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COMRAT STATE UNIVERSITY

Department of quality management and educational process

Guidance documents

Quality Management System (QMS)

REGULATION ON THE ORGANIZATION AND REALIZATION OF ACADEMIC MOBILITY AND RECOGNITION OF MOBILITY PERIODS

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I. INTRODUCTION

Inter-university cooperation is a means of improving the quality of education, for the benefit of students and higher education institutions, and student mobility is an essential element of inter-university cooperation. Studying abroad is an extremely valuable personal experience. Not only it is the best way to get to know other regions, countries, ideas, languages and cultures, but, increasingly, they are an essential component of professional and academic career development. Recognition of studies and degrees is an essential condition for the creation of *an European Open Area* of Vocational Learning and Training, which allows for the unhindered mobility of students and teachers.

In order to help students make the most of their study abroad, the European Commission has developed the European Credit Transfer System (ECTS), which provides a method for measuring and comparing learning outcomes and the transfer of study abroad. between institutions. ECTS provides tools for creating transparency, building bridges between universities and expanding opportunities for students. The system facilitates the recognition of knowledge acquired by students through the use of universally known units of measurement - credits and grades - and also provides means for the interpretation of national higher education systems.

Regulation on the organization and realization of academic mobility and recognition of mobility periods of the Comrat State University is a deliverable within the project "ELEVATE – Elevating the Internationalization of Higher Education in Moldova" no. ref. 573921-EPP-1-2016-1-MD-EPPKA2-CBHE-SP, funded by the European Union through the Erasmus + program, key action 2 - Capacity Building in Higher Education.¹

Article 1. The mobility of students, academic staff, administrative staff and researchers of the Comrat State University (CSU) through the European Erasmus + Programme shall take place in accordance with the provisions contained in:

1. Education Code no. 152 of July 17, 2014 (Official Gazette of the Republic of Moldova, 2014, no. 319-324, art. 634);
2. The Regulation Framework on academic mobility in higher education approved by Government Decision no. 56 of 27.01.2014;

¹ „This project is funded by the European Commission. Financial support from the European Commission for this project does not constitute endorsement of content that reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.”

3. The regulation framework for the organization of studies in higher education based on the National System of Study Credits, approved by Order 1046 of October 22, 2015;
4. European Commission ECTS User Guide²
5. The implementation guide of the National System of Study Credits, approved by the order of the Minister of Education, Youth and Sports no. 140 of February 25, 2006;
6. Framework plan for higher education, approved by Order of the Ministry of Education no. 1046 of October 29, 2015;
7. Regulation Framework on the organization of admission in higher education institutions of the Republic of Moldova to undergraduate studies, approved by Order of the Ministry Education no. 307 of 05.05.2015;
8. Regulation on the organization of the second cycle - higher master studies, approved by Government Decision no. 464 of 28.07.2015;
9. Regulation on the organization of higher doctoral studies, cycle III, approved by Government Decision no. 1007 of 10.12.2014;
10. Regulation Framework on traineeships in higher education, approved by Order of the Minister of Education no. 203 of 19.03.2014;

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).

II. MOBILITY TYPES

Article 2. (1) **Erasmus + Programme**, *Key Action 1 - Mobility projects for students and higher education staff* is a programme funded by the European Commission, which aims to contribute through lifelong learning to the development of the European Union as an advanced knowledge-based society, capable of sustainable economic growth accompanied by a quantitative and qualitative increase in the number of jobs and greater social cohesion, while ensuring good environmental protection for future generations.

² Available at: https://ec.europa.eu/education/resources-and-tools/european-credit-transfer-and-accumulation-system-ects_ro

In particular, the programme aims to foster mutual exchanges, cooperation and mobility between education and training systems within the European Union, so that they become a global model of quality.

In order to participate in the actions of the program, the 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 programme, it may have a previously created PIC code. The verification of the PIC code is performed before requesting a new one on the **Participant Portal**³.

Partner institutions must also have a PIC code, which will be used later in the project implementation, when registering mobilities in the Mobility Tool +⁴. If any discrepancies in the list regarding the university's PIC code are detected, the EACEA may be contacted: EACEA-ECHE@ec.europa.eu.

Universities and organizations involved in the international credit mobility project / 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 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 / internship or a programme of training activities or the opportunity to carry out a teaching activity.

Intermediate organization: is an organization active in the labour 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 to share and facilitate the administrative procedures of sending higher education institutions, to better adapt student profiles to the needs of enterprises, in the case of internships, and to train participants jointly.

³ 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>

⁴ Web platform for collaboration, management and reporting for mobility projects within Erasmus +, available at: https://ec.europa.eu/education/policies/higher-education/mobility-and-cooperation_en

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 + website⁵, according to the Erasmus + Programme Guide, developed by the European Commission. The inter-institutional agreements establish conditions for the development of individual mobility, being signed by 2 universities (EU and MD), coming from:

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

The standard agreement (model) 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.

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

(2) Erasmus + Inter-institutional agreements include the categories of students, academic 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;
- b) **student mobility** for training (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)

⁵ Available at: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/inter-institutional-agreement_en

d) **staff mobility** for trainig (STT)

(3) The institutional coordinator of Erasmus + 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* is the head of the *International Relations Office*, who is also contact persons indicated in the Erasmus + Inter-institutional Agreements. It is appointed according to the internal regulations 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 internship).

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 internship (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;

III. ELIGIBILITY CRITERIA

Article 3. According to the Erasmus + Programme Guide, students apply to participate in their own higher education institutions which select the participants in the mobility action. Within the CSU, the selection of students for a mobility action for studies and / or internships is made taking into account the following eligibility criteria:

- a) students enrolled in CSU and study programs that lead to obtaining a diploma or other qualification recognized at tertiary level (up to the level

of the doctorate inclusive). In the case of mobility for studies, students must be enrolled in at least the second year of university studies.

- b) Fresh graduates of higher education can participate in internships. Fresh graduates can be selected by CSU during the last year of study and must complete and complete the internship abroad within one year of graduation.
- c) The same student can benefit from mobility grants of up to 12 months for each study cycle, regardless of the number and type of mobility activities. The duration of an internship for new graduates is taken into account when calculating the maximum period of 12 months of the cycle in which the application for participation in the internship is submitted.

Article 4. (1) Mobility actions for academic staff: staff employed in a higher education institution or in any public or private organization on the labor market or in the fields of education, training and youth (including employed doctoral students).

(2) Priority will be given to staff leaving for the first time under this programme as well as to those mobilities that contribute to strengthening and expanding the links between departments, centers / offices and faculties and will prepare new cooperation projects. According to the rules imposed by the National Erasmus + Office in Moldova, a academic or administrative staff can benefit from a maximum of 2 mobility internships in each academic year. Candidates, students or staff who withdraw their application after being accepted for an Erasmus + mobility action lose their priority in the selection for the next three academic years.

IV. SELECTION OF CANDIDATES

Article 5. (1) The following stages will be considered in the activities of organizing and carrying out the mobilities:

- registration and selection of mobility participants;
- preparation of mobilities;
- carrying out mobilities;
- completion and capitalization of mobilities.

(2) The selection of students, teaching, auxiliary and research staff and non-teaching staff will take place at the Faculty level for inter-institutional agreements signed at the level of departments and / or faculties or centrally at CSU for inter-institutional agreements signed at University level.

(3) Upon entering the competition, each mobility candidate will submit an application file.

Article 6. (1) The selection committee is appointed by decision of the Rector of CSU, is approved by the Board of Directors and has the role of organizing and conducting the selection of participants in Erasmus + mobility and is responsible for the correct application of the provisions of this procedure regarding the selection process.

(2) For the selection of mobility participants, the Selection Committee will consist of the Rector - the chairman of the commission, the Vice-Rector for International Relations and European Projects, the Deans of the Faculties, the Director of MSEEB, and a student representative - as members. An employee of the International Relations Office will act as secretary. Each member of the Commission will sign a declaration on his / her own responsibility that he / she is not in a situation of conflict of interest.

(3) For the selection of academics, research and administrative staff, the Selection Committee will consist of the Rector - the chairman of the commission, the Vice-Rector for International Relations and European Projects, the Deans of the Faculties, the MSEEB Director and a student representative - as members. . An employee of the International Relations Office will act as secretary. Each member of the Commission will sign a declaration on his / her own responsibility that he / she is not in a situation of conflict of interest.

(4) The commissions have the following attributions:

- receive, register and verify candidates' files;
- verifies their eligibility;
- establish the selection criteria perform the selection;
- ranks the candidates;
- draw up the lists of admitted, reserved and rejected candidates;
- communicate the results of the candidates, receive and resolve the appeals.

V. SELECTION CALENDAR

Article 7. For ERASMUS + mobilities, the selection is made according to the following calendar:

- The mobility offer valid for each academic year as well as other information on the organization and realization of Erasmus + mobilities will be

presented on the website and Facebook of CSU, the International Relations Office, faculties and departments, as well as physically on the notice boards of faculties, departments, in order to consult any interested candidates (minimum 2 weeks);

- registration for the selection competition (minimum 2 weeks);
- conducting the selection contest (1 day);
- displaying the results, submitting and resolving the appeals (1-2 days);
- displaying the final results with the list of selected, rejected and reserved candidates;
- drafting and submitting specific documents for selected Erasmus + candidates at the International Relations Office (standard application form requested by the partner university, study agreement - and Erasmus + study period recognition agreement and transcript - if applicable);
- sending documents to partner universities.

In case all the places available are not taken during the selection, it will be possible to organize other sessions, as needed.

Article 8. For the teaching mobility of academic staff and for the training mobility of academic, teaching-auxiliary and research staff staff, the selection schedule is as follows:

- displaying the places available on the web page and Facebook of CSU, of the International Relations Office, of the faculties and departments, as well as physically on the notice boards of the faculties, departments, in order to consult them by the interested candidates (minimum 2 weeks);
- registration for the selection competition (minimum 2 weeks);
- conducting the selection contest;
- displaying the results, submitting and resolving appeals;
- displaying the final results with the list of selected teachers and reserves.

In case all the places available are not taken during the selection, it will be possible to organize other sessions, as needed.

VI. CONTENT OF THE APPLICATION FILE

Article 9. (1) The process of selecting candidates for student mobility under the Erasmus+ programme is a public, transparent activity and includes preliminary selection and selection and distribution interviews. The selection of students is carried out decentralized at the level of faculties / departments.

Preliminary selection of candidates for student mobility is made through a competition, based on the results of teaching, professional-scientific activity and selection interview..

The student will submit to the International Relations Office the Erasmus + mobility application file, on the cover of which they are written:

- Faculty
- Specialty
- Student (Name and surname)
- Study cycle, year of study (current)
- ERASMUS + code of the partner university
- Date
- Contact details (phone number, e-mail address)

The file must contain the following documents:

- Copy of the International Passport.
- Application for registration addressed to the Vice-Rector, which mentions the type of mobility.
- The school situation, including the average (M) of previous semesters of study (where M must be ≥ 8.00), which is requested from the faculty secretariat. Master's and doctoral students will also attach ALL the previous transcripts (from the bachelor's degree and, possibly, the master's degree).
- Presentation of professional-scientific activity, respectively awards, diplomas, innovations or other relevant results at scientific events, projects, competitions, Olympics, etc., including during high school, local / national / international.
- Certificate of knowledge of an international language of communication or the official language of the host country, standard form available at the International Relations Office, completed and endorsed by one of the foreign language departments of CSU or by an authorized institution.
- Letter of Motivation (typed in Romanian and English or in the official language of the host country).
- curriculum vitae in EUROPASS format (typed in Romanian and English or in the official language of the host country).

(2) The submission of incomplete files or after the expiration of the established deadline determines the elimination of the candidate.

Article 10. (1) The application file of academic, auxiliary and research and administrative staff for ERASMUS + mobility contains:

- application form specifying a maximum of 3 options for the same language space;
- curriculum vitae in EUROPASS format, written in the language in which the internship will take place, signed and dated;
- a letter of motivation written in the language in which the internship will take place;
- certificate of knowledge of the foreign language issued by authorized specialized institutions (optional);
- photocopies of diplomas and professional certificates obtained by the candidate, considered useful in supporting the application (optional);
- copy of identity document and residence permit (if applicable);
- proposal for a teaching program at the host institution, in a foreign language;
- the annual score regarding the scientific research activity extracted from the Research Database, with the synthetic description of the activity.

(2) The submission of incomplete files or after the expiration of the established deadline determines the elimination of the candidate.

VII. SELECTION CRITERIA

Article 11. The evaluation criteria, the criteria indicators and their associated score for student mobility are as follows:

Evaluation criteria	Code	Score (max value, points)
Quality of teaching activity / Media, M, of previous study semesters	D	80
Quality of professional-scientific activity / Participation, awards, diplomas, innovations or other achievements relevant to scientific events, projects, competitions, Olympics, etc., including during high school	S	10
Motivation, skills and other elements	M	10
TOTAL	T	100

The selection committee for Erasmus + student mobility for study mobility must carry out:

- following the interview with each candidate and based on the data in the file, establishing the scores D, S, M, and T, respectively;
- proposes the classification of the candidates in the descending order of the total score T;
- establishes the classification of candidates in admitted (A), reserved (Z), or rejected (W), using the following table:

List of candidates for Erasmus + student status for study / placement mobility												
Nr.crt.	Student	Phone nr., e-mail	Cycle of studies (Bachelors, Masters, Doctorate)	Year of studies	Points gained				Mobility			Selection results (A, R, sau W)
					D	S	M	T	Host university	Number of month	Starting date	
1	Name, Surname											

The results of the selection shall be recorded in a Minutes signed by all members of the commission.

Documents from the *Commission for the Evaluation of Candidates for Erasmus + Student Status for Study Mobility* (minutes, files) are sent to the International Relations Office.

Article 12. The separation of teachers for teaching mobility will be based on a score, calculated as follows:

- a. Submission of a plan through which the results of the teaching internship will be capitalized - 10 points;
- b. Coordination or tutoring activity of Erasmus + students incoming or outgoing - 10 points;
- c. The score regarding the scientific research activity extracted from the Research Database, with the synthetic description of the activity, as follows: for a score of the scientific research activity for the previous year of 1-50 4 points are awarded; 51-100 5 points are awarded; 101-150 6 points are awarded; 151-200 7 points are awarded; 201-250 8 points are awarded; 251-400 9 points are awarded; over 401 10 points are awarded.
- d. Recommendation from the head of department - 5 points.

- e. Content of the application file - a maximum of 5 points can be obtained for the clear formulation of the objectives in the teaching plan, the description of the way of capitalizing the teaching and the description of the contributions of the professional and scientific activity.
- f. Assessment of the candidate's language skills - eliminatory test marked Admitted / Rejected.

Article 13. (1) The selection committee will rank the candidates according to the announced criteria. The displayed lists will include the admitted candidates (depending on the results obtained and the order of preferences expressed in the motivation letter), the candidates on the reserve list, the rejected candidates, with a deadline for appeal of 24 hours. The appeal shall be resolved within 48 hours by a committee appointed by the Rector of CSU and consisting of an Erasmus + coordinator and a representative of the International Relations Office, other than the one who calculated the score.

Article 14. The selection committee will draw up a report of the selection competition, to which the three lists (admitted, reserved, rejected) will be attached. Candidates declared admitted will confirm the place obtained. If one of the holders resigns from the position occupied by the competition, he will submit a written request to that effect. His place can be occupied only by one of the reserves for that university. If not all the places put up for competition have been filled, another selection will be organized.

VIII. MOBILITY PREPARATION

Article 15. (1) After announcing the selection results, the admitted candidates will fill in the documentation required by the partner institution, in the language in which the courses / teaching / training program will take place, namely the **Student Application Form** of the partner university, the accommodation application, the application for taking language courses, etc. Also, students who have been selected for a study internship will complete together with the departmental coordinator, the Learning Agreement, the Transcript of Records, the Travel Request (addressed to the Rector) after case.

(2) The International Relations Office will send the completed files of the students to the partner Universities, and the invitation / acceptance will be received from the Partner University and the information package (if applicable).

Article 16. (1) Before leaving for mobility, the beneficiaries of the grants will sign with the University the Erasmus + **Financial Contract** and its annexes, through which the grant will be paid. Participants in the mobilities will be made aware by the International Relations Office, regarding the observance exactly, during the mobility, of the contractual conditions regarding the mobility period, duration, field of study / training / teaching and reporting to the home institution.

(2) The amount of Erasmus + financial support will be finalized at the time of signing the financial contract, and candidates must be informed of the need to co-finance part of the mobility costs. The Erasmus + grant for Erasmus + mobility is not intended to cover all mobility costs, but only a contribution to the cost of travel and subsistence.

(4) The Erasmus + grant is expressed and paid in Euro to the beneficiary.

(5) Before leaving for mobility, the International Relations Office will issue a Mobility Order to the beneficiaries of the grants, specifying the mobility period and the host institution, and a copy will be sent to the Dean's Offices or Departments as appropriate.

IX. LEARNING AGREEMENT FOR STUDIES AND LEARNING AGREEMENT FOR TRAINEESHIPS

Article 17. All Erasmus + mobilities for students are carried out, from a didactic point of view, on the basis of the Learning Agreement for Student Mobility for Studies - Annex 3) / the Learning agreement for traineeship signed by the student and by ECTS officials from both universities (home university and host university). The study contract records the disciplines / teaching 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.

(2) 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.

(3) The heading of the Learning Agreement Student Mobility for Studies (Annex 3) 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 + mobility for study. 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.** 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+ mobility for study or the Erasmus + coordinator at the faculty level.
3. **Institution of destination.** 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.

(4) Learning Agreement Student Mobility for Studies comprises three main sections: Before Mobility, During Mobility and After Mobility.

Article 18. In the section Before the Mobility, 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 internship 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) related to the semesters following the Erasmus+ mobility, within the same study cycle, or (3) courses related to the semester prior to the Erasmus + mobility, if the mobility takes place in the semester 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 ECTS coordinator of the faculty (head of department, dean, vice dean or Erasmus coordinator, if the latter is part of the recognition and equivalence commission) 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 for study at the host university, unless the host university does not wish to sign that section. within the predetermined term.
- The chosen disciplines must amount to at least 30 ECTS credits / semester, respectively 60 ECTS credits / academic year.

Article 19. (1) Completion of the section During the mobility is carried out in case the study programme initially established in the Before the Mobility section is modified due to different reasons (for example, schedule 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.

(2) 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 internship and his return to the country. The courses that appear in the initial study contract and remain unchanged are not completed again on the page with changes.

(3) 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..

(4) 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.

(5) The completion of the last section, entitled After the Mobility, will include both the official academic situation submitted by the host university (Table C) and the list of disciplines 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.

(6) 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.

(7) Following the communication of the school situation by the host university, the Erasmus coordinator at the home university 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.

(8) 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 International Relations Office, together with the rest of the required documents.

X. MOBILITY PERIODS

Article 20. (1) The minimum study period is 3 months and the maximum 12 months / study cycle. There is the possibility of a combined mobility, if it has been planned, consisting of study months and placement months, financed with the grant

corresponding to the study mobility. For this type of mobility the mentioned rules for study mobility will be applied.

(2) For students who benefit from mobility in the last year of studies, one-semester mobility of 3-5 months is recommended in the first semester of the academic year.

Article 21. Any revision of a Study / Placement Agreement, which is considered necessary when the student first arrives at the host institution / organization, must be completed within one month of the student's arrival. Any subsequent changes to the Study / Placement Agreement, which are necessary, must be agreed by all three parties involved (home institution / organization, host and beneficiary institution / organization) and made promptly. The disciplines in the study agreement that will be waived and those that will be newly elected will be mentioned on the second page of the agreement (Changes to the original proposed study program / learning agreement).

Article 22. The Erasmus + student who receives a scholarship from CSU will continue to receive the full amount during his / her studies abroad, if he / she is still entitled to receive it.

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

Articolul 23. (1) The objectives of the mobility for the purpose of teaching staff are:

- a. To enable students who are unable to participate in a mobility plan to benefit from the knowledge and expertise of academic staff from universities in other European countries;
- b. To promote the exchange of expertise and experience regarding the teaching methodology;
- c. Encourage universities to expand and enrich the content of the courses they offer.

(2) Institutions involved in the exchange of university academic staff must have previously concluded an inter-institutional agreement specifying both the number of staff who will travel and the number of staff who will be received during the academic year concerned..

(3) The institutions involved in the exchange of university teaching staff must agree with each teacher on a well-defined teaching program, before leaving abroad. At the end of each teaching period, the host institution must provide the teacher and his home institution with a certificate attesting that the agreed program has been completed.

(4) The minimum requirement for a teaching mobility is 8 teaching hours. A minimum duration of one week - (5) working days is strongly recommended to ensure a significant contribution to the teaching program and to the evaluation of university study programs. The maximum duration is 2 months.

Article 24. (1) The mobility of academic, teaching and research assistants and administrative staff for training purposes is based on an agreement concluded between CSU and the partner institution. The essential condition for the award of any grant is the observance of a work plan agreed by both partners, the host institution or enterprise and CSU. The plan must include at least: the general purpose and objectives, the expected results in terms of training or learning activities to be carried out and the program of the training period.

(2) The duration of a training mobility includes a minimum of 5 working days and a maximum of 2 months.

(3) The heads of department of each institution signing the agreement will designate a responsible person, who will facilitate the integration of the grant beneficiary in the host institution.

Article 25. (1) Students, teachers, teaching and research assistants and administrative staff may not use different sources of funding to cover the same eligible expenditure. In other words, grants cannot be used to finance expenditure already covered by other European Commission programmes. The beneficiary will declare that it uses a single source of funding to cover the same expenditure.

(2) The host institution may ask the beneficiary to pay a sum to cover certain costs, such as those for health insurance, the use of various materials and facilities (photocopying, laboratory products, etc.) under conditions identical to those applied to students or local staff..

XI. RETURN FROM MOBILITY

Article 26. Upon return from mobility for study, students will submit, within 15 days, to the International Relations Office, the following documents:

- a. The Learning Agreement signed by the Dean and the institutional coordinator from both the partner university and CSU, including the page with the changes made in the study programme at the host Institution;
- b. The school situation (grades + credits obtained - Transcript of Records) or other forms of evaluation (assessments from the coordinating teacher) of the activity carried out by the student.
- c. The certificate from the host university (from the Faculty or the department of international relations) attesting the fact that the student performed during the period provided in art. 3 an Erasmus + study mobility, completing all the activities provided in the study agreement (courses / seminars / practical laboratory works);
- d. Final report on the activity carried out during the study period through the Mobility Tool. In accordance with the provisions of the Erasmus + Programme Guide, students who fail to submit the report may be obliged by the home higher education institution to reimburse in part or in full the EU grant received;
- e. Statement on own responsibility regarding the possible use of funds from other sources (co-financing) and the avoidance of double financing as defined in the financial contract;
- f. All travel documents (travel tickets, invoices and accommodation receipts, etc.) in the case of a trip from a place other than the one where the sending organization is based and / or a trip to a place other than the one in which the host organization is established "in which case" the actual travel itinerary must be justified by travel tickets or other invoices specifying exactly the place of departure and the place of destination.

Articolul 27. Upon return from mobility, the academic, auxiliary, research and administrative staff will present, within 15 days, to the International Relations Office, the following documents:

- a. Certificate from the host institution (from the faculty, the international relations department, etc.) attesting that the Beneficiary has completed an Erasmus + mobility during the planned period, completing all the activities provided in the established programme, stating the number of days and hours teaching / training;
- b. Final report on the activity carried out during the teaching / training period through the Mobility Tool. In accordance with the provisions of the Erasmus + Programme Guide, staff who fail to submit the report may be required by their home higher education institution to reimburse in part or in full the EU grant received;

- c. Statement on own responsibility regarding the possible use of funds from other sources (co-financing);
- d. All travel documents (travel tickets, invoices and accommodation receipts, etc.) 'in the event of a trip to a place other than that in which the sending organization is established and / or a trip to a different place where the host organization is based "in which case" the actual travel itinerary must be justified by travel tickets or other invoices specifying exactly the place of departure and the place of destination.

Article 28. Based on these documents, with the help of a check-list working tool, the responsible persons within the Faculties (Erasmus + coordinators, secretaries, Dean, etc.) and from the International Relations Office will complete and validate the mobilities financed from Erasmus + funds.

Article 29. (1) The student has the obligation to return to the country only after the full fulfillment of the study obligations and not earlier than 3 months, according to the programme established by the host university, except in case of force majeure;

(2) If the student or teacher, assistant and researcher or administrative staff has not fully completed the established programme, he is obliged, jointly and severally with the guarantor, to reimburse in part or in full the funds received as an ERASMUS + mobility grant. The cases of force majeure will be brought to the attention of the University management, which will analyze them and submit them to the approval of the CSU management..

(3) Upon return from mobility, the International Relations Office will issue a Return Order for mobility to the beneficiaries of the grants, and a copy will be sent to the Deanships or Departments as appropriate.

XII. ACADEMIC RECOGNITION OF ERASMUS + STUDY AND TRAINING MOBILITY PERIOD

Article 30. (1) If the study and placement periods, forming part of the curriculum are satisfactorily completed, they shall be automatically and fully recognized by CSU using the ECTS transferable credit system. In the particular case of a placement period that is not part of the curriculum, the CSU will ensure recognition at least by enrolling in the Diploma Supplement.

(2) The equivalence for the Erasmus+ study periods, following the recognition referred to in paragraph (1), of the grades obtained in the subjects completed during the

mobility, will be achieved by clear, transparent and focused conversion rules on competencies and not on the name of the disciplines, on the basis of a correspondence between the scoring systems of the two countries, according to the grade equivalence grid (Annex 2), in the Inter-institutional agreement. This 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, provided that the student accumulates the minimum number of 30 credits per semester. The difference of up to 30 credits will be completed by taking the difference exams at the home university, after returning from mobility and until the end of the current academic year.

(3) The equivalence for Erasmus+ placement periods, following the recognition referred to in paragraph (1), of the qualifications obtained following the evaluation of the mobility period in the host company / institution, shall be performed according to the attached equivalence grid.

(4) The student has the right, on the basis of a specific **procedures, described in Article 31** of this regulation, of reclassification, non-discriminatory, to take in the following academic year or until the completion of studies, any exams not passed as a result of participation in the Erasmus + Programme, of credits recognized by the Recognition Agreement, which are not considered arrears. The average for the subjects in which the Erasmus + student was able to participate in the CSU exams is the one that will be taken into account when establishing the ranking.

(5) CSU will ensure the academic recognition of the studies carried out by the Beneficiary at the host Institution, as part of its final diploma. Academic recognition may be withdrawn only if the Beneficiary fails to complete his / her study programme at the level required by the host institution, or does not meet another condition required by the participating institutions for academic recognition.

Article 31. Recognition shall be made on the basis of the following documents, which the International Relations Office shall make available to the Faculties.

(1) For student mobility for studies:

- a. The Learning Agreement signed by the Dean and the institutional coordinator, both from the partner university and from CSU, including on the page with the changes made in the study program at the Host Institution;
- b. The school situation (grades + credits obtained - Transcript of Records) or other forms of evaluation (assessments from the coordinating teacher) of the activity carried out by the student.

- c. Agreement for the recognition of studies signed by the student, Erasmus+ coordinators, the Director of the Department, the Dean of the Faculty and the Vice-Rector for Education, Institutional Strategy and Quality.
- d. The ECTS information package of the host University regarding the content of the disciplines studied at the host University.

(2) For training mobility:

- a) The Learning agreement for traineeships signed by the beneficiary, by the institutional coordinator from CSU and by the coordinator from the host institution;
- b) Certificate issued by the host organization confirming the completion of the training program and the results obtained;
- c) Placement recognition agreement, signed by the student, Erasmus+ coordinators, Department Director, Faculty Dean and Vice-Rector for Education, Institutional Strategy and Quality.

Article 32. (1.) Recognition of studies and training shall be made by a Commission composed of the Departmental or Faculty Coordinator from which the student comes, the Erasmus + Institutional Coordinator, and the Dean of the Faculty. The holders of the disciplines to be recognized as well as the practice coordinator will be able to be consulted by the Equivalence Commission, in order to establish the disciplines to be equivalent or the practical activities to be carried out by the student. The Commission draws up a Minutes of the recognition of the student's study / training program in which it equates the subjects and the marks or grades obtained by the student using the ECTS transferable credit system, applied in CSU and, as a benchmark, the equivalence grid from Inter-institutional agreement.

(2) The subjects studied during the Erasmus+ mobility are equivalent to subjects from the curricula of the current year or the following years, taking into account the coverage of the contents of the subjects subject to equivalence under the Recognition Agreement, following the analysis carried out by the responsible departmental coordinator, and the number of hours allocated to transferable credits. Students will take exams or colloquia on subjects that have not been completed at the home university, until the completion of studies, these are not considered arrears.

(3) For situations where the university has signed bilateral mobility agreements, subjects that cannot be equated can be considered optional subjects and included in the curricula. These changes will be endorsed by the Prim-vice rector with didactic activity and will be submitted for approval to the Senate.

(4) Discipline exams not covered by the Erasmus + mobility study / training agreement, as well as exams not passed during the Erasmus+ mobility period are taken at CSU, during the examination sessions approved at university level.

(5) Diploma supplements will contain information about study or internships conducted by students through this programme.

XIII. MAINTAINING STUDENT STATUS DURING ERASMUS + ACADEMIC MOBILITY

Article 33. The selected students, beneficiaries of the academic mobility at bachelor / master level, keep in the following semester of studies the status of student had at the beginning of the mobility: studies on budget / studies with fee; with / without scholarship; accommodated student, if applicable (with the obligation to request accommodation through an application registered and submitted to the faculty administrator).

Article 34. (1.) An Erasmus+ student shall be entitled to take any examinations which he / she has failed in connection with his / her participation in the Erasmus+ Programme. The average for the disciplines 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.

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

(3) 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.

(4) Diploma supplements will contain information about study or training conducted by students through this programme.

XIV. FINAL PROVISIONS

Article 35. (1) Regulation on the organization and realization of academic mobility and recognition of mobility periods enters into force on the date of its adoption by Senate Decision.

(2) The amendment of this Regulation can be made by Senate Decision

ANNEX 1

Glossary of terms ⁶

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 internship 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.

⁶ According to the Erasmus + programme guide

ANNEX 2

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 Britaib	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
Sweedden	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

ANNEX 3

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



Erasmus+

Learning Agreement

Student Mobility for Studies

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

Student	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education ³
Sending Institution	Name	Faculty/Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
	Alexandru Ioan Cuza University of Iasi		RO IASIO2	Bld. Carol I, nr. 11, C.P. 700506	Romania	Cerasela Florentina JUFĂ; cerasela.jufa@uaic.ro , +40 0232 201113	
Receiving Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	

Before the mobility

Table A Before the mobility			
Study Programme at the Receiving Institution Planned period of the mobility: from [month/year] to [month/year]			
Component 6 code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue⁷)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent)⁸ to be awarded by the Receiving Institution upon successful completion
			Total: ...
Web link to the course catalogue at the Receiving Institution describing the learning outcomes: <i>[web link to the relevant information]</i>			

The level of language competence⁹ in _____ [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2 ☐ Native speaker ☐

Table B Before the mobility	Recognition at the Sending Institution			
	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution
				Total: ...

Provisions applying if the student does not complete successfully some educational components: *[web link to the relevant information]*

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			Student		
Responsible person ¹⁰ at the Sending Institution					
Responsible person at the Receiving Institution ¹¹					

During the Mobility



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 ¹²	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					
<p>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.</p>					
Commitment	Name	Email	Position	Date	Signature
Student			Student		
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: ...	

¹ **Nationality:** country to which the person belongs administratively and that issues the ID card and/or passport.

² **Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

³ **Field of education:** The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/iscsed-f_en.htm) available at http://ec.europa.eu/education/tools/iscsed-f_en.htm should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.

⁴ **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.

⁵ **Contact person:** person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.

⁶ An "educational component" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.

⁷ **Course catalogue:** detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.

⁸ **ECTS credits (or equivalent):** in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.

⁹ **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

¹⁰ **Responsible person at the Sending Institution:** an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

¹¹ **Responsible person at the Receiving Institution:** the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

¹² **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

<i>Reasons for deleting a component</i>	<i>Reason for adding a component</i>
1. Previously selected educational component is not available at the Receiving Institution	5. Substituting a deleted component
2. Component is in a different language than previously specified in the course catalogue	6. Extending the mobility period
3. Timetable conflict	7. Other (please specify)
4. Other (please specify)	

¹³ **Responsible person at the Sending Institution:** an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

¹⁴ **Responsible person at the Receiving Institution:** the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

ANNEX 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:

ANNEX 5
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*)