the agreement

This agreement expires by the end of the validity period (see start-end of validity p.1). In the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ¹²
A WIEN08	Johannes Meissl Vice Rector for International Affairs and Art	19.11.25	
BAHIA01	Profa. Dra. Wlamyra Albuquerque Superintendent of International Relations	17/11/2025	

Wlamyra Albuquerque
Superintendente de Relações Internacionais
SNA/UFBA
SIAPE: 1677988

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

Scanned copies of signatures are accepted

