

**REGULATION ON MOBILITY WITHIN THE FRAMEWORK OF THE  
ERASMUS+ COMMUNITY PROGRAMME**

Approved by the Senate Decision no. ... dated .....

**Abbreviations:**

VGWU Arad - "Vasile Goldiș" Western University of Arad

ANPCDEFP – National Agency for Community Programmes in the Field of Vocational  
Education and Training

BE+ – Erasmus+ Office;

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## PROGRAM DESCRIPTION

Erasmus+ is the EU programme in the fields of education, training, youth and sport for the period 2021-2027. Education, training, youth and sport can make a major contribution to tackling socio-economic change, the main challenges that Europe will face by the end of the decade, and to implementing the European policy agenda for growth, jobs, equity and social inclusion.

### Chapter I GENERAL PROVISIONS

**Art.1.** The organization and development of mobilities in the "Vasile Goldiș" Western University of Arad is based on:

- a) (EU) REGULATION No 1288/2013 of the European Parliament and of the Council of 11 December 2013 establishing the 'Erasmus+' action: the Union programme for education, training, youth and sport  
(<http://eurlex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:347:0050:0073:ro:PDF>)
- b) METHODOLOGY of 8 February 2012 for the recognition of periods of study carried out abroad approved by Decision 3223/2012;
- c) Erasmus+ Programme Guide; [http://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/files/resources/erasmus-plus-programme-guide\\_ro.pdf](http://ec.europa.eu/programmes/erasmus-plus/sites/erasmusplus/files/files/resources/erasmus-plus-programme-guide_ro.pdf)
- d) The Regulation for the Organization and Functioning of the Erasmus+ Office within VGWU Arad;
- e) The annual financial contract concluded between the National Agency for Community Programs in the field of Education and Vocational Training in Bucharest (ANPCDEFP) and VGWU Arad in order to implement the mobility projects won within the national competitions;
- f) the fundamental principles set out in the Erasmus University Charter;
- g) the recommendations of the National Agency for Community Programmes in the field of Education and Training, regarding the organization of mobilities within the Erasmus+ Programme.
- h) The inter-institutional agreements concluded by VGWU Arad with the Erasmus+ partner institutions;

**Art.2** The Erasmus programme provides grants for the following **types of mobilities**:

- a) **student study mobilities (SMS)**;

- b) **placement mobilities for students (SMP);**
- c) **mobility of teachers with teaching purpose (STA);**
- d) **mobilities of staff for training purposes (STTs).**
  - the mobility of VGWU Arad staff to an enterprise in order to allow the participants to acquire new knowledge and develop practical skills;
  - mobility of the administrative and non-teaching staff of VGWU Arad in a partner university or enterprise for the purpose of professional training, the participants learning from the experience and good practices of the partner institution.
  - the mobility of the teaching staff from VGWU Arad into a partner university;

**Art.3** (1) The offer of mobilities for the next academic year must be disseminated by the Office for Community Programs of the Department of International Relations through various means of information (information meetings, leaflets, website of the Department of International Relations, etc.), ensuring the principles of transparency and equal access to information.

2. BC shall organise meetings to present the Erasmus+ Programme and the places available to all VGWU students prior to the selection, ensuring, subject to availability, the participation of former Erasmus outgoing students and current Erasmus Incoming students in these meetings, with the aim of informing as fully as possible the interested students regarding the achievement of a learning mobility.

(3) BC is responsible for the implementation and development of the Erasmus+ programme, for assisting students and teachers in carrying out their study and teaching mobility. The duties of BC employees can be found in the job descriptions.

**Art.4** The organization and conduct of the selection for Erasmus mobilities are within the competence of the Community Programmes Office and involve the responsibility of the **selection committees**, which are responsible for the correct application of this methodology.

**Art.5** (1) All types of mobilities are carried out on the basis of **inter-institutional agreements** that specify the number of students who will travel in order to carry out study mobilities during the academic year concerned and the conditions for carrying out the mobilities in another institution participating in the Erasmus + program in the EU Member States, in the EEA area (Norway, Iceland, Liechtenstein) or from countries affiliated to the Erasmus Programme.

(2) The inter-institutional agreements contain explicit references regarding: the type of mobility (for students, teachers and/or administrative staff), the duration of the mobility, the number of mobilities, the field of study/teaching, etc.

(3) In each inter-institutional agreement, at least the name of a contact person from VGWU is specified, respectively the Director of International Relations / BC employees responsible for organizing the mobilities;

(4) The inter-institutional agreements are signed on behalf of the VGWU by the rector (respectively, by delegation, the vice-rector responsible for international relations).

**Art.6** The Erasmus Institutional Coordinator/Director of International Relations and BC employees are responsible for:

- a) the strategy and policy of the Erasmus programme within VGWU Arad;
- b) program management;
- c) the strategy for allocating and using Erasmus funds;
- d) the allocation of Erasmus funds.
- e) a smooth running of the selection process of Erasmus+ mobility participants, students or teachers, in accordance with the provisions of the normative acts in force and the selection procedures contained in this Regulation;
- f) assistance to ensure the recognition of the study / placement program using the ECTS credit system;

**Art.7** Each faculty within VGWU appoints an **Erasmus+ Coordinator** by the decision of the Faculty Council, for a period of 4 years having the following responsibilities:

- a) the smooth running of the selection process, in accordance with the provisions of the normative acts in force and the selection procedures contained in this Regulation;
- b) providing assistance to students, teachers and administrative staff in designing the study / teaching / placement program;
- c) assistance in ensuring the recognition of the study program using the ECTS credit system;
- d) collaboration with the Institutional Coordinator and the Community Programmes Office within the International Relations Department for the smooth running of the Erasmus Programme.

## Chapter II

### SELECTION AND DEPLOYMENT OF ERASMUS STUDY MOBILITIES FOR STUDENTS (SMS);

**Article 8** The eligibility criteria are as follows:

- is a Romanian citizen or an international student enrolled in VGWU, residing in Romania or recognized by the country where he/she is resident as a refugee, stateless person or permanent resident;
- he/ she is enrolled as a student at the "Vasile Goldiș" Western University of Arad (the notion of student includes in this meaning: graduate of the first year at the time of departure or master student);
- keeps his/her status as a student of VGWU Arad until the end of the mobility period;
- good academic results (integralist, minimum overall average 7.00).
- has not previously benefited from An Erasmus mobility with financial support.
- language criterion: knowledge of the language in which the courses will be held at the host university (minimum level B1 according to the Common European Framework of Reference for Foreign Languages) - - - *Students coming from countries where the official language of the state is the language in which the mobility is to be conducted are exempted from the obligation to present the certificate of linguistic competence.*

**Art. 9** "Vasile Goldiș" Western University of Arad concludes in advance an inter-institutional cooperation agreement with each of the partner institutions, an agreement specifying the number of students who will travel for study purposes during the academic year concerned.

**Art. 10** (1) The institutions involved in the exchange of students must reach an agreement with each individual student **on a well-defined study programme, prior to his or her departure abroad, which is the responsibility of the Erasmus+ Coordinator** at the level of each faculty. At the end of each study period, the host institution must provide the student and the "Vasile Goldiș" Western University of Arad with a certificate attesting that the agreed program has been conducted.

2. If the student has not fully completed the established programme, he/she shall be obliged to reimburse all or part of the funds received as an Erasmus+ mobility grant. The cases of force majeure will be brought to the attention of the faculty management and of the BC, which will analyze them and submit them for approval to the ANPCDEFP.

(3) The conditions for granting grants shall not provide for the payment of fees to the host institution related to the conduct of the mobility programme. The receiving university may require the Erasmus+ mobility participant, if applicable, to pay an amount to cover certain costs such as accommodation, health insurance, the use of various materials and facilities (photocopying, laboratory products, etc.), only under the same conditions as those applied to local students.

**Art. 11** The minimum study period is 3 months and the maximum period of 12 months, within a single university cycle (within the one-cycle study programs, such as medicine, students may participate in mobility actions of up to 24 months.), within the limits of the places available under the partnership agreements in force in the respective academic year. There is the possibility of a combined mobility, consisting of months of study and months of placement for internships.

**Article 12.** The selection of candidates for Erasmus student mobility is conducted through competition, based on the academic results cumulated and reflected in the content of the submitted file and the selection interview.

**Article 13.** 1. The registration for the selection for Erasmus mobilities shall be subject to the following conditions:

- a) The candidate shall submit to the Office of Community Programmes a single file containing the following mandatory documents:
  - Registration form - application to the dean containing the following information: faculty, section, year, universities for which it is chosen (maximum 3 in order of preference);
  - Letter of intent (written in English or in the foreign language in which the studies will be conducted);
  - Curriculum vitae (typed in English or in the foreign language in which the studies will be conducted), recommended in a European format with the photograph inserted.

The recommended form is available online at: [www.europass-ro.ro](http://www.europass-ro.ro) (section forms and examples).

- **Certificate** issued by the faculty secretariat with the average of previous years and of the completed semester
- Optional documents relevant to the requested mobility: language certificates (photocopies); professional certificates (photocopies); diplomas, certificates, attestations regarding the results of the student scientific research, practice, participation in extra-curricular projects, etc. (photocopies);
- Letters of recommendation from teachers or traineeship coordinators (original) (optional).
- **Certificate of knowledge of the language** in which the courses will be held / the activity will be carried out in the institution for which they are chosen (one certificate for each linguistic area, if there are several options) - *Students coming from countries where the official language of the state is the language in which the mobility is to be carried out are exempted from the obligation to present the certificate of linguistic competence.*
- Declaration on own responsibility regarding the number of Erasmus mobilities already conducted during the study cycle with financial support and that the provisions of the regulation and the Regulation on the professional activity of students are known;
- b) Declaration on own responsibility regarding the possible use of other European funds from other sources (co-financing).
- c) Registration is done only once, for all the options expressed. The file remains, throughout the duration of the selection at the Community Programs Office;
- d) After the end of the registration period, the options, their order, as well as other information in the registration form cannot be changed;
- e) Incomplete files from the point of view of the presence of mandatory documents or options that do not comply with the available places (level, duration, specialization) will be removed from the competition.

**Art. 14 (1)** The academic results will also be verified by centralization by the Community Programs Office based on the communication made by the secretariats of the faculties and transmitted by the Erasmus coordinator at their level, after the end of the registration process.

**(2)** To be eligible, a student must be an integralist and have a minimum overall average of 7.00.

**(3)** The determination of the academic results is made considering the average in the year prior to the selection.

**(3.1).** In the case of first-year students, the average in the first semester will be considered.

**Art. 15 (1)** The selection committee shall consist of 5 members, as follows: the vice-rector responsible for the study programs, the dean of the faculty, the Erasmus responsible of the faculty, a teacher of foreign languages and a representative of the students of the faculty. Representatives of the Community Program Office shall provide the secretariat of the Commission.

The tasks of the selection board shall be as follows:

- evaluating the files , setting the scale and awarding a score according to the criteria established by this Regulation;
- conducting the selection interview with all the candidates, being followed up and evaluated: the motivation of the application, the level of linguistic training and the elementary knowledge necessary for a good performance of the mobility;
- establishment of the final classification and distribution of seats;
- ensuring the display of the results on the faculty bulletin board and sending the lists of candidates (admitted, reserves, rejected) to bc.

(2) The selection interview is conducted at the level of each faculty. The scheduling of the interviews will be established by the selection committees and forwarded to the Community Programme Office.

(3) The interview will aim at assessing the capacity of oral expression in the foreign language, motivation, professional interest, but also elementary knowledge necessary for a good development of mobility.

(4) The selection interview is a knockout test, in order to pass the test, it is necessary to obtain a score of at least 6.00 out of 10.00 (maximum possible).

(5) The results of the interviews are communicated within 72 hours from the end of the test, by displaying it on the faculties' notice boards.

**Article 16** Evaluation of the selection of candidates:

- a) The general average of the competition is determined by weighting the two selection criteria, as follows: academic results 40%; interview note 60%.
- b) The overall average of the competition to be eligible for mobility is at least 7.00.
- c) The ranking of candidates is based on the general average of the competition and the priorities of the options expressed at registration.
- d) If there are several candidates with a competition average equal to that of the last admitted, the tie is made according to the rank of the respective option in the hierarchy expressed at registration. If the tie is maintained, the distribution shall be made in descending order of the notes from the interview.
- e) A candidate will be selected for mobility at a single university, regardless of the number of their options.
- f) The place won as a result of the selection process is guaranteed as long as the candidate does not apply for renunciation of the place obtained and the provisions of this methodology are respected.

**Article 17** Confirmation of the results of the selection shall be tacit. Candidates wishing to give up their place must submit a request for renunciation within 5 working days from the date of displaying the final lists.

**Article 18 (1)** The available seats shall be represented by mobilities which are not allocated in the first stage or which the holders have given up. The seats available under the agreements that had seats and in the general competition become available to all candidates on the reserve list.

(2) The redistribution of the available seats following the first stage of the selection is made between the candidates on the waiting list, in the strictly descending order of the averages. If there is a tie, the breakdown shall be made in descending order of the annual averages.

(2.1) Priority will be given to students on the waiting list who have not benefited in previous years from an Erasmus study scholarship.

(3) Candidates declared admitted at the first stage of the selection process, who give up their seat and request participation in redistribution, are placed on the reserve list.

(4) Candidates on the reserve list displayed in the first phase of the selection can submit options for all the places available at this stage, regardless of the options expressed when registering for the competition.

(5) Any seats that become available after the redistribution phase will be allocated to the candidates on the reserve list, in the order of the competition averages. If not all the places put up for competition have been filled, a second selection may be organized.

**Article 19 (1)** Any appeals (drafted in writing) regarding the selection process shall be submitted within 24 hours from the display of the lists of results and shall be settled by the selection board. The deadline for appealing will be specified at the same time as the lists of results are displayed.

(2) The candidate who has been admitted to the appeal after the display of the final ranking lists acquires the status of Erasmus student if he obtains an overall score higher than that of the last candidate initially admitted. If an overall score equal to that score is obtained, the tiebreaker criteria shall apply, but without altering the situation of the candidates initially declared admitted.

**Art. 20** The files of the candidates declared rejected or who wish to withdraw shall be returned to them upon request, within three months from the display of the final lists on selection.

**Art. 21 (1)** The lists of students declared admitted following the selection interview will be endorsed by the Rector of the university, before displaying.

(2) After the completion of the confirmation phase and the display of the final lists, the candidates will come into contact with the partner universities in order to fulfill the administrative formalities related to the registration in the next academic year. The students proposed for mobilities will draw up application files and will provide all the documents requested by the partner university in order to be admitted to studies.

**Art. 22 (1)** In order to prepare the mobility, the students proposed for study mobilities shall be assisted in completing the study contracts by the Erasmus Institutional Coordinator or a member of the Community Programmes Office.

(2) The study contracts will be subject to the approval of VGWU and the partner university.

(3) The choice of the disciplines to be studied during the mobility is made in accordance with the specialization followed at the "Vasile Goldiș" Western University of Arad, aiming at choosing identical disciplines or compatible with the support of the Erasmus Coordinator at the level of each faculty.

(4) It will be judged in terms of competence, objectives, not content. Given that the students fail to cover the need for ECTS credits with disciplines corresponding to the current year of



study at the host university, they have the possibility to choose subjects from higher or lower years of study (provided that the respective subjects have not been studied at the "Vasile Goldiș" Western University of Arad). The chosen subjects will be highlighted in the equivalence and recognition sheet contained in the study contract.

(5) The study contract will include the study program proposed during the mobility. The subjects will be completed in a language of international circulation.

(6) The study contract can be modified within one month from the beginning of the academic year at the partner university, by filling in the amendment form of the study contract and its approval by both universities participating in the mobility ("Vasile Goldiș" Western University of Arad and the host university).

(7) Amendments to the study contract cancel, replace or complete the list of subjects initially proposed. The list of subjects proposed in the Amendments to the study contract must coincide with the subjects for which the student takes examinations / verification tests at the partner university, the results of which will be recorded in the school situation issued at the end of the mobility.

(8) The study contract and its modifications are concluded in an original copy that remains at BC and copies thereof at the student and the partner university – scanned version)

**Art. 23 (1)** Financial contracts shall be concluded after receiving the confirmation of admission to the partner university and after the approval of the study contract.

(2) The monthly grant is determined according to the funds available, the country of destination and the mobility period. The Erasmus grant is a contribution to the cost of travel and subsistence. This shall be brought to the attention of the candidates together with their obligation to know, acquire and accept the provisions of this Regulation.

(3) The financial contract is concluded in three original copies: one for the beneficiary, one for the financial-accounting department and one for the mobility file of the beneficiary (kept at the Community Programs Office).

(4) When signing the financial contracts, the selected students will submit at the headquarters of the Community Programs Office the following documents:

- invitation /confirmation of admission from the partner university,
- the study contract signed by the representatives of the "Vasile Goldiș" Western University of Arad,
- financial identification of the beneficiary of the mobility,
- copy of identity card (identity card / passport).

(5) When the beneficiary signs the contract, he will receive a copy of the financial contract.

(6) The amounts related to the grant will be transferred to the beneficiaries after receiving them from ANPCDEFP, as follows:

- 80% of the total grant within 7 working days before or after the start of mobility, and in case of transfer to an account opened abroad within 7 working days from the communication of the data of the respective account to the Community Programs Office;

- 20% of the total grant within 15 working days from the completion of the mobility and submission of the supporting documents to the Community Programs Office.

**Art. 24 (1)** The study period initially approved may be extended up to a maximum of 12 months, without exceeding the end date of the academic year in which the mobility takes place (September 30).

**(2)** The extensions of the study periods must be justified and approved both by the "Vasile Goldiș" Western University of Arad and by the host university. Approval of the extension must be requested at least one month before the end of the initially approved mobility period and must continue with it. No interruptions are allowed in a mobility.

**(3)** The application for extension will be accompanied by a study contract for the new period of study or by a practice contract.

**(4)** Extensions of study periods shall be financed only in so far as, at the time of the application for extension, the financial means necessary for the financing of the period in question are available. Otherwise, applicants must have the necessary financial means to finance themselves during that period.

**(5)** The extension period and the related amount shall be mentioned in an addendum to the initial financial contract.

**(6)** The reduction of the duration of the mobility by a maximum of 20% of the total number of initial months is accepted based on the written and signed request of the beneficiary of the mobility and signed by the University's management, when inconsistencies arise between the duration set in the agreement and the calendar of the academic year at the partner University or when the beneficiary of the mobility has completed the entire program established by the Study Contract.

**Art. 25** At the end of the ERASMUS mobility, the beneficiary will present himself at the headquarters of the "Vasile Goldiș" Western University of Arad within a maximum of 5 working days from the return to the country and will submit to the Community Programs Office the following documents:

- Learning *Agreement* signed by the departmental coordinator/ECTS and the institutional coordinator both at the partner university and at the home university;
- The school situation (*Transcript of Records*) attesting the grades and credit points obtained, as well as other forms of evaluation of the activity conducted at the host university (document presented in original and copy, the original being kept in the file, and the copy handed over to the original faculty);
- Certificate of Attendance from the host university regarding the duration of studies abroad (*Certificates of Attendance*) from the faculty / department of international relations of the host university, certifying that the student / has performed an ERASMUS mobility, going through all the activities stipulated in the study contract (courses / seminars / practical works);
- Filling in the online questionnaire automatically generated at the end of the Mobility Tool platform mobility;

**Art. 26 (1)** At the end of the study period abroad, the host institution must offer to the beneficiary of mobility and to the "Vasile Goldiș" Western University of Arad a certificate confirming the fulfillment of the study program and an extract from the transcript attesting the results obtained.

**(2)** "Vasile Goldiș" Western University of Arad will ensure the academic recognition of the studies conducted by the beneficiary at the host institution, as part of his final diploma.

**(3)** The entire period of studies conducted in another university replaces, by recognition, a period of the same physical duration that the student would perform in the institution where he/she is enrolled.

**(4)** The basis for the equivalence of the period of study abroad is the European system of transferable credits ECTS. Upon returning to the country, the commission for the equivalence of studies at the faculty level will draw up the Sheet of equivalence and recognition of the results obtained in mobility (equivalence of identical disciplines and recognition of compatible ones) (Annex no. 4)

**(5)** The faculty secretariat will register, based on the supporting documents submitted by the beneficiary, the notes in the Matriculation Register and UMS. The diploma supplement of the student will include the professional results from the recognized period and mentions regarding the host institution and the duration of the studies. The diploma supplement shall be completed, following the recognition of the period of studies conducted abroad, in section 5 "Additional information", with the following: the years of equivalence of studies, the institution of higher education of origin, the mention regarding the taking of the difference examinations or of the selection exams, or other exams. If the host university mentions on the issued school situation two types of grading (local grade and ECTS grade), it will be considered in order to equate the most advantageous system for the student, keeping the same evaluation unit.

**(6)** In the case of the subjects evaluated by "Admitted / Rejected" ratings, the equivalence sheet of the disciplines evaluated by ratings will be drawn up (Annex no. 5). This sheet will be completed after the interview held by the student with the holder of the respective discipline, after which the grade will be quantified.

**(7)** In the case of the subjects evaluated by "Admitted / Rejected" ratings that are not equated, the diploma supplement will include the credit points obtained and the respective rating.

**(8)** In the case of subjects in which the student has obtained marks lower than the minimum grade of promotion, but which are part of special modules or study formations, if the partner university validates the entire study module and grants the credit points related to the respective discipline, the equivalence will be made with the grade 5.

**(9)** The names of the disciplines that will be included in the diploma supplement will be those existing in the Curricula of the faculties of the "Vasile Goldiș" Western University of Arad and not those studied at the host university.

**(10)** It is considered the number of credits granted at our University for each discipline equated to those studied at the partner University. The document through which the academic recognition of the studies carried out abroad is carried out is the Record of equivalence and recognition of the results obtained in mobility, drawn up at the faculty level, based on the school

situation issued by the partner institution and the study contract approved by the three parties participating in the mobility (student, university of origin, host university).

(11) The subjects that do not correspond to the curricula (which are not identical or compatible) will be listed in an annex of the Diploma Supplement and will be considered optional subjects.

(12) The student has the possibility to give up the equivalence of the grade for the related discipline and to take the exam during the exam period or arrears immediately following his return from mobility.

(13) Academic recognition may be withdrawn only if the beneficiary fails to carry out the study programme at the level required by the host institution or does not meet another condition required by the participating institutions for academic recognition.

**Art. 27** The **Erasmus** student has the right to take any exams not promoted as a result of participation in the Erasmus Programme.

**Art. 28 (1)** The exams in the subjects that are not subject to the agreement of studies / professional training related to erasmus mobility, as well as the exams not promoted within the Erasmus internship period, are held at the university of origin, during the exam sessions approved at the level of the university, according to the provisions of the Regulation on the professional activity of students.

**Art. 29** The formalities related to the registration at the "Vasile Goldiș" Western University of Arad are as follows:

- a) The beneficiary of the mobility must be enrolled as a student of the "Vasile Goldiș" Western University of Arad in the mobility year, at the form of education at THE DAY, at the bachelor, master or doctoral level. If mobility starts before the beginning of the academic year, the erasmus mobility beneficiary is automatically enrolled in the following year of studies.
- b) The beneficiary of the mobility keeps his financial obligations towards the "Vasile Goldiș" Western University of Arad during the mobility (payment of the tuition fees within the terms established by the regulation), being exempted from the payment of the tuition fees at the partner university.
- c) During the mobility, the beneficiary retains the right to the scholarship granted in the internal scholarship system ("Vasile Goldiș" scholarships or social scholarships), provided that the criteria for allocating scholarships are met. In order to distribute the scholarships related to the second semester, it is necessary to equate the academic results obtained during the first semester of mobility. In case of late obtaining of the school situation from the host university, if the beneficiary of the mobility obtains, following the equivalence, an average higher than or equal to the last average for which the scholarship was granted, he may make an application for retroactive granting of the respective scholarship, without exceeding the date of September 30.

**Art. 30** The registration of students who will carry out ERASMUS (*Incoming*) mobilities will be done as follows:

- a) Erasmus students who express their intention to study in writing at the "Vasile Goldiș" Western University of Arad contact the Community Programs Office. He announces the faculty, respectively the ERASMUS responsible.
- b) When the student arrives at the University, he/she must present himself/herself at the Community Programs Office and at the Faculty Secretariat. Based on the registration application, the student is registered in the matriculation register of the faculty and in the catalog.
- c) At the end of the mobility internship, the faculty issues the transcript for Erasmus students in English without charging the fee for issuing the transcript for ERASMUS students;
- d) Documents required for registration:
  - C. V.;
  - Application form issued by the Office of Community Programs, completed by the university of origin, respectively the student;
  - Study contract – completed and approved by both institutions;
  - Certificate certifying the status of Erasmus student – issued by the university of origin (optional).

 **SCHEDULE OF PROCEDURES AND DEADLINES**

<b>ACTION</b>	<b>RESPONSIBLE</b>	<b>TERM</b>
<i>Broadcasting at the level of the faculties within VGWU of the Mobility Offer for the next academic year</i>	Department of International Relations Office of Community Programs	<b>The first week of October</b>

<p><i>Broadcasting at the faculty level</i> of the Eligibility Criteria and the content of the candidacy file</p>	<p>Erasmus+ Coordinator at the level of each faculty – appointed by decision of the Faculty Council, for a period of 4 years</p>	<p><b>The first week of October</b></p>
<p><i>Submission of application files/Registration</i></p>	<p>Office of Community Programs</p>	<p><b>For the second semester of the current academic year – the first 2 weeks of October</b></p> <p><b>For the first semester of the next academic year, the first two weeks of March</b></p>
<p><i>Submission</i> the secretariats of the faculties and the Erasmus+ Coordinator at the level of each faculty of the request to verify the academic results of the candidates</p>	<p>Office of Community Programs</p>	<p><b>The first 2 weeks of October</b></p> <p><b>The first 2 weeks of March</b></p>
<p><i>Communicating</i> a table with the academic results of those enrolled</p>	<p>Secretariats of the Faculties Erasmus+ Coordinator at their level</p>	<p><b>Within one week of receipt of the above-mentioned request</b></p>
<p><i>Meeting</i> of the Selection Board for: - evaluation of files , - establishing the date of the interview for the candidates whose files have been admitted;</p>	<p>Members of the Commission shall: -the vice-rector responsible for the study programs, the dean of the faculty, the Erasmus responsible of the faculty, a teacher of foreign languages and a representative of the students of the faculty. Representatives of the Community Program Office shall provide the secretariat of the Commission.</p>	<p><b>First week of November</b></p> <p><b>The first week of April</b></p>
<p><i>Selection interview</i></p>	<p>The vice-rector responsible for the study programs, the dean of the faculty, the Erasmus responsible of the</p>	<p><b>First week of November</b></p> <p><b>The second week of April</b></p>

	faculty, a teacher of foreign languages and a representative of the students of the faculty. Representatives of the Community Program Office shall provide the secretariat of the Commission.	
<i>Displaying results</i>	Selection board	<b>Within 72 hours of the interview</b>
<i>Submission of appeals</i>	Candidates	<b>Within 24 hours of displaying the lists of results</b>
<i>Displaying results after appeals</i>	Commission	<b>Within 24 hours of displaying the lists of results</b>
<i>Submission of any requests for waiver</i>	Candidates.	<b>Within 3 working days from the date of displaying the final lists</b>
<i>Displaying the final results</i>	Faculty secretariats	<b>Within 24 hours</b>
<i>Determining/establishing the study program with each student, before going abroad and choosing the subjects to be studied during the mobility, in accordance with the specialization followed at the "Vasile Goldiș" Western University of Arad,</i>	<b>Erasmus+ Coordinator</b> at the level of each faculty <b>Candidates</b>	<b>Within one month of selection</b>
<i>Conclusion of the study contract and the financial contract</i>	Department of International Relations Office of Community Programs Candidates	<b>Within one month of selection</b>
<i>Ensuring contact with partner universities</i> for the fulfillment of the administrative formalities, related to the registration in the next academic year.	Candidates	<b>Within one month of selection</b>

<i>Presentation</i> of the end of the study period, of the certificate certifying that the agreed programme has been carried out.	<b>Candidates</b>	<b>end of the study period</b>
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### Chapter III

#### SELECTION AND DEPLOYMENT OF ERASMUS PLACEMENT MOBILITY (SMP)

**Article 31** The eligibility criteria are as follows:

- is a Romanian citizen or an international student enrolled in VGWU, residing in Romania or recognized by the country where he/she is resident as a refugee, stateless person or permanent resident;
- he is enrolled as a student at the "Vasile Goldiș" Western University of Arad (the notion of student includes in this meaning: graduate of the first year at the time of departure or master student);
- keeps his status as a student of VGWU Arad until the end of the mobility period;
- good academic results (integralist, minimum overall average 7.00).
- has not previously benefited from Erasmus mobility for placement;
- linguistic criterion: knowledge of the language in which the courses will be held at the host university (minimum level B1 according to the Common European Framework of Reference for Foreign Languages) - *Students coming from countries where the official language of the state is the language in which the mobility is to be conducted are exempted from the obligation to present the certificate of linguistic competence.*

**Article 32** The institutions involved in the exchange of students for placement purposes must reach an agreement with each individual student on a well-defined placement programme before he or she goes abroad. At the end of each placement period, the host institution must provide the student and the "Vasile Goldiș" Western University of Arad with a certificate attesting that the agreed program has been conducted.

**Art. 33** The minimum placement period is 2 months and the maximum period of 12 months, within a single university cycle, within the limits of the places available under the partnership agreements in force in the respective academic year. There is the possibility of a combined mobility, consisting of months of study and months of placement for internships.

**Art. 34** The selection of candidates for Erasmus placement mobilities shall be made by competition, based on the cumulative academic results and the selection interview.

**Art. 35** The registration for the selection for Erasmus placement mobilities shall be made subject to the following conditions:



a) The candidate shall submit to the Office of Community Programs a single file containing the following mandatory documents:

- Registration form, specifying the options – application to the dean containing the following information: faculty, section, year, universities chosen (maximum 3 in order of preferences);
- Letter of intent (written in English or in the foreign language in which the studies will be conducted) specifying the concrete professional objectives pursued by the candidate during the mobility and the expected results (1-2 pages);
- Curriculum vitae (typed in English or in the foreign language in which the studies will be conducted), recommended in European format with the photograph inserted. The recommended form is available online at: [www.europass-ro.ro](http://www.europass-ro.ro) (section forms and examples).
- Certificate issued by the faculty secretariat with the average of the previous years and of the completed semester;
- Declaration on own responsibility regarding the number of Erasmus mobilities for placement already carried out during the study cycle with financial support and that the provisions of this Regulation as well as of the Regulation on the professional activity of students are known;
- **Certificate of knowledge of the language** in which the activity will be carried out in the institution for which it is chosen (one certificate for each linguistic area, if there are several options) - *Students coming from countries where the official language of the state is the language in which the mobility is to be carried out are exempted from the obligation to present the certificate of linguistic competence.*
- Optional documents relevant to the requested mobility:
  - Language certificates (photocopies);
  - Professional certificates (photocopies);
  - Diplomas, certificates, attestations regarding the results of student scientific research, practice, participation in extra-curricular projects, etc. (photocopies);
  - Letters of recommendation from teachers or internship coordinators (original).

b) Registration is done only once, for all the options expressed. The file remains, throughout the duration of the selection, at the Community Programs Office.

c) After the end of the registration period, the options, their order, as well as other information in the registration form cannot be changed.

d) Incomplete files from the point of view of the presence of compulsory documents or options that do not comply with the available places (level, duration, specialization) will be removed from the competition.

**Art. 36 (1)** The academic results will also be verified by centralization by the Community Programs Office based on the communication made by the secretariats of the faculties and transmitted by the Erasmus coordinator at their level, after the end of the registration process.

**(2)** To be eligible, a student must be an integralist and have a minimum overall average of 7.00.

(3) The determination of the academic results is made considering the average in the year prior to the selection. Candidates have the obligation to verify the accuracy of the data entered in the nominal lists and to notify any inconsistencies with the actual data at the Community Programme Office.

**Art. 37 (1)** The selection interview shall be carried out at the faculty level by the selection committee provided for in Article 15.

(2) The scheduling of the interviews will be established by the selection committees and forwarded to the Community Programme Office. He/she will draw up the hourly and day-to-day scheduling of the interviews and will forward it to the selection committees, together with the candidacy files.

(3) The interview will aim at assessing the capacity of oral expression in the foreign language, motivation, professional interest, but also elementary knowledge necessary for a good development of mobility.

(4) The selection interview is a knockout test, in order to pass the test, it is necessary to obtain a score of at least 6.00 out of 10.00 (maximum possible).

(5) The results of the interviews shall be communicated within 72 hours from the end of the test, by displaying it on the notice boards of the structures and on the notice board of the Community Programs Office.

**Article 38** The methodology for the selection of candidates and their confirmation shall be carried out in accordance with the provisions of Articles 16 to 20.

**Art. 39 (1)** The lists of students declared admitted following the selection interview will be endorsed by the Rector of the university, before displaying.

(2) After the completion of the confirmation phase and the display of the final lists, the candidates will come into contact with the partner institutions in order to fulfill the administrative formalities related to the placement mobility to be carried out.

**Art. 40 (1)** In order to prepare the mobility, the students proposed for placement mobilities shall be assisted by the ERASMUS Coordinator of the faculty in completing the placement contracts. (*Training Agreement*)

(2) The placement contracts will be subject to the approval of the "Vasile Goldiș" Western University of Arad and the partner institution.

(3) The placement contract may be modified during the trip, with the written consent of the Institutional and Departmental Coordinator of the "Vasile Goldiș" Western University of Arad and of the representatives of the host institution.

(4) The placement contract and its amendments are concluded in an original copy: one for the "Vasile Goldiș" Western University of Arad and scanned copies for the beneficiary and for the host institution.

**Art. 41 (1)** The methodology for signing the financial contracts related to the SMP is provided for in Article 23.

2. The Erasmus grant shall be a contribution to the cost of travel and subsistence. This shall be brought to the attention of the candidates together with their obligation to know, acquire and accept the provisions of this Regulation.

**Article 42 (1)** The initially approved placement period may be extended up to a maximum of 12 months.

**(2)** The extensions of the placement periods must be justified and approved both by the "Vasile Goldiș" Western University of Arad and by the host institution. Approval of the extension must be requested at least one month before the end of the initially approved mobility period and must continue with it. No interruptions are allowed in a mobility.

**(3)** The application for extension will be accompanied by a placement contract for the new period. Extensions of study periods shall be financed only in so far as, at the time of the application for extension, the financial means necessary for the financing of the period in question are available. Otherwise, applicants must have the necessary financial means to finance themselves during that period.

**(4)** The extension period and the related amount shall be mentioned in an addendum to the initial financial contract.

**Art. 43 (1)** At the end of the ERASMUS placement mobility, the beneficiary shall present himself at the headquarters of the "Vasile Goldiș" Western University of Arad within a maximum of 5 working days from the return to the country and shall submit to the Community Programs Office the following documents:

- The placement contract (*Training Agreement*) signed by the departmental coordinator/ECTS from the "Vasile Goldiș" Western University of Arad as well as by the representatives of the host institution;
- The evaluation sheet attesting the results of the internship or other forms of evaluation of the activity carried out at the host institution (document presented in original and copy, the original being kept on file at the Office of Community Programs, and the copy handed over to the faculty of origin);
- Certificate from the host institution regarding the duration of the internship abroad;
- Filling in the online questionnaire automatically generated at the end of mobility by the Mobility Tool platform

**Art. 44** The placement periods will be fully recognized by the "Vasile Goldiș" Western University of Arad using the ECTS system.

**Art. 45** The formalities related to the registration at the "Vasile Goldiș" Western University of Arad are those provided for in article 27.

**Art. 46 (1)** The registration of ERASMUS *Incoming* students (for placement) implies the following:

- a) The existence of a bilateral/multilateral agreement valid between the partner higher education institutions;
- b) Nomination, respectively acceptance of the student in the Erasmus program by the two higher education institutions;
- c) The student must have completed at least the first year of studies at the home university;
- d) Mobility must be part of the student exchange proposed by the home university under the bilateral Erasmus agreement;

**(2)** Students with special needs shall be given special attention;

(3) Erasmus students who express their intention to perform an internship at the "Vasile Goldiș" Western University of Arad shall contact the Community Programs Office. He announces the faculty, respectively the ERASMUS responsible.

(4) The partner university must send the "Training Agreement" document of the Erasmus student nominated for this mobility.

(5) The Community Programs Office aims at the completion and approval by the authorized persons of the "Vasile Goldiș" Western University of Arad of the "Training Agreement" document.

(6) The approval and signing of the "Training Agreement" document must be completed before the student's arrival in Romania. Any changes in the "Training Agreement" can be operated within maximum 1 month from the arrival of the student at the "Vasile Goldiș" Western University of Arad, with the approval of the "Vasile Goldiș" Western University of Arad and the university of origin.

(7) After receiving the Application Forms and the "Training Agreement" document and the approval of the necessary ones, the "Vasile Goldiș" Western University of Arad through the Community Programs Office shall decide to accept the student and shall issue the Letter of Acceptance, addressed both to the university of origin and to the student himself.

(8) With the acceptance of the student, the Erasmus student in charge of the faculty acquires the responsibility of a traineeship coordinator.

(9) When the student reaches the University, he/she must be present at the Office of Community Programs and at the secretariat of the Faculty.

(10) Documents required for registration:

- C. V.;
- Application form issued by the Office of Community Programs, completed by the university of origin, respectively the student;
- *Training Agreement* – completed and approved by both institutions;
- Certificate certifying the status of Erasmus student – issued by the university of origin (optional).

(11) At the end of the internship, the Community Program Office shall issue a certificate of completion of the internship. Students who carry out internships in companies will receive at the end of the internship a certificate issued by the company where they completed their internship, and based on this document, the Community Programs Office will issue a certificate of completion of the internship. Also, students who carry out internships in companies have the obligation to submit to the Community Programs Office their internship report signed and approved by the teacher in charge of the internship (Erasmus for faculty).

 **SCHEDULE OF PROCEDURES AND DEADLINES**

ACTION	RESPONSIBLE	TERM
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<i>Broadcasting at the level of the faculties</i> within VGWU of the Mobility Offer for the next academic year	Department of International Relations Office of Community Programs	<b>The first week of October</b>
<i>Broadcasting at the faculty level</i> of the Eligibility Criteria and the content of the candidacy file	Erasmus+ Coordinator at the level of each faculty – appointed by decision of the Faculty Council, for a period of 4 years	<b>The first week of October</b>
<i>Submission of application files/Registration</i>	Office of Community Programs	<b>The first two weeks of March</b>
<i>Submission</i> the secretariats of the faculties and the Erasmus+ Coordinator at the level of each faculty of the request to verify the academic results of the candidates	Office of Community Programs	<b>The first two weeks of March</b>
<i>Communicating</i> a table with the academic results of those enrolled	Secretariats of the Faculties Erasmus+ Coordinator at their level	<b>Within one week of receipt of the above-mentioned request</b>
<i>Meeting</i> of the Selection Board for: - evaluation of files , - establishing the date of the interview for the candidates whose files have been admitted;	Members of the Commission shall: -the vice-rector responsible for the study programs, the dean of the faculty, the Erasmus responsible of the faculty, a teacher of foreign languages and a representative of the students of the faculty. Representatives of the Community Program Office shall provide the secretariat of the Commission.	<b>The first week of April</b>

<i>Selection interview</i>	The vice-rector responsible for the study programs, the dean of the faculty, the Erasmus responsible of the faculty, a teacher of foreign languages and a representative of the students of the faculty. Representatives of the Community Program Office shall provide the secretariat of the Commission.	<b>The second week of April</b>
<i>Displaying results</i>	Selection board	<b>Within 72 hours of the interview</b>
<i>Submission of appeals</i>	Candidates	<b>Within 24 hours of displaying the lists of results</b>
<i>Displaying results after appeals</i>	Commission	<b>Within 24 hours of the registration of appeals</b>
<i>Submission of any requests for waiver</i>	Candidates.	<b>Within 5 working days from the date of displaying the final lists</b>
<i>Displaying the final results</i>		<b>Within 24 hours from the date of acknowledgment of the waiver but within the other time limits</b>
<i>Determining/establishing the study program with each student, before going abroad and choosing the subjects to be studied during the mobility, in accordance with the specialization followed at the "Vasile Goldiș" Western University of Arad,</i>	<b>Erasmus+ Coordinator</b> at the level of each faculty <b>Candidates</b>	<b>Within one month of selection</b>
<i>Conclusion of the study contract and the financial contract</i>	Department of International Relations Office of Community Programs Candidates	<b>Within one month of selection</b>

<p><i>Ensuring contact with partner universities/ institutions for the fulfillment of the administrative formalities, related to the registration in the next academic year.</i></p>	<p>Candidates</p>	<p><b>Within one month of selection</b></p>
<p><i>Presentation of the end of the study period, of the certificate certifying that the agreed programme has been carried out.</i></p>	<p><b>Candidates</b></p>	<p><b>end of the study period</b></p>

#### **Chapter IV SELECTION AND DEPLOYMENT OF ERASMUS TEACHING MOBILITIES OF TEACHERS (STA)**

**Art. 47** The mobility stages of the teachers are carried out in accordance with the data stipulated in the bilateral agreements signed with the partner institutions. They must be at least 8 hours of teaching activity. The collaborating universities and the selected teachers must agree in advance on the schedule of the teaching hours carried out by the beneficiary of the STA grant.

**Art. 48 (1)** The Erasmus grant will be established according to the funds available according to the contract concluded between the "Vasile Goldiș" Western University of Arad and ANPCDEFP, depending on the country of destination and the mobility period.

**(2)** The Erasmus grant is only a contribution to the cost of travel and subsistence.

**(3)** Erasmus teachers cannot benefit, for the period covered by the financial contract, from other grants financed by other Community programmes of the European Union.

**Art. 49** The enrolment of teachers for Erasmus mobilities is made within the deadlines set at the beginning of each academic year. Priority is given to teachers who leave for the first time in this program, as well as those mobilities that contribute to strengthening and expanding the links between departments and faculties.

**Art. 50** At the level of the University, a selection committee is set up consisting of 3 members: the Rector of the University and two Vice-Rectors. Representatives of the Community Program Office shall provide the secretariat of the Commission.

**Article 51** The tasks of the selection board shall be as follows:

- a) evaluation of the files ;
- b) conducting the interview with the candidates regarding the motivation of the candidacy and the linguistic preparation;

c) transmission to the BPC of the request for participation in Erasmus mobility, approved by Mrs. Rector.

**Art. 52 (1)** The candidacy file of the teachers for teaching mobilities contains the documents shown in ANNEX 2:

- application for registration;
- curriculum vitae (typed in the foreign language in which the teaching will be carried out), advisable in European format with the photo inserted. The recommended form is available online at: [www.europass-ro.ro](http://www.europass-ro.ro) (section forms and examples);
- short presentation of the course - the teaching program and the teaching and professional objectives (Mobility Agreement for Teaching) proposed by the candidate, written in the foreign language agreed with the host institution;
- certificate of knowledge of the language in which the courses will be held at the host university, issued by authorized specialized institutions (optional);
- photocopies of the diplomas and professional certificates obtained by the candidate, considered useful in supporting the candidacy (optional).

(2) The candidacy file of the teachers for teaching mobilities is submitted to the Community Programs Office.

**Article 53 (1)** If a holder does not confirm his place obtained within 14 working days of obtaining approval, he shall be occupied by the first person on the list of reserves.

(2) If one of the holders renounces his/her position, he/she shall provide written reasons for this, his/her place being occupied by the first person on the reserve list.

(3) If not all the seats have been filled, a second selection can be organized.

**Art. 54** Any appeals shall be submitted to the Office of Community Programmes within 24 hours from the announcement of the results and shall be settled by the selection committee.

**Art. 55** The selected teachers will be referred to the Community Programs Office for the preparation of the necessary documents for carrying out the mobility. The Community Programs Office will provide them with individual counseling services for mobility preparation.

**Art. 56 (1)** The teachers who benefit from ERASMUS grants shall submit to the Community Programs Office 20 days before the trip, the invitation/acceptance received from the host institution (where the period of mobility and the fact that it will take place within the ERASMUS Program must be mentioned), the application for travel approved by the Rector and the copy of the identity card or passport (in order to issue the allocated amount).

(2) The teachers will sign a financial contract at the Community Programs Office and will bring upon return a certificate from the host university certifying the completion of the internship, the period and number of hours taught, a report on the internship.

**Art. 57 (1)** The financial contracts are concluded after the receipt by the teacher of the confirmation of acceptance at the partner university and after the approval of the request for travel by the Rector.



(2) The financial contract is concluded in three original copies: one for the beneficiary, one for the Accounting Service and one for the mobility file of the beneficiary (kept at the Community Programs Office);

(3) The amounts related to the grant will be paid in one or two installments:

- tranche I in the amount of 80% of the total grant payment in advance;
- the second tranche worth max. 20% of the total grant on return based on the activity report.

**Art. 58** The Community Programs Office shall send to the Accounting Service the documents necessary to obtain the money. Any bank fees shall be withheld from the grant of the beneficiaries.

**Art. 59** At the end of the ERASMUS mobility, the Beneficiary will present himself at the Community Programs Office within 7 working days from the return to the country and will submit the following documents:

- *Teaching Program* signed by the representatives of the partner university and of the "Vasile Goldiș" Western University of Arad;
- Certificate regarding the duration of the teaching internship abroad (*Attendance Certificate*) from the faculty / department of international relations of the host university;
- Narrative report on the activity carried out during the delivery period (drawn up by the beneficiary);

**Art. 60** The mobility stages of *incoming* teachers are carried out in accordance with the data stipulated in the bilateral agreements signed with the partner institutions. Mobility must be part of the exchange of teachers proposed by the university of origin under the Erasmus Bilateral Agreement signed with the partner university.

**Art. 61** The direct electronic or telephone connection with the person concerned shall be maintained before his arrival at the "Vasile Goldiș" Western University of Arad, as well as for the entire duration of the internship.

**Art. 62** The teacher contacts the Community Programs Office, either directly or through the teaching staff of the "Vasile Goldiș" Western University of Arad, who is the coordinator of the respective bilateral agreement.

**Art. 63 (1)** The Community Programs Office together with the Erasmus responsible for the faculty where the mobility is to be carried out shall be in charge of preparing the mobility, starting with its acceptance by the responsible factors within the "Vasile Goldiș" Western University of Arad.

(2) After consulting with the erasmus bilateral agreement coordinating teacher and with the possible host faculty, the institutional coordinator decides to accept / postpone / reject the mobility.

**Art. 64** The approval and signing of the documents related to the mobility must be made before the arrival of the teacher at the "Vasile Goldiș" Western University of Arad. The signature shall be made within the Community Programme Office, by the authorized persons.

**Art. 65** The *Teaching Program* must be signed both at the University of origin and at the "Vasile Goldiș" Western University of Arad, in order, at the host department, then at the Office of International Relations and Community Programs, by the Erasmus institutional coordinator.

**Art. 66** The certificate certifying the completion of the mobility internship (*Attendance Certificate*) will be signed at the Community Programs Office and handed over to the holder / holder or sent by mail to the University of origin.

**Article 68** The STA Erasmus *Incoming* file shall contain the following documents:

- copy of the *Teaching Program*, signed at the "Vasile Goldiș" Western University of Arad, at the Office of International Relations and Community Programs, by the Erasmus institutional coordinator,
- copy of the *Certificate Attendance Certificate*.

## Chapter V

### SELECTION AND DEPLOYMENT OF ERASMUS TRAINING MOBILITIES (STT)

**Art. 69** The selection of the administrative, teaching and non-teaching staff for Erasmus training mobilities shall be made considering the following cumulative eligibility criteria:

- Romanian citizen, residing in Romania or recognized by the country where he/she is resident as a refugee, stateless person or permanent resident;
- permanent employee of the "Vasile Goldiș" Western University of Arad;
- **certificate of knowledge of the language** used within the host institution, issued by authorized institutions (optional);
- **the** mobility agreement for training program proposed by the candidate, drafted in the foreign language agreed with the host institution;

**Art. 70** The University concludes in advance an inter-institutional agreement with each of the partner institutions, which specifies the number of staff to be moved and the duration of the trip.

**Article 71** Institutions involved in the exchange of staff for the purpose of training must reach an agreement with each individual employee on a well-defined training programme before he leaves for abroad. At the end of each training period, the host institution must provide the "Vasile Goldiș" Western University of Arad with a certificate attesting that the agreed program has been carried out.

**Art. 72 (1)** The Erasmus grant shall be established according to the funds available according to the contract concluded between the "Vasile Goldiș" Western University of Arad and anpcdefp, depending on the country of destination and the mobility period.

**(2)** The Erasmus grant is only a contribution to the cost of travel and subsistence.

**(3)** The staff selected for the purpose of carrying out an Erasmus training mobility may not benefit, for the period covered by the financial contract, from other grants financed by other Community programmes of the European Union.

**Art. 73** The selection of the staff is made through the selection interview organized at the level of the University. Priority is given to the staff who leave for the first time within this program, as well as those mobilities that contribute to the consolidation and expansion of the links between the "Vasile Goldiș" Western University of Arad and the partner institution.

**Article 74** The selection of staff shall be carried out in accordance with the procedures laid down in this Regulation.

**Art.75** The selected personnel will be directed to the Community Programs Office for the preparation of the necessary documents for carrying out the mobility. The Office of International Relations and Community Programs will provide individual counseling services for the preparation of mobility.

**Art. 76** The beneficiary staff of the ERASMUS grants shall submit to the Community Programs Office 20 days before the trip, the invitation/acceptance received from the host institution (where the period of mobility and the fact that it will be carried out within the ERASMUS Program) must be mentioned, the travel application approved by the rector of the "Vasile Goldiș" Western University of Arad and the copy of the passport (in order to release the allocated amount). The beneficiary staff will sign a financial contract at the Community Programs Office and will bring upon return a certificate from the host university certifying the completion of the internship and the period, a detailed report on the internship.

**Art. 77 (1)** The financial contracts are concluded after the receipt by the selected staff of the confirmation of acceptance at the partner university and after the approval of the travel request by the Senate of the "Vasile Goldiș" Western University of Arad;

**(2)** The financial contract is concluded in three original copies: one for the beneficiary, one for the Accounting Service and one for the mobility file of the beneficiary kept at the Community Programs Office of the Department of International Relations;

**(3)** The amounts related to the grant will be paid in one or two installments:

- tranche I in the amount of 80% of the total grant payment in advance;
- the second tranche worth max. 20% of the total grant on return based on the activity report.

**Art. 78** The Office for Community Programs of the Department of International Relations shall transmit to the Financial-Accounting Department the documents necessary to obtain the money.

**Art. 79** Termination of Erasmus mobility. At the end of the ERASMUS mobility, the Beneficiary will present himself to the Community Programs Office of the Department of International Relations within 7 working days from the return to the country and will submit the following documents:

- The training program (*Staff Training Plan*) signed in original by the representatives of the partner university and of the "Vasile Goldiș" Western University of Arad;
- Certificate regarding the duration of the training period abroad (*Attendance Certificate*) from the host institution;
- Narrative report on the activity carried out during the training period (drawn up by the beneficiary);

**Art. 80** The staff mobility stages for incoming training mobilities shall be carried out in accordance with the data stipulated in the bilateral agreements signed with the partner institutions. Mobility must be part of the exchange of staff proposed by the home university under the Erasmus Bilateral Agreement signed with the partner university.

**Art. 81** The direct electronic or telephone connection with the person concerned shall be maintained before his/her arrival at the "Vasile Goldiș" Western University of Arad, as well as for the entire duration of the internship.

**Art. 82** The staff for incoming training mobilities shall contact the Office for Community Programs, either directly or through the teacher from the "Vasile Goldiș" Western University of Arad who is the coordinator of the respective bilateral agreement.

**Art. 83 (1)** The Office for Community Programs of the Department of International Relations together with the Erasmus Coordinator on the faculty / department where the Erasmus Incoming training mobility is to take place is in charge of preparing the mobility, starting with its acceptance by the responsible factors in the "Vasile Goldiș" Western University of Arad.

**(2)** After consulting with the erasmus bilateral agreement coordinating teacher and with the possible host faculty, the institutional coordinator decides to accept/postpone/reject the mobility.

**Art. 84** The approval and signing of the Invitation must be made before the arrival of the person concerned at the "Vasile Goldiș" Western University of Arad. The signature is done within the Community Programme Office, by the Erasmus institutional coordinator.

**Art. 85** The Training *Programme* must be signed both at the Home University and at the "Vasile Goldiș" Western University of Arad, in order, at the host department, then at the Community Programs Office of the Department of International Relations, by the Erasmus institutional coordinator.

**Art. 86** The certificate certifying the completion of the training period (*Attendance Certificate*) will be signed at the Community Programs Office of the Department of International Relations and handed over to the holder / holder or sent by mail to the University of origin.

**Art. 87** The Erasmus Incoming STT file shall contain the documents shown in ANNEX 3, among which, as a mandatory basis, the following:

- registration form;
- curriculum vitae;
- copy of the Invitation (the original of the Invitation is sent to the holder/ holder),
- copy of the Training Programme( Training Programme), also signed at the "Vasile Goldiș" Western University of Arad, at the Community Programs Office of the Department of International Relations, by the Erasmus institutional coordinator,
- copy of the *Certificate Attendance Certificate*.
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## Chapter VII

### FINAL PROVISIONS

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**Article 88** Participation in the Erasmus mobility programme shall confirm the full acceptance by candidates of this Regulation.

**Article 89** This Regulation on mobilities within the Erasmus Community Programme shall be supplemented by the other relevant legal regulations.

**Art. 90** This Regulation was endorsed in accordance with the meeting of the Board of Directors of the "Vasile Goldiș" Western University of Arad on ..... and approved in the sitting of the Senate of the "Vasile Goldiș" Western University of Arad on .....

RECTOR

Professor Coralia Adina COTORACI, PhD

PRESIDENT

Professor Aurel ARDELEAN, PhD

PRESIDENT OF THE SENATE,

Associate Professor Sorin Aristide BAȘCHIR, PhD

SECRETARY-GENERAL,

Flavius SABĂU

### ANNEX 1

#### CONTENT OF THE STUDENT APPLICATION FILE

**registration form** – application to the dean containing the following information: faculty, section, year, universities for which it is chosen (maximum 3 in order of preferences)

**curriculum vitae** – typed in English or in the foreign language in which the studies will be carried out), recommended in a European format with the photograph inserted.

**letter of intent** in which to be presented the study and professional objectives pursued by the candidate during the mobility and the expected results - (written in English or in the foreign language in which the studies will be carried out);

**certificate** issued by the faculty secretariat with the average of the previous years and of the completed semester

**certificate of knowledge of the language** in which the courses will be held / the activity will be carried out in the institution for which they are chosen (one certificate for each linguistic area, if there are several options) - - - *Students coming from countries where the official language of the state is the language in which the mobility is to be carried out are exempted from the obligation to present the certificate of linguistic competence.*

**optional documents** relevant to the requested mobility: other linguistic certificates, professional certificates, diplomas, certificates, attestations regarding the results of student scientific research, practice, participation in extra-curricular projects, etc.

**letters of recommendation** from teachers or traineeship coordinators (original) (optional)

**declaration on own responsibility** regarding the number of Erasmus mobilities already carried out during the study cycle with financial support and that the provisions of this Regulation and of the Regulation on the professional activity of students are known;  
b) Declaration on own responsibility regarding the possible use of other European funds from other sources (co-financing).

**ANNEX 2**  
**THE CONTENT OF THE CANDIDACY FILE FOR TEACHERS**

**registration form** – application to the dean containing the following information: faculty, section, year, universities for which it is chosen (maximum 3 in order of preferences)

**curriculum vitae** – typed in the foreign language in which the teaching will be carried out, recommended in a European format with the photo inserted

**the teaching program** and the teaching and professional objectives (Mobility Agreement for Teaching) proposed by the candidate, drafted in the foreign language agreed with the host institution

**Invitation/acceptance from the host institution**

**certificate of knowledge of the language in which the courses will be held at the host university**

issued by authorised specialised institutions (one certificate for each language area, if there are several options) (optional);

**optional documents:** other linguistic certificates, professional certificates, diplomas, certificates, attestations regarding the results of student scientific research, practice, participation in extra-curricular projects, etc.

**ANNEX 3**

**THE CONTENT OF THE APPLICATION FILE FOR NONTEACHING STAFF**

**application form** – application to the Erasmus+ Institutional Coordinator containing the following information: faculty and /or department of origin, universities of choice (maximum 3 in order of preference)

**curriculum vitae** – in Romanian

mobility agreement for training program proposed by the candidate, drafted in the foreign language agreed with the host institution

**Invitation/acceptance from the host institution**

**certificate of knowledge of the language** used within the host institution, issued by authorized institutions (optional);

**optional documents:** other linguistic certificates, professional certificates, diplomas, certificates, attestations, photocopies of diplomas and professional certificates obtained by the candidate, considered useful in supporting the candidacy (optional), etc.



**ANNEX 4**

**Statement**

for ERASMUS+ mobility

I, the undersigned,..... .., student at the Faculty of ..... ,year of study ....., level of study ..... (bachelor, master, doctorate), born on ..... in the locality ....., with permanent residence in Romania, the locality ..... str....., no....., bl....., sc ..... County..... telephone..... email..... postal code ..... holder of the Identity Card series ..... No. .... issued by ..... on ....., CNP..... *I declare on my own responsibility;*

- that the provisions of the **REGULATION ON MOBILITIES WITHIN THE ERASMUS+ COMMUNITY PROGRAMME** and the **REGULATION on the professional activity of students** are known, appropriated and accepted;
- that you acknowledge that the maximum total duration eligible for Erasmus internships is 12 months (24 months in the case of the Faculties of Medicine and Dentistry) and that in the calculation of the 12 months, the following are considered:
- ✓ Erasmus funded and zero-grant periods (study and practice)

**I also declare on my own responsibility that:**

- we benefited in the academic year 20.../20... of an Erasmus/EEA study period at the University ..... months in the cycle of studies ..... (bachelor/master/doctorate);
- we benefited in the academic year 20.../20... of an \_Erasmus/EEA traineeship at the Institution ..... months in the cycle of studies ..... (bachelor/master/doctorate);
- I have not benefited so far from any Erasmus/EEA study period.
- I have not benefited so far from any Erasmus/ EEA internships.
- I was selected for an internship of ....., which I am going to carry out during the period .....

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ANNEX: Note equivalence grid**

	Romania	1-4	5	6	7	8	9	10
Page	ECTS scale	FX, F Fail	Is Sufficient	D Satisfactory	C Good	C Good	B Very Good	A Excellent
	Austria	5	-	4	-	3	2	1
	Albania	1-4	5	6	7	8	9	10
	Bulgaria	2	3	-	-	4	5	6
	Belgium	7, 8, 9	10	11	12	13, 14	15, 16, 17	18, 19, 20
	R.P. Of China	0-59.99	60-69.99	70-74.99	75-79.99	80-84.99	85-89.99	90-100
	Denmark	0, 3, 5	6	7	8	9	10	11, 13
	Swiss Confederation	< 3.5	3,5-3,99	4,0-4,49	4,5-4,99	5,0-5,49	5,5	5,51-6,0
	Finland		1	1 1/2	-	2	2 1/2	3
	France	Insuffisant (< 10)	Passable (10-10,49)	Passable (10,5- 10,99)	Assez bien (11,0- 11,49)	Assez bien (11,5- 12,49)	bien (12,5-14,49)	Tres bien (14,5-20,0)
	R.F. Germany	> 4.01	4,00-3,51	3,5-3,01	3,00-2,51	2,50-2,01	2,00-1,51	1,50-1,00
	R. Hellenic	2, 3, 4	5	6	-	7	8, 9	10
	Jordan	0-49.99	50-50.99	51-59.99	60-69.99	70-79.99	80-89.99	90-100
	Ireland	< 25% Fail	25% - 39% The Pass	40% - 44% 3 <sup>rd</sup> Pass	45% - 54% -	55% - 69% 2 <sup>nd</sup> /ii	70% - 84% 2 <sup>nd</sup> /I	85% - 100% I
	Iceland	Fail	5	-	6	7	8	9, 10
	Italy	< = 17	18, 19	20-22	23-24	25-26	27, 28	29, 30, 30+
	United Kingdom	0 - 39% (Fail)	40 - 49% (3 <sup>rd</sup> )	50 - 54% (2ii)	55 - 59% (2ii)	60 - 64% (2i)	65 - 69% (Upper 2i)	70-100% (First)
	Norway	6-4.1	4-3.5	3.5-3	2.9-2.4	2.3-2	1.9-1.2	1.1-1.0
	Netherlands	1-4	5	6	-	7	8	9, 10
	Poland	< 3.00	3,00	3,01 - 3,49	-	3,50 - 3,99	4,00 - 4,49	4,50 - 5,00
	Portugal	1-9	10	11, 12	13	14, 15	16, 17	18, 19, 20
	Slovakia	5	-	4	-	3	2	1
	Slovenia	1-5.9	6	6.1-6.9	7-7.5	7.6-7.9	8-9.9	10

	Spain	< 5 Suspenso	5,0-5,49 Aprobado	5,5-6,49 Aprobado	6,5-7,49 Notable	7,5-8,49 Notable	8,5-9,49 Sobresaliente Excellent	9,5-10 Matricula de Honor
Page 39	United States of America	E-F/0-59	D/60-65	-/66-72	C/73-79	B/80-86	A-/87-93	A/94-100
	Hungary	1,00-1,99 elegtelen	-	2,00-2,50 elegseges	-	2,51-3,50 kozepes	3,51-4,50 jo	4,51-5,00 jelly, kivalo
	Turkey	1-4 Noksan/Pek Noksan	4,5 - 4,99	5,00 - 6,49 Orta	6,5 - 6,99 Orta	7,00 - 7,99 lyi	8,00 - 8,99 I.yi	9,0 - 10,0 Pek iyi

"VASILE GOLDIŞ" WESTERN UNIVERSITY OF ARAD  
FACULTY.....

**CATALOG RECOGNITION**

of the results obtained by the student (a)

.....  
while carrying out the Erasmus study mobility at

.....

HOST UNIVERSITY	WESTERN UNIVERSITY "VASILE GOLDIŞ" FROM ARAD
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No. crt.	The discipline studied	Translation of the discipline	No of ECTS credits	Local degrees	GRADE ECTS	Discipline	No of ECTS credits	NOTE
			Total ECTS credits				Total ECTS credits	