

# ERASMUS+ PROGRAMME

This Erasmus+ guide describes the administrative requirements of the Erasmus+ Mobility for Studies programme, most of which can be completed using email. The principal requirements are listed below in chronological order. You should print this page and use it as a

## CHECK LIST

N.B.: Remember that, for Erasmus+ grant purposes and for mobility, you must

- Complete a mobility period of at least 90 days
- Obtain recognition for at least 1 learning activity completed at the host institute
- Complete your mobility period in the time of the university academic year (students who do not satisfy these requirements will have to return their study grants)

## BEFORE LEAVING

- Register with your host University, i.e. complete the "Application Procedures"
- Obtain approval for your Learning Agreement from the Degree Programme Board (DPB)
- Sign and upload to the email your Mobility Agreement
- Renew your enrolment at the Hyperion University for the current academic year

## DURING THE PERIOD ABROAD

- Upload through email your arrival certificate signed and stamped by the host University.
- Upload your Learning Agreement signed by the host University
- If necessary, *amend your Learning Agreement* via email
- You can** request an **extension** of the study period by following the procedure described later in this guide
- Request your final attendance certificate signed and stamped by the host University and the "Transcript of Records" (certification of the activities completed)

## AFTER RETURNING

- Upload your final attendance certificate through
- Submit your request for recognition of the exams and/or other activities completed abroad
- Complete the "Erasmus+ participant report"

## BEFORE LEAVING

### 1. VISA AND HEALTH INSURANCE

#### 1.1. For EU citizen students

In order to stay in an EU country, you just need an identity card. Check that it has not expired and will not expiry while you are abroad.

For healthcare in EU countries, you need a European Health Insurance Card - EHIC, which is usable in different ways depending on the destination country. Before leaving, please check with your host institute on how to use the local health services.

N.B.: The European Economic Area countries (Iceland, Norway and Liechtenstein), the two candidate countries (Turkey and the former Yugoslav Republic of Macedonia) and other than EU universities do not have the same entry rules as the 28 EU member states. If you have been awarded an Erasmus+ exchange place in one of the above countries, you must visit the Embassy or Consulate of the host country in good time to check on the bureaucratic requirements to be completed before you leave (visa, residence permit, healthcare etc.).

## 1.2. For students who are non-EU citizens

If you are a NON-EU citizen enrolled at the University of Hyperion, you must visit the Embassy or Consulate of the host country in good time to check on the requirements to be completed before you leave (visa, residence permit, healthcare etc.). You can download certification that you have been awarded an exchange place directly from the Erasmus website, if this is requested for visa purposes by the competent consulate, or you can contact the Mobility for Study Office. Please also check the deadline for presenting your application form, as some foreign institutes have different deadlines for Non-EU students.

## 2. APPLICATION PROCEDURE

Nomination and Application:

- The Mobility for Study Office sends its nominations to the host Universities (in April, for the first call, or in June, for the re-call, following the acceptance deadline) and, subsequently, the students concerned must apply to the foreign institute for admission.
- Selected students are responsible for checking the procedures and deadlines for submitting their applications and the specific requirements (linguistic, enrolment, access to degree programmes) of the host Universities, by consulting their websites or contacting them directly.

The Erasmus+ grant is assigned to selected students subject to admission to the foreign institute concerned. Students cannot be placed with an alternative institute in the event of rejection.

Language certification: an increasing number of Universities require better than A2 language skills and, in some cases, international language certification (e.g. TOEFL or IELTS)

## 3. APPROVAL OF LEARNING AGREEMENT

The Learning Agreement (LA) is the official study plan to be completed abroad (courses, internship or preparation of dissertation). The approval process is carried out on-line via email, as follows:

- PRESENTATION of the Learning Agreement by the student
- VALIDATION by the teacher responsible for the exchange
- APPROVAL by the relevant Degree Programme Director

Some Schools set deadlines for presenting the Learning Agreement and obtaining approval. Check with the office concerned: <https://www.hyperion.ro/en/international-cooperation/erasmus-resources>

It takes a long time to prepare the LA, so start immediately! For further information, consult the instructions found in the Learning Agreement section of Erasmus+.

## 4. UPLOAD THE MOBILITY AGREEMENT

The mobility agreement governs the principal rights/duties of Erasmus+ students during the

mobility period

All students must read, complete, print and sign the mobility agreement BEFORE LEAVING.

You must upload to your email just one pdf file (max 2 Mb) containing a completed and signed "Mobility Agreement" (including request for the study grant to be credited to your bank current account). Signing your Mobility Agreement implies the acceptance of the LA approved by your Degree Programme Board.

#### **4.1 Mobility Start/End Dates and Duration of Mobility Period**

The mobility start date is established by the host institute. You are responsible for obtaining this information. If the foreign institute does not provide precise details, you must decide based on the start date for lectures.

The mobility period envisaged in the mobility agreement might not coincide with the duration of the semester at the host institute:

- there is no need for authorisation if you have to return early with respect to the duration indicated in the contract; on your return and based on your attendance certificate, the mobility office will inform you about the grant repayment due for the mobility period not used.
- If, however, the semester is longer than the number of months of study grant assigned via the call for applications, the students concerned must request an extension prior to the deadline (see the section on extensions).

### **5. RENEW ENROLMENT AT UHB**

Selected students are required to renew their enrolment at Hyperion University for the current academic year by the established deadlines. If you made a "future career" application and will leave as a student enrolled in the first year of a second-cycle degree programme, you must formalise your enrolment for the second-cycle degree programme before leaving and can only leave in the second semester.

Erasmus+ students do not have to pay tuition fees to the host University.

### **6. IF YOU WITHDRAW**

If you decide to withdraw from the exchange place after acceptance, you must communicate this via email: see OUTGOING MOBILITY and click on the Withdraw button. Official withdrawal by the end of the university year will enable the mobility office to contact the next eligible students, if any, on the ranked list.

### **7. ONLINE LINGUISTIC SUPPORT (OLS)**

The Erasmus+ programme offers On-line Linguistic Support (OLS) to Erasmus+ students: this enables them to assess their language skills both before and after the mobility period and, if appropriate, take an on-line language course during the Erasmus period, in one of the following languages: English, French, German, Spanish, Dutch, Portuguese, Bulgarian, Czech, Danish, Greek, Croatian, Hungarian, Polish, Romanian, Slovak, Finnish, Swedish.

How does this work? OLS participation is compulsory for all the students selected within the Erasmus+ program. If they don't participate at the OLS program, they will have to repay the final month of their Erasmus+ grants.

The Erasmus office of the University of Hyperion allocates the licenses through the OLS official RO tool within the end of June and the end of July. The allocation is done for the English language inserted in the exchanges offers exclusively. Students interested in other languages could, after

having received the license, send an email at Erasmus+ officer <https://www.hyperion.ro/en/international-cooperation/erasmus-study-mobility> asking to receive the license in one of the other preferred languages. It's anyway important to be aware that the OLS should be done in the language in which all the courses will be taken at the host university.

If your pre-departure assessment test level is less than B2, you will automatically receive a licence to take an on-line language course that, by contrast to the test, is not compulsory. If your assessment test level is B2 or greater, the system will not automatically assign you a licence, but you can still request one from the mobility office. In this case, you can request a course in either the language of the test or the language of the destination country (if envisaged by OLS).

DEADLINES:

- The first log-on to the OLS platform must be made within one month of receiving the assigned access credentials by e-mail. The licence will expire automatically if not used within one month.
- After the first log-on, you will have one month to complete the pre-departure assessment test.
- On returning, you must complete the final assessment test within one month of the end of the mobility period

Useful information on the UHB Portal: <https://www.hyperion.ro/en/international-cooperation/erasmus-resources>

## DURING THE PERIOD ABROAD

### 1. ARRIVAL CERTIFICATE

As soon as you arrive at the host University, you must register your arrival at the competent office and request the issue of an "arrival certificate" that officially confirms the start date of the mobility period.

You can download the "Attendance Certificate" from the "arrival communication" section of your homepage on Erasmus+ site (this function is only available if you have uploaded your mobility agreement).

DEADLINE: Upload your signed and stamped attendance certificate to Erasmus+ site within 1 week of starting the mobility period. Uploading the attendance certificate activates the study grant payment procedure

The amount of the study grant is calculated with reference to the actual duration of the mobility period, as stated on the attendance certificate. Before uploading the attendance certificate to Erasmus+ site, each student is responsible for checking that the dates certified by the host University are correct. No replacements and/or corrections are possible after the certificate has been uploaded.

### 2. UPLOAD OF LEARNING AGREEMENT

If there is no need to amend your Learning Agreement, print from Erasmus+ site the learning agreement approved by your Degree Programme Board, request the host University to sign and stamp it and then upload the document to Erasmus+ site in pdf format.

NB: Only the upload and validation of your Learning agreement approved and signed by UHB, the host University and you will allow you to upload your certificate of return. This step is required

in order to properly accomplish the "After Returning" paperwork.

Should you need to amend your Learning Agreement, please wait and only request the foreign institute to sign the amended Learning Agreement after it has been approved by your Degree Programme Board. Then upload the final version of the Learning Agreement approved and signed by all Parties.

### **3. AMENDMENT OF THE LEARNING AGREEMENT**

You can amend your Learning Agreement a maximum of twice, by repeating the process you followed when preparing the initial Learning Agreement (see the section on "APPROVAL OF LEARNING AGREEMENT").

We recommend amending your Learning Agreement within 5 weeks of the start of lectures at the host University. The Degree Programme Board agrees to notify approval (or refusal) of the new Learning Agreement within two weeks of the request presentation date. Please check the deadlines established by your School by contacting the competent offices.

N.B.: Changes to the Learning Agreement are to be considered exceptional and, generally, only one change per exchange semester is permitted. This means that, generally, two changes are only permitted for exchange periods that exceed one semester.

### **4. EXTENSION REQUESTS**

You can request an extension of the study period by following this PROCEDURE:

- If the host University agrees to the extension, request signature of the "Request for Extension" form, which can be downloaded from the REQUEST FOR EXTENSION section of Erasmus+ site;
- upload the completed and signed document in pdf format to Erasmus+ site at least 1 MONTH prior to the expected end of your mobility period

DEADLINE: the extension may be requested up to and not less than one month prior to the mobility end date initially planned at the time of leaving. Erasmus+ site states the date by which you can request an extension, calculated by reference to your arrival date at the foreign institute. You are responsible for informing your exchange teacher at UHB about the extension.

WARNING: no funding will be provided for the extension. Authorized extensions will extend the Erasmus+ status only, without any right to be funded.

All the extensions (authorized and non-authorized) will be included when calculating the 12/24 months usable in each cycle, in accordance with the Erasmus+ regulations.

N.B.: Extension requests may be refused on the following grounds:

- if the total number of months of Erasmus mobility exceeds the 12/24-month limit for each cycle. This rule does not apply to mobility to Other than EU universities.
- if the request for extension is not made BY THE DEADLINE and following the specified procedures.

The Erasmus period must, in all cases, end by 31 December 2023.

### **5. ATTENDANCE CERTIFICATE**

At the end of the mobility period, before leaving, you must request a final attendance certificate that states the official and actual end date of the mobility period.

You can use the form downloadable from Erasmus+ site section "ATTENDANCE COMMUNICATION", or another form on the partner University's letterhead that has been properly completed and signed. The return certificate must be uploaded to Erasmus+ site in pdf format.

The grant amount is calculated with reference to the dates certified by the host University on the

final attendance certificate. You are responsible for checking these dates before uploading the document to Erasmus+ site. Subsequently, no replacements and/or corrections of this document will be allowed.

## **TRANSCRIPT OF RECORDS (TOR)**

At the end of your exchange period, you must obtain information from the international relations offices of the host University about issue of the Transcript of Records - TOR (certificate stating the learning activities completed by you, together with the related credits and grades). The TOR is needed to obtain recognition of the activities completed successfully. Many host Universities send the TOR directly to the students, or to the International Relations Offices of UHB, after a few weeks. In the latter case, you will be informed by e-mail. In both cases, you are responsible for soliciting issue of the TOR, to avoid delays in the recognition of your credits.

A document confirming the work completed is also necessary for dissertation preparation activities, as it is compulsory to request recognition for this, even if no credits are granted for this work. A letter from the partner University is sufficient in this case. The letter should be prepared on official letterhead, signed by the supervising teacher and express an opinion on the work performed.

## **AFTER RETURNING**

### **1. RETURN CERTIFICATE AND QUESTIONNAIRE**

Upload the "Final Attendance Certificate" (see point 5 above) in pdf format to Erasmus+ site section: "RETURN COMMUNICATION". Please keep the original, as the Student Administration Office might ask for it in order to recognise the activities completed.

**DEADLINE:** within 15 DAYS of the mobility period end date and, in all cases.

Complete the on-line questionnaire (Erasmus+ individual participant report) that will be sent to your institutional e-mail address a few weeks after your return. The on-line questionnaire will be sent from an EU institutional e-mail address and the subject line of the e-mail will be "Erasmus+ individual participant report request". Failure to complete the questionnaire may result in revocation of the Erasmus grant.

**DEADLINE:** within 15 days of your receipt of the e-mail request

Other than EU universities: students who completed a mobility period in Other than EU universities must not fill in this questionnaire.

### **2. REQUEST FOR RECOGNITION**

The Hyperion University from Bucharest (UHB) is responsible for recognising the activities completed abroad. For information and/or support, please contact the Erasmus or Degree Programme Office of your School.

Procedure:

- upload the Transcript of Records (or the certificate confirming preparation of the dissertation/internship) to the specific section of Erasmus+ site and, if requested, give the original to the University administration office
- present the request for recognition via Erasmus+ site, following the related instructions published on Erasmus+ site.

**DEADLINE:** 5 November of the next university year, unless your University has specified an earlier

deadline. You will not receive the balance of funds due if you fail to meet the deadline.

N.B. Please remember that if you do not obtain recognition for at least one learning activity (exams, internship or dissertation), your study grant will be revoked and you will have to return the entire amount received. Accordingly, it is necessary to request recognition for your dissertation research, even though no credits are involved.

### **3. ON-LINE LINGUISTIC SUPPORT (OLS)**

The OLS platform will send you an e-mail request to take the post-mobility assessment test 15 days prior to your expected return date. You will have one month to take the test, commencing from the date on which the e-mail from the OLS platform is received.

Please remember that the assessment tests are compulsory for all students who are given a licence, subject otherwise to repayment of the final month of their Erasmus+ grants.

## **FUNDING OF MOBILITY TO INSTITUTES**

Updates about Erasmus+ grants are published on the following webpage, which students are invited to consult periodically: <https://www.hyperion.ro/en/international-cooperation/erasmus-resources>

### **1. AMOUNT OF THE ERASMUS+ GRANT**

The Erasmus+ grant is paid in a lump sum comprising the total of all monthly amounts envisaged for the exchange period and consisting of a grant from the European Union and a supplement paid by UHB (€ 30 per month):

The European Union grant amounts to € 230/280 per month, depending on the destination country:

- €280 per month for group 1 (high cost of living): Austria, Denmark, Finland, France, Ireland, Lichtenstein, Norway, Sweden, Other than EU universities and the United Kingdom;
- €230 per month for group 2 (medium cost of living): Belgium, Croatia, Czech Republic, Cyprus, Germany, Greece, Iceland, Luxembourg, the Netherlands, Portugal, Slovenia, Spain and Turkey;
- €230 per month for group 3 (low cost of living): Bulgaria, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Romania, Slovakia, Republic of Macedonia.

### **2. TIMING OF PAYMENTS**

The Erasmus+ grant plus the first part of the supplement recognised by UHB is paid in advance on the base of the duration of the mobility as foreseen by the call for application.

The timing depends on when the arrival certificate is uploaded.

\* N.B.: grant payment procedures are suspended in December and January, as this is the end of the financial year

IF THE REQUEST FOR RECOGNITION IS PRESENTED BY 5 NOVEMBER of the university year, THE FOLLOWING PAYMENTS WILL BE MADE BY THE END OF NOVEMBER:

- The balance of the supplement funded by UHB, the amount of which will be communicated following the return of all students who left during the current academic year (November)

### **3. HOW THE PAYMENT IS MADE**

Payment is made SOLELY by crediting bank or postal current accounts (you must be the holder or joint holder) or prepaid cards that have an IBAN. Prepaid cards must allow for credits equal to

the amount of the grant. You are responsible for checking with your bank the maximum amount that can be sent to your card by credit transfer. If your grant exceeds that limit, the payment will not be successful.

Postal savings books are not accepted, even though they have an IBAN number, because they do not accept money transfers.

Your bank details must be included in the Mobility Agreement submitted via Erasmus+ site.

N.B. Take care to indicate the correct IBAN (both the code and the name of the account holder). If incorrect, any bank charges for unsuccessful transactions will be charged directly to you.

## 4. ADDITIONAL GRANTS, IF ANY

- Grants for beneficiaries. For information, contact Hyperion University (see website).
- Special funding for disabled students that may be allocated by the European Union. For information, please contact the Mobility for Study Office. If you are disabled and want to receive full information about this additional grant, you must make this known when accepting the exchange place by sending a fax (see website). You will be sent useful information about the payment of this grant as soon as the Agency makes it available.
- Any additional grants for disadvantaged socio-economic groups: a separate call for applications will be made, open solely to selected Erasmus+ students for the current academic year. You are therefore advised to monitor the website <https://www.hyperion.ro/en/international-cooperation/erasmus-resources>

## 5. CALCULATING THE FUNDING

The Erasmus+ grant is calculated with reference to the actual period spent abroad, between the arrival date and the departure date indicated on the Attendance Certificate.

The duration is calculated using the commercial year of 360 days; according, regardless of actual duration, each month is considered to have 30 days.

If a period of mobility does not correspond to a whole number of monthly payments, the grant will be calculated by multiplying the number of days in the incomplete month(s) by 1/30th of the unitary monthly amount.

Examples with monthly amounts of €230.00

- Mobility from 01/10/2018 to 31/12/2023  
Calculation: 30 days x 6 full months (October - November - December - January - February - March)  
total days = 6 x 30 = 180 days  
 $230.0 / 30 \times 180 = \text{€ } 1,380.00$
- Mobility from 16/10/2018 to 31/12/2023  
Calculation: 15 days (from 16/10 to 30/10) + 30 days x 4 full months (November - December - January - February ) + 2 days of March total days = 15 + (30 x 4) + 2 = 137 days  
 $230.0 / 30 \times 137 = 1,050.33$
- Mobility from 01/10/2018 to 31/12/2023  
Calculation: 30 days x 5 full months (October - November - December - January - February) + 2 days of March total days = (30 x 5) + 2 = 152 days  
 $230.0 / 30 \times 152 = \text{€ } 1,165.33$

The following situations may arise:

- Early return with respect to the expected duration of the mobility period: the grant for the days not used must be repaid to the University.
- Delayed return with respect to the expected duration of the mobility period: no grant will

be provided for mobility with duration longer than the expected mobility period.

# FUNDING OF MOBILITY TO OTHER THAN EU UNIVERSITIES

Updates about Erasmus+ grants are published on the following webpage, which students are invited to consult periodically: <https://www.hyperion.ro/en/international-cooperation/erasmus-resources>

Student mobility periods in Other than EU universities during the current academic year are funded by the Universities and, based on communications received. Please contact the University for more information about the amount and methods of payment.

Students leaving for Other than EU universities will, in any case, be recognised the supplement funded by UHB, the amount of which will be communicated following the return of all students who left during the current academic year. This supplement may be taxable in accordance with current tax regulations; additional information about this will be communicated to the students concerned at a later stage.

## 1. UHB GRANT

The UHB grant is paid in a lump sum in November.

Payment is made SOLELY by crediting bank or postal current accounts (you must be the holder or joint holder) or prepaid cards that have an IBAN. Prepaid cards must allow for credits equal to the amount of the grant. You are responsible for checking with your bank the maximum amount that can be sent to your card by credit transfer. If your grant exceeds that limit, the payment will not be successful.

Postal savings books are not accepted, even though they have an IBAN number, because they do not accept money transfers.

Your bank details must be included in the Mobility Agreement submitted via Erasmus+ site.

N.B. Take care to indicate the correct IBAN (both the code and the name of the account holder). If incorrect, any bank charges for unsuccessful transactions will be charged directly to you.

## 2. ADDITIONAL GRANTS, IF ANY

The grant assigned to students who go to Universities is not an EU grant. For this reason, it cannot be supplemented by additional contributions for disadvantaged socio-economic groups or for special needs.

It is however possible to apply for an additional grant beneficiary. For information about this, please contact UHB directly (see website).

## 3. CALCULATING THE FUNDING

The supplementary UHB grant is calculated with reference to the actual period spent abroad, between the arrival date and the departure date indicated on the Attendance Certificate.

The duration is calculated using the commercial year of 360 days; according, regardless of actual duration, each month is considered to have 30 days.

If a period of mobility does not correspond to a whole number of monthly payments, the grant will be calculated by multiplying the number of days in the incomplete month(s) by 1/30th of the unitary monthly amount.

## **COST OF LIVING ON CAMPUS**

Accommodation for incoming ERASMUS students at Hyperion University can be provided by request (on the online application) in our dormitories situated in the student area. For Erasmus Incoming students there are single rooms, double rooms and triple rooms, internet and cable TV, sheets and covers included. You'll have to share it with another UHB student.

Accommodation price is around 75€/month, rent & expenses.

Assigned dormitory and roommates will be randomly established.

If you requested accommodation on the online application a place will be booked for you. Two weeks before your arrival you will be noticed, by email, about dormitory assigned for you and check-in procedure.

The University Campus area includes a whole range of canteen, where you can eat at an affordable price (around 150€/month). Also, there are shops near the campus and to do the daily shopping. Bigger shops are located in Bucharest where you can reach by bus paying around 1€.

## **COST OF LIVING OFF CAMPUS**

Another option is to rent a flat in the city. This option is more expensive, the average price for a two rooms apartment is around 250 euro / month, but this depends according to the location (more central = more expensive). It is possible to rent an apartment together with other Erasmus students, so you can share the costs. Apart from rent, you'll also have to pay for monthly expenses such as electricity, water or heating.

So, if you want to rent a flat in Bucharest, get in touch with a real estate agency or contact directly the people who rent rooms.

# CONTACTS

## HYPERION UNIVERSITY AND ERASMUS+ OFFICES

Erasmus+ Coordinator: Mihai Covaci, email: [erasmus@hyperion.ro](mailto:erasmus@hyperion.ro)

## IMPORTANT LINKS

<http://www.erasmusplus.ro/>

<http://ec.europa.eu/programmes/erasmus-plus>

<http://www.anpcdefp.ro>

## **REGULATION MOBILITY DEVELOPMENTS IN THE PROGRAM ERASMUS+ STUDENTS AND STAFF**

### **CHAPTER I GENERAL DISPOSITIONS**

#### **Article 1. Legal framework**

(1) The ERASMUS+ Mobility Regulation is adopted on the basis of the following regulatory acts:

- (a) Regulation (EU) 1288/2013 of the European Parliament and of the Council of 11 December 2013 establishing the "Erasmus+" action: Union Program for Education, Training, Youth and Sport and repealing Decisions Nos. 1719/2006 / EC, no. 1720/2006 / EC and no. 1298/2008 / EC Text with EEA relevance
- b) Erasmus Charter for Higher Education (ECHE) awarded to the "Hyperion" University (hereinafter referred to as "the University") by the European Commission;
- c) ECTS User Guide, European Commission;
- d) the Erasmus+ Program Guide of the European Commission;
- e) The Erasmus+ Program Grant Contract between the National Agency for Community Programs in the Field of Vocational Education and Training (ANPCDEFP) and the University;
- f) National Education Law no. 1/2011;
- g) Order of the Minister of Education and Scientific Research no. 3223 of February 8, 2012 for the approval of the Methodology for the recognition of study periods abroad;
- h) Charter of "Hyperion" University of Bucharest.

(2) The present Regulation provides the framework for the organization of mobility under the Erasmus+ Program by the University.

#### **Article 2. Objectives**

The main objectives pursued by the University through the organization of mobility within the Erasmus+ Program are to improve the level of key competences and skills, to increase the quality of the educational process and to internationalize, to improve language skills, a wider understanding of practices, education policies and systems, and increased opportunities for professional development and careers.

#### **Article 3. Principles**

The principles followed by the University in organizing mobility within the Erasmus+ Program are equity, transparency and non-discrimination.

### **CHAPTER II GENERAL ASPECTS ON UNIVERSITY HYPERION PARTICIPATION WITHIN THE ERASMUS+ PROGRAM**

#### **Article 4.**

The University's participation in the Erasmus+ Program is based on the Erasmus Charter for Higher Education (ECHE), awarded to the University by the European Commission. Under the Erasmus Program, University has the following codes:

- a) Erasmus code: RO BUCURES17;
- b) PIC code (Participant ID): 949583732.

#### **Article 5. Financing of ERASMUS+ activities**

The Erasmus+ Mobility Funding is funded by:

- a) From the funds established through the Erasmus+ Finance Contact between the National

Agency for Community Programs in the Field of Vocational Education and Training (ANPCDEFP); and  
University;

b) From own funds, in case of co-financing of the project.

Article 6. Inter-institutional cooperation

(1) According to the Erasmus+ Guide, participation in mobility activities involves the prior existence of inter-institutional agreements between higher education institutions holding the Erasmus University Charter.

(2) By signing an inter-institutional agreement, the respective institutions agree to cooperate for the exchange of students and / or staff within Erasmus+. They undertake to meet the quality requirements of the Erasmus University Charter in all aspects of mobility organization and management and agree on a range of quantitative and qualitative aspects to guarantee a high level of quality and performance.

(3) The inter-institutional agreements are signed by the University by the chairman of the board of directors.

### CHAPTER III

#### MOBILITY CATEGORIES

Article 7.

Under the Erasmus+ program, the following types of mobility are funded:

- a) study mobility for students (SMS);
- b) student mobility practices (SMP);
- c) Mobility of Teaching Staff for Teaching (STA);
- d) Mobility of Training Staff (STT).

### CHAPTER IV

#### STUDY MOBILITIES (SMS)

Article 8. Duration of mobility

Study mobility can be granted for periods ranging from 3 months to 12 months. A student may benefit from more Erasmus+, mobility or study mobility, but cumulatively, those periods may not exceed 12 months per study cycle.

Article 9. Selection of participants

(1) The selection of participants shall take into account the eligibility conditions, the application file, the selection board, the selection criteria and the selection procedure.

(2) Selection shall be carried out, decentralized, within each faculty. Selection results are centralized at the Erasmus+ Bureau level.

Article 10. Eligibility conditions

Eligibility conditions for participating in Student Mobility (SMS) must be met cumulatively and take into account that a student:

- a) is enrolled in the University (at the Bachelor's degree level - graduate of the first year - master or PhD) until the end of the planned mobility period;
- b) has good academic results: the average of the years of study completed before is at least 7.00 and is integral;
- c) knowledge of the foreign language in which courses will be held to a minimum level B1, according to the Common European Framework of Reference for Languages.

#### Article 11. Selection Commission for Study Mobility

(1) At each faculty level, the composition of the Selection Commission for Students Mobility is determined annually with the approval of the University Senate.

(2) The Commission has three members: the Dean or a representative thereof, the coordinator responsible for the faculty Erasmus Program, a language teacher.

(3) The decision of the University Senate approving the composition of the selection commissions shall be communicated to the Erasmus+ Bureau.

4. The Commission shall select the candidates, display the results, submit the results of the selection to the Erasmus+ Office, resolve the complaints.

#### Article 12. Selection calendar

(1) Selection takes place in April-May, for the next academic year.

(2) Where there are available seats, a new selection is organized during the first semester for mobility in the second semester.

(3) Additional rounds may be organized to fill all available seats.

#### Article 13. Selection Advertising

The faculties provide timely information on the organization of the SMS selection on the content of the application file, the deadline and manner of submission of the dossier.

#### Article 14. Application file

The application file contains the following documents:

a) Erasmus SMS and SMP mobility enrollment (Annex 1);

b) Europass curriculum vitae, in Romanian;

c) letter of intent, in Romanian, in which the student will state the reasons why he / she intends to achieve Erasmus mobility;

d) the school status or certificate from the secretariat, which will be the average of study years (free of charge);

e) optional documents (copy): linguistic certificates, other diplomas and certificates of participation in scientific events.

#### Article 15. Registration of application files

The application files submitted are registered using the Erasmus Candidate Candidate Record List (Annex 2).

#### Article 16. Samples of the selection procedure

Candidates are selected according to the number of registration:

a) analysis of the application files; considers the evaluation of academic results, the objectives pursued, the professional interest in how to capitalize on the results of mobility; for the evaluation of the academic results, the secretariat issues a document from which to show the average of the study years, and for the first year - the average of the first semester;

b) Selection interview: aims at assessing linguistic skills, motivation, professional interest, ability to attend the study program in mobility; if the interview sample is not established at the time of enrollment, the students will be informed of the time and place of the interview by e-mail at least 36 hours in advance;

c) linguistic competence test.

#### Article 17. Separation of candidates

Candidates are graded using the following score:

a) Academic results: for grades from 9-10 to 15 points; 8-8,99-10 points; 7-7,99-5 points;

b) selection interview: for notes from 9-10 - 15 points; 8-8,99-10 points; 7-7,99-5 points;

c) diplomas / certificates: 2 points for each.

d) clear indication of the objectives pursued in mobility: 5 points.

#### Article 18. Minutes of the selection

1. The Commission shall draw up a report of the selection, indicating the candidates / reservations / rejections and order of their rankings, in the order of the preferences declared by the candidates and the available vacancies.

(2) Lists of accepted / reserved / rejected candidates and order of their ranking are displayed by the selection board upon notification to the Erasmus+ Office.

(3) The minutes of the selection signed and stamped together with the candidates' files shall be submitted to the Erasmus+ Office.

#### Article 19. Appeals

Any appeal may be filed within 24 hours from the date of display at the Erasmus+ Office and will be settled by the selection committee within 48 hours.

#### Article 20. Preparing for mobility

1. The Erasmus+ Office organizes an Erasmus+ Mobility Training meeting where eligible students and, where appropriate, reservations are selected.

(2) Not participating in the mobility training session without justification leads to the loss of the place on the list of admitted students.

(3) Students selected receive the Erasmus Student Charter (available at [https://ec.europa.eu/programmes/erasmus-plus/content/erasmus-student-charter\\_ro](https://ec.europa.eu/programmes/erasmus-plus/content/erasmus-student-charter_ro)) which sets out the rights and obligations of students for the period of study abroad and explains the different steps to be taken before, during and after the mobility period.

#### Article 21. Before mobility

(1) The Erasmus+ Office designates students for host institutions.

(2) Students are required to constantly check the e-mail address where they will receive information directly from the host institution about the work to be submitted to receive the letter of acceptance for study.

(3) Students will request receipt of this document from the host institution.

#### Article 22. Learning agreement

(1) The purpose of the study agreement is to prepare transparently and effectively the exchange to which the student is expected to attend and to ensure that the activities he has completed abroad are recognized on his return.

(2) The study agreement contains the study program and must be approved and signed by the institution of origin, student and host institution before the commencement of mobility.

(3) The study agreement determines which educational components will be replaced in the registration form after successful completion of the study program abroad.

#### Article 23. Online Language Testing -OLS - First Verification

(1) OLS assessment is mandatory for students.

(2) On-line linguistic support allows participants to assess their competences in the language they will study before their departure. They can then assess whether they have the linguistic level recommended by the host organization.

3. The evaluation results do not prevent students from participating in the program.

Participants wishing to improve their language skills have the opportunity to follow an on-line OLS course before leaving and during their stay abroad.

(4) Participants who already have the necessary skills (minimum level B2) in the main language they will use abroad can opt for a course in the local language if they are available in the on-line language offer.

#### Article 24. Erasmus+ Grant

(1) Students may receive a "student grant" to contribute to the higher costs of mobility

periods abroad. This grant may consist of one of the following or both:

- a) an EU subsidy, calculated per month (450-500 euros) and paid as a unit cost and / or
- b) a national, regional and local grant, offered by a public or private donor or by a loan system.

(2) are zero-funded students from EU funds, ie students who meet all the eligibility criteria for Erasmus students to benefit from all the benefits of being an Erasmus student without receiving a mobility grant from the EU.

(3) Students may benefit from several Erasmus+ scholarships as a student or trainee, but cumulatively these periods may not exceed 12 months per study cycle.

(4) Students participating in a mobility project for higher education supported by the Erasmus+ program - whether or not they receive an Erasmus+ grant from the EU for participation - are exempt from tuition fees, registration, examination and access to laboratories and host institution libraries. However, small fees can be charged for expenses such as insurance, student unions and the use of various materials, such as photocopies, laboratory products, perceived by local students.

(5) Students who receive an Erasmus+ grant from the EU will reimburse the EU grant in full or in part if they do not finalize and do not submit their final online report, do not undertake mandatory testing of the OLS or respond to requests for dissemination and exploitation of experience

(6) Failure to pass examinations at the host institution is not a reason for reimbursement of the grant.

(7) The grant will be recalculated if the duration of the mobility certified by the host institution is less than the period stipulated in the Financial Agreement, with a maximum of 5 days allowed.

#### Article 25. The financial contract

(1) The financial contract determines the duration of the mobility, the amount of the grant and other rights and obligations, being signed between the student and the University.

(2) The general framework of the financial contract is provided to the University by ANPCDEFEC.

(3) For the conclusion of the Erasmus financial contract, the following mandatory and cumulative documents are required:

- a) form for the conclusion of the Erasmus financial contract;
- b) study agreement signed;
- c) letter of acceptance from the host university;
- d) private travel insurance for the entire period of mobility covering medical insurance, repatriation expenses, accident insurance.

The University may indicate certain types of insurance policies or insurance companies;

- e) Declaration on own responsibility that no other EU funds are used;
- f) copy of the student's identity card;
- g) notarial declaration of guarantor; the guarantor is the person who undertakes to return the Erasmus grant if the student does not fulfill the obligations stipulated in the financial agreement signed with the University; the guarantor must be a Romanian citizen;
- h) copy of the guarantor's identity card;
- i) the guarantor's statement of his contact details;
- j) the account statement in Euro, on behalf of the student.

#### Article 26. Stage during mobility

(1) Changes to the Study Agreement. They may be requested within 5 weeks of commencement of mobility.

(2) Use of the OLS course - In case of receiving an OLS course license, the time spent by the student on the online platform is monitored.

(3) Compliance with the obligations of the study agreement and the financial contract.

#### Article 27. Stage of mobility

(1) The host university must provide the student and the university with a matrix sheet confirming that you have completed the program and containing the results.

(2) Within 15 days of completing the mobility, the student will submit the following documents to the Erasmus Office, which must:

a) Attendance Certificate (Arrival / Departure) - in the standard format of the host university or in the format of the University (Annex 4);

b) amended study agreement, signed if applicable;

c) activity report; be completed electronically after completing the mobility; The European Commission sends a link to the student when the mobility is completed;

d) OLS language test - second check;

e) "My Erasmus Story" - sharing the Erasmus experience, accompanied by relevant photos.

#### Article 28. Recognition and equivalence of studies

(1) Recognition and equivalence of studies shall be carried out according to the Regulation of "Hyperion" University regarding the recognition and equivalence of studies.

(2) The principles followed are those of recognizing the study period and the credits obtained in the integrity and automation as well as giving the student the most favorable status as regards the inclusion of the marks obtained in mobility in the general average, the equivalence not prejudicing the position of the student in the rankings of the faculty.

### CHAPTER V

#### STUDENTS 'PRACTICAL MOBILITIES (SMP)

##### Article 29. Duration of mobility

Practice mobilities can be granted for periods ranging from 2 months to 12 months. A student may benefit from more Erasmus+, mobility or study mobility, but cumulatively, those periods may not exceed 12 months per study cycle.

##### Article 30.

Practice mobilities supported by an Erasmus+ grant can be facilitated by the University through agreements with practitioners or independent (the student finds a practice partner who accepts it for an internship).

##### Article 31. The host organization

The host organization may be: any public or private body active in the labor market or in the fields of education, training and youth. For example, such an organization may be: a small, medium or large public or private enterprise (including social enterprises); a public body at local, regional or national level; a social partner or other representative of the workforce, including chambers of commerce, craft / trade associations and trade unions; a research institute; a foundation; a school / institute / educational center (at any level, from pre-school to upper secondary education, including vocational training and adult education); an organization, association, a non-profit NGO; a body providing vocational guidance, professional counseling and information services, a higher education institution from a program country holding an ECHE.

##### Article 32. Selection of participants

(1) The selection of participants shall take into account the eligibility conditions, the application file, the selection board, the selection criteria and the selection procedure.

(2) The selection of students shall be centralized within the Erasmus+ Bureau.

### Article 33. Eligibility conditions

(1) Eligibility conditions for participating in student mobility (SMP) must be cumulatively met and take into account that a student:

- a) is enrolled in the University (at the level of Bachelor's, Master's or Doctoral Studies) by the end of the planned mobility period, or is a graduate of the University (fresh graduates must be selected during the last year of study and must also complete the internship abroad within one year of graduation);
- b) has good academic results: the average of the years of study completed before is 7.00 and is integral;
- c) knows the foreign language in which the courses will take place at B2 level, according to the Common European Framework of Reference for Languages.

(2) Any other eligibility conditions agreed upon with the practice partner may be established on a case-by-case basis.

### Article 34. Selection Committee for SMP Mobility

(1) The SMP Selection Committee shall include: the Erasmus Institutional Coordinator, a language teacher and a teacher.

(2) The composition of the commission shall be subject to the approval of the University Senate annually.

3. The Commission shall select the candidates, display the results and resolve the complaints.

### Article 35. Selection calendar

(1) Selection shall take place at any time during the academic year.

(2) Additional rounds may be organized to fill all available seats.

### Article 36.

The Erasmus+ Office provides timely information on the organization of the SMP selection on the content of the application file, the deadline and manner of submission of the dossier.

### Article 37. The application file

The application file may include the following documents:

- a) Erasmus SMS and SMP mobility enrollment (Annex 1);
- b) Europass curriculum vitae;
- c) letter of intent, in which the student will state the reasons why they intend to achieve Erasmus mobility;
- d) the school status or certificate from the secretariat, which will be the average of study years (free of charge);
- e) optional documents (copy): linguistic certificates, other diplomas and certificates of participation in scientific events;
- f) letter of acceptance from the host institution ((in the case of SMP - independent).

### Article 38. Registration of applications

Candidacy dossiers are submitted to the Erasmus+ Office and registered using the Erasmus Candidate Check List (Annex 2).

### Article 39. Samples of the selection procedure

Candidates are selected according to the number of records:

- a) analysis of the application files; considers the evaluation of academic results, the objectives pursued, the professional interest in how to capitalize on the results of mobility; for the evaluation of the academic results, the secretariat issues a document from which to show the average of the study years, and for the first year - the average of the first semester;
- b) the selection interview; seeks to evaluate language skills, motivation, professional

interest, ability to study through mobility; if the interview sample is not established at the time of enrollment, the students will be informed of the time and place of the interview by e-mail at least 36 hours in advance;

c) linguistic competence test.

Article 40. Separation of candidates

Candidates are graded using the following score:

a) Academic results: for grades from 9-10 to 15 points; 8-8,99-10 points; 7-7,99-5 points;

b) selection interview: for notes from 9-10 - 15 points; 8-8,99-10 points; 7-7,99-5 points;

c) diplomas / certificates: 2 points for each;

d) clear indication of the objectives pursued in mobility: 5 points.

Article 41. Minutes of the selection

(1) The Commission shall draw up a minutes of the selection, stating the candidates / reservations / rejections and the order of their ranking, according to the order of the preferences declared by the candidates and the vacancies available.

(2) Lists of admitted candidates / reservations / rejections and order of their ranking are displayed on the Erasmus+ Bureau's notice by the Selection Board.

Article 42. Appeals

Any appeals may be filed within 24 hours of the date of display at the Erasmus+ Office and will be settled by the selection panel within 48 hours.

Article 43. Preparing for mobility

1. The Erasmus+ Office shall organize an Erasmus+ Mobility Training meeting attended by the selected eligible students and, where appropriate, the reservations.

(2) Not participating in the Mobility Preparation Meeting, without justification, results in the loss of the place on the list of admitted students.

(3) Students selected receive the Erasmus Student Charter (available at [https://ec.europa.eu/programmes/erasmus-plus/content/erasmus-student-charter\\_en](https://ec.europa.eu/programmes/erasmus-plus/content/erasmus-student-charter_en)) which sets out the student's rights and obligations for the study period abroad, and explains the different steps to be taken before, during and after the mobility period.

Article 44. Pre-mobility stage

(1) The Erasmus+ Office nominates students to host institutions.

Article 45. The Traineeship Agreement

(1) The purpose of the practice agreement is to prepare transparently and effectively the exchange to which the student is going to attend and to ensure that the activities they complete abroad are recognized at the return.

(2) The Practice Agreement contains the practical program and must be approved and signed by the institution of origin, student and host institution before the commencement of mobility.

(3) The Practice Agreement establishes: the rights and obligations of different parties, the detailed timetable, insurance information and the recognition of the traineeship upon return to the referral institution.

Article 46. Online language test -OLS - first check

(1) OLS assessment is mandatory for students.

(2) On-line linguistic support allows participants to assess competences in the language in which they will practice before their departure. They can then assess whether they have the linguistic level recommended by the host organization.

3. The results of the evaluation shall in principle not prevent students from taking part in the program. Participants wishing to improve their language skills have the opportunity to follow an on-line OLS course before leaving and during their stay abroad.

(4) Participants who already have the necessary skills in the main language they will use abroad can opt for a course in the local language, if available in the on-line language support offer.

#### Article 47. Erasmus+ Grant

(1) Students may receive a "student grant" to contribute to the higher costs of mobility periods abroad. This grant may consist of one of the following variants or both:

- a) an EU grant, which is calculated per month (€ 700) and paid as a unit cost, and / or
- b) a national, regional and local grant, offered by a public or private donor or a loan system.

(2) Students with a zero grant from EU funds are eligible, ie students who meet all Erasmus eligibility criteria for students and benefit from all the benefits of being an Erasmus student without receiving a mobility grant from the EU.

(3) Students may benefit from several Erasmus+ exchanges as a student or trainee, but cumulatively, those periods may not exceed 12 months per cycle of study.

(4) Students receiving an Erasmus+ EU grant will reimburse the EU grant in full or in part if they do not complete and submit their final online report, do not undertake mandatory OLS tests or respond to requests for the dissemination and capitalization of their Erasmus experience.

(5) The grant will be recalculated if the duration of the mobility certified by the host institution is less than the period stipulated in the financial agreement, with a maximum margin of 5 days accepted.

#### Article 48. The financial contract

(1) The financial contract determines the duration of the mobility, the amount of the grant and other rights and obligations, being signed between the student and the University.

(2) The general framework of the financial contract is provided to the University by ANPCDEFEC.

(3) For the conclusion of the Erasmus financial contract, the following mandatory and cumulative documents are required:

- a) form for the conclusion of the Erasmus financial contract;
- b) the practice-signed agreement;
- c) private insurance for the whole period of mobility covering medical insurance, repatriation expenses, accident insurance, civil liability insurance; The University may indicate certain types of insurance policies or insurance companies;
- d) a declaration on own responsibility that no other Erasmus activities is in progress;
- e) a copy of the student's identity card;
- f) notarial declaration by the guarantor; The guarantor is the person who undertakes to repay the Erasmus grant if the student does not fulfill the obligations stipulated in the financial agreement signed with the University; the guarantor must be a Romanian citizen;
- g) copy of the guarantor's identity card;
- h) the guarantor's statement of his contact details;
- i) the account statement in Euro, on behalf of the student.

#### Article 49. Stage during mobility

(1) When receiving a license for an OLS course, the time spent by the student on the online platform is monitored.

(2) Obligations in the practice agreement and in the financial contract must be respected.

#### Article 50. Stage of mobility

(1) The host institution must provide the student and the university with an internship certificate - normally within five weeks of successful completion of the internship.

(2) Within 15 days of completing the mobility, the student will submit the following

documents to the Erasmus Bureau:

- a) Certificate of attendance (Attendance Certificate - Arrival / Departure) - in the format of the University (Annex no.4);
  - b) the modified practice agreement, signed if necessary;
  - c) activity report; are completed electronically after completion of the mobility. The European Commission sends a link to the student when the mobility is completed;
  - d) OLS language test - second check;
  - e) "My Erasmus Story" - sharing the Erasmus experience, accompanied by relevant photos.
- (3) The recognition and the equivalence of the practice period shall be carried out according to the Regulation of the "Hyperion" University regarding the recognition and equivalence of Erasmus studies and periods of practice.

## CHAPTER VI

### STATUTE OF THE STUDENT WHO ASSUMES MOBILITY ERASMUS SMS AND SMP IN THE "HYPERION" UNIVERSITY FROM BUCHAREST (UHB)

#### Article 51. Financial aspects

- (1) The mobility participant retains his / her financial obligations towards the University, being exempt from paying the fees at the host institution.
- (2) The Participant reserves the right to scholarships offered by the University; rights acquired as a student at the home university, study grant, scholarships, scholarships, scholarships, other rights or facilities, can not be withdrawn during the Erasmus period or due to participation in the Erasmus program.

#### Article 52. General Media

- (1) Equivalence does not prejudice the position of the student in the ranking of the faculty of origin for the academic year after the student's participation in the Erasmus internship.
- (2) The student will state whether he / she chooses to include equivalent subjects in his / her general media.

#### Article 53. Exams

- (1) The Erasmus student is entitled to support any unsuccessful exams as a result of participating in the Erasmus Program. The average for the subjects to which the Erasmus student was able to take part in exams at the home university is the one that will be taken into account when determining the rankings.
- (2) Examinations for subjects not covered by the Erasmus mobility agreement, as well as Erasmus internships not promoted during the Erasmus internship period, shall be supported at the university of origin during sessions of exams approved at the university level.
- (3) If students are unable to attend the approved examination sessions at the university level as a result of their participation in Erasmus mobility, special exams can be organized.
- (4) No fees shall be charged for the first examination and arrears, regardless of the student's sessions in which they were unable to attend due to Erasmus+ mobility.

## CHAPTER VII

### PERSONNEL MOBILITIES FOR STUDY PURPOSE (STA)

#### Article 54. Eligibility Criteria

- (1) Employee teaching staff of the University (including PhD students with fixed-term employment contract).
- (2) Knowledge of the host university's teaching language.

#### Article 55. Priority

- (1) In the selection of teaching staff, priority shall be given to those who make the first Erasmus teaching mobility.
- (2) Priority shall be given to those mobility which contribute to strengthening or expanding links between the University and partner universities or which may initiate new cooperation agreements.

#### Article 56. Teaching agreement

- (1) The Staff Mobility Agreement for Teaching is signed before the start of the teaching period, between the teaching staff, the University and the host institution.
- (2) This document sets out the teaching objectives, the rights and obligations of the participants and how the teaching period will be recognized.
- (3) The teacher proposes the content and obtains from the host institution the signed teaching agreement.

#### Article 57. Duration of mobility

- (1) STA mobility lasts between 2 days and 2 months, excluding travel time.
2. In the case of mobility organized between the countries participating in the program, the minimum period of two days shall be consecutive.
- (3) In all cases, a teaching activity must consist of at least 8 hours of teaching per week (or less during the stay).

#### Article 58. Selection

- (1) Selection shall be centralized at the University level.
- (2) All faculties and departments shall be informed of the places available in the academic year and the content of the application files.
- (3) Candidate files shall be submitted to the Erasmus+ Office.
- (4) The application dossier shall include at least the following: Erasmus STA and STT Selection Mobility Entry Form (Annex 3) and the proposal for the Learning Mobility Agreement.

#### Article 59. Selection Committee

The selection committee consists of the chairman of the president of the Senate of the university, the vice-rector of the university and responsible for Erasmus activities.

#### Article 60. Deadlines

- (1) The Commission may choose for the selection of candidates and the "first come, first served" principle, for the purpose of signing the Tender Agreement to the candidate receiving the agreement of the partner university.
- (2) The selection notice specifies the choice of this principle.

#### Article 61. Minutes of the selection

- (1) The Commission shall draw up a minutes of the selection, stating the candidates / reservations / rejections and the order of their ranking, according to the order of the preferences declared by the candidates and the vacancies available.
- (2) The signed and stamped minutes of the selection together with the candidates' files shall be submitted to the Erasmus+ Office.

#### Article 62. Grant

1. The Erasmus+ funding shall be a global amount calculated by destination, transport and individual daily support.
- (2) In the case of non-implementation of the established program or non-compliance with the financial contract, the grant may be partially or totally reimbursed.

#### Article 63. The financial contract

- (1) Upon receipt of the agreement from the host institution and after the signing of the selection procedure by the selection board, the financial contract may be concluded.
- (2) The teacher shall submit to the Erasmus+ Office the following documents:

- a) form for the conclusion of the financial contract;
- b) copy of the identity card;
- c) the mobility agreement signed by the three parties;
- d) copy of travel insurance for the entire period of mobility;
- e) a declaration on own responsibility that no other EU funds are received for the same mobility;
- f) the account statement in EURO.

#### Article 64.

Within 10 days of completing the mobility, the teacher will submit the following documents to the Erasmus Bureau:

- a) Certificate of attendance (Attendance Certificate - Arrival / Departure) - in the format of the University (Annex 4);
- b) activity report; are completed electronically after completion of the mobility. The European Commission sends a link to the participant when the mobility is completed;
- c) succinct project to capitalize on mobility.

### CHAPTER VIII

#### MOBILITIES OF TRAINING PERSONNEL (STT).

##### Article 65. Eligibility criteria

- (1) Staff of the University.
- (2) Knowledge of the host or host language of the host university.

##### Article 66. Priority

- (1) In the selection of staff, priority shall be given to those who make the first Erasmus learning mobility.
- (2) Priority shall be given to those mobility which contribute to strengthening or expanding links between the University and partner universities or which may initiate new cooperation agreements.

##### Article 67. Training agreement

- (1) The Staff Mobility Agreement for Training is signed before the start of the training period, between the Teacher, the University and the host institution.
- (2) This document sets out the training objectives, the rights and obligations of the participants and how the training period will be recognized.
- (3) The candidate proposes the content and obtains the signed training agreement from the host institution.

##### Article 68. Duration of mobility

- (1) STT mobility lasts between 2 days and 2 months, excluding travel time.
2. In the case of mobility organized between the countries participating in the program, the minimum period of two days shall be consecutive.

##### Article 69. Selection

- (1) Selection shall be centralized at the University level.
- (2) All faculties and departments shall be informed of the places available in the academic year and the content of the application files.
- (3) Candidate files shall be submitted to the Erasmus+ Office.
- (4) The application dossier shall include the following minimum: Erasmus STA and STT Mobility Selection Application Form (Annex 3) and the proposal for the Mobility Training Agreement.

##### Article 70. Selection Committee

The selection committee consists of the president of the Senate of the university, the vice-rector of the university and responsible for Erasmus activities.

#### Article 71. Deadlines

(1) The Commission may choose for the selection of candidates and the "first come, first served" principle, for the purpose of signing the Training Agreement for the candidate receiving the consent of the partner institution.

(2) The selection notice specifies the choice of this principle.

#### Article 72. Minutes of the selection

(1) The Commission shall draw up a minutes of the selection, stating the candidates / reservations / rejections and the order of their ranking, according to the order of the preferences declared by the candidates and the vacancies available.

(2) The signed and stamped minutes of the selection together with the candidates' files shall be submitted to the Erasmus+ Office.

#### Article 73. Grant

1. The Erasmus+ funding shall be a global amount calculated by destination, transport and individual daily support.

(2) In the case of non-implementation of the established program or non-compliance with the financial contract, the grant may be partially or totally reimbursed.

#### Article 74. The financial contract

(1) Upon receipt of the agreement from the host institution and after the signing of the selection procedure by the Selection Board, a financial contract may be concluded.

2. The selected person shall submit to the Erasmus+ Office the following documents:

- a) form for the conclusion of the financial contract;
- b) copy of the identity card;
- c) the mobility agreement signed by the three parties;
- d) copy of travel insurance for the entire period of mobility;
- e) a declaration on own responsibility that no other EU funds are received for the same mobility;
- f) the account statement in EURO.

#### Article 75.

Within 10 days of completing the mobility, the participant will submit the following documents to the Erasmus Bureau:

- a) Certificate of attendance (Attendance Certificate - Arrival / Departure) - in the format of the University (Annex 4);
- b) activity report; are completed electronically after completion of the mobility. The European Commission sends a link to the participant when the mobility is completed;
- c) succinct project to capitalize on mobility.

#### Annexes

1. Erasmus SMS and SMP mobility enrollment file.
2. List of registration dossiers for Erasmus SMS and SMP selection.
3. Entry form for Erasmus STA and STT mobility selection.
4. Certificate of attendance.

FIȘĂ DE ÎNSCRIERE PENTRU SELECȚIA DE MOBILITATE ERASMUS SMS/SMP

Date privind studentul	
Nume	
Prenume	
Data nașterii	
Locul nașterii	
Adresă	
Telefon	
Mail	
Facultatea	
Anul	
Date privind mobilitatea pentru care se candidează	
Instituția gazdă (denumire, țară)	1. 2. 3.
Categorie (SMS/SMP)	
Perioadă / semestru	
Declarație privind mobilități Erasmus anterioare	
<input type="checkbox"/> Nu am participat vreodată într-o mobilitate Erasmus.	
<input type="checkbox"/> Am participat in mobilitate/mobilități Erasmus (SMS/SMP) , cu o durată totală (cumulate) de    luni, in cadrul ciclului de studii universitare de (licență/masterat/doctorat) .	

Declar că toate informațiile de mai sus sunt corecte, Semnătura student

Data

Dosarul cuprinde următoarele acte:  
(NU se completează de către student)

- Curriculum vitae - Europass, în limba română;
- Scrisoare de intenție, în limba română;
- Situația școlară sau Adeverință de la Secretariat, din care să reiasă media anilor de studiu
- Documente opționale (copie): certificate lingvistice, alte diplome și certificate de participare.

## Programul de predare

[ Cerințe minime ]

(Atentie! trebuie redactat într-o limba agreată de comun acord de ambele instituții)

Pentru granturile în scop de predare, cadrelor didactice li se va cere un scurt "Program de predare" aprobat de instituția/ organizația de origine și de instituția gazdă.

Elementele minimale care trebuie menționate în acest program sunt:

1) Informații despre instituția gazdă, departamentul/ facultatea, programul în cauză:

- Numele cadrului didactic:
- Denumirea instituției de origine (**Cod Erasmus ID**)/ departament(facultate):
- Denumirea instituției gazdă (**Cod Erasmus ID**)/ departament(facultate):
- Numele persoanei de contact din cadrul instituției de origine :
- Numele persoanei de contact din cadrul instituției gazdă :
- Domeniul de predare :
- Nivelul de predare ( An X studii de licență, An X Master, An X Doctorat)
- Numărul de studenți din instituția gazdă care vor beneficia de programul de predare
- Numărul de zile de predare
- Numărul de ore de predare

2) Obiectivele mobilității

3) Valoarea adăugată a mobilității (atât pentru instituția gazdă cât și pentru cadrul didactic)

4) Conținutul programului de predare

5) Rezultatele așteptate (fără a se limita la numărul de studenți participanți la cursurile predate)

Nume beneficiar. Semnătura,

Instituția de origine .... Semnătură și stampilă,

Instituția gazdă .....

Semnatura și stampila,

## Programul de lucru

[ Cerinte minime ]

***(Atentie ! trebuie redactat intr-o limba agreata de comun acord de ambele institutii)***

Pentru granturile in scop de formare, selectia personalului institutiilor de invatamant superior se va realiza de catre institutia de origine in baza unui "Plan de lucru" inaintat de catre applicant si aprobat de institutia de origine si de institutia sau intreprinderea gazda. Elementele minimale care trebuie mentionate in acest program sunt

1) Informatii despre institutia de origine si despre institutia/intreprinderea gazda:

- Numele beneficiarului:
- Denumirea institutiei de origine (and Erasmus ID code)/ departament (facultate):
- Denumirea institutiei gazda (and Erasmus ID code)/ departament sau intreprindere/ departament:
- Numele persoanei de contact din cadrul institutiei de origine :
- Numele persoanei de contact din cadrul institutiei gazda:
- Functia persoanei de contact din cadrul institutiei de origine:
- Functia persoanei de contact din cadrul institutiei/intreprinderii gazda:
- Informatii privind institutia de origine sau intreprinderea gazda:
  - o Marimea intreprinderii : ... mica: numar de personal intre 1 si 50
  - ... medie: numar de personal intre 51 si 500
  - ... mare: numar de personal mai mare de 501
  - o Sectorul economic:

2) Durata (zile)

3) Scopurile si obiectivele generale ale mobilitatii

4) Activitatile ce urmeaza a se desfasura si programul acestora

5) Rezultatele asteptate

Nume beneficiar. Semnatura,

Institutia de origine .... Semnatura si stampila,

Institutia gazda .....

Semnatura si stampila,

**Erasmus Programme  
Staff Mobility - Staff Training  
FINAL REPORT FORM**

This report on your experiences will provide the EU Lifelong Learning Programme/Erasmus programme with valuable information which will benefit both future teachers and other higher education staff and contribute to the continued improvement of the programme. We are grateful for your co-operation in filling out the questionnaire. (Signed)

*All personal data mentioned in this form will be processed in accordance with Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. On request, you may be sent personal data and correct or complete them. You may lodge a complaint against the processing of personal data with the European Data Protection Supervisor at any time (Official Journal L 8, 12.1.2001)*

**0. Identification of the home institution**

Your home higher education institution:

The home institution's Erasmus ID code:

**1. Identification of the staff member**

Your name (family, given):

Your gender: M/F

Your academic field/area of work:

Your email address:

**2. Mobility data**

Your host higher education institution/enterprise/organisation, city, country:

If the host enterprise/organisation is a higher education institution, its Erasmus ID code (if known to you):

Dates of mobility period abroad: dd/mm/20yy - dd/mm/20yy

**3. Organisation of stay**

Mention features such as:

- Preliminary contacts with the host institution/organisation (who, why and how has chosen it? Does the department/organisation concerned already have Erasmus cooperation activities? etc).

- Preparation of the training period abroad (linguistic preparation, production of teaching material, etc)

Mention features such as:

- Visits, training, joint work, etc.

- Individual vs. multi-partner activities; level of integration in the hosting institution

- Other activities developed/implemented in the host institution

Were the expected results defined in the teaching assignment met? Yes/No

Did you get additional results? Yes/No If yes, please specify

Remarks on positive elements and/or difficulties encountered

Please evaluate the quality of the mobility period

Scale: 1=poor/negative, 5=excellent

- Judgement of the outcome of the mobility:

1 - 2 - 3 - 4 - 5

- Judgement of social/cultural benefits of the mobility:

1 - 2 - 3 - 4 - 5

- Overall evaluation of your Erasmus mobility:

1 - 2 - 3 - 4 - 5

Recommendations to disseminate and exploit the experience/results of your mobility in your department/HEI/ ...

Suggestions (ways in which the scheme could be improved etc.)

Date:

Signature