

# **University of Petra**

## **Guidelines for Outgoing Students**

### **1 – Introduction**

The University of Petra (UOP) has a number of international agreements with regional and international higher education institutions. One of the main goals of these agreements is to establish, develop and maintain international relations in the area of exchanging students and staff. Phoenix EU Funded Erasmus Project is an example of these successful international agreements.

UOP students are able to get a mobility grant to study at another higher education institution for a specific mobility period to attend courses and use all facilities available at that institution. UOP students will be exempt from paying any additional tuition fees. This mobility should be performed based on a signed learning agreement between the student, UOP and the hosting institution.

Students are required to check UOP website on a regular basis to know about the availability of mobility grants. Advertisements about any mobility grant are also available at all faculty announcement tools such as TV screens, Boards and social media. Students can attend any of the information sessions available on mobility grants, which UOP organizes frequently.

To apply for a mobility grant, students are required to read this document, obtain an application, which is usually available online, fill in the application and finally submit it on time.

### **2 – Funding**

The grants offered to students may (or may not) cover all expenses related to the mobility, or they may cover just a portion (check details provided on each specific call for application).

Expenses are one or more of the following:

- Fees for specific extra courses
- Travel expenses
- Monthly allowance (to cover accommodation, food, local transport, ...)
- Medical & travel insurance
- Visa Fees

### **3 – Admission Requirements**

Students must obtain an approval from the department head (and from the faculty council for MA students) to study outside UOP at another university. They can do this by following UOP regulations stated below.

#### **UOP regulations for Undergraduate Students:**

UOP students can study at another recognized university up to 36 credit hours; UOP will recognize these credit hours, if the student passed these courses with an average score of 60% (or 2.0/4.0) based on the following criteria:

- 1 – Students should have passed 36 credit hours at UOP, with a 2.5 GPA or above.
- 2 – Students should study at a university that provides learning by attendance.
- 3 – Each student should get an approval from his/her department council on the courses he/she intends to study at any other university.
- 4 – The total number of transferable credits should not exceed 50% of the credit hours in the relevant major study plan.
- 5 – It is also required that the student should not study these courses in the last two semesters of his/her study at UOP.

#### **UOP regulations for Postgraduate Students:**

UOP students can study at another recognized university up to 6 credit hours, and UOP will recognize these credit hours provided that the course content and level are equal to the level of one or more courses in the students' study plan, and the students have to pass these courses with a grade "B" or equivalent, based on the following criteria:

- 1 – Students should get a council approval based on a recommendation from the department and faculty committees.
- 2 – Student's GPA should be 3.0 or above.
- 3 – UOP students must study their last semester at UOP.

#### **4 – To Apply**

Students are required to follow the instructions in the call for application related to a specific mobility grant. Filling in the application is entirely the responsibility of the student. UOP staff only assist and support students to understand and to clarify internal instructions.

Students must present all required documents, such as transcripts and certificates, get approval from their academic supervisor (or head of department), contact the deanship of admissions and registration for approvals and apply for the grant.

Selection Criteria:

UOP will select students based on the following Criteria:

- |                          |     |
|--------------------------|-----|
| 1 – Academic achievement | 60% |
| 2 – Language of study    | 15% |
| 3 – Motivation           | 15% |
| 4 – Reference Letters    | 10% |

#### **4 – Learning Agreement**

Selected students are required to sign a learning agreement together with the department chair taking into consideration the University Regulations and Learning Policy. The representative of the host institution should approve this agreement as well.

This learning agreement specifies the courses, which the student will take at the host institution, and upon his/her return to UOP, these courses will be recognized if he/she passed the courses with the required marks.

Any amendments made by the student to the learning agreement should be coordinated with UOP and the host institution.

#### **5 – Return to UOP**

Upon completing the mobility and returning to UOP, the student is required to submit his/her transcript and all supporting documents to the registration department.