

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

Inter-institutional agreement 2023-2027
between institutions from
Programme and Partner Countries

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 | Contact details (email, phone) | Website (eg. of the course catalogue) |
|---|------------------------------------|---|---|
| Polytechnic Institute of Cávado and Ave (IPCA) | P ARCOZEL01 | Ângela Carvalho Director of the International Office Campus of IPCA Vila Frescaíña S. Martinho P - 4750-810 Barcelos Tel: +351-253802 207 E-mail: gri@ipca.pt | http://www.ipca.pt/ |
| <u>Amman Arab University - Jordan</u> | Amman Arab University 913469468 | Ms. Haneen Al Bitar Administrative of International Bureau and External Relations E-mail : Iber_administrative@aau.edu.jo Mobile : 00962-795867086 | https://www.aau.edu.jo/en |

B. Mobility numbers¹per 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 [total number of months of the study periods or average duration*] | Student Mobility for Traineeships * |
| Amman Arab University | P ARCOZEL01 | | All common areas | 1 st , 2 nd | 3x6 months | N/A |

[*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 [total number of days of teaching periods or average duration *] | Staff Mobility for Training * |
| Amman Arab University | P ARCOZEL01 | | All common areas | 3x5 days | |
| P ARCOZEL01 | Amman Arab University | | All common areas | 2x5 days | |

¹Mobility numbers can be given per sending/receiving institutions and per education field (optional*: <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of->)

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 ² | |
|---|------------------------|---------------------------|---------------------------|---|--|
| | | | | Student Mobility for Studies [Minimum recommended level: B1] | Staff Mobility for Teaching [Minimum recommended level: B2] |
| P ARCOZEL01 | | Portuguese | English | Portuguese – B1 English – B2 | Portuguese – B2 English – B2 |
| Jordan Street–Mubis 913469468 | - | English B2 | English B2 | English B2 | 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

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.

² 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->

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

P ARCOZEL01

- **Compulsory Orientation Programme:** Information available at <https://en.ipca.pt/international-office/>
- **Portuguese Language Course:** Information available at <https://en.ipca.pt/international-office/>

PARTNER HEI

F. Calendar

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

| Receiving institution [Erasmus code or city] | Term* | Term* |
|---|----------------------|---------------------------|
| P ARCOZEL01 | 31 st May | 15 th November |
| Amman Arab University | 30 June | 15 November |

2. The receiving institution will send its decision within 5 weeks.
3. 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.
4. 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.

G. Information

1. Grading systems of the institutions

P ARCOZEL01:

Description of the Institutional Grading System:

The result achieved in a course unit is generally expressed in a 0 to 20 grading scale. The lowest passing grade is 10.

ECTS Grading Scale:

| ECTS Scale | % of successful students normally achieving the grade | Definition |
|------------|---|------------|
| A | 10 | |
| B | 25 | |
| C | 30 | |
| D | 25 | |

| | | |
|----|----|---|
| E | 10 | |
| FX | - | FAIL - some more work required before the credit can be awarded |
| F | - | FAIL - considerable further work is required. |

In order to establish the course units grades for each group of the ECTS grading scale, the distribution of students with passes in the previous three academic years and/or in a total of at least thirty students is taken into consideration. When a cohort of this scale is impossible, the ECTS grading scale is replaced by the use of an institutional conversion table based on all course units grades of all Polytechnic Institute of Cávado and Ave (IPCA)'s Degree Courses from the previous three academic years. It is important to notice that not all groups of the ECTS grading scale might be represented.

Amman Arab University:

<https://www.aau.edu.jo/ar/admission/nzam-allamat-0>

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 |
|--|--|--|
| P ARCOZEL01 | E-mail: gri@ipca.pt | https://en.ipca.pt/international-office/ |
| Amman Arab University 913469468 | Administrative of International Bureau and External Relations E-mail : Iber_administrative@aau.edu.jo Mobile : 00962-795867086 | Get visa to Jordan: 1. Fill personal details from the website(student services)(just) 2. Send a copy of the passport, including: <ul style="list-style-type: none"> • Home (Page information and student data). • A copy of the passport and the date of the expiry date. 3. Contact with the Office of Arab and foreign students Residence procedure in Jordan for the first time : 1. Bring proof of student unit admission and registration for the |

| | | |
|--|--|---|
| | | <p>current semester (the original).</p> <p>2. Bring a copy of the passport, including:</p> <ul style="list-style-type: none"> • Home (Page information and student data). • A copy of the passport and the date of the expiry date. • last entry stamp of the Hashemite Kingdom of Jordan. • Page extension in the event if the passport is expired. <p>3. Mobilization "model of personal details" from the website in Student Services.</p> <p>4. A copy of residence in the country in which they live, provided that the validity of not less than 6 months (special campaign documents).</p> <p>5. A copy of exit and return provided that the validity of not less than 6 months (special campaign documents / coming of the Kingdom of Saudi Arabia)</p> |
|--|--|---|

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 |
|--|---|---|
| P ARCOZEL01 | E-mail: gri@ipca.pt | https://en.ipca.pt/international-office/ |
| Amman Arab University 913469468 | Ms. Haneen Al Bitar Administrative of International Bureau and | https://www.aau.edu.jo/en |

| | | |
|--|---|--|
| | External Relations E-mail : Iber_administrative@aau.edu u.jo Mobile : 00962-795867086 | |
|--|---|--|

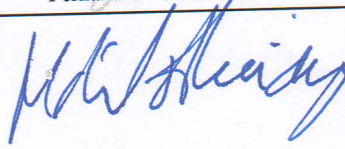
4. Housing

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 |
|---------------------------------------|---|---|
| P ARCOZEL01 | E-mail: gri@ipca.pt | https://en.ipca.pt/international-office/ |
| Amman Arab University | International Bureau and External Relations E-mail : Iber_administrative@aau.edu.jo Mobile : 00962-795867086 | https://www.aau.edu.jo/en |

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

| Institution [Erasmus code or name and city] | Name, function | Date | Signature ³ |
|--|--|-----------------|--|
| Polytechnic Institute of Cávado and Ave P ARCOZEL01 | Prof. Maria José Fernandes President | | [Assinatura Qualificada] Maria José da Silva Fernandes Assinado de forma digital por [Assinatura Qualificada] Maria José da Silva Fernandes Dados: 2023.10.16 12:04:23 +01'00' |
| Amman Arab University 913469468 | Prof. Mohammad Al-Widyan President | N.S.V. 21,23 |  |

³Scanned copies of signatures or digital signatures may be accepted depending on the national legislation