



ERASMUS+ Key Action 2. *Capacity building in the field of higher education*

**The project “ELEVATING THE INTERNATIONALISATION OF HIGHER
EDUCATION IN MOLDOVA” (ELEVATE)¹**

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University guidelines for increasing quality in the scope of academic mobility and recognition of the mobility periods

Erasmus +, Key Action 1 Mobility of people for educational purposes

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ARGUMENT

The internationalization of education and research in HEI of the Republic of Moldova derives naturally from the national reforms taking place in higher education, according to the Education Code² (Law no. 152 of 17.07.2014), National Development Strategy "Moldova 2020"³ (Law no. 166 of 11.07.2012), Education Development Strategy for the years 2014-2020 "Education-2020"⁴ (Government Decision of the Republic of Moldova no. 944 of 14.11.2014), Research-Development Strategy of the Republic of Moldova until 2020⁵ (Government Decision of the Republic of Moldova no. 920 of 07.11.2014), the commitments assumed by the Republic of Moldova following the accession to the Bologna Process, including the provisions of the Leuven / Louvian-la-Neuve Communiqué, the Mobility Strategy 2020 for the European Higher Education Area (EHEA), integration priorities established in the Republic of Moldova-European Union Association Agreement, ratified by the Parliament of the Republic of Moldova (Law no. 112 of 02.07.2014), Europe 2020 Strategy, approved by the Parliament European Union, which supports smart, sustainable and inclusive growth, international and European higher education development priorities, etc.

The *ELEVATE project - Elevating the Internationalization of Higher Education in Moldova*, reference number: 573921-EPP-1-2016-1-MD-EPPKA2-CBHE-SP, co-financed by the Erasmus + programme of the European Union offers considerable support in diversifying internationalization experiences of higher education in the Republic of Moldova, by strengthening the capacities of universities in the field of international credit mobility / mobility of persons for educational purposes. Alecu Russo" State University of Balti is a part of the ELEVATE project consortia and contributed to internationalization of HEI.

The main objective of this guide is to support the university in the implementation of international academic credit mobility projects for staff and students with the Program countries, from the preparation of the application to the final report. The mission of this guide is to provide information on the key documents, rules and instructions that HEI must follow with guidance on the steps that the university must follow, but it does not replace the Erasmus + Program Guide⁶, which remains a priority.

² Available at: <http://lex.justice.md/index.php?action=view&view=doc&lang=1&id=355156>

³ Available at: <http://www.e-democracy.md/files/parties/strategia-moldova-2020.pdf>

⁴ Available at: https://mecc.gov.md/sites/default/files/1_strategia_educatia-2020_3.pdf

⁵ Available at: https://www.legis.md/cautare/getResults?doc_id=115801&lang=ro

⁶ Available at: https://ec.europa.eu/programmes/erasmus-plus/resources/programme-guide_en



Based on this Guide, produced with the support of the ELEVATE project, HEI of Moldova will be able to develop and / or update regulations (with internal applicability) for quality assurance in the organization of academic mobility.



THE SIGNIFICANCE OF ERASMUS + MOBILITIES FOR THE INTERNATIONALIZATION OF HIGHER EDUCATION

Promoting the mobility of students, teaching and administrative staff has become a major element in European policy on higher education. Mobility and the internationalization of higher education are key aspects of the Bologna process, and staff mobility is an integral part of the overall objectives.

Erasmus + mobilities aim to help participants acquire key competences, support them in their professional development and deepen their understanding of other cultures, strengthening cooperation in higher education in the education and research sectors.

Going abroad to study, teach or strengthen their vocational training helps people to develop their professional, social and intercultural skills, as well as improve their employment. Higher education students who have gone through mobility experiences abroad are more likely to find a job one year after graduation. 93% of these students state that they have a higher appreciation for the value of other crops after the mobility period. 91% improve their language skills and 80% believe that their problem-solving skills have improved after a period of mobility.

According to the Erasmus Impact Study⁷, participation in international credit mobility / mobility of people for educational purposes within Erasmus + programmes will improve the employability of graduates and their transversal skills. The unemployment rate among Erasmus participants is 23% lower 5 years after graduation compared to those who did not participate in international mobility. Two-thirds of employers believe that international experience is a key asset for job candidates and leads to greater professional responsibility. Employees can acquire new skills for their professional development, improve their language skills and learn new ways of working, much faster than those who have not had such experience as a student. These desideratums highlight the significance of international credit mobilities / mobility of people for educational purposes for students, academic and administrative staff of HEI. The mobility funding between the countries participating in the program and the partner countries comes from several European Union financial instruments for external cooperation⁸.

The activities of the Erasmus + Program, the new EU Program for Education, Training, Youth and Sport 2014-2020, for obtaining a mobility grant through the Erasmus + Program,

⁷ The Erasmus impact study. Effects of mobility on the skills and employability of students and the internationalisation of higher education institutions – Study, available at: <https://op.europa.eu/en/publication-detail/-/publication/13031399-9fd4-11e5-8781-01aa75ed71a1>

⁸ see Mobility projects for students and higher education staff, available at: https://ec.europa.eu/programmes/erasmus-plus/programme-guide/part-b/three-key-actions/key-action-1/mobility-higher-education-students-staff_ro



key action 1 - mobility of people for educational purposes, are carried out in accordance with the specific provisions contained in several normative documents:

- Regulation (EU) No 1288/2013 of the European Parliament and of the Council of 11 December 2013 establishing the "Erasmus +" action⁹;
- European Union program for education, training, youth and sports and repealing Decisions no. 1719/2006 / CE, no. 1720/2006 / EC and no. 1298/2008 / EC ¹⁰;
- European Commission provisions on the Erasmus Program +¹¹;
- Erasmus + Charter (Erasmus + Charter for Higher Education 2014-2020)¹² ;
- European Commission ECTS User Guide ¹³

Documents issued by the European Parliament and the European Commission on the application and management of mobility grants through the Erasmus + Program, key action 1 - mobility of people for educational purposes, facilitate a good understanding of the implementation methodology and the use of specific terms (see Annex 1, Glossary of terms).



TYPES OF MOBILITY AND ROLES OF UNIVERSITIES

The Erasmus + program supports international credit mobility / mobility of people for educational purposes in higher education, based on pre-concluded Erasmus + inter-institutional agreements, which set out the conditions for the conduct of individual mobility.

In order to participate in the actions of the program, institutions need their own **Participant Identification Code (PIC)**, which is a mandatory unique identifier for each HEI involved in the program. If the institution has previously participated in a European program, it may have a previously created PIC code. The verification of the PIC number is performed before requesting a new one on the **Participant Portal**¹⁴.

Partner institutions must also have a PIC number, which will be used later in the project implementation, when registering mobilities in the Mobility Tool +. If there are any discrepancies in the list regarding the university's PIC number, the EACEA can be contacted: EACEA-ECHE@ec.europa.eu.

Universities and organizations involved in the international credit mobility projects / mobility of people for educational purposes assume the following roles and tasks:

- **The applicant university** from the Program Country: is responsible for submitting the application for the mobility project, for signing and managing the financing and

⁹ Available at: <https://eur-lex.europa.eu/legal-content/RO/LSU/?uri=celex:32013R1288>

¹⁰ Available at: <https://eur-lex.europa.eu/legal-content/RO/TXT/?uri=CELEX%3A32013R1288>

¹¹ Available at: https://ec.europa.eu/programmes/erasmus-plus/resources/programme-guide_en

¹² Available at: https://eacea.ec.europa.eu/erasmus-plus/funding/erasmus-charter-for-higher-education-2014-2020_en

¹³ Available at: https://ec.europa.eu/education/resources-and-tools/european-credit-transfer-and-accumulation-system-ects_ro

¹⁴ The Participant Portal is an online register, where organizations must be registered and provide basic legal and financial data, available at:

<https://ec.europa.eu/education/participants/portal/desktop/en/home.html>



reporting contract. The applicant may be the coordinator of a mobility consortium of partner organizations in the same country in order to organize various mobility activities for students and staff.

- **Referral University:** is responsible for selecting students / staff and sending them abroad. Responsibilities include the payment of grants, the preparation, monitoring and recognition of the mobility period.
- **Host university:** is responsible for receiving students / staff from abroad and offers them a study program / placement or a program of training activities or the opportunity to carry out a teaching activity.
- **Intermediate organization:** is an organization active in the labor market or in the fields of education, training and youth in a country participating in the program. It may be a partner in a national mobility consortium, but it is not a sending organization. Its role could be sharing and facilitating the administrative procedures of referring higher education institutions, to better adapt student profiles to the needs of enterprises, in the case of placement, and to train participants jointly.

Before the mobility takes place, the applicant institution must sign an **Inter-institutional Agreement** with the partner institution involved in the project, using the template provided on the Erasmus + website¹⁵, according to the Erasmus + Program Guide, developed by the European Commission. The inter-institutional agreement establishes conditions for the development of individual mobility, being signed by 2 universities (EU and MD), coming from:

- a) **countries participating in the Erasmus + programme** (Program Countries): EU Member States, EEA (Norway, Iceland, Liechtenstein) and Erasmus + countries (former Yugoslav Republic of Macedonia, Turkey);
- b) **Erasmus + Partner Countries:** countries outside the European area other than those mentioned above.

The standard agreement (template) made available on the Erasmus + website can be customized with details on the conditions of mobility, type of mobility (for students, teachers and / or administrative staff), duration of mobility, number of mobilities, field of study / teaching, training, credit recognition, etc.

HEI has no financial obligations towards incoming and outgoing Erasmus + mobility, as the Inter-institutional Agreements stipulate the coverage of the transportation, accommodation and subsistence expenses of the beneficiaries of mobility from the Erasmus + grant received by them from the host university (in case of outgoing) or home university (in case of incoming).

Erasmus + inter-institutional agreements include the categories of students, teaching staff and administrative staff incoming and outgoing, according to the following types of mobility:

- a) **study mobility for students (SMS)** - study period of minimum 3 months and maximum 12 months spent by students, within the Erasmus + program, based on a bilateral agreement between universities holding an EUC;

¹⁵ Available at: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/inter-institutional-agreement_en



- b) **student mobility for placement (SMP)** - practical training period of minimum 2 months and maximum 12 months spent by students, within the Erasmus + program, based on a bilateral agreement between the home university and another university or institution in a country participating in the program;
- c) **staff mobility for teaching (STA)**
- d) **staff mobility for training (STT)**

Usually, in the universities of the Republic of Moldova, the Erasmus+ institutional coordinator is the vice-rector for international relations, or another person nominated by the legal representative of the institution. The institutional coordinator is responsible for:

- promoting the strategic vision and policies of the Erasmus + program within the university;
- general management of Mobility Projects (ICM) within the Erasmus + program within the university;
- elaboration and proposal of modifications of the Mobility and / or internationalization Regulations, with internal applicability;
- monitoring the application of the Mobility and / or Internationalization Regulations, with internal applicability;
- managing the documents necessary for the development of mobilities, etc.

Responsible for Erasmus + *incoming* and Erasmus + *outgoing* are the employees of the *International Relations Office*, who are also contact persons indicated in the Erasmus + *Inter-institutional Agreements*. It is appointed according to the internal regulations of the *International Relations Office* of the university. The Coordinator's duties can be found in his job description. Among these:

- constantly updating the university website and *International Relations Office webpage* to make available to students and university staff Erasmus + outgoing and incoming all necessary information and documents;
- providing assistance to *outgoing and incoming* Erasmus + students in connection with the study and placement program at the host university, prior to arrival at the host university and throughout their stay;
- providing assistance in facilitating the approval of the *Learning Agreement* for studies / traineeship of Erasmus + students and amendments thereto;
- providing assistance to Erasmus + *incoming* teaching and administrative staff from partner institutions in connection with facilitating the approval of the university teaching / training program, prior to arrival in Moldova and throughout their stay;
- cooperation with the secretariats of the faculties to facilitate the procedure for documenting Erasmus + *outgoing and incoming* mobility and issuing the necessary documents for submitting the outgoing mobility file and the catalog with the exams or the activity performed by students and incoming staff, which will be sent to the *International Relations Office* for issuance of the *Transcript of Records*;
- collaboration with the Erasmus + Institutional Coordinator of the university for the good development of the projects within the Erasmus + Program.

Each faculty within the university appoints an Erasmus + Responsible Coordinator by decision of the Faculty Council for a period of 4 years. He/She must submit a declaration of



conflict of interest to the International Relations Office. The Responsible Erasmus + Coordinator within the faculty will:

- makes available to the International Relations Office the list of courses offered (curricula) in English to *incoming* Erasmus + students, and the number of ECTS credits allocated to each discipline. The catalog of English courses will be updated annually on the university's website;
- provide assistance to the Erasmus + *incoming* student throughout the mobility and will support the Erasmus + *incoming* student in getting acquainted with the schedule of teaching activities;
- provide assistance to the *outgoing* Erasmus + student before mobility, throughout the mobility and after the completion of the mobility;
- consults *incoming* Erasmus + staff on all academic aspects of the teaching / training period at the university (course content, level of students addressed, language of teaching / training, date of mobility).

The mentor appointed by the faculty where the Erasmus + incoming student is enrolled for a placement mobility has the following responsibilities and competencies:

- supports the *incoming* Erasmus + student in completing the Placement Agreement (Learning agreement for traineeship);
- supervises and supervises the activity of the *incoming* Erasmus + student throughout the mobility (tasks to be performed, laboratory rooms, etc.);
- completes and signs the Traineeship certificate;
- guides *incoming* Erasmus + staff in completing the Mobility Agreement for Teaching and Mobility Agreement for Training;



SELECTION OF STUDENTS AND STAFF

Students apply to participate in their own higher education institutions that selects the participants in the mobility action. The selection procedure for students, as well as the procedure for awarding a grant, must be fair, transparent, consistent and documented and will be made available to all parties involved in the selection process..

The higher education institution must take the necessary measures to prevent any conflict of interest with regard to persons who may be invited to sit on selection committee or to participate in the selection process of students..

Selection criteria, such as, for example: the candidate's academic performance, previous mobility experiences, motivation, previous experience in the host country (upon return to the country of origin), etc. will be made public.

For students from partner countries, the first criterion for selecting students will be academic merit, but in the case of an equivalent academic level, students from disadvantaged socio-economic backgrounds (including refugees, asylum seekers and immigrants) should be preferred..



Lower priority will be given to students who have already participated in mobility actions in the same study cycle, under the Erasmus lifelong learning programme, the Erasmus Mundus programme or the Erasmus + programme. In the case of Erasmus Mundus master's courses and Erasmus Mundus joint master's programs, previous participation is only considered for scholarship holders.

Once selected, students must receive from the sending institution the Erasmus + Student Charter, which sets out the student's rights and obligations for the period of study or trainship abroad and explains the different steps to be followed before, during and after the mobility period.

University staff participating in a higher education mobility project must be selected by the referring higher education institution in a fair and transparent manner. Before leaving, they must have agreed on a mobility program with the the sending institution / enterprise and the host institution / enterprise.

The selection of academic and administrative staff of the higher education institution is carried out by the higher education institution. The procedure for selecting and awarding the grant must be fair, transparent, consistent and documented and will be made available to all parties involved in the selection process. Selection criteria (eg. priority for staff traveling abroad for the first time, limitation of the possible number of mobility activities for each staff member in a given period of time, etc.) will be made public.

The higher education institution must take the necessary measures to prevent any conflict of interest with regard to persons who may be invited to sit on selection boards or to participate in the selection process of individual beneficiaries.

In case of staff mobility from an enterprise to a higher education institution, this shall be initiated by an invitation from the institution to the staff member of the enterprise; the grant is managed by the host higher education institution or, in the case of mobility between participating countries and partner countries, by the beneficiary.



ORGANIZATION OF STUDENT MOBILITY

Student mobility can take place in any field / academic discipline. In order to ensure high quality mobility activities with maximum impact on students, the mobility activity must be compatible with students' learning and personal development needs.

According to the provisions of the Erasmus + *Inter-institutional Agreement*, HEI will plan, organize and monitor international credit mobility / individual mobility of students for educational purposes in higher education. Students may travel to the Republic of Moldova for study or placement during the academic year covered by the *Agreement*:

- **study mobility for students** - study period of minimum 3 months and maximum 12 months spent by students, within the Erasmus + program, based on a bilateral agreement between universities holding an EUC;



- **placement mobility for students** - a period of practical training of a minimum of 2 months and a maximum of 12 months spent by students under the Erasmus + program, based on a bilateral agreement between the home university and another university or institution in a participating country.



Organization of *incoming* student mobility

The cumulative eligibility criteria for *incoming* Erasmus + students are as follows:

- to be enrolled as a student at the university in the program country, HEI partner, with which an inter-institutional agreement was signed within the Erasmus + programme (the notion of student includes in this sense the bachelor's, master's or doctoral cycles);
- retains the status of student of the partner university until the end of the mobility period at HEI;
- has good knowledge of a foreign language in which the placement at HEI will be studied / carried out;
- is motivated to study at HEI.

Before the start of the mobility period, the Erasmus + *incoming* student will send to the *International Relations Office* the electronic version of the application file which will contain the following documents:

- *Learning Agreement for Studies / Placement Agreement* (Learning agreement for traineeship) signed by the Erasmus + Coordinator / Erasmus + Institutional Coordinator at the partner university;
- The document from the partner university by which the student is officially nominated as an Erasmus + student at HEI;
- Other relevant documents (copy of passport, certificate of academic success, documents that will facilitate the completion of the residence permit for study on the territory of the Republic of Moldova (in case of study mobility), copy of insurance for accidents at work and for damages caused by student at work (in the case of placement mobility)..

Based on the documents sent by the *incoming* Erasmus + student, the coordinator of the *International Relations Office* will prepare the Acceptance Letter signed by the Erasmus + Institutional Coordinator at HEI.

The International Relations Office ensures the transmission of information on mobility (ICM) to the Faculties. The dean's offices, in turn, will complete the temporary enrollment procedure for each Erasmus + incoming student according to the study calendar established by the universities, with the granting of a registration number / student ID. The deans of the faculties will also receive a copy of the Learning Agreement for Studies / Placement Agreement based on which they will make individualized schedules. Given the provisions of the Erasmus + program, students who undertake study mobility are allowed to take courses in different years of study. The individualized timetable will be presented to each *incoming* Erasmus + student



in the first week of mobility. After establishing the individualized schedule, the only changes allowed will be those related to adding or giving up courses according to the changes of the Learning Agreement for Studies. The *incoming* Erasmus + student is allowed to modify the Learning Agreement for Studies during the mobility period provided that these changes are reviewed and approved by the Erasmus + Institutional Coordinator of HEI and approved by the Erasmus + Institutional Coordinator of the partner university within a maximum of 1 month from the start of the mobility.

The conditions for awarding the grants for the *incoming* Erasmus + student do not provide for the payment of fees, focused on the development of the mobility program in HEI. Universities may, however, require Erasmus + incoming students to pay sums to cover certain costs such as accommodation, health insurance, use of various materials and facilities (photocopying, laboratory products, etc.), under conditions identical to those applied to HEI students..

If the Erasmus + *incoming* student requests the study of the Romanian language as a foreign language, the *International Relations Office* will submit a request to the subdivision responsible for organizing this course. The Faculty of Letters will provide the data regarding the Romanian language course for foreigners (name of the teacher who supports the course, number of hours, number of ECTS credits allocated, form of verification, etc.). At the end of the mobility, after the evaluation, the Erasmus + incoming student will receive a language training certificate, issued by the Faculty of Letters.

The International Relations Office will organize presentation of the university, the municipality, the region for Erasmus + *incoming* students, will cooperate with associations and student self-governance structures for organizing extra-curricular activities that bring together students involved in Erasmus + *incoming* mobility in order to study / placement. These meetings are intended to facilitate the academic integration of *incoming* Erasmus + students in the university environment of the host university, as well as to facilitate their social integration.

At the end of the mobility, the Erasmus + incoming student will come to the *International Relations Office* before leaving the Republic of Moldova to receive the following documents:

- a)** In case of mobility for study:
 - Transcript of Records in English, which will be completed in two copies (one will be kept at the International Relations Office, the other will be handed to the respective student to be presented to the home university). The transcript will be handed to the student only after he provides the International Relations Office with the liquidation signed by the University Library and the dormitory administrator (if the student lived in the dormitory). Each course, the number of credits obtained (including additional credits, if applicable) and the grade obtained will be recorded in the transcript.;
 - Certificate of Attendance that will contain information regarding the duration of the study period at HEI.
- b)** In the case mobility for training:
 - The Traineeship certificate in English, which will be completed in duplicate (one will be kept at the International Relations Office, the other will be handed to the student to be presented to the home university). The Certificate of Placement will record the



field in which the placement took place, the number of credits obtained and the grade obtained (if applicable);

- Certificate of Attendance which will contain information regarding the duration of the placement period at HEI.

The International Relations Office archives the file of the incoming Erasmus + student:

- Identity document - copy;
- Registration order - copy;
- Certificate of attendance - copy;
- Learning agreement for studies / Placement contract (Learning agreement for traineeship) - copy;
- Changes to the study agreement (Learning agreement for studies) - copy;
- Transcript of records / Traineeship certificate - original.

The secretariat of the host faculty archives in the file of the Erasmus + student incoming:

- Learning agreement for studies // Learning agreement for traineeship - copy
- Registration order - copy;
- Changes to the study agreement (Learning agreement for studies) - in copy;
- Transcript of records / Traineeship certificate - copy.

The recognition of credits obtained during the period of study / placement at HEI will be performed by the home university, and the exams, credits, certificates and diplomas are equivalent based on the ECTS system.



Organization of students *outgoing* mobilities

The cumulative eligibility criteria for Erasmus + outgoing students are as follows:

- is enrolled as a student at HEI, and the host university from programme country is partner of HEI according to inter-institutional agreement signed within the Erasmus + program (the notion of student includes in this sense the bachelor's, master's or doctoral cycles);
- retains the status of student of the partner university until the end of the mobility period at HEI;
- has a good knowledge of a foreign language in which the placement/studies will be carried out;
- is motivated to study at partner university.

Before the start of the mobility period, the *outgoing* Erasmus + student will send the electronic version of the application file to the *International Relations Office* and will personally present the application file with the following **original documents**:

- Learning Agreement for Studies / Placement Agreement signed by the Erasmus + Coordinator / Erasmus + Institutional Coordinator within the university;
- The document certifying the student status of the university (Certificate);
- Certificate of academic success;



- Motivation letter;
- Certificate of knowledge of a foreign language (for the language of instruction of the respective study program at the host university);
- Other relevant documents (CV, copy of passport, documents that will facilitate the completion of the residence permit for studies on the territory of the partner institution (in case of study mobility), copy of insurance for accidents at work and for damages caused by the student to workplace (in the case of placement mobility), documents attesting to the vulnerable social status.

Based on the documents submitted by the *outgoing* Erasmus + student, the coordinator of the *International Relations Office* will organize the selection procedure for the mobility candidate.

The International Relations Office of the universities will inform the faculties regarding the nominated candidate for outgoing study / placement mobility, who, in turn, will complete the temporary mobility departure procedure of each Erasmus + *outgoing* student according to the calendar established for this purpose in the Study Contract (Learning Agreement for Studies / Placement Agreement). The deans of the faculties will also receive a copy of the Learning Agreement for Studies / Placement Agreement for the database and for the subsequent procedure for recognizing the mobility period after its completion. Given the provisions of the Erasmus + programme, students who carry out mobility for studies are allowed to take courses found in the curriculum at different years of study. The *outgoing* Erasmus + student is allowed to amend the Learning Agreement for Studies during the mobility period provided that these changes are reviewed and approved by the Erasmus + Institutional Coordinator of the home university and approved by the Erasmus + Institutional Coordinator of the partner university within a maximum of 1 month from the start of the mobility.

The conditions for awarding grants for the Erasmus + *outgoing* student do not provide for the payment of fees to the host university related to the development of the mobility program. However, Erasmus + outgoing students may be required to pay certain costs to cover certain costs such as accommodation, health insurance, use of various materials and facilities at the host university.

The host university offers the *outgoing* Erasmus + student the opportunity to study the foreign language (the language of instruction of the respective study program at the host university), organizes extra-curricular activities to bring together students involved in Erasmus + mobility for study / placement.

At the end of the mobility, the Erasmus + *outgoing* student will present himself at the *International Relations Office* after his immediate arrival in the Republic of Moldova to present the following documents:

- c) In case of mobility for study:
 - Transcript of Records in two copies (one will be kept at the International Relations Office, the other will be handed to the dean of the home university / Erasmus + Responsible Coordinator in order to facilitate the procedure for recognizing academic mobility);
 - Certificate of Attendance which will contain information regarding the duration of the study period at the host university.



d) In case of mobility for training:

- The Traineeship certificate in two copies (one will be kept at the International Relations Office, the other will be handed to the dean of the home university / Erasmus + Responsible Coordinator in order to facilitate the procedure for recognizing academic mobility). The Certificate of Placement will indicate the field in which the placement took place, the number of credits obtained and the grade obtained (if applicable);
- Certificate of Attendance which will contain information regarding the duration of the placement period at the host university.

The International Relations Office archives the Erasmus + outgoing student file:

- Identity document - copy;
- Order of departure / return from academic mobility - copy;
- Certificate of attendance - copy;
- Learning agreement for studies / Placement contract (Learning agreement for traineeship) - copy;
- Changes to the study agreement (Learning agreement for studies) - copy;
- Transcript of records / Traineeship certificate - original.

The secretariat of the home university faculty archives in the file of the outgoing Erasmus + student:

- Learning agreement for studies // Learning agreement for traineeship - copy
- Order of departure / return from academic mobility - copy;
- Changes to the study agreement (Learning agreement for studies) - in copy;
- Transcript of records / Traineeship certificate - copy.

The recognition of credits obtained during the study / placement period at foreign universities will be performed by Moldovan universities, and the exams, credits, certificates and diplomas are equivalent based on the ECTS system.



ORGANIZATION OF STAFF MOBILITY

Erasmus + interinstitutional agreements include the categories of *incoming and outgoing* teaching and administrative staff, according to the following types of mobility:

- a) staff mobility for teaching (STA)
- b) staff mobility for training (STT)

HEI will conclude, in advance, inter-institutional agreements with each of the programme institutions, which will specify the number of staff who will travel for the purpose of teaching or training during the academic year concerned..

Teaching mobility allows teachers in higher education institutions or staff in enterprises to teach at a partner higher education institution abroad (in the program country). Staff mobility for teaching purposes can take place in any field / academic discipline..

Training mobility supports the professional development of teaching and non-teaching staff in higher education institutions (HEI), as well as the development of the institutions involved. It



may take the form of educational events abroad (except for conferences) and professional pursuit at work / observation periods / training at a partner higher education institution or other relevant organization abroad. A period of study abroad can combine teaching and training activities. In the allocation of staff mobility grants between the countries participating in the program, emphasis will be placed on training periods for teachers in higher education institutions, which allow them to develop their pedagogical and curriculum design skills.



Organization of staff *incoming* mobilities

The cumulative eligibility criteria for *incoming* Erasmus + staff are as follows:

- is an employee of a partner university of HEI, with which an inter-institutional agreement was signed within the Erasmus + programme;
- has good knowledge of a foreign language in which they will carry out teaching / training activities at HEI.

Before the start of the mobility period, Erasmus + *incoming* staff will send to the *International Relations Office* an application file containing the following documents:

- Mobility Agreement for Teaching / Mobility Agreement for Training signed by the Erasmus + Coordinator / Erasmus + Institutional Coordinator at the partner university;
- The document from the partner / home university, by which the beneficiary is officially nominated as Erasmus + staff of the host university in Moldova;
- Other relevant documents (CV, copy of passport, copy of health insurance, etc.).

Based on the documents sent by the incoming Erasmus + staff, the coordinator within the *International Relations Office* will draw up the Acceptance Letter signed by the Erasmus + Institutional Coordinator at HEI.

Priority will be given to those mobilities that contribute to the consolidation and expansion of links between departments / departments and faculties and will prepare new cooperation projects, as well as to those that expand the links between universities in the Republic of Moldova (partner country) and universities of origin).

The objectives of Erasmus + mobility for the purpose of teaching staff are:

- To allow students from the Republic of Moldova, who cannot participate in a mobility plan, to benefit from the knowledge and expertise of the teaching staff from universities from other European countries (program countries);
- To promote the exchange of expertise and experience regarding the teaching methodology;
- To encourage the universities of the Republic of Moldova to expand and enrich the content of their curriculum within the study programs they offer.

The objectives of Erasmus + mobility for training are:

- mobility of staff from a partner university to universities in the Republic of Moldova for the purpose of vocational training (allows beneficiaries to learn from the experience and good practices of universities in the Republic of Moldova to improve their skills necessary for the current activity);



- to allow university staff from the Republic of Moldova who cannot participate in a mobility plan to benefit from the knowledge and expertise of university staff from other countries involved in the Erasmus + program (program countries);
- to promote the exchange of expertise and experience.

The total duration of the Erasmus + *incoming* teaching / training mobility period comprises a minimum of 5 working days. In the case of Erasmus + *incoming* teaching mobility, 8 teaching hours / week will be promoted.

At the end of the mobility, the Erasmus + *incoming* staff will come to the *International Relations Office* before leaving the Republic of Moldova to receive the following documents:

- Certificate of Attendance, which will contain information on the duration of the teaching / training period at the University of Moldova.
- The International Relations Office archives the Erasmus + incoming staff file:
- Identity document - copy;
- Certificate of attendance - copy.

The recognition of the teaching / training period la HEI will be performed by the home university.



Organization of staff *outgoing* mobilities

The cumulative eligibility criteria for Erasmus + *outgoing* staff are as follows:

- is an employee of the university;
- has good knowledge of a foreign language in which they will carry out teaching / training activities at the host university.

Before the start of the mobility period, Erasmus + outgoing staff will send to the *International Relations Office* an application file containing the following original documents:

- Mobility Agreement for Teaching / Mobility Agreement for Training signed by the Erasmus + Coordinator / Erasmus + Institutional Coordinator at the home university and at the partner / host university;
- The document certifying the status of employee within the university;
- Motivation letter;
- Other relevant documents (CV, copy of passport, copy of health insurance, etc.).

Priority will be given to those mobilities that contribute to strengthening and expanding the links between departments / departments and faculties and will prepare new cooperation projects, as well as to those that expand the links between HEI (partner country) and host universities (program countries).

The objectives of Erasmus + staff mobility for teaching are:

- To promote the exchange of expertise and experience regarding the teaching methodology;



- Encourage universities to expand and enrich the content of their curricula in the study programs they offer.
- Ensure the transfer of knowledge and good practices.

The objectives of Erasmus + staff mobility for training are:

- mobility of staff from the Republic of Moldova (partner country) to a partner university (from the program countries) for the purpose of professional training (allows beneficiaries to learn from the experience and good practices of the host university and to improve the skills required for the current activity);
- to promote the exchange of expertise and experience.

The total duration of the Erasmus + outgoing teaching / training mobility period comprises a minimum of 5 working days. In the case of Erasmus + outgoing teaching mobility, 8 teaching hours / week will be promoted.

At the end of the mobility, the Erasmus + *outgoing* staff will present themselves at the *International Relations Office* immediately upon arrival in the Republic of Moldova to present the following documents:

- Certificate of Attendance which will contain information regarding the duration of the teaching / training period at the host university.

The *International Relations Office* archives the Erasmus + outgoing staff file:

- Identity document - copy;
- Certificate of attendance - copy.

The recognition of the teaching / training period at the host university will be performed by HEI, following the presentation of the communiqués about the mobility carried out at the meetings of the department, department, the meetings of the faculty council, etc.



RECOGNITION AND EQUIVALENCE OF STUDIES/TRAINSHEEPS CARRIED OUT UNDER THE ERASMUS + PROGRAMME

Mobility is recognized by both universities, according to the Inter-institutional Agreement and the provisions of the *Learning Agreement*. The host institution shall provide the *Transcript of Records / Transcript of Work* (or its equivalent) to the home institution and the student within a mutually agreed period of time, after finalizing the results obtained by the student at the host institution.

Each university must draw up a regulation on the recognition of the results obtained by participants in mobility. The regulation must contain clear provisions regarding the following principles, recommended by the Programme:

- full and automatic recognition of the Erasmus study or placement period, of the total number of transferable credits accumulated by the student during the mobility period by the management of the faculty where the student is enrolled;
- the recognition of the credits certified in the transcripts as being obtained by the student at the institution / institutions visited;
- equivalence for Erasmus study or placement periods, following the recognition of



grades obtained in the subjects completed during the mobility, through clear, transparent and competence-focused conversion rules, and not on the names of the subjects, based on a correspondence between the notation from the two countries.

In the case of students who do not fully fulfill their obligations under the *Learning Agreement*, the assessment procedures communicated to the student before mobility apply. In such cases and as long as the mobility period is respected, no financial penalties should be applied in the form of reimbursement of part or all of the grant..

Another important document used in the European Higher Education Area is the *Diploma Supplement*, which contains all the student's achievements, fully transparent. For this reason, the mobility realised abroad is included in the *Diploma Supplement* with the original title (and its translation), the data of the institution in which they were followed and the number of credits / grades obtained.

The institution clearly defines the responsibilities for the implementation and monitoring of mobility and ensures the correctness, transparency of the recognition / equivalence procedures and criteria, as well as the existence of the appeal procedure. A staff member is delegated and authorized at department / faculty level to establish the study program with the participant, to approve and sign the Learning Agreement for the home institution, before mobility; similarly, there must be a person at the host institution responsible for signing the Registration Form at the end of the mobility. Individual academic recognition is discussed only with those responsible.

Integrating a mobility into a participant's study program facilitates recognition. Institutions can:

- identify the period of the semester or academic year conducive to mobility (mobility window);
- plan the relevant educational components in the appropriate semester / academic year (dissertation preparation, practical experience, language courses, etc.);
- identify partner institutions in which compatible / complementary results can be obtained.

At the end of the mobility period, all participants (students and staff) must complete a final report online. Participants receive by e-mail the questionnaire after completing the mobility, and sending the report leads to the payment of the last tranche of the grant.

A special questionnaire is sent to the student after completing the mobility, to assess the quality of recognition.



Recognition and equivalence of studies carried out under the erasmus + programme: application dimensions

In order to ensure the quality of the processes of recognition and equivalence of mobility for studies, training and placement under the Erasmus + programme, HEI will take into account:

- A. The provisions of the normative acts of the Erasmus + programme of the European



Commission;

- B. Requirements for completing the Study Agreement (Learning Agreement Student Mobility for Studies);
- C. Recognition and equivalence of study periods;
- D. Maintaining student status during and after the Erasmus + study mobility.

A. The framework for the recognition and equivalence of studies, traineeships and traineeships carried out under the Erasmus + programme derives from the provisions set out in the following acts.:

- Erasmus Charter for Higher Education (ECHE) 2014-2023 awarded to universities in program countries by the European Commission;
- ECTS User Guide, of the European Commission;
- Guide to the Erasmus + Programme, of the European Commission;
- The financing contract concluded within the Erasmus + Programme between the National Agencies for the Erasmus Programme and Universities;
- The provisions of the inter-institutional agreements, based on which the international credit mobilities / mobility of persons for educational purposes are realized.
- The internal regulations for the organization and functioning of the *International Relations Office* of the university, responsible for the implementation of the Erasmus + projects.

The principles underlying the process of recognition and equivalence of studies and traineeships are:

- full and automatic recognition of the Erasmus study or traineeship period, of the total number of transferable credits accumulated by the student during the Erasmus + mobility period;
- ensuring the academic recognition of credits obtained in mobility as part of the final diploma by entering in the Diploma Supplement the mentions regarding the results, the host institution and the period of mobility;
- the equivalence of Erasmus study or practice periods through clear, transparent and competence-focused conversion rules, and not on the names of the disciplines;
- granting the most favorable status for the student in terms of including the grades obtained in mobility in the general average, the equivalence not being able to prejudice the student's position in the ranking of the home faculty.

B. All Erasmus + mobilities for students are carried out, from a didactic point of view, based on the *Learning Agreement - Annex 2 / Placement Agreement* (Learning agreement for traineeship) which is signed by the student and the managers ECTS from both universities (home university and host university). The study contract records the teaching disciplines / activities that:

- The student undertakes to follow and promote them;
- The host university undertakes to offer them to the student;



- The home university undertakes to recognize them and to equate them when the student returns.

From a didactic point of view, the *learning agreement* has the value of a contract. This contract describes the study programme abroad and includes the list of courses that the student will take during the mobility at the partner university..

The heading of the *Learning Agreement* (see annex 2) will be completed with the name of the student benefiting from the mobility and the academic year in which he / she is carrying out the Erasmus + study mobility. The initial table consists of three parts:

1. **Student.** The beneficiary student fills in details regarding his personal data: name and surname, date of birth, nationality, gender, level and field of study. The field of study corresponds to the field closest to the student's specialization and can be identified by accessing the link:
https://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus2/files/learning-studies_en.pdf
2. **Referral institution / home university.** The beneficiary student completes information regarding the home university: the faculty where he / she is enrolled, the Erasmus code and the full address of the university, the country, as well as the contact details of the contact person (contact person). This may be a member of the International Relations Office at the home university, responsible for the administration of Erasmus + study placements or the Erasmus + coordinator at the faculty level.
3. **Destination / host institution.** The beneficiary student includes in this section information regarding the university where the mobility will take place, respectively the host university: the host faculty where he will be temporarily enrolled.

Learning Agreement Student Mobility for Studies comprises three main sections: before mobility, during mobility and after mobility (*Before the Mobility, During the Mobility and After the Mobility*).

In the **Before the Mobility section**, Table A, the student completes the code (if applicable), the name and the number of credits assigned to each course to be attended at the host university. Then, with the opinion of the university's Erasmus + coordinator, the student fills in Table B the code (if applicable), the name and number of credits corresponding to the courses at the university to be equivalent at the end of the mobility and his return to the country.

Equivalence possibilities for completing *Table B*:

Courses (1) corresponding to the semester in which the Erasmus + mobility takes place, (2) corresponding to the semesters following the Erasmus + mobility, within the same study cycle, or (3) courses related to the semester preceding the Erasmus + mobility, if the mobility takes place in the semester of II and begins, according to the academic calendar of the host university, before the end of the winter session at the home university. Before the start of the mobility, the beneficiary student has the obligation to study and consult the academic offer of the host university and the language of study to be used at the host institution for fulfilling the



professional obligations assumed by the study contract. Linguistic knowledge of the language of study at the host university will be indicated in the box of the level of competence by ticking the appropriate level.

After completing and signing *the Before the Mobility* section, the beneficiary student obtains the signature of the faculty's ECTS coordinator (head of department, dean, vice-dean or Erasmus coordinator, if the latter is part of the recognition and equivalence committee) and sends the scanned document by email. the host university to obtain its approval (together with the rest of the documents in the application file).

The *Before the Mobility* section must be signed by all three parties (beneficiary student and ECTS coordinators of the two institutions) compulsorily before the start of the Erasmus + mobility at the host university, unless the host university does not wish to sign that section in the default term.

The chosen disciplines must amount to at least 30 ECTS credits / semester, respectively 60 ECTS credits / academic year.

Completing the section During mobility

If the study program initially established in the *Before the Mobility* section is modified for various reasons (eg time incompatibilities, etc.), the beneficiary student mentions in the *During the Mobility* section, Table A2:

- the courses (from the list of those initially chosen, before leaving for the mobility) which they give up, by ticking the appropriate box in the DELETED column next to them;
- the newly chosen courses, by ticking next to them the corresponding box in the ADDED column.

In Table B2 the student completes, only if necessary, the changes regarding the courses at the host university that are to be equivalent at the end of the mobility and his return to the country. The courses that appear in the initial study contract and remain unchanged are not completed again on the changes page.

After completing and signing the *During the Mobility* section, the beneficiary student obtains the approval and signature of the Erasmus coordinator from the host university and sends the scanned document, by email, to the Erasmus coordinator from the home faculty, for approval and signing.

If the person responsible for approving and signing the study contract is other than the one initially designated, the beneficiary student inserts in the *During the Mobility* section the following table:



Changes in the person (s) responsible	Name / surname	Email	Position
The new responsible person in the referring institution			
The new responsible person at the destination / host institution			

Following the modifications of the initially planned course lists, the newly chosen discipline must be summed min. 30 ECTS credits / semester, respectively 60 ECTS credits / one academic.

The last section, entitled **After the Mobility**, includes both the official school situation submitted by the host university (Table C) and the list of subjects recognized and equivalent by the home university (Table D). The host university completes in Table C (Transcript of Records at the Receiving Institution) the code (if applicable), the name and the number of credits assigned to each course that the beneficiary student attended and for which he / she took exams, during the compulsory examination period, according to academic calendar. The host university shall also indicate in Table C the marks obtained for each course and indicate whether the professional obligations established and approved have been successfully fulfilled.

The mobility period (start and end dates of the study period) is mentioned in *Table C* and corresponds to the period in which the beneficiary student is present at the host university.

Following the communication of the school situation by the host university, the Erasmus coordinator at the home faculty completes in Table D (Transcript of Records and Recognition at the Sending Institution) the code (if applicable), the name and the number of credits corresponding to the courses at the university of reference / origin for which the student requested equivalence, as well as the grade resulting from the recognition and equivalence process. Thus, the home university undertakes to recognize and equate the courses completed by the student in Table B and Table B2 (if applicable), only if he has successfully fulfilled the professional obligations assumed by the study contract. Unpromoted courses cannot be equated.

Both the *initial Learning Agreement* and the page with subsequent amendments (if applicable) will be brought in original or in copy, at the end of the mobility, to the Department of International Relations, together with the rest of the required documents.

C. Recognition and equivalence of study periods

Credit equivalence. Upon returning from the mobility, the student will be automatically recognized all the credits obtained at the host university, according to the list of disciplines in the study contract; the certification of this transfer of credits, as well as the equivalence of the marks obtained, will be done by the commission appointed at faculty level. The equivalence and recognition commission is composed of between 2 and 5 members, depending on the



number of chairs / departments in the faculty, and includes the Erasmus + coordinator of the faculty and the head of the chair / ECTS manager who signs the Erasmus study / practice contracts (in case which is other than the Erasmus coordinator).

The equivalence of the grades will be done according to the following principles:

- all the disciplines provided in the study contract signed before the beginning of the mobility at the host university will be equivalent to the return;
- the equivalence is based on the equivalence grid, in combination with the student's ranking among all students examined at the host university (see Annex 3);
- the equivalence will be made on the basis of an equivalence application (Annex 4) completed and signed by the beneficiary student, which will be subsequently approved by the recognition and equivalence commission at faculty level;
- in the case of a different number of courses at the two institutions, the principle of recognition of grades is that in a course at the home university the grade corresponding to the relevant grade obtained at the host university is awarded. The relevant grade is the one that has maximum similarities in terms of content, objectives and learning outcomes of the course;
- if the host university has granted the student the number of credits corresponding to a discipline, without also awarding him / her a grade / grade for the respective discipline, the recognition of credits is ensured (minimum promotion grade); possible increases in the grade are obtained through procedures established by the recognition committee (for example, re-evaluation, with grade, of the project presented at the host university);
- the grades are established by the recognition commission of the faculty and not by each individual course holder.

At the end of each semester, the head of department / Erasmus + coordinator of each faculty will submit to the *Department of International Relations* the equivalence certificates (Annex 5) of all Erasmus students in the respective academic year.

The document by which the academic recognition of studies and mobility carried out within the Erasmus + program is achieved is the Certificate / Form for the recognition and equivalence of the results obtained in mobility (Annex no. 5)

Students who, as a result of completing the mobility under the Erasmus + program, are unable to attend the examination sessions at the host / home university of the respective academic year, benefit from a special examination session and the final examination of studies (for all levels and for all years of study) in early September, before the start of the following academic year. The special session is organized only with the approval of the Board of Directors of the university.

D. Maintaining the student's status during and after the Erasmus + mobility for studies

If the undergraduate / master's degree student does not receive the school situation after the Erasmus + mobility carried out at the host university in time for credit recognition, grade



equivalence and completion of the semester average, the student retains his status at the beginning of the Erasmus + mobility and in the semester following his return from stage:

- budget studies / tax studies;
- with scholarship / without scholarship;
- accommodated student, if applicable (with the obligation to request accommodation through a registered application and submitted to the faculty administrator).

The rights earned as a student at the home university, ie the study grant, scholarships, social scholarships, scholarships of excellence, other rights or facilities, cannot be withdrawn during the Erasmus + mobility or due to participation in the Erasmus + Program.

The equivalence does not prejudice the student's position in the ranking of the home faculty for the academic year following the one in which the student participated in the Erasmus + mobility.

The Erasmus + student has the right to take any exams not passed as a result of participating in the Erasmus + Program. The average for the subjects in which the Erasmus + student was able to participate in exams at the home university is the one that will be taken into account when establishing the ranking.

Examinations in subjects not covered by the Erasmus + mobility study / training agreement, as well as examinations not passed during the Erasmus mobility period are taken at the home university, during the examination sessions approved at the University level.

If students are unable to attend the examination sessions approved at the University level, due to participation in Erasmus mobility, special exam sessions may be organized. No fees will be charged for the first exam and overdue, regardless of the session in which the student takes the exams in which he could not participate due to Erasmus + mobility.

Diploma supplements will contain information about study or trainships conducted by students through this program.



ANNEX

Annex 1.

Glossary of terms ¹⁶

Certificate	In the context of Erasmus +, a document issued to a person who has completed a learning activity in the field of education, training and youth, as appropriate. Such a document certifies the presence and, if applicable, the learning outcomes of the participant in the activity.
Co-financing	The principle of co-financing implies that part of the costs of an EU-supported project must be borne by the beneficiary or covered by external contributions other than the EU grant.
Consortium	Two or more participating organizations joining forces to prepare, implement and monitor a project or activity within a project. A consortium can be national (ie, involves organizations established in the same country) or international (involves participating organizations from different countries).
Coordinator/ coordinating organization	Participating organization applying for an Erasmus + grant on behalf of a consortium of partner organizations.
Credit mobility	Limited period of study or traineeship abroad - in ongoing studies at a referring institution - in order to obtain credits. After the mobility phase, students return to their referring institution to complete their studies.
Credit	A set of learning outcomes obtained by a person, which have been evaluated and which can be accumulated in order to acquire a qualification or can be transferred to other learning programs or qualifications.
Diploma mobility	Period of study abroad for the purpose of obtaining a diploma or certificate in the host country / countries
Diploma supplement	Annex to the official qualification document which is intended to provide more detailed information on completed studies, in an internationally agreed and recognized format. This document accompanies the higher education diploma, providing a standardized description of the nature, level, context, content and status of the studies completed by the holder. The diploma supplement is issued by higher education institutions in accordance with standards set by the European Commission, the Council of Europe and UNESCO. The diploma supplement is part of Europass (see below). In the context of a joint international study program, it is recommended to provide a "common diploma supplement" covering the entire program and approved by all universities awarding the diploma.

¹⁶ Conform Ghidul Programului Erasmus+



GFNA-II.6-C-Annex-Erasmus+ HE Learning Agreement for students-2016



Higher Education:
Learning Agreement form *Student's name*
Academic Year 20.../20...

Exceptional changes to Table A (to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)							
Table A2 During the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for change ^{1,2}	Number of ECTS credits (or equivalent)	
				<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	
				<input type="checkbox"/>	<input type="checkbox"/>	Choose an item.	

Exceptional changes to Table B (if applicable) (to be approved by e-mail or signature by the student and the responsible person in the Sending Institution)						
Table B2 During the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Number of ECTS credits (or equivalent)	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	

Commitment					
By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and Receiving Institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the Inter-institutional Agreement for institutions located in Partner Countries). The Beneficiary institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units gained at the Receiving Institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties. The student and the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.					
Commitment	Name	Email	Position	Date	Signature
Student			<i>Student</i>		
Responsible person ¹³ at the Sending Institution					
Responsible person at the Receiving Institution ¹⁴					

After the Mobility

Transcript of Records at the Receiving Institution					
Table C After the mobility	Start and end dates of the study period: from [day/month/year] to [day/month/year]				
	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Was the component successfully completed by the student? [Yes/No]	Number of ECTS credits (or equivalent)	Grades received at the Receiving Institution
					Total: ...

Transcript of Records and Recognition at the Sending Institution				
Table D After the mobility	Start and end dates of the study period: from [day/month/year] to [day/month/year]			
	Component code (if any)	Title of recognised component at the Sending Institution (as indicated in the course catalogue)	Number of ECTS credits (or equivalent) recognised	Grades registered at the Sending Institution (if applicable)
				Total: ...



Annex 3.

University

ERASMUS+ Programme

**ERASMUS+ Programme
EQUALIZATION GRID**

Moldova	1-4,99	5,0–6,00	6,01–7,00	-	7,01–8,00	8,01–9,00	9,01–10,00
ECTS Scale	FX.F Fail	E Sufficient	D Satisfactory	C Good	C Good	B Very Good	A Excellent
Austria	5		4		3	2	1
Bulgaria	2	3			4	5	6
Belgium	1 - 9	10	11	12	13,14	15, 16	17 - 20
Czech Republic	5		4		3	2	1
Cyprus	0.00 - 49.99		50.00 - 59.99	60.00 - 69.99	70.00 - 79.99	80.00 - 89.99	90.00 - 100.00
Croatia	1.49–1.0		2.49–2.0		3.49–2.50	4.49–3.50	5.00–4.50 t
Denmark	0 - 5		6	7	8 - 9	10	11 - 13
Switzerland	<3,5		3,5 -4,0		4,01 - 4,50	4,51 - 5,0	5,01 - 6,0
Estonia	0 – 50%		51 – 60%	61 – 70%	71 – 80%	81 – 90%	91 – 100%
Finland			1	1 ½	2	2 ½	3
France	<10	10 - 10,49	10,5 - 10,99	11,0 - 11,49	11,5 - 12,49	12,5 - 14,49	14,5 - 20,0
Germany	>4,01	4	3,99 - 3,50	3,49 - 3,00	2,99 - 2,50	2,49 - 1,51	1,50 - 1,00
Greece	2, 3, 4		5	6	7	8	9 - 10
Ireland	<25%	25% - 39%	40% - 44%	45% - 54%	55% - 69%	70% - 84%	85% - 100%
Iceland	1-4		5	6	7	8	9 - 10
Italy	≤ 17	18, 19	20 - 21	22 - 23	24 - 25	26 - 27	28 - 30+
Latvia	1-4 Fail		5	6	7	8	9 - 10
Liechtenstein	<3,5	3,5 - 3,99	4,0 - 4,49	4,5 - 4,99	5,0 - 5,49	5,5	5,51 - 6,0
Lithuania	0 – 50%		51 – 60%	61 – 70%	71 – 80%	81 – 90%	91 – 100%
Luxemburg	1 - 9	10	11	12	13,14	15, 16	17 - 20
Macedonia	5,00-5,99	6,00-6,99	7,00-7,99	8,00-8,49	8,50-8,99	9,00-9,99	10,00
Malta	0.00 - 34.00		35.00 - 44.00	45.00 - 54.00		55.00 - 69.00	80.00 - 100.00



Great Britain	0 - 39%	40 - 49%	50 - 54%	55 - 59%	60 - 64%	65 - 69%	70 - 100%
Norway	6 - 4,1		3,01 - 4	2,6 - 3	2,01 - 2,59	1,6 - 2	1 - 1,5
Netherlands	1 - 4		5	6	7	8	9 - 10
Poland	<3,0		3	3,01 - 3,49	3,50 - 3,99	4,00 - 4,49	4,50 - 5,00
Portugal	<10	10	11	12 - 13	14 - 15	16 - 17	18 - 20
Romania	1-4	5	6	7	8	9	10
Slovakia	5		4	3,01 - 3,00	3	2	1
Slovenia	1 - 5,9	6	6,1 - 6,9	7 - 7,5	7,6 - 7,9	8 - 8,99	9 - 10
Spain	<5	5,0 - 5,49	5,5 - 6,49	6,5 - 7,49	7,5 - 7,99	8 - 8,99	9 - 10
Sweedn	U				G		VG
Hungary	1,00 - 1,99		2,00 - 2,50		2,51 - 3,50	3,51 - 4,50	4,51 - 5,00
Turkey	1-4	4,5 - 4,99	5,00 - 6,49	6,5 - 6,99	7,00 - 7,99	8,00 - 8,99	9,0 - 10,0



Anexa 4.

University

Faculty of

Request for recognition and equivalence of studies conducted under the ERASMUS + programme

Student's name, First name: The academic year in which the mobility took place: 20.... - 20....

E-mail address: Semester (I/II):

Phone nr.: Mobility period:

Year of Study (1, 2, 3): Partner university:

Level of study (bachelors, masters, PhD):

Specialisation:

Număr total de credite obținute la Universitatea partener:

Nr. Crt.	The discipline (s) studied at the partner university	The grade obtained at partner univ.	No ECTS credits obtained	Discipline (s) equivalent to Univ.	The semester in which the respective discipline / s are studied	No ECTS credits recognized (at Univ.)	Grade equivalent at Univ. (to be completed by the equivalence commission)
1.							
2.							
3.							
4.							
5.							
6.							

I request the equivalence of the additional credits obtained (over 30 / semester, respectively 60 / academic year) as follows:

Nr. Crt.	The discipline (s) studied at the partner university	The grade obtained at partner univ.	No ECTS credits obtained	Discipline (s) equivalent at Univ.	The semester in which the respective discipline / s are studied	No ECTS credits recognized (at Univ.)	Grade equivalent at Univ. (to be completed by the equivalence commission)
1.							
2.							

Date:

Student's signature:



UNIVERSITY
ERASMUS+ PROGRAMME
FACULTY OF

Certificate of recognition and equivalence of the studies carried out within the ERASMUS + program

Student's name, First name:

Registration nr.:

Year of Study:

level of Study:

Specialization:

The academic year in which the mobility took place:

Semester:

Mobility period:

Partner university:

Total number of credits obtained and recognized:

Nr.	Discipline (s) studied at the partner university	Grade(s) obtained at the partner university	Discipline (s) equivalent at Univ.	Equivalent grade (s) at Univ.	No ECTS credits obtained and recognized
1					
2					
3					
4					
5					

The equivalence of the grades was done according to the following grid:

The grid will be indicated

List of subjects in the *Learning Agreement* not promoted by the student at the partner university:.....

List of unrecognized disciplines and reasons for non-recognition:.....

Solving unrecognizable disciplines:

Academic Recognition Commission: *(name, surname and signatures)*