



Erasmus+

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

**Inter-institutional¹ agreement 2014-20[21]²
between institutions from
Programme and Partner Countries³
[Minimum requirements]⁴**

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

Full name of the institution / country	Erasmus code or city ⁵	Contact details ⁶ (email, phone)	Website (eg. of the course catalogue)
ATATÜRK UNIVERSITY	TR ERZURUM01	Head of Office of International Affairs and Erasmus Institutional Coordinator Prof. Fahri Yavuz	http://eobs.atauni.edu.tr/
		erasmus@atauni.edu.tr pia@atauni.edu.tr	
		Tel: +90-442-231-1012 Fax: +90-442-231-1039	

¹ 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+.

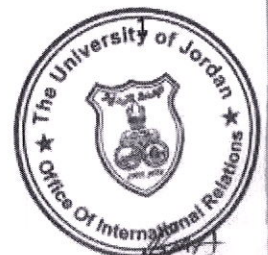
² Higher Education Institutions have to agree on the period of validity of this agreement

³ 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.

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

⁵ 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.

⁶ Contact details to reach the senior officer in charge of this agreement.



		Ataturk University Office of International Affairs Student Affairs Build. 3rd Floor 25240 Erzurum/TURKEY	
THE UNIVERSITY OF JORDAN	AMMAN	Dr. Rami Ali Director, Office of International Relations ramimali@ju.edu.jo +962 6 5355000 ext: 21050	www.ju.edu.jo https://regweb1.ju.edu.jo:443/reginqapp/OfrdCorsEngInq.jsp?x

B. Mobility numbers⁷ per academic year

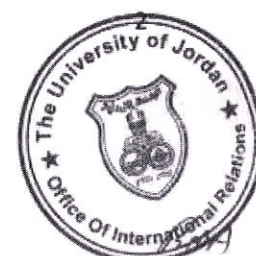
[Paragraph to be added, if the agreement is signed for more than one academic year:

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 st , 2 nd or 3 rd] *	Number of student mobility periods		
					Student Mobility for Studies	Student Mobility for Traineeships *	
					[total number of months of the study periods or average duration*]		
TR ERZURUM01	AMMAN	232	Arabic Language & Literature	1st , 2nd , 3rd	4x5=20 months (For all departments)		
		223	Philosophy				
		222	History				
		314	Sociology				
		313	Psychology				
		532	Geography				
		541	Mathematics				
		533	Physics				
		531	Chemistry				
		511	Biology				
		41	Business Administration				
		312	Public Administration				
		41	Management Information				

⁷ 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>)



		411 311 114 421 144 114 114 215 215 312 232 232 232 222 41 812 81 81 71 713 715 711 71 71 71 221 913 916	Systems Accounting and Finance Economics Guidance and Counseling Law Coach Training Recreation Sports Management Music Sciences Performing Arts International Relations English Language & Literature French Language & Literature Turkish Language & Literature Archeology Tourism Management Horticulture Agricultural Economics Plant Protection Civil Engineering Electrical-Electronics Engineering Mechanical Engineering Chemical Engineering Industrial Engineering Computer Engineering Mechatronics Engineering Theology Nursing Pharmacy			
AMMAN	TR ERZURUM01	023	Languages (Turkish)	1st	4x5= 20 months (For all departments)	

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 ERZURUM01	AMMAN	232 223 222 314 313	Arabic Language & Literature Philosophy History Sociology Psychology	6x5= 30 days	6x5= 30 days



		532	Geography		
		541	Mathematics		
		533	Physics		
		531	Chemistry		
		511	Biology		
		41	Business Administration		
		312	Public Administration		
		41	Management		
		411	Information Systems		
		411	Accounting and Finance		
		311	Economics		
		114	Guidance and Counseling		
		421	Law		
		114	Coach Training		
		114	Recreation		
		114	Sports Management		
		215	Music Sciences		
		215	Performing Arts		
		312	International Relations		
		232	English Language & Literature		
		232	French Language & Literature		
		232	Turkish Language & Literature		
		222	Archeology		
		41	Tourism Management		
		812	Horticulture		
		81	Agricultural Economics		
		81	Plant Protection		
		71	Civil Engineering		
		713	Electrical-Electronics Engineering		
		715	Mechanical Engineering		
		711	Chemical Engineering		
		71	Industrial Engineering		
		71	Computer Engineering		
		71	Mechatronics Engineering		
		221	Theology		
		912	Medicine		
		913	Nursing		
		916	Pharmacy		
		911	Dentistry		
AMMAN	TR ERZURUMD1	Any	Any	4x5= 20 days	4x5= 20 days



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 1	Language of instruction 2	Recommended language of instruction level ⁸	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ERZURUM01		English Turkish		English: B1 Turkish: B1 (Only for Turkish Language & Literature students.)	English: B1
AMMAN	Any	Arabic or English, depending on field of study	European and Asian languages taught at The University of Jordan (French, Spanish, Italian, German, Korean, Chinese, Russian, Turkish)	Arabic taught courses: B1 Arabic at the Language Centre: No Language Requirement English : B1	English or other working language agreed, B2 recommended

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

⁸ 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>



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:

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

[To be completed if necessary. Other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff including cultural preparation before mobility; the recognition tools used]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

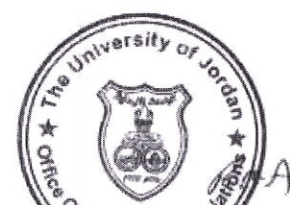
Atatürk University has an online guide to welcome students and staff with disabilities:
<http://eobs.atauni.edu.tr>

The University of Jordan welcomes applications from staff for a training/teaching period, however it is at the discretion of the department concerned whether or not to accept a staff training visitor. Applications must be sent at least two months prior to the desired mobility period. Student Counseling Department takes care of the facilities for students with special needs. It coordinates and monitors all the initiatives relating to the integration of students with disabilities in all aspects of university life, giving them the possibility to attend lessons and laboratory sessions, and to get access to libraries and other university facilities. Visit <http://studentaffairs.ju.edu.jo/en/english/Pages/StudentsGuide.aspx>

F. Calendar

Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code or city]	Autumn term* [month]	Spring term* [month]
TR ERZURUM01	15 th July	15 th December
Amman	15 th July	15 th December



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

2. The receiving institution will send its decision within 4 weeks.
3. 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.
4. 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 2016 will only take effect as of 1 September 2017. 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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁹. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

Atatürk University: <http://eobs.atauni.edu.tr>

The University of Jordan

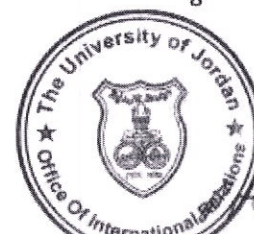
Undergraduate Level:

A
A-
B+
B
B-
C+
C
C-
D+
D
D- = Failing grade
F = Failing grade

Post graduate level:

A
A-
B+
B
B-

⁹ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf



C+
C = Failing grade

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:

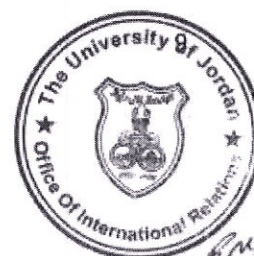
Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
TR ERZURUM01	erasmus@atauni.edu.tr oia@atauni.edu.tr +90-442-231-1058/1107	http://eobs.atauni.edu.tr (You can find information on this webpage about taking a student visa from Turkey. You can also contact to Turkish Embassy in your country.)
Amman	studentexchange.oirp@ju.edu.jo 00962 6 5355000 ext : 21054	http://www.psd.gov.jo/index.php/ar/2015-03-02-13-04-44

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 ERZURUM01	erasmus@atauni.edu.tr oia@atauni.edu.tr +90-442-231-1058/1107	http://eobs.atauni.edu.tr
Amman	studentexchange.oirp@ju.edu.jo 00962 6 5355000 ext : 21054	http://studentaffairs.ju.edu.jo/en/english/Pages/GeneralHealth.aspx




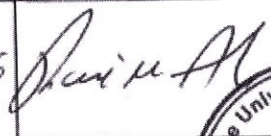
4. Housing

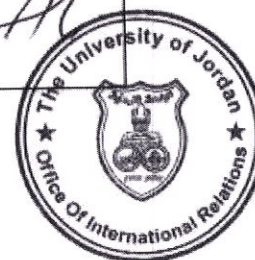
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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 ERZURUM01	erasmus@atauni.edu.tr oia@atauni.edu.tr +90-442-231-1058/1107	http://eobs.atauni.edu.tr
Amman	studentexchange.oirp@ju.edu.jo 00962 6 5355000 ext : 21054	Students should contact studentexchange.oirp@ju.edu.jo

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹⁰
TR ERZURUM01	Prof. Dr. Fahri YAVUZ Head of The Office of International Affairs and Erasmus Institutional Coordinator	03/09/2016	
AMMAN	Dr. Rami Ali Director, Office of International Relations	6/3/2016	



¹⁰ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation