



Deanship of Academic Development  
and International Outreach

عمادة التطوير الأكاديمي  
والتواصل الدولي

التاريخ: ٢٠٢١ / ١ / ٤

الرقم: ع ١ / ١٩ / ٥٦٣ / ٢١٠٥٦٣

Office of the Dean  
الوفاء / الوفاء  
٥١٤  
٢٠٢١ / ٧ / ٢٠  
٢٠٢١ / ٧ / ٢٠

مكتب العميد

الاستاذ الدكتور سلطان المعاني / نائب الرئيس للشؤون الطلابية والاتصال الخارجي المحترم

تحية طيبة وبعد،

أرجو أن أرفق لكم الاتفاقية التي تم توقيعها مع جامعة Middle East Technical University (METU) التركية، ضمن مشاريع الحراك الأكاديمي المدعوم من الاتحاد الأوروبي تحت مظلة مشاريع إيراسموس+.

وتفضلوا بقبول فائق الاحترام ،،،،،

عميد التطوير الأكاديمي و التواصل الدولي

الأستاذ الدكتور عدنان أبو صرة

٢٠٢١ / ١ / ٤  
٢٠٢١ / ٧ / ٢٠

للإطلاع والتصميم على  
المعنيين لديكم بذلك  
الطفاً  
صهيب  
٢٠٢١ / ٧ / ٢٠

**Key Action 1**  
**– Mobility for learners and staff –**  
**Higher Education Student and Staff Mobility**

**Inter-institutional<sup>1</sup> agreement 2021-2023<sup>2</sup>**  
**between institutions from**  
**Programme and Partner Countries<sup>3</sup>**  
**[Minimum requirements]<sup>4</sup>**

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

**A. Information about higher education institutions**

<b>Full name of the Institution / country</b>	<b>Erasmus code or city<sup>5</sup></b>	<b>Contact details<sup>6</sup> (email, phone)</b>	<b>Website (eg. of the course catalogue)</b>
Middle East Technical University (METU)  Orta Dogu Teknik Universitesi (ODTU)	TR ANKARA04	Erasmus+ Institutional Coordinator: Prof. Dr. Gaye Teksöz, Advisor to the President (Dean of Students) Tel : +90 312 210 4112 Fax: +90 312 210 1105 E-mail: <a href="mailto:gtuncer@metu.edu.tr">gtuncer@metu.edu.tr</a>  Erasmus+ Departmental Coordinator:  International Cooperations Office Coordinator Dr. Ibrahim Yorgun Tel: +90 312 210 3486 Fax: +90 312 210 7176 E-mail: <a href="mailto:iyorgun@metu.edu.tr">iyorgun@metu.edu.tr</a>	<a href="http://www.metu.edu.tr">www.metu.edu.tr</a> <a href="http://www.ico.metu.edu.tr">www.ico.metu.edu.tr</a> <a href="http://www.catalog.metu.edu.tr">www.catalog.metu.edu.tr</a>
The Hashemite University,		Dean of Academic Development & International Outreach	<a href="https://hu.edu.jo/en/">https://hu.edu.jo/en/</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Erasmus+ Programme Countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

<sup>4</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>5</sup> Higher Education Institutions (HEI) from Erasmus+ Programme Countries should indicate their Erasmus code while Partner Country HEIs should mention the city where they are located.

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

Jordan	Zarqa PIC Number: 991910070	Prof. Dr. Adnan Abu-Surrah Email: <a href="mailto:asurrah@hu.edu.jo">asurrah@hu.edu.jo</a> Tel: 00962 5 390333, ext. 3226  Vice Dean of Academic Development & International Outreach Dr. Aia' Eftaiha Email: <a href="mailto:alaa.eftaiha@hu.edu.jo">alaa.eftaiha@hu.edu.jo</a> Tel: 00962 5 390333, ext. 3228	
--------	-----------------------------------	---	--

**B. Mobility numbers<sup>7</sup> per academic year**

*[Paragraph to be added, if the agreement is signed for more than one academic year:*

*The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.]*

FROM [Erasmus code or city of the sending Institution]	TO [Erasmus code or city of the receiving Institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships *
TR ANKARA04	The Hashemite University	-	Any subject	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	4 students X 5 months	[total number of months of the study periods or average duration*]
The Hashemite University	TR ANKARA04	-	Any subject	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	4 students X 5 months	

*[\*Optional: subject area code & name and study cycle are optional.]*

FROM [Erasmus code of the sending Institution]	TO [Erasmus code of the receiving Institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training *
TR ANKARA04	The Hashemite University		Any subject	2	2
The Hashemite University	TR ANKARA04		Any subject	2	2

*\*\*This number indicates the maximum number of mobility days per staff*

The number of staff/student indicated in the agreement can be adjusted depending on the consent of both partners.

<sup>7</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*):  
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

### C. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Receiving Institution [Erasmus code or city]	Optional: Subject area	Language of instruction	Language of instruction	Recommended language of instruction level <sup>9</sup>	
		1	2	Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ANKARA04	Any subject	English	English	B1	B2
The Hashemite University	Any subject	English	English	B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

### D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a Programme Country of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here: [https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter\\_en](https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en)

The higher education institution(s) located in a Partner Country of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students 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.

The higher education institution located in a Partner Country of Erasmus+ further undertakes to:

<sup>9</sup> For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

#### Before mobility

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- 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 enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner Country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information / Insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

#### During and after mobility

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

#### E. Additional requirements

*Both the higher education institution located in a Partner Country of Erasmus+ and TR ANKARA04 (Middle East Technical University) will screen the applicants for exchange to ensure that they meet the academic and language eligibility requirements of the host university. The relevant department at the host university reserves the right to make the final decision on the acceptance of each nominated student. The exchange quotas stated in this agreement indicate the maximum number of student-semester per academic year.*

**Orientation Program for Incoming Student:**

TR ANKARA04 organizes an orientation program each semester for welcoming incoming students. It is highly recommended to incoming students to participate in the orientation program because students are provided with vital information on course registration, campus accommodation, health issues.

The Hashemite University represented by the Deanship of Student Affairs and King Abdullah II Fund offer orientation to international students.

**Facilities for Students/Staff with Disabilities:**

TR ANKARA04 has a Disability Support Center (DSC; <http://engelsiz.metu.edu.tr/en>) and "METU without Barriers" student club. DSC offers academic support and orientation programs designed according to the specific needs of disabled students. It also provides transportation support on campus. Also some buildings on campus are accessible for students or staff with serious mobility impairments and in others disabled-friendly facilities are being constructed

The Hashemite University represented by Deanship of Students Affairs offers help for students with visual or mobility disabilities in reading and writing.

**F. Calendar**

**1. Applications/information**

on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code or city]	Autumn term* [month]	Spring term* [month]
TR ANKARA04	April 15 <sup>th</sup>	December 15 <sup>th</sup>
The Hashemite University	Oct 10 <sup>th</sup>	Feb 13 <sup>th</sup>

[\* to be adapted in case of a trimester system]

- The receiving institution will send its decision within 4 weeks.
- 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.
- Termination of the agreement:

*It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 2017 will only take effect as of 1 September 2018. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.*

**G. Information**

**1. Grading systems of the institutions**

TR ANKARA04:

Percentage	Letter Grade	Grade Point
90-100	AA	4
85-89	BA	3,5
80-84	BB	3

75-79	CB	2,5
70-74	CC	2
65-69	DC	1,5
60-64	DD	1
50-59	FD	0
49 and below	FF	0

Additional information available at <http://ico.metu.edu.tr/courses> , <http://oidb.metu.edu.tr/en/academic-rules-and-regulations>

**The Hashemite University:** The marks are categorized into points and grades as follows:

Grade	Point
A+	4.00
A	3.75
A-	3.50
B+	3.25
B	3.00
B-	2.75
C+	2.50
C	2.25
C-	2.00
D+	1.75
D	1.50
F	0.00

## 2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound 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 or city)	Contact details (email, phone)	Website for information
TR ANKARA04	<a href="mailto:icni@metu.edu.tr">icni@metu.edu.tr</a>	<a href="http://ico.metu.edu.tr/visa-residence-permit">http://ico.metu.edu.tr/visa-residence-permit</a>
The Hashemite University	National Contact Center 00962 6 5008080	<a href="https://portal.jordan.gov.jo/">https://portal.jordan.gov.jo/</a>

## 3. Insurance

The sending and receiving Institutions will provide assistance in obtaining insurance for incoming and outbound 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 or city]	Contact details (email, phone)	Website for information
TR ANKARA04	<a href="mailto:icm@metu.edu.tr">icm@metu.edu.tr</a>	<a href="http://ico.metu.edu.tr/health-safety">http://ico.metu.edu.tr/health-safety</a>
The Hashemite University	National Contact Center 00962 6 5008080	<a href="https://portal.jordan.gov.jo/">https://portal.jordan.gov.jo/</a>

#### 4. Housing

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 or city]	Contact details (email, phone)	Website for information
TR ANKARA04	<a href="mailto:icm@metu.edu.tr">icm@metu.edu.tr</a>	<a href="http://ico.metu.edu.tr/accommodation">http://ico.metu.edu.tr/accommodation</a>
The Hashemite University	00962 772243998 00962 797552345	<a href="https://hu.edu.jo/en/facnew/index.aspx?typ=235&amp;unitid=70000000">https://hu.edu.jo/en/facnew/index.aspx?typ=235&amp;unitid=70000000</a>

#### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature <sup>9</sup>
TR ANKARA04	Prof. Dr. Gaye Teksöz Advisor to the President (Dean of Students) & Erasmus+ Institutional Coordinator	09.9.2021	
The Hashemite University	Prof. Dr. Fawwaz Al Abed Al Haq University President	26.7.2021	

<sup>9</sup> Scanned copies of signatures or digital signatures may be accepted depending on the national legislation