



EUROPEAN UNION

Erasmus+

Enriching lives, opening minds.

2021-2027

**Erasmus+ Programme
Inter-institutional agreement 2023-2026
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 2023-2026 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.

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
Thomas More Kempen	B GEEL 07	Inge Vervoort Head of International Office Campus Geel Kleinhoefstraat 4 2440 Geel Belgium +32 (0)14 74 05 54 inge.vervoort@thomasmore.be International Coordinator Ms. Dorien Keil dorien.keil@thomasmore.be + 32 14 56 23 10	General: https://www.thomasmore.be/en/welcome Faculty/faculties: Course catalogue:
HASHEMITE UNIVERSITY HU	OID: E10211778	Prof. Dr. Mahmoud Smadi Dean of Academic Development and International Outreach e-mail: smadi@hu.edu.jo Dr. Randa Mahasneh Vice Dean e-mail: randaa@hu.edu.jo Tel. (+962) 5 3903333 ext. 3226 or 3228 Erasmus+ KA171 Coordinator Mr. JaferAlmoussa Email: jafer@hu.edu.jo	General: https://hu.edu.jo/en/ Course catalogue: https://hu.edu.jo/en/UnitCenter/index.aspx?typ=63&unitid=40000000

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.

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)
B GEEL 07	HU	0914 0512		Level 6	2	X5 = 10	2	X5 = 10
HU	B GEEL 07	0914 0512		Level 6	2	X5 = 10	2	X5 = 10

Optional additional information

e.g. blended mobility, etc.

Thomas More participates in several [Blended Intensive Programmes \(BIPs\)](#) under Erasmus+ KA131 and would also accept short term mobility applications from learners and staff to participate in these activities and award short mobility funding if still available under the allocated budget.

Specific opportunities need to be discussed with the international coordinator @ Thomas More

⁷<https://cirabc.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 [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]
B GEEL 07		Dutch	English	B2	B2
OID: E10211778	All	English	English	B1	B1

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+ 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

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
<p>Thomas More (TM) is responsible for signing the grant agreement with individual participants. TM has discussed with all ICM partners how the grant payments will be administered. All mobility from Europe ("outgoing") will by default be administered by TM. For mobility to Europe ("Incoming") for students as well as for staff arrangements can differ depending on the outcome of negotiations per mobility with each partner. 3 scenarios are possible:</p>	<p>Facilitating incoming student/staff mobility – long term to Thomas More</p>
<p>Scenario 1 - All funds for incoming students/staff remain with TM and are distributed by TM according to known ratio 70/30.</p>	<p>Facilitating incoming student/staff mobility – short term to Thomas More</p>
<p>Scenario 2 - Resources for incoming students and/or staff are transferred to the ICM partner who disburses the funds within the framework of Erasmus (cf. documents and obligations) to their own learners and staff members according to their internal procedures. In this scenario TM forwards OS-budget on a pro rata basis.</p>	<p>Facilitating outgoing student/staff mobility – long term to ICM partner countries (student mobility only to be funded with KA131 funding if ICM partner country is on QDA list)</p>
<p>Scenario 3 - All resources remain with TM but to make it financially feasible for students and staff (e.g., from LMIC countries). TM provides services in kind (e.g., books airfare via Travel More; internal travel agency & practice enterprise) after signing the grant agreement. In this case, TM does not</p>	

transfer any OS-budget to the partner.

TM has an administrative officer at the central IO dedicated to coordinating the ICM budget envelopes under KA171 and reporting to the National Agency in Belgium. Each budget envelope has a separate cost center to manage this funding.

For the mobility-management in general (all funding types), there is a division of tasks per flow in the TM central IO.

Office managers assist the international coordinators (ICOs) to calculate the ICM grant and follow up on the grant/learning/mobility agreements.

The central IO collaborates very closely with the ICOs at TM who belong to a certain department and are responsible for the 'content part' of the ICM project. ICOs have access to Beneficiary Module and decide how the budget will be spent in relation to a specific third-party country (according to the guidelines) and in agreement with this ICM partner.

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
B GEEL 07	Autumn Term: from September to January Spring Term: from February to June	May 15 th October 31 st
OID: E10211778	Winter Term: Winter Term: from October to January Spring Term: from February to June	30th of June 20th of November

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
B GEEL 07	incoming@thomasmore.be	https://www.thomasmore.be/en/exchange-programmes
HU OID: E10211778	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		
Requirement	Details	Website for information (optional)
Academic requirements	With the agreement of both universities, Students who wish to participate in Erasmus Program, have to be registered atUniversity and the partner university. The student must take a minimum 30 ECTS courses each semester to apply. First-year students are not eligible to participate in the program. Short cycle and bachelor students who will apply for the mobility must have 2.20 GPD, other students must have 2.50 GPD.	https://hu.edu.jo/en/
CV	Any CV form is accepted.	
Motivation letter	This letter should present the applicant's	

For KA171: Inclusion measures ¹⁰	For KA171: 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.	
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 [Erasmus+ Student Charter](#)¹¹.
- 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**.

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

- 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	B GEEL07		https://www.thomasmore.be/en/students/student-housing
	HU	Tel. (+962) 5 3903333 ext. 3226 or 3228 Email : randaa@hu.edu.jo Email : jafer@hu.edu.jo	https://hu.edu.jo/en/

Language Support	HU	Tel. (+962) 5 3903333 ext. 3226 or 3228 Email :randaa@hu.edu.jo Email :jafer@hu.edu.jo	https://hu.edu.jo/en/
Visa	B GEEL07	incoming@thomasmore.be	https://www.schengenvisa.info.com/belgium-visa/ (short-stay visa < 3 months) https://diplomatie.belgium.be/en/services/travel_to_belgium/visa_for_belgium (visa LONG stay - D)
	HU	Tel. (+962) 5 3903333 ext. 3226 or 3228 Email :randaa@hu.edu.jo Email :jafer@hu.edu.jo	https://hu.edu.jo/en/
Insurance	B GEEL07		https://www.thomasmore.be/insurances/
	HU	Tel. (+962) 5 3903333 ext. 3226 or 3228 Email :randaa@hu.edu.jo Email :jafer@hu.edu.jo	https://hu.edu.jo/en/
Inclusion of participants with fewer opportunities	B GEEL07	Care coordinator per department	
	HU	Tel. (+962) 5 3903333 ext. 3226 or 3228 Email :randaa@hu.edu.jo Email :jafer@hu.edu.jo	https://hu.edu.jo/en/
Mentoring	B GEEL07		Student services
Grant payments	B GEEL07	Depending on flow: Incoming students: incoming@thomasmore.be Incoming staff: Personeelsmobiliteit.tmk@thomasmore.be	
	HU	Tel. (+962) 5 3903333 ext. 3226 or 3228 Email :randaa@hu.edu.jo	https://hu.edu.jo/en/

		Email :jafer@hu.edu.jo	
Alumni information	B GEEL07 HU	alumni@thomasmore.be Tel. (+962) 5 3903333 ext. 3226 or 3228 Email :randaa@hu.edu.jo Email :jafer@hu.edu.jo	https://www.thomasmore.be/alumni https://hu.edu.jo/en/

7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.

- B GEEL07 - <https://education.ec.europa.eu/education-levels/higher-education/inclusive-and-connected-higher-education/european-credit-transfer-and-accumulation-system>
- **HU:**<https://hu.edu.jo/en/>

- 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 organizations 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 5 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](#)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
B GEEL 07		https://www.thomasmore.be/en/en/exchange-programmes-oude-versie/ects-grading-scale
HU		https://hu.edu.jo/UnitCenter/index.aspx?t=0&typ=66&unitid=40000000

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

--

10. Termination of the agreement

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.

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

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹³
B GEEL 07	Inge Vervoort, Head International Office	10/06/2024	
THE HASHEMITE UNIVERSITY / JORDAN	Prof. Dr. Mohammad El Mashaleh Vice President	30/5/2024	

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