

**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 20[21]-20[27] in:

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

The institutions commit to sound and transparent management of funds allocated to them through Erasmus+ and to respect the quality requirements of the Programme, outlined in the Erasmus² 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.

¹Inter-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.

²https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en

³https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en

⁴https://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
Centro Integrado de Formación Profesional Someso	E LA-CORU12	c/ Someso ,6, c.p:15008,A Coruña Mr.Jose Luis Souto Otero erasmus.someso@gmail.com cifp.someso@edu.xunta.es +34881880001	General: https://cifpsomeso.edu.es/

⁵Higher 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.

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

<p>HASHEMITE UNIVERSITY</p>	<p>ZARQA</p> <p>OID: E10211778</p>	<p>Prof. Dr.Mahmoud Smadi Dean of Academic Development and International Outreach e-mail: smadi@hu.edu.jo</p> <p>Dr. Randa Mahasneh Vice Dean e-mail: randaa@hu.edu.jo Tel. (+962) 5 3903333 ext. 3226 or 3228</p> <p>Erasmus+ KA171 Coordinator Mr. Jafer Almousa Email: jafer@hu.edu.jo</p>	<p>General: https://hu.edu.jo/en/</p> <p>Faculty/faculties : : https://hu.edu.jo/en/</p> <p>Course catalogue : https://hu.edu.jo/en/UnitCenter/index.aspx?typ=63&unitid=40000000</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]	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]
E LA-CORU12	ZARQA				NA	NA	1	5 days+2 days travel
ZARQA	E LA-CORU12				NA	NA	1	5 days+2 days travel

Optional additional information

e.g. blended mobility, etc.

⁷ <https://circa.ec.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 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 <i>[Minimum recommended level in at least one of the languages: B1]</i>	Staff Mobility <i>[Minimum recommended level in at least one of the languages for teaching: B2]</i>
E LA-CORU12		English			B1
ZARQA		English			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.

⁸For 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+creditmobility 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.

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 Organisational Support (OS) will be managed by your side as far as I understand.	All the participants' insurances and visa fees will be paid
The fund pending will be shared between the partners: 50% + 50%. All the expenses must be approved by CIFP Someso as responsible before the SEPIE and have to be related directly to this project and the activities related to it.	Assuring the necessary logistics for mobilities arrangements
	Assuring proper human resources for project management and mobilities funding
	Overall coordination and implementation of the project, preparation/submission of reports....

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
E LA- CORU12	Winter Term: from September to January Spring Term: from February to June	30 th June 30 th November
HASHEMITE UNIVERSITY	Winter Term: from October to January Spring Term: from February to June	30 th June 15 th October

The receiving institution will send its decision within 5 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
E LA- CORU12	Mr. Jose Luis Souto Otero erasmus.someso@gmail.com cifp.someso@edu.xunta.es	https://cifpsomeso.edu.es/
HU	Deanship of Academic Development and International Outreach Email : randaa@hu.edu.jo Email : jafer@hu.edu.jo	https://hu.edu.jo/en/

Academic and additional requirements

HASHEMITE UNIVERSITY

Requirement	Details	Website for information (optional)
Academic requirements	<p>Undergraduate Studies: students must be enrolled at least in the second year/have completed at least 60 ECTS credits from university studies.</p> <p>Teaching and non-Teaching Staff: Preliminary work plans/Mobility Agreements must be signed by the applicant, home and host HEIs. An invitation e-mail from the host HEI can be accepted.</p> <p>As for the professional departments of teachers from my side, they are as follows:</p> <ul style="list-style-type: none">-Faculty of Pharmaceutical Sciences (All Departments within the Faculty)-Faculty of Applied Medical Sciences (Department of Physical Therapy)-Faculty of Medicine (Dermatologists in the Department of Internal and Family Medicine). <p>Subject area: All common areas are eligible</p>	https://hu.edu.io/en/
CV	Updated CV – studies, volunteering activities, abilities and attitudes	https://hu.edu.io/en/
Motivation letter	The mobility candidate will submit a letter of motivation (one page) which highlights the purpose of mobility, the envisaged achievements and the added value of the mobility for the individual, for the sending institution and for the receiving institution.	https://hu.edu.io/en/

For KA171: Inclusion measures ¹⁰	Whenever there is equivalent academic/professional level, priority will be given to candidates that never performed a mobility period before in order to reach a wider range of participants. Cross-cutting issues like gender balance, ethnic minorities, disadvantaged groups and socio-economic backgrounds, among other, must apply and preference shall be given to them. The application form will include a specific section that will allow the identification of disadvantaged groups and it will be stated in the Application Guide that extra points will be given to candidates with fewer opportunities	https://hu.edu.io/en/
Other		

Academic and additional requirements

CIFP SOMESO

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	Details	Website for information (optional)
Academic requirements	<p>-All the participants have to belong to some of these professional departments: personal image department</p> <p>-All the participants will have to prepare the lectures that will take place when CFP Someso is the receiving institution for the present project. If not, the professional department that sends its teacher must prepare them.</p> <p>-All the teachers interested will have to present a request that will be assessed according to the following points:</p> <ul style="list-style-type: none"> - Years in active as vocational teacher(1 point/year) - Years in active as vocational teacher in CFP Someso (1 point /year) - Official language certificates (each language: A2-1 point, B1-1.5 points, B2-2 points, C1-3 points). 	https://cifpsomeso.edu.es/
CV	Updated CV – studies, volunteering activities, abilities and attitudes	https://cifpsomeso.edu.es/
Motivation letter	The mobility candidate will submit a letter of motivation (one page) which highlights the purpose of mobility, the envisaged achievements and the added value of the mobility for the individual, for the sending institution and for the receiving institution.	https://cifpsomeso.edu.es/

For KA171: Inclusion measures ¹¹	Whenever there is equivalent academic/professional level, priority will be given to candidates that never performed a mobility period before in order to reach a wider range of participants. Cross-cutting issues like gender balance, ethnic minorities, disadvantaged groups and socio-economic backgrounds, among other, must apply and preference shall be given to them. The application form will include a specific section that will allow the identification of disadvantaged groups and it will be stated in the Application Guide that extra points will be given to candidates with fewer opportunities	https://cifpsomeso.edu.es/
Other		

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 Erasmus¹².
- 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:

¹¹ You may find the implementation guidelines of the Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy here:

https://ec.europa.eu/programmes/erasmus-plus/resources/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity_en

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

- 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 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	E LA-CORU12	c/ Someso ,6, c.p:15008,A Coruña Mr.Jose Luis Souto Otero erasmus.someso@gmail.com cifp.someso@edu.xunta.es +34881880001	https://cifpsomeso.edu.es/
	HU	Tel. (+962) 5 3903333 ext. 3226 or 3228 Email : randa@hu.edu.jo Email : jafer@hu.edu.jo	https://hu.edu.jo/en/
Language Support	E LA-CORU12	c/ Someso ,6, c.p:15008,A Coruña Mr.Jose Luis Souto Otero erasmus.someso@gmail.com cifp.someso@edu.xunta.es +34881880001	https://cifpsomeso.edu.es/
	HU	Tel. (+962) 5 3903333 ext. 3226 or 3228 Email : randa@hu.edu.jo Email : jafer@hu.edu.jo	https://hu.edu.jo/en/
Visa	E LA-CORU12	c/ Someso ,6, c.p:15008,A Coruña Mr.Jose Luis Souto Otero erasmus.someso@gmail.com cifp.someso@edu.xunta.es +34881880001	https://cifpsomeso.edu.es/
	HU	Tel. (+962) 5 3903333 ext. 3226 or 3228 Email : randa@hu.edu.jo Email : jafer@hu.edu.jo	https://hu.edu.jo/en/
Insurance	E LA-CORU12	c/ Someso ,6, c.p:15008,A Coruña Mr.Jose Luis Souto Otero erasmus.someso@gmail.com cifp.someso@edu.xunta.es +34881880001	https://cifpsomeso.edu.es/
	HU	Tel. (+962) 5 3903333 ext. 3226 or 3228 Email : randa@hu.edu.jo Email : jafer@hu.edu.jo	https://hu.edu.jo/en/

Inclusion of participants with fewer opportunities	E LA-CORU12	c/ Someso ,6, c.p:15008,A Coruña Mr.Jose Luis Souto Otero erasmus.someso@gmail.com cifp.someso@edu.xunta.es +34881880001	e.g. available infrastructure for: Reduced mobility or hearing/visual impairments, students/staff with children, etc.
	HU	Tel. (+962) 5 3903333 ext. 3226 or 3228 Email : randa@hu.edu.jo Email : jafer@hu.edu.jo	https://hu.edu.jo/en/
Mentoring	E LA-CORU12	c/ Someso ,6, c.p:15008,A Coruña Mr.Jose Luis Souto Otero erasmus.someso@gmail.com cifp.someso@edu.xunta.es +34881880001	https://cifpsomeso.edu.es/
	HU	Tel. (+962) 5 3903333 ext. 3226 or 3228 Email : randa@hu.edu.jo Email : jafer@hu.edu.jo	https://hu.edu.jo/en/
Grant payments	E LA-CORU12	c/ Someso ,6, c.p:15008,A Coruña Mr.Jose Luis Souto Otero erasmus.someso@gmail.com cifp.someso@edu.xunta.es +34881880001	https://cifpsomeso.edu.es/
	HU	Tel. (+962) 5 3903333 ext. 3226 or 3228 Email : randa@hu.edu.jo Email : jafer@hu.edu.jo	https://hu.edu.jo/en/
Alumni information	E LA-CORU12	c/ Someso ,6, c.p:15008,A Coruña Mr.Jose Luis Souto Otero erasmus.someso@gmail.com cifp.someso@edu.xunta.es +34881880001	https://cifpsomeso.edu.es/
	HU	Tel. (+962) 5 3903333 ext. 3226 or 3228 Email : randa@hu.edu.jo Email : jafer@hu.edu.jo	https://hu.edu.jo/en/

7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.

CIFP Someso: Europass mobility certificate

HU: [https://hu.edu.jo/en/ \(students\)](https://hu.edu.jo/en/ (students)); Europass mobility certificate (students and teachers)

- 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*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
E LA- CORU12	Grading scale is 5 to 10	
HU	<i>Grading system information can be found by accessing the following link:</i> https://hu.edu.io/en/UnitCenter/index.aspx?typ=66&unitid=40000000	https://hu.edu.io/en/UnitCenter/index.aspx?typ=66&unitid=40000000

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

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10. Termination of the agreement

In the event of unilateral termination, a notice of at least one academic year should be given. This means, for example, 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.

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

It must be remarked that neither the European Commission nor the National Agencies can be held conflict.

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
E LA- CORU12	CIFP Someso Victor Manuel Varela Mariño Headmaster		
THE HASHEMITE UNIVERSITY / JORDAN	Prof. Khaled Hyari Hashemite University President		

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