



EUROPEAN UNION

Erasmus+
Expanding lives, opening worlds

2021-2027

Erasmus+ Programme
Inter-institutional agreement
Key Action 1
Learning mobility for 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 2022-2029 in:

- KA131
- KA171

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 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 EUMember 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-rgdr_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
The Hashemite University, Jordan	Zarqa	Contact for this agreement: Prof. Dr. Adnan Abu-Surrah asurrah@hu.edu.jo +962795573544 Institutional+ Coordinator: Prof. Mahmoud Smadi smadi@hu.edu.jo +962798091512	General: https://hu.edu.jo/en/ Faculty/faculties: https://hu.edu.jo/en/unitCenter/indexreq.aspx?prgm=5001 Course catalogue: https://hu.edu.jo/en/unitCenter/indexreq.aspx?prgm=5001
University of Helsinki	SF HELSINKI01	Contact for this agreement: studentexchange@helsinki.fi / exchangeagreements@helsinki.fi +358 2941 22401 Institutional+ Coordinator: Janna Koivisto studentexchange@helsinki.fi +358 2941 22401	General: https://www.helsinki.fi/en https://studies.helsinki.fi/instructions/exchange-and-visiting-students Faculty/faculties: https://www.helsinki.fi/en/faculties-and-units Course catalogue: https://studies.helsinki.fi/instructions/article/course-selection#paragraph-1996

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.

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

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 <small>[Erasmus code or city of the sending institution]</small>	TO <small>[Erasmus code or city of the receiving institution]</small>	Subject area <small>ISCED CODE' (optional)</small>	Subject area <small>NAME (optional)</small>	Study cycle <small>[short cycle, 1st, 2nd or 3rd] (optional)</small>	Number of mobility periods			
					Student Mobility <small>[Specify here: total number of students]</small>	Student Mobility <small>[Specify here: total number of months]</small>	Staff Mobility <small>[Specify here: total number of staff]</small>	Staff Mobility <small>[Specify here: total number of days]</small>
Zarqa	SF HELSINKO1	9999	Others	1 st , 2 nd and 3 rd	2 students x one semester	10 months in total	4	20 + 8 travel days
SF HELSINKO1	Zarqa	9999	Others	3 rd	2 students x 15 days	1 month in total	2	10 + 4 travel days

Optional additional information

Please note: The mobility numbers are the maximum numbers per year. The actual mobilities will be done based on the number of Erasmus+ grants we apply for and receive during the different Erasmus+ funding periods in KA171 and KA131.

<https://circa.ec.europa.eu/sd/a/2866ba6c-a27c-4ade-a42b-f2c73a4429f7/SCED-F%202013%20-%20Detailed%20fields%20descriptions.pdf>

For the period August 2022 – July 2025 the KA171 grants are as follows: 2 student grants for students from Hashemite University to University of Helsinki for one semester each, two doctoral students from Helsinki to Zarqa for 15 days each, 4 teaching staff/laboratory staff grants from Zarqa to Helsinki one week each and two teachers from Helsinki to Zarqa one week each.

This Erasmus+ inter-institutional agreement is required for the utilisation of Erasmus+ grants.

2. 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 codeur city]	Subject area (Optional)	Language of instruction		Recommended level	
		Instruction 1	Instruction 2	Student Mobility	Staff Mobility
Zarqa		English	Arabic	B1	B1
SF HELSINKO1		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.

3. 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+ mobility period. 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

⁸For an easier and consistent understanding of language requirements, it is recommended to use the Common European Framework of Reference for Languages (CEFR): <http://europa.eu/en/resources/european-language-levels-cefr>

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
<p>The main responsibility for implementing the mobilities and administering the project and its finances will be at UH. The general rule will be that UH receives the OS grant but most of the OS grant will be used for the benefit of Hashemite uni. students.</p> <p>Unforeseen matters can come up and exceptions from this general rule might be made.</p>	<p>Implementation of the Erasmus+ KA171</p> <p>Support to Hashemite uni. students going on mobilities: UH will purchase health insurance needed for a residence permit for Hashemite uni. students (ca EUR 150 – 180). UH will cover residence permit fee (ca EUR 350) for HU students who travel to a third country to get the permit (identification visit). UH does not cover travels to another country. If Hashemite uni. students do not travel to a third country for the permit, UH will cover EUR 250 of the fee and the student pays the rest. For a student from a fewer opportunities group, UH will always pay the whole fee.</p> <p>To cover unexpected costs of mobility periods when individual mobility grants are not enough.</p>

- 4. 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
Zarqa	Winter Term: October to February Spring Term: February to June	Winter term: Nomination deadline is July Application deadline is August Spring term: Nomination deadline is December Application deadline is December
SF HELSINKI01	Autumn Term: from late August to December Spring Term: from January to May https://guide.student.helsinki.fi/en/article/academic-year-and-teaching-periods	Application and nomination deadline for autumn term full academic year is the 15th of April. Spring term: Nomination and application deadline: 30th September

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

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:

Application procedure		
Receiving Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
Zarqa	asurrah@hu.edu.jo +962795573544	https://hu.edu.jo/en/
SF HELSINKO1	studentexchange@helsinki.fi	https://studies.helsinki.fi/instructions/art.-je/how-apply-exchange-student

Selection criteria			
Requirement	[Erasmus code or city]	Details	Website for information (optional)
Academic requirements	Zarqa	Students need to provide a copy of an official transcript showing the courses taken and grades. Students need to be at least second year students.	
	SF HELSINKO1	Students need to provide a copy of an official transcript showing the courses taken and grades. Students need to be at least second year students and in many fields third year students.	https://studies.helsinki.fi/instructions/article/how-apply-exchange-student#paragraph-3616

CV	Zarqa	One page CV is needed	
	SF HELSINKO1	n/a	
Motivation letter	Zarqa	Motivation letter is needed	
	SF HELSINKO1	Motivation letter is needed in the application.	https://studies.helsinki.fi/instructions/article/how-apply-exchange-student#paragraph-3612
Inclusion measures ¹⁰ <i>Targeted categories of participants with fewer opportunities (see Erasmus+ Programme Guide)</i> <i>To further enhance the inclusion dimension of KA171, partners are encouraged to discuss indicative targets during selection process.</i>	Zarqa	At Hashemite uni, the fewer opportunities category includes outgoing students who have disabilities, suffer from a severe or chronic health condition	
	SF HELSINKO1	At UH the fewer opportunities category includes outgoing students who have families, are family carers, have disabilities, suffer from a severe or chronic health condition, or have received international protection.	https://www.helsinki.fi/en/about-us/responsibility-and-sustainability/equality-diversity-and-accessibility
Other	Zarqa	n/a	
	SF HELSINKO1	n/a	

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

5. 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 Charter¹¹.
- 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.

¹¹ The Erasmus+ Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

- 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	Zarqa	jafer@hu.edu.jo	
	SF HELSINKO1	studentexchange@helsinki.fi	https://studies.helsinki.fi/instructions/article/housing
Language Support	Zarqa	jafer@hu.edu.jo	
	SF HELSINKO1	studentexchange@helsinki.fi	https://studies.helsinki.fi/instructions/article/language-education-language-centre

Visa / Residence permit	Zarqa	jafer@hu.edu.jo	
	SF HELSINKO1	studentexchange@helsinki.fi	https://studies.helsinki.fi/instructions/article/residence-permit-exchange-students-0
Insurance	Zarqa	jafer@hu.edu.jo	See also part regarding the Organisational Support funding.
	SF HELSINKO1	studentexchange@helsinki.fi	https://studies.helsinki.fi/instructions/article/health-insurance See also part regarding the Organisational Support funding.
Inclusion of participants with fewer opportunities	Zarqa	jafer@hu.edu.jo	e.g. available infrastructure for: Reduced mobility or hearing/visual impairments, students/staff with children, etc.
	SF HELSINKO1	specialneeds@helsinki.fi	https://studies.helsinki.fi/instructions/article/individual-arrangements-support-studies
Mentoring	Zarqa	n/a	
	SF HELSINKO1	n/a	
Grant payments	Zarqa	n/a	
	SF HELSINKO1	studentexchange@helsinki.fi	Will be sent to incoming students individually.

Alumni Information	Zarqa SF HELSINKO1	alumni@helsinki.fi	https://www2.helsinki.fi/en/alumniassociation/the-alumni-association
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6. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.

Erasmus+ programme partners- the 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 organisation 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.

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' guide¹². 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
Zarqa	n/a	https://hw.edu.jo/en/UnitCenter/index.aspx?typ=66&unitid=40000000
SF HELSINKI01	n/a	https://studies.helsinki.fi/instructions/article/assessment-and-grading





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

9. Termination of the agreement

In case of termination of this Agreement before the end of the contractual period, a notification about termination shall be sent to the other party within one (1) year, permitting, as far as possible, students and personnel to complete any exchange already begun. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

SIGNATURES OF THE INSTITUTIONS (legal representatives)

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

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹³
Zarqa	Prof. Dr. Fawwaz Al Abed Al Haq University President	13/12/2022	 
SF HELSINKI01	Sari Lindblom Rector University of Helsinki	28 November 2022	 

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