



**Telecommunications Engineering Department
Yarmouk University**
Project: 511074-TEMPUS-1-2010-1-JO-TEMPUS-JPCR



Tempus Project

An Industry Oriented MSc. Program in Telecommunications Engineering-Towards an EU Approach

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Memorandum of Understanding



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Article I: Introduction

- a. This document is called a Memorandum of Understanding and constitutes Deliverable No. 18 from Work package No. 7: Management of the project. The following is the description of this deliverable as per the project proposal:

<p style="text-align: center;">Workpackage Number: WP.7 Deliverable number: 18 Title: Memorandum of Understanding</p> <p>Type or nature of deliverable: Report Delivery Date: 01/02/2011 Dissemination level: International level</p> <p>Target group(s):</p> <ul style="list-style-type: none">• Teachers• Administrative and other non-teaching staff <p><i>Language(s): AR, EN</i></p> <p>Description (Max. 500 characters): A memorandum of understanding between all project partners will be prepared and signed at the kick-off meeting. It includes:</p> <ul style="list-style-type: none">• Specification of the roles of each of the partners in the project activities.• Formation of the various committees for curriculum development.• Budget allocation.• Setup of the quality control mechanism of the project implementation.• Decide on communication among partners.• Decide on documentation of project activities (Electronic database).
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- b. The work group responsible of preparing this document consists of the partner contact persons of the project as shown in Table 3 (Annex I).
- c. This document shall be signed by the legal representative of each of the partner institutions.
- d. The following terms shall be used all over this document to mean:
1. Coordinator Institution: Yarmouk University
 2. The Coordinator: contact person of the coordinator institution
 3. Partner Institution: consortium member other than the coordinator institution
 4. Project Administrative Assistant: YU staff at the YU External Funding Unit
 5. Project Financial Liaison: YU staff at the YU Financial Department
 6. Deliverable: a project activity as shown in Table 2 Annex I

Article II: Project Management

- a. Project management board is formed of the following:
 1. Dr. Khaled Gharaibeh –Coordinator-Yarmouk University, Jordan (**Chair**)
 2. Dr. Hazem Kaylani -- contact person of Partner No.2 - German Jordan University-Jordan
 3. Dr. Mahmoud Smadi -- contact person of Partner No. 3 - Hashemite University-Jordan
 4. Dr. Noel Murphy -- contact person of Partner No. 4 – Dublin City University, Dublin - Ireland
 5. Prof. Laurie Cuthbert -- contact person of Partner No. 5 - QMUL Queen Mary University of London-United Kingdom
 6. Prof. Feliepe Peñaranda Foix -- contact person of Partner No. 6 - Universidad Politécnica de Valencia, Spain.
- b. The day-to-day management activities of the project shall be run by the Coordinator in consultation with the management committee. However, the contact persons of each of the partners shall provide data about activities conducted by their institution to be included in the project progress reports upon request by the coordinator.
- c. The structure of the management of the project is shown in Figure 1 below.
- d. Management meetings will be held twice annually as indicated in the proposal, with each meeting specifying the location and date of the next meeting. Between these scheduled meetings, the Management Committee may convene electronically to make urgent decisions that cannot wait until the next scheduled meeting. All partners in the project shall be represented at such electronic meetings and all decisions taken by electronic means shall be reported to the next scheduled management meeting. Electronic meetings may take place by audio or video conferencing or by email as determined by the Coordinator.
- e. Participation in the scheduled biannual management meetings by each partner is a requirement for the continued participation of that partner in the project.
- f. The contact person of each partner is the default participant in the management meeting. If any of the contact persons of a partner would wish to delegate his/her role to a colleague with regard to management meetings, the contact person shall provide the Coordinator prior to the meeting with a written document delegating his/her voting rights to the person who will attend the meeting.
- g. If a partner institution would like to change its contact person, the consortium shall follow the Tempus guidelines in this regard (Annex V).
- h. Decisions of the Management Committee will be taken by majority voting. In the case of a tied vote, the Coordinator shall have a casting vote.
- i. Communication among the contact persons of the partner institutions will be done mainly through emails, however, phone calls, written correspondences, etc. can also be used.

- j. All formal correspondence with and within the project shall be documented by the coordinator.
- k. Documentation of project activities will be done via an electronic documentation system which will be accessible through the project website. All developed material, reports, minutes of meeting, etc. shall be submitted in a timely manner electronically. Signed hardcopies, where required, shall be sent to the coordinator by courier or registered surface mail with proof of receipt as appropriate, for inclusion in the official project filing system.
- l. An advisory committee to the management of the project is formed of the following:
 - Vice President-Yarmouk University
 - Dean of Hijjawi Faculty
 - A Representative of the student body of the Telecommunications Engineering Department at Yarmouk University

The committee shall have the responsibility of providing recommendations and advice on the project management activities and will have access to all project documentation.

- m. An advisory committee to the project shall be formed from representatives of major stake holders (Names will be provided after official contact by YU administration):
 - Orange
 - Zain
 - Umniah
 - Telecommunications Regulatory Commission of Jordan (TRC)
 - Jordan Engineers Association

The committee shall have the responsibility of providing consultancy to the various workgroups involved in the project with regard to the benefits of the program to local industries.

- n. The Advisory Committees shall be invited to attend management meetings, but will not have voting rights.

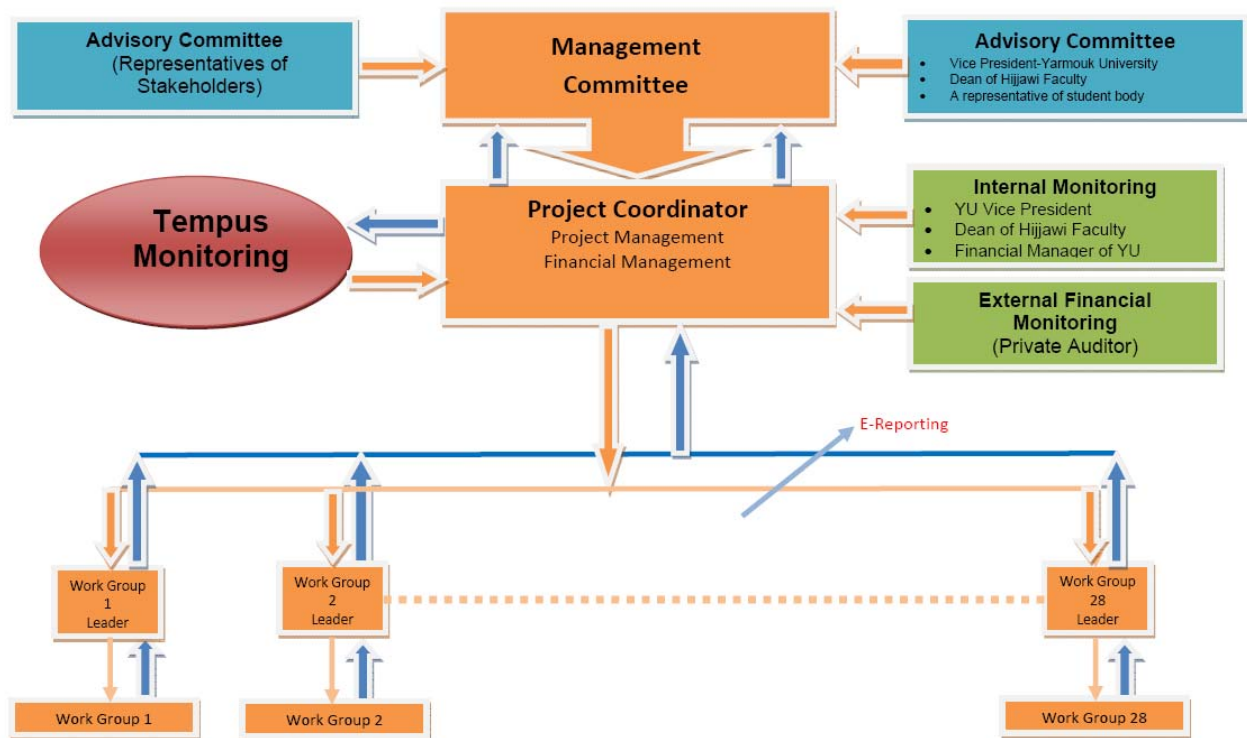


Figure 1: Structure of the management of the project.

Article III: Project Activities and Work Groups

- a. The project activities shall be divided into 3 main groups of activities where each group of activities consists of the activities of each single year of the project lifetime.
- b. The assignment of workgroups (WG) for each of the deliverables of each year of the project shall be done at the first biannual meeting of the management committee.
- c. In the nomination of staff members for joining workgroups, gender balance shall be respected as far as possible.
- d. Each WG shall have a workgroup leader who is responsible for reporting on the activities conducted by the workgroup to the coordinator.
- e. Each WG leader shall provide the coordinator with staff cost requests and mobility request needed for the staff working on his/her deliverable as described in Article III.
- f. The WG leader shall provide the following to the coordinator:
 - Signed Minutes of Meetings (MOM)
 - The developed material
 - Final report on the deliverable
 - Signed convention forms for staff cost.
- g. The specifications of the reports, MOM, etc. shall be developed by the QC WG and must be compatible with Tempus reports.
- h. Any changes to the workgroup leaders by any project partner shall be done only with the approval of the Management Committee.
- i. Changes to the workgroup leaders may be done at the biannual management meetings by the management committee, based on the status of each deliverable and the obstacles that may arise.
- j. A tentative list of the project activities, their deadlines and the assignment of the workgroups of each of the deliverables is provided in Table 3 (Annex I). This list shall be adjusted as required on an ongoing basis at the biannual management meetings depending on the accomplishment of activities to date. Note that
 1. The starting dates and deadlines of all the deliverables have been modified from the proposal due to the delay in signing the agreement and the transfer of the grant to the coordinator institution.
 2. There will be a two month delay on all the activities in the first year.

Article IV: Mobility of Staff and Students

a. Mobility of Staff

1. For each activity that involves mobility, the WG leader shall be responsible of nominating staff members for mobility according to the assignment of workgroups of each of the deliverables of the project which are specified in Table 3 (Annex I) and after consulting the contact person of the partner institution to which the staff member belongs.
2. The nomination of staff shall be reported to the coordinator at least one month before the starting date of the deliverable or earlier in particular cases as decided by the Management Committee.

b. Visits of Jordanian academic staff to EU:

1. Each EU institution shall provide the coordinator at the first management meeting with the availability of their institutions and their staff (dates and locations) for the planned visits of Jordanian staff.
2. Each EU institution shall provide the coordinator with training program details one month before the visits are conducted.
3. EU partners shall provide assistance with travel visas or permits as required for Jordanian staff to travel to EU countries to participate in the activities of the project.

c. Visits of Jordanian Students to EU:

1. The selection of Jordanian students for training at EU institutions shall be the responsibility of the coordinator.
2. Each EU partner shall allocate academic staff for supervising student projects as planned in the proposal.
3. EU partners shall provide details of the student training program 6 months before the starting date of the activity.
4. EU partners shall provide assistance with travel visas or permits as required for Jordanian students
5. The host institution shall arrange appropriate accommodation for Jordanian students (cost will be paid by students through the allocated budget for student mobility).
6. The host universities/enterprises shall provide assessment of the students' performance and report it to the Coordinator.
7. Students shall assess their stay at the host institution and report it to the Coordinator.



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d. Visits of EU academic staff to Jordan:

1. YU shall provide the EU staff who will be visiting Jordan with the program of their visits at least one month before the visits are conducted.
2. The selection of EU staff for mobility shall depend on the tasks to be formed and shall be based on achieving the project objectives.