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 institutions[1] 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 2022-2025 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 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.

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[1] Inter-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.

[2] https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en

[3] https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en

[4] https://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
University of Palermo Ref Ares (2021) 1527158 - 27/02/2021	IPALERMO01	**Institutional Coordinator** Prof. Stefano De Cantis Rector's Delegate **Administrative Responsible** Valeria Floriano Head of the International Relations Office erasmus.agreement@unipa.it +3909123893832 **Department Responsible** Prof. Stefano De Cantis	General: www.unipa.it Department: Economics, statistics and business (SEAS) Course catalogue: https://offertaformativa.unipa.it/offweb/public/corso/ricercaSemplice.seam
AL-BALQA APPLIED UNIVERSITY (BAU)	BAU	**Institutional Coordinator** **Director, Cooperation and International Relations Office (CIRO):** Full name: Dana Mahadin Address: Al-Salt 19117, Jordan Tel.: (+962) 5-3491111 ext. 3038 Mobile: (+962)797590010	General: https://www.bau.edu.jo/index.aspx Faculty/faculties: BAU relevant Facilities. Course catalogue: https://www.bau.edu.jo/bauar/Units/SIR/Faculties_Program.aspx

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[5] Higher 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.

		Email: int.office@bau.edu.jo	
		Email: d.mahadin@bau.edu.jo	
		Academic Responsible	
		Dr. Omar Arabiat	

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. *In case of later updates in the mobility data, the partners can also agree to accept informal communication means (e.g. exchanges of emails as written proof).*

Number of student and staff mobility periods

The table serves as a template - the partners are free to adjust it, e.g. to add or delete columns or separate student and staff mobilities.

2022-2023

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area ISCED CODE[7] (optional)	Subject area NAME (optional)	Study cycle [short cycle, 1st , 2nd or 3rd] (optional)	Number of mobility periods			
					Student Mobility for studies [Specify here total number of students]	Student Mobility for studies [Specify here total number of months]	Student Mobility for traineeships [Specify here total number of students]	Student Mobility for traineeships [Specify here total number of months]
IPALERMO01	BAU	1015 Travel, tourism and leisure		3rd (1st and 2nd are included in a separate agreement)	0	0	0	0
BAU	IPALERMO01	1015 Travel, tourism and leisure		1st, 2nd or 3rd	1	6	1	3

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[7] https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area ISCED CODE[8] (optional)	Subject area NAME (optional)	Study cycle [short cycle, 1st, 2nd or 3rd] (optional)	Number of mobility periods			
					Staff Mobility for teaching [Specify here total number of staff]	Staff Mobility for teaching [Specify here total number of days]	Staff Mobility for training [Specify here total number of staff]	Staff Mobility for training [Specify here total number of days]
IPALERMO01	BAU	1015 Travel, tourism and leisure			1	16 (travel days included)	1	12 (travel days included)
BAU	IPALERMO01	1015 Travel, tourism and leisure			1	16 (travel days included)	1	12 (travel days included)

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[8] https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf

2023-2024

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area ISCED CODE[9] (optional)	Subject area NAME (optional)	Study cycle [short cycle, 1st , 2nd or 3rd] (optional)	Number of mobility periods			
					Student Mobility for studies [Specify here total number of students]	Student Mobility for studies [Specify here total number of months]	Student Mobility for traineeships [Specify here total number of students]	Student Mobility for traineeships [Specify here total number of months]
IPALERMO01	BAU			3rd (1st and 2nd are included in a separate agreement)	0	0	0	0
BAU	IPALERMO01	1015 Travel, tourism and leisure		1st, 2nd or 3rd	1	6	1	3

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[9] https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area ISCED CODE[10] (optional)	Subject area NAME (optional)	Study cycle [short cycle, 1st , 2nd or 3rd] (optional)	Number of mobility periods			
					Staff Mobility for teaching [Specify here total number of staff]	Staff Mobility for teaching [Specify here total number of days]	Staff Mobility for training [Specify here total number of staff]	Staff Mobility for training [Specify here total number of days]
IPALERMO01	BAU	1015 Travel, tourism and leisure			1	16 (travel days included)	1	12 (travel days included)
BAU	IPALERMO01	1015 Travel, tourism and leisure			1	16 (travel days included)	0	0

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[10] https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf

2024-2025

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area ISCED CODE[11] (optional)	Subject area NAME (optional)	Study cycle [short cycle, 1st , 2nd or 3rd] (optional)	Number of mobility periods			
					Student Mobility for studies [Specify here total number of students]	Student Mobility for studies [Specify here total number of months]	Student Mobility for traineeships [Specify here total number of students]	Student Mobility for traineeships [Specify here total number of months]
IPALERMO01	BAU	1015 Travel, tourism and leisure		3rd (1st and 2nd are included in a separate agreement)	0	0	0	0
BAU	IPALERMO01	1015 Travel, tourism and leisure		1st, 2nd or 3rd	1	6	1	3

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[11] https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area ISCED CODE[12] (optional)	Subject area NAME (optional)	Study cycle [short cycle, 1st , 2nd or 3rd] (optional)	Number of mobility periods			
					Staff Mobility for teaching [Specify here total number of staff]	Staff Mobility for teaching [Specify here total number of days]	Staff Mobility for training [Specify here total number of staff]	Staff Mobility for training [Specify here total number of days]
IPALERMO01	BAU	1015 Travel, tourism and leisure			0	0	0	0
BAU	IPALERMO01	1015 Travel, tourism and leisure			0	0	0	0

Optional additional information

e.g. blended mobility, etc.

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[12] https://circabc.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 skills[13] at the start of the mobility period (see also section 5 "Preparation and Support").

The table serves as a template - the partners are free to adjust it, e.g. to separate requirements for students and staff.

Receiving institution [Erasmus code or city]	Subject area (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]
IPALERMO01		ITALIAN	English	B1 – No Certificate Required	B1 – No Certificate Required
BAU		Arabic	English	B1- Certificate Required	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.

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[13] For 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 organization 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 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
UNIPA 100% for supporting additional costs to mobilities as language courses, visa payments, etc.	develop participant transversal skills such as communication skills, language skills, critical thinking, problem solving, inter-cultural skills and research skills
	sharing expertise between participants
	better prepare students for the world of work.
	facilitate personal development such as the ability to adapt to new situations and self-confidence

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[14]
PALERMO01	Winter Term	30th JUNE
	Spring Term	30th OCTOBER
BAU	Winter Term: from October to January	1st of September
	Spring Term: from February to June	1st of January

The receiving institution will send its decision within [x] 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:

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

Application procedure

Receiving Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
I PALERMO01	Vincenzo Fumetta incoming.students@unipa.it +39 09123893894 Francesco Paolo Di Giovanni outgoing.students@unipa.it +39 09123893899 Antonio Serafini iro.staff@unipa.it +39 09123893741	https://www.unipa.it/mobilita/en/ https://www.unipa.it/mobilita/en/incoming-students/incoming-erasmus-and-exchange-students/ https://www.unipa.it/mobilita/studenti-unipa-outgoing/programmi-mobilit---unipa/ https://www.unipa.it/mobilita/en/professors-and-researchers/professors-and-researchers/ https://www.unipa.it/mobilita/en/professors-and-researchers/administrative-staff/
BAU	Dr. Dana Mahadin 00962797590010 Int.office@bau.edu.jo	https://www.bau.edu.jo/bauar/Units/SIR/Home.aspx

Selection criteria

Please sum up in this table the selection criteria. This is a non-exhaustive list – partners are invited to agree on the eventual list of selection criteria.

Requirement	Details	Website for information (optional)
Academic requirements	Number of ECTS credits 60 equivalent to 36 credit hours from BAU already completed. BAU students should at least completed 2 academic years.	

	Subject area : Tourism and hotel Management	
CV and Motivation letter	Students applications are assessed on a 5 points scale.	
Language proficiency	Students applications are assessed on a 5 points scale.	
Inclusion measures[15]	Extra 3 points for the applicants with special needs. Extra 3 points for the applicants who have not participated in the mobility before. Extra 3 points for women applicants.	
Other	Academic merit and GPA. Students applications are assessed on a 5 points scale.	

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[16]*.

- 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:

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[15] 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

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

- 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.

- 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.

The table serves as a template - the partners are free to adjust it, e.g. to add more measures, to replicate per partner HEI etc.

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	I PALERMO01		https://www.unipa.it/mobilita/en/useful-information/accomodation/
Language Support	I PALERMO01	CLA UNIPA Piazza S. Antonino, 1 90134 PALERMO (PA) +3909123899262 cla@unipa.it	https://www.unipa.it/amministrazione/direzionegenerale/sspinternationalrelationsoffice/u.o.cla/
Visa	I PALERMO01	studentistranieri.cot@unipa.it +3909123865500	http://www.unipa.it/strutture/cot/Futuri-studenti/Sportello_Accoglienza_Studenti_Stranieri/actions/index.html
Insurance	I PALERMO01	UOA - Polizze e denunce assicurative e-mail: stella.neri@unipa.it Tel: +39 091 238 90809	https://www.unipa.it/amministrazione/areaaffarigeneralieistituzionali/settoreaffarigenerali/u.o.polizzeedenunceassicurative/
Inclusion of participants with fewer opportunities	I PALERMO01	U.O. Abilità diverse Viale delle Scienze, Ed. 9 90128 PALERMO +3909123862419 cud@unipa.it	https://www.unipa.it/amministrazione/direzionegenerale/serviziospecialeperladidatticaeglistudenti/u.o.abilitadiverse
Mentoring	I PALERMO01		
Grant payments	I PALERMO01		
Alumni information	I PALERMO01		

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	BAU	00962799330092	http://www.visitas-salt.com/en/WhereToStay
Language Support	Language Center	-00962 65681567, Fax: -06 5686741 E-Mail : Lc@Bau.Edu.Jo Int.office@bau.edu.jo	https://www.bau.edu.jo/bauar/units/LC/home.aspx
Visa		Int.office@bau.edu.jo	https://international.visitjordan.com/page/4/VisasToJordan.aspx
Insurance			
Inclusion of participants with fewer opportunities			e.g. available infrastructure for: Reduced mobility or hearing. Sign language interpreters in Arabic.
Mentoring		Erasmus buddy system	https://www.facebook.com/ciroatbau
Grant payments			
Alumni information			

Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed. *[Please specify the recognition tools that will be used, e.g. the European Credit Transfer and Accumulation System.]*

> *Transcript of records that shows the record of student achievement during the mobility for equivalency purposes.*

- 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 organisations 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:

  - 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.

  - 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. *[it should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

  - 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' guide[17]. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

University of Palermo
Examinations are graded according to a scale ranging from 0 to 30, with 18 as a pass mark. A "cum laude" may be added to the highest grade (30; 30 e lode) as a mention of special distinction. All examination results are used to calculate the overall degree mark on a scale of 0–110. The final result is based on exam results plus the presentation of a project or dissertation in front of a Board of Examiners. The pass mark is 66 and students who obtain full marks of 110 may also be awarded 'summa cum laude' (110 e lode).

University of Palermo is compliant with the European directives on **ECTS (European Credit Transfer System)**, recognizing the equivalence **1 CFU = 1 ECTS** and adopting an ECTS mark conversion scale based on a statistical distribution mechanism of marks for any single educational area.

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

ECTS grade		Local grade at Palermo University
A	excellent	30
B	very good	28
C	good	24
D	satisfactory	22
E	sufficient	18
FX	fail	15
F	fail	10
N/A	non-attendance	NB
ECTS Grade	% of successful students normally achieving the grade	Definition
A	10	EXCELLENT - outstanding performance with only minor errors
B	25	VERY GOOD - above the average standard but with some errors
C	30	GOOD - generally sound work with a number of notable errors
D	25	SATISFACTORY - fair but with significant shortcomings
E	10	SUFFICIENT - performance meets the minimum criteria
FX	—	FAIL - some more work required before the credit can be awarded
F	—	FAIL - considerable further work is required
N/A	—	non-attendance

Statistical distribution of grades according to the descriptions in the ECTS users' guide will be available at:
https://www.unipa.it/mobilita/en/incoming-students/ects-grade-system/

BAU

Grade	Points
A	4
A-	3.75
B+	3.5
B	3
B-	2.75
C+	2.5
C	2
C-	1.75
D+	1.5
D	1
D-	0.75
F	0.50

Average	Points
Excellent	4-3.65
Very Good	3.65-3.00
Good	2.99-2.50
Acceptable	2.49-2.00
Poor	Less than 2
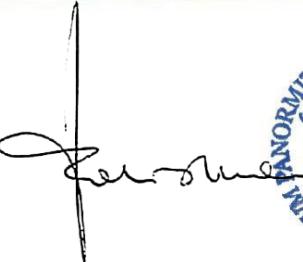
Institution [Erasmus code or city]	EGRACONS [If applicable]	Website for information

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

9. 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 2022 will only take effect as of 1 September 2023+1. 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."]

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature[18]
I PALERMO01	Università degli Studi di Palermo Prof. Fabio Mazzola *Vice-Rector for Education and International Affairs*	15.11.2022	
BAU	President of Al-Balqa Applied University Prof. Ahmad Fakhri Al-Ajlouni		

[18] Scanned copies of signatures or digital signatures may be accepted depending on the national legislation