



Ref: IR/119/10/300

Date: 27/3/2022

## Invitation Letter

This is to certify that Yarmouk University is inviting **Dr. Orhan CANPOLAT** from **Dicle University/ Turkey** to spend a period of training activity at Yarmouk University in the framework of Erasmus+ programme KA107 between 31<sup>st</sup> July – 4<sup>th</sup> August 2022.

The training will be organized in accordance with proposed work of **Dr. Orhan CANPOLAT**.

Yours Sincerely,

**Mwaffaq Otoom, PhD**

**Director of International Relations & Projects**





## Mobility Agreement Staff Mobility For Teaching<sup>1</sup>

Planned period of the teaching activity: from [day/month/year] till [day/month/year]

Duration (days) – excluding travel days: 5 days

### The teaching staff member

Last name (s)	Canpolat	First name (s)	Orhan
Seniority <sup>2</sup>	Senior	Nationality <sup>3</sup>	Turkish
Gender [Male/Female/Undefined]		Academic year	2021/2022
E-mail	polatcan21@hotmail.com		

### The Sending Institution/Enterprise<sup>4</sup>

Name	Dicle University		
Erasmus code <sup>5</sup> (if applicable)	TR DIYARBA01	Faculty/Department	International Relations office
Address	Dicle Üniversitesei Kampüsü Yabancı Diller Yüksekokulu kat:3	Country/ Country code <sup>6</sup>	TR
Contact person name and position	Lec.Serkan Ekmen Erasmus Institutiona Coordinator	Contact person e-mail / phone	erasmus@ dicle.edu.tr
		Size of enterprise (if applicable)	<input type="checkbox"/> <250 employees <input checked="" type="checkbox"/> >250 employees

### The Receiving Institution

Name	Yarmouk University	Faculty/Department	International office
Erasmus code (if applicable)	IRDIB		
Address	Yermouk University, Irdib Jordan	Country/ Country code	JO
Contact person name and position	Institutional Coord. Mwaffaq Otoom	Contact person e-mail / phone	Mof.otoom@ yu.edu.jo +962 790143171

For guidelines, please look at the end notes on page 3.



## Section to be completed BEFORE THE MOBILITY

### I. PROPOSED MOBILITY PROGRAMME

Main subject field<sup>7</sup>: 0230

Level (select the main one): Short cycle (EQF level 5) ☐; Bachelor or equivalent first cycle (EQF level 6) ☒; Master or equivalent second cycle (EQF level 7) ☐; Doctoral or equivalent third cycle (EQF level 8) ☐

Number of students at the receiving institution benefiting from the teaching programme: 50

Number of teaching hours<sup>8</sup>: 12 hours

Language of instruction: Arabic

**Overall objectives of the mobility:** Exchange knowledge in Arabic Languages and Literatures. Understanding different scientific traditions of both institutions. To create a scientific opportunity for exchange more students and staff between two institutions in future. Self-improvement of participant in the field of internationalization.

**Added value of the mobility (in the context of the modernisation and internationalisation strategies of the institutions involved):**

Understanding linguistic methods of home institution in the field of Arabic Language and Literature,

Observing curriculum and course context of the department,

Discussing future plans for building a joint master programme between two institutions.

**Content of the teaching programme:**

Arabic manuscripts of the Ottoman Period from beginning of the Empire to the Soleiman the Magnificent Era,

Linguistic features of Arabic manuscripts of the Ottoman Period (Soleiman the Magnificent Era),

On the style and content of Arabic manuscripts of the Ottoman Period (Soleiman the Magnificent Era)

The importance of Arabic Manuscripts written in the Ottoman Period in the field Arabic Language and Literature.





**Expected outcomes and impact (e.g. on the professional development of the teaching staff member and on the competences of students at both institutions):**

Improving student's knowledge about Ottoman Period of Arabic tradition,  
Observing academic and scientific infrastructure of the department,  
Transferring the best practices of the host institution to sending institution,  
Attracting students and staff to home institution doing a detailed advertisement.

**II. COMMITMENT OF THE THREE PARTIES**

By signing<sup>9</sup> this document, the teaching staff member, the sending institution/enterprise and the receiving institution confirm that they approve the proposed mobility agreement.

The sending higher education institution supports the staff mobility as part of its modernisation and internationalisation strategy and will recognise it as a component in any evaluation or assessment of the teaching staff member.

The teaching staff member will share his/her experience, in particular its impact on his/her professional development and on the sending higher education institution, as a source of inspiration to others.

The teaching staff member and the beneficiary institution commit to the requirements set out in the grant agreement signed between them.

The teaching staff member and the receiving institution will communicate to the sending institution/enterprise any problems or changes regarding the proposed mobility programme or mobility period.

**The teaching staff member**

Name: Orhan Campolat

Signature:

Date: 04.08.2022

**The sending institution/enterprise**

Name of the responsible person: Serkan Ekmen

Signature:

Date: 21.07.2022

**The receiving institution**

Name of the responsible person: Mwaffaq Otoom

Signature:

Date: 04.08.2022

<sup>1</sup> Adaptations of this template:

- In case the mobility combines teaching and training activities, **this template** should be used and adjusted to fit both activity types.
- In the case of mobility between **Programme and Partner Country HEIs**, this agreement must be always signed by the staff member, the Programme Country HEI and the Partner Country HEI (three signatures in total).
- In the case of **invited staff from enterprises to teach in Partner Country HEIs**, this agreement must be signed by the participant, the Programme Country HEI as beneficiary; the Partner Country HEI receiving the staff member and the Programme Country enterprise (four signatures in total). An additional space will be added for signature of the Programme Country HEI organising the mobility.



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- For **invited staff from enterprises to teach in Programme Country HEIs**, it will be sufficient with the signature of the staff member, the Programme Country HEI and the sending organisation (three signatures in total, same as in mobility between Programme Countries).
- <sup>2</sup> **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).
- <sup>3</sup> **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.
- <sup>4</sup> Any Programme or Partner Country enterprise or, more generally, any public or private organisation active in the labour market or in the fields of education, training and youth .
- <sup>5</sup> **Erasmus Code:** A unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education receives. It is only applicable to higher education institutions located in Programme Countries.
- <sup>6</sup> **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.
- <sup>7</sup> The **ISCED-F 2013 search tool** (available at [http://ec.europa.eu/education/tools/isced-f\\_en.htm](http://ec.europa.eu/education/tools/isced-f_en.htm)) should be used to find the ISCED 2013 detailed field of education and training.
- <sup>8</sup> A minimum of 8 teaching hours per week (or any shorter period of stay) has to be respected. If the mobility lasts longer than one week, the minimum number of teaching hours for an incomplete week shall be proportional to the duration of that week. If the teaching activity is combined with a training activity during a single period abroad, the minimum is reduced to 4 teaching hours per week (or any shorter period of stay). There is no minimum number of teaching hours for invited staff from enterprises.
- <sup>9</sup> Circulating papers with original signatures is not compulsory. Scanned copies of signatures or electronic signatures may be accepted, depending on the national legislation of the country of the sending institution (in the case of mobility with Partner Countries: the national legislation of the Programme Country). Certificates of attendance can be provided electronically or through any other means accessible to the staff member and the sending institution.