



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

Inter-institutional¹ agreement 2021-2023²
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 city⁵	Contact details⁶ (email, phone)	Website (eg. of the course catalogue)
Birmingham City University United Kingdom	UK BIRMING03	Stewart Begley – Senior Partnerships Officer – Erasmus+ Stewart.begley@bcu.ac.uk 0121 331 7754	https://www.bcu.ac.uk/

Amman Arab University - Jordan	Amman Arab University 913469468	Ms. Haneen Al Bitar Administrative of International Bureau and External Relations E-mail : lber_administrative@aa. edu.jo Mobile : 00962- 795867086	https://www.aau.edu.jo/en
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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.

B. Mobility numbers⁷ per 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 * [Not relevant for 2015 and 2016]
UK BIRMING03	Amman	0719	All, in common	1 st , 2 nd , 3 rd	1 5 Months	N/A
Amman	UK BIRMING03	0719	All, in common	1 st , 2 nd , 3 rd	2 4 Months and 6	N/A

					Days Each	
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[*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 <i>[total number of days of teaching periods or average duration *]</i>	Staff Mobility for Training *
UK BIRMING03	Amman	0719	All, in common	1 6 Days + 2 Travel Days	1 5 Days + 2 Travel Days
Amman	UK BIRMING03	0719	All, in common	1 5 Days + 2 Travel Days	3 5 Days + 2 Travel Days

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>)

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]
UK BIRMING03		English		B1	B2
Amman		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

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.

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 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]

Amman -

We have 6 students with Special needs, and only have the infrastructure (like entrances, bathrooms, etc.) and currently we are developing curricula and laboratories.

UK BIRMING03 - Disability Support:

<https://www.bcu.ac.uk/student-info/student-affairs/enablement-and-wellbeing/disability-support/support>

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]
UK BIRMING03	1 st June For academic dates, see Annex 1	1 st October
Amman	30 June	15 November

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

2. The receiving institution will send its decision within 5-8 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
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 2021 will only take effect as of 1 September 2022. The termination clauses must include the following disclaimer: "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.]

UK BIRMING 03:

At Birmingham City University full-time students are expected to complete 120 credits in one academic year i.e. 60 credits in each semester. For Bachelor's degree with honours, the requirement is a minimum of 360 credits. A Birmingham City University module of 20 credits is deemed to be equivalent to 10 European Credit Transfer Scheme (ECTS) credits. At Birmingham City University, grades are given as percentages. The ECTS grade provides information on the student's performance additional to that provided by the institution's grade; it does not replace the local mark. Students are required to score 40% in order to pass modules.

ECTS grading scale

ECTS Grade	Definition	Birmingham City University grade
A	EXCELLENT — outstanding performance with only minor errors	70 or over
B	VERY GOOD — above the average standard but with some errors	60 -69
C	GOOD — generally sound work with a number of notable errors	55 - 59
D	SATISFACTORY — fair but with significant shortcomings	50 - 54
E	SUFFICIENT — performance meets the minimum criteria	40 - 49
FX and F	FAIL — some more work required before the credit can be awarded/considerable further work is required	0 - 39

Amman Arab University

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

Letter	Rating	GPA
A	Excelent	4-3.65
A-		
B+	Very good	3.64-3
B		
B-		
C+	Good	2.99-2.5
C		
C-		
D+	Satisfactory	2.49-2
D		
D-	Fail	2
F		

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

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:

In st it	Contact details (email, phone)	Website for information
UK BIRMING03	Stewart Begley stewart.begley@bcu.ac.uk +44 (0) 121 331 7754	https://www.bcu.ac.uk/international/preparing-for-the-uk/getting-your-visa https://www.gov.uk/check-uk-visa
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 current semester (the original). 2. Bring 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. • last entry stamp of the Hashemite Kingdom of Jordan. • Page extension in the event if the passport

		<p>is expired.</p> <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</p> <p style="padding-left: 40px;">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</p> <p style="padding-left: 40px;">(special campaign documents / coming of the Kingdom of Saudi Arabia)</p>
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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
UK BIRMING03	Stewart Begley stewart.begley@bcu.ac.uk +44 (0) 121 331 7754	www.bcu.ac.uk
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


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
UK BIRMING03	Accommodation Services +44 (0) 121 331 5191 accommodation@bcu.ac.uk	https://www.bcu.ac.uk/student-info/accommodation
Amman	Amman Arab University	International Bureau and External Relations E-mail : iber_administrative@aau.edu.jo Mobile : 00962-795867086

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹⁰
UK BIRMING03	Professor Julian Beer Deputy Vice-Chancellor	24.5.21	
Amman Arab University 913469468	Prof. Mohammad Al-Widyan President		

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

Annex 1 – BCU Academic Calendar

Semester 1*

Event	Dates
International arrivals	w/c 7 September 2020
Welcome Week	w/c 14 September 2020
Semester 1 teaching	21 September - 11 December 2020
Assessment Week 1	w/c 14 December 2020
Winter vacation	21 December 2020 - 1 January 2021
Private Study Week	w/c 4 January 2021
Assessment Weeks 2 and 3	11 - 22 January 2021

Semester 2*

Event	Dates
Semester 2 teaching	25 January - 30 April 2021
Easter vacation	29 March - 9 April 2021
Private study week	w/c 3 May 2021
Assessment Weeks 1 - 3	10 - 28 May 2021

Semester 3*

Event	Dates
Semester 3 teaching	31 May - 20 August 2021
Private study week	w/c 23 August 2021
Assessment Weeks 1 - 2	30 August - 10 September 2021

*Confirmed dates for each programme will be indicated on the individual offer letter.

Academic Calendar 2020/2021 to be confirmed on <https://www.bcu.ac.uk/student-info/types-of-study/term-dates/2020-21>