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INTERNAL REGULATIONS ON MOBILITY WITHIN ERASMUS COMMUNITY PROGRAMME

Chapter I GENERAL PROVISIONS

Art.1 Mobility at “Vasile Goldiș” Western University of Arad is based on:

- a) the fundamental principles stated in the Extended Erasmus University Charter;
- b) recommendations of the National Agency for Community Programmes in the Field of Education and Vocational Training, on the organization of mobility within the European Commission’s Lifelong Learning Programme (LLP), funded by the European Union.

Art. 2 The selection for Erasmus mobility is coordinated by the Community Programmes Office and selection committees, which are responsible for the correct application of this methodology.

Art.3 Mobility for studies is based on inter-institutional agreements between institutions participating in the LLP and having an Erasmus University Charter, and seeks to enable students to study in universities from other countries, in terms of education, language and culture, as well as promote cooperation between institutions and enrich the educational environment of host institutions, and contribute to the development of human resources consisting of qualified, open-minded young people, with an international experience of future professionals.

Art.4 Mobility for studies is achieved for periods comprised between 3 and 12 months, within a single academic year, as limited by provisions in inter-institutional Erasmus agreements for that academic year. A mobility period for studies can be combined with a placement period (internship).

Art. 5 Throughout the duration of university studies, a student can benefit from at most one mobility grant for studies (a maximum of 12 months of mobility) and one placement grant (a maximum of 12 months of mobility).

Art. 6 The mobility offer for the following academic year should be disseminated by the Community Programmes Office of the Department of International Relation through various means of information (briefings, flyers, the Department of International Relations webpage, etc), ensuring the principles of transparency and equal access to information.

Art. 7 The *Erasmus* program provides grants for the following types of mobility:

- a) **student mobility for studies (SMS)**;
- b) **student mobility for placements (SMP)**;
- c) **staff mobility for teaching assignment (STA)**;
- d) **staff mobility for training (STT)**.

Chapter II

SELECTION AND CONDUCT OF ERASMUS STUDENT MOBILITY FOR STUDIES

(SMS);

Art. 8 Candidates for Erasmus student mobility are selected by contest, based on academic results and a selection interview.

Art. 9 Application for Erasmus mobility shall be made in compliance with the following conditions:

a) The candidate shall submit an application file to the Community Programmes Office, containing the following mandatory documents:

- Registration form, specifying the options;
- Letter of intent (written in the foreign language in which the courses will be taught);
- Curriculum vitae (written in the foreign language in which the courses will be taught), preferably in European format, with a photograph attached. The recommended form is available online at: www.europass-ro.ro (section: forms and examples).
- Optional documents that are relevant for the requested mobility:
 - Language certificates (photocopies);
 - Professional attestations (photocopies);
 - Diplomas, certificates, attestations regarding the results of students' scientific research, practical training, participation in extracurricular projects etc. (photocopies);
 - Letters of recommendation from faculty members or training coordinators (original).

b). Registration can only be made once, for all options expressed. The application file remains, during the entire selection process, with the Community Programs Office.

c). After the registration period has ended, options, their order, as well as other information in the registration form, cannot be altered.

d). Incomplete files in terms of mandatory documents or options that do not match available places (level, duration, speciality) shall be removed from contest.

Art. 10 (1) Academic results shall be collected and centralized by the Community Programs Office from the secretariats of faculties, after the registration process has ended.

(2) In order to be eligible, a student must have passed all exams with an average of at least 7,00.

(3) Academic results are determined considering the average obtained in the semester prior to selection.

Art. 11 (1) Selection interviews are carried out in each faculty. The selection committee shall consist of 5 members, as follows: the vice-rector for international relations, the dean of the faculty, the Erasmus officer within the faculty, a faculty member specializing in foreign languages and a representative of the faculty's students.

(2) Interviews shall be scheduled by the selection committees and the schedules shall be made known to the Community Programs Office.

(3) The interview shall seek to assess the applicant's ability to express themselves orally in the foreign language, their motivation, professional interest, as well as elementary knowledge required for a good conduct of mobility.

(4) The selection interview is an eliminatory test; to pass this test, one must obtain a minimal score of 6,00 out of 10,00.

(5) Interview results shall be communicated within 48 hours after the test has ended, by display on the notice boards of faculties and the Community Programs Office.

Art. 12 Evaluation of candidates' selection

- a) The overall contest average shall be determined by weighting the two selection criteria, as follows: academic results 40%; interview grade 60%.
- b) The minimal overall contest average one must obtain to be eligible for mobility is 7,00.

- c) The hierarchy of candidates is established according to the overall contest average and the priorities of options expressed during registration.
- d) If there are several candidates with the lowest contest average to qualify for admission, the tiebreaker shall consider the rank of that option in the hierarchy expressed upon registration. If equality is maintained, candidates are selected in the descending order of their interview grades.
- e) A candidate will be selected for mobility at one university, regardless of the number of their options.
- f) The place won in the selection process is guaranteed as long as the candidate does not submit a request to renounce that place and the provisions of this methodology are respected.

Art. 13 The confirmation of selection results is tacit. Candidates who wish to renounce their places must submit a request within 5 working days of the date when the final lists were displayed.

Art. 14 (1) Available places in the second stage of selection consist of unallocated or renounced mobility places in the first stage. Available places within agreements, which also had places in the general contest, become available for all candidates on the replacement list.

(2) The re-distribution of available places after the first stage of selection is done between candidates on the waiting list for that linguistic area, in a strictly descending order of averages and in accordance with expressed options. In the case of equal contest averages, tiebreaking is done according to the priority given to the option; if equality is maintained, repartition is made in descending order of annual averages.

(3) Candidates declared admitted in the first stage of the selection process, who renounce their place and request participation in the re-distribution, shall be featured in the replacement list, re-running strictly for the options submitted in stage I.

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

(5) Places that became available after re-distribution will be allocated to candidates on the replacement list, in the order of contest averages. In case not all places were occupied, a second selection can be organized.

Art. 15 (1) Appeals against the selection process shall be submitted within 24 hours of the display of result lists and shall be settled by the selection committee. The appeal term will be made known when the result list is displayed.

(2) Candidates whose appeals were accepted after the display of hierarchic final lists shall acquire Erasmus student status if they obtain a general score higher than that of the last initially accepted candidate. If a general score equal to the latter is obtained, tiebreak criteria are applied, without changing the situation of initially accepted candidates.

Art. 16 Files of rejected or withdrawing candidates shall be returned on request, within three months of the display of final lists.

Art. 17 After the confirmation stage has ended and final lists have been displayed, candidates shall get in touch with partner universities to fulfill administrative formalities concerning enrolment in the following academic year. Students proposes for mobility will prepare application files and provide all documents requested by the partner university for acceptance to studies.

Art. 18 (1) To prepare for mobility, students proposed for mobility for studies shall be assisted by the faculty-level ERASMUS officer in filling out learning agreements.

(2) Learning agreements shall be subject to approval by the Senate of "Vasile Goldiș" Western University of Arad and partner universities.

(3) The choice of subjects to be studied during the mobility is done in accordance with the speciality pursued at "Vasile Goldiș" Western University of Arad, aiming to choose identical or

compatible subjects, in proportion of at least 50% of the total existing subjects in the curricula of the home university.

(4) Judgment shall be made in objective terms of competence, not contents. If students do not manage to cover the required amount of ECTS credits with subjects from the current year of study at the host university, they will be able to choose subjects from senior or junior years of study (provided that those subjects were not studied at “Vasile Goldiș” Western University of Arad). Chosen subjects will be highlighted in the *Validation and Recognition Form upon Departure (Annex no. 1)*, which will be signed by the Dean, the head of department, the tenured faculty member and the coordinator of the Community Programmes Office.

(5) The learning agreement shall comprise the study programme proposed during mobility. Subjects shall be filled out in an international language (the language in which courses are taught at the partner university).

(6) The learning agreement can be modified in no more than one month of the beginning of the academic year at the partner university, by filling out the form for *Modifications to the learning agreement* and having it approved by both universities participating in the mobility (“Vasile Goldiș” Western University of Arad and the host university).

(7) Modifications to the learning agreement cancel, replace or supplement the original subject list. The subject list proposed in the *Modifications to the learning agreement* must coincide with the subjects for which the student takes examinations/tests at the partner university, whose results shall be laid down in the transcript of records issued at the end of mobility.

(8) The learning agreement and the modifications to it shall be concluded in three original copies: one for the beneficiary, one for the host university, and one for “Vasile Goldiș” Western University of Arad.

Art. 19 (1) After ANPCDEFP has made known the sums allocated to “Vasile Goldiș” Western University of Arad for the academic year when mobility is to take place, the Board of Directors shall approve the monthly amount of the mobility grant, on the proposal of the Community Programmes Office. The Erasmus grant does not fully cover mobility costs, but is a contribution to travel and subsistence costs. This shall be communicated to candidates.

(2) The monthly grant is determined depending on available funds, the host country and the mobility period, in compliance with ANPCDEFP recommendations concerning the minimum and maximum grant amounts at national level.

(3) Financial contracts are concluded after the receipt of admission confirmation from the partner university and after the approval of the learning agreement.

(4) The financial contract is concluded in three original copies: one for the beneficiary, one for the Financial & Accounting Department and one for the beneficiary’s mobility file (kept at the Community Programmes Office).

(5) When signing financial contracts, selected students shall submit the following documents at the Community Programmes Office:

- invitation/ confirmation of admission from the partner university,
- learning agreement signed by representatives of “Vasile Goldiș” Western University of Arad,
- financial identification of the mobility beneficiary,
- copy of identity document (identity card/ passport).

(6) When the beneficiary signs the contract, s/he shall receive, along with a copy of the financial contract and its annexes, an *Erasmus certificate* attesting their Erasmus student status, the study period and the grant amount.

(8) Grant amounts shall be paid to the beneficiaries after their receipt from ANPCDEFP, as follows:

- 80% of the total grant within 7 working days before or after starting mobility, and in case of transfer to an account opened abroad, within 7 working days of the communication of the data of that account to the Community Programmes Office;
- 20% of the total grant within 15 working days of the completion of mobility and submission of documentary evidence to the Community Programmes Office.

Art. 20 (1) The initially approved study period may be extended up to 12 months, without exceeding the ending date of the academic year when the mobility takes place (30 September).

(2) Extensions of study periods must be justified and approved by both “Vasile Goldiș” Western University of Arad and the host university. The approval of extension must be requested at least one month before the end of the initially approved mobility period and must continue the latter. No interruptions are admitted during mobility.

(3) The request for extension shall be accompanied by a learning agreement for the new study period or by an attestation/training agreement.

(4) Extensions of study periods are only funded if, at the time of submission of the request for extension, the financial means for funding that period are available. Otherwise, candidates shall have to secure themselves the financial means required for that period.

(5) The extension period, as well as the relevant sum, are mentioned in an addendum to the initial financial contract.

(6) The reduction of the mobility period by no more than 20% of the total number of initial months is accepted based on a written and signed request of the mobility beneficiary, and signed by the University management, when discrepancies appear between the duration established in the agreement and the timeline of the academic year at the partner University or when the mobility beneficiary has covered the entire programme established in the Learning Agreement.

(7) The change in the number of months of mobility does not determine any change in the amount of the monthly grant.

Art. 21 At the end of ERASMUS mobility, the beneficiary shall be present at “Vasile Goldiș” Western University of Arad within at most 5 working days of returning to the country and the following documents shall be submitted to the Community Programmes Office:

- The *Learning agreement*, signed by the departmental/ECTS coordinator and the institutional coordinator from both the partner university and the home university;
- The *transcript of records*, attesting to the grades and credit points obtained, as well as any other forms of assessment used at the host university (document submitted in original and copy, the original being then kept with the mobility file, and the copy handed over to the home faculty);
- A *Certificate of attendance* from the faculty / department of international relations of the host university, certifying that the student has completed an ERASMUS mobility, covering all activities provided in the learning agreements (courses/ seminars / practical works);
- A narrative report on the activities performed during the study period (prepared by the beneficiary);
- An affidavit concerning the possible use of funds from other sources (co-funding).

Art. 22 (1) At the end of the study period spent abroad, the host institution must issue, for the mobility beneficiary and for “Vasile Goldiș” Western University of Arad, a certificate confirming the completion of the study programme and an extract from the transcript attesting the obtained results.

(2) “Vasile Goldiș” Western University of Arad will ensure the academic recognition of studies pursued by the beneficiary at the host institution, as part of their final diploma.

(3) The entire study period spent at another university replaces, through recognition, a period with the same physical duration and the same work load (measured in ECTS credits) which the student would have spent at the institution where s/he is enrolled.

(4) The basis for validation of the study period spent abroad is the European credit transfer system (ECTS). Upon return to the country, the faculty-level committee for validation of studies shall prepare a *Validation and recognition form for results obtained during the mobility* (validation of identical subjects and recognition of compatible ones) (*Annex no. 2*).

(5) The secretariat of the faculty shall record the grades in the Registry Book (*Annex no. 3*), based on the documentary evidence submitted by the beneficiary. The student's diploma supplement shall feature professional results during the recognized period and mentions on the host institution and the duration of studies. If the host university mentions two grading types (local grade and ECTS grade) on the issued transcript of records, validation will retain the system that is most advantageous for the student, maintaining the same assessment unit.

(6) In the case of subjects evaluated by "Pass / Fail" marks, a *Validation form for subjects evaluated by Pass/Fail marks* (*Annex no. 4*) will be prepared. This form shall be filled out after the interview between the student and the coordinator of that subject has taken place, following which the grade shall be quantified.

(7) In the case of subjects evaluated by "Pass / Fail" marks that are not validated ("equivalated"), the diploma supplement shall contain the credit points obtained and the mark in question.

(8) In the case of subjects for which the student obtained grades under the pass limit, but which are part of special modules or study formations, if the partner university validates the entire module of studies and grants the credit points corresponding to that subject, validation will be made by equivalence to the grade 5.

(9) *Subjects featured on the diploma supplement will be those contained in the Curricula of faculties within "Vasile Goldiș" Western University of Arad and not those that were studied at the host university.*

(10) The number of credits given by our University is considered for every validated subject among the ones studied at the partner University. The document for academic recognition of studies pursued abroad is the *Validation and recognition form for results obtained during the mobility*, prepared at faculty level, based on the transcript of records issued by the partner institution and the learning agreement approved by the three parties participating in the mobility (student, home university, host university).

(11) If it is not possible to validate all subjects studied during the mobility period, the student must take equivalence examinations at the home university, in a special, free-of-charge exam session. These examinations are not regarded as re-takes and the students must not pay a fee for them at the first two regular takes.

(12) Subjects that do not correspond to the curriculum (which are not identical or compatible) shall be featured in an annex to the Diploma Supplement.

(13) The student has the possibility to renounce grade validation for the corresponding subject and take the examination in the examination or retake period immediately following his/her return from mobility.

(14) If the mobility of beneficiaries in the 2nd semester starts earlier than the end of the 1st semester at our university (discrepancy between the academic timelines of universities), the student is entitled to an open session (free of charge) to take examinations corresponding to the 1st semester before starting mobility.

(15) Academic recognition can only be withdrawn if the beneficiary does not manage to complete the study programme at the level required by the host institution or does not fulfill another condition required by participating institutions for academic recognition.

Art. 23 Formalities related to enrolment at "Vasile Goldiș" Western University of Arad are the following:

- a) The mobility beneficiary must be enrolled as a student of “Vasile Goldiș” Western University of Arad in the mobility year, in full-time attendance regime, at bachelor, master or doctoral level. In case the mobility starts before the start of the academic year, the Erasmus mobility beneficiary is enrolled by default in the following year of study.
- b) The mobility beneficiary keeps his/her financial obligations to “Vasile Goldiș” Western University of Arad throughout the mobility (payment of tuition fees within the terms established by regulations), being exempt from paying tuition fees at the partner university.
- c) During mobility, the beneficiary keeps his/her right to scholarship granted in the internal scholarship system (“Vasile Goldiș” scholarships or social scholarships), provided the criteria for scholarship allocation have been met. In order to allocate scholarships for the 2nd semester, it is necessary to validate academic results obtained throughout the 1st semester of mobility. In case of late obtainment of the transcript of records from the host university, if the mobility beneficiary obtains, following validation, an average that is higher than or equal to the last average for which a scholarship was granted, s/he may request to be retroactively granted that scholarship, but no later than 30 September.

Art. 24 Registration of incoming students who will undertake ERASMUS mobility for studies will take place as follows:

- a) Erasmus students who express their intention to study at “Vasile Goldiș” Western University of Arad shall contact the Community Programmes Office. The latter shall announce the faculty, through the ERASMUS officer.
- b) When the student arrives at the University, s/he must go to the Community Programmes Office and the secretariat of the Faculty. Based on an enrolment request filled out by the Erasmus student and approved by the faculty dean, the Community Programmes Office issues an enrolment request which is submitted to the Rector of “Vasile Goldiș” Western University of Arad, to approve student enrolment. The student is registered in the registry book of the faculty and in the catalogue.
- c) On completion of the mobility period, the faculty issues the transcript for Erasmus students in English and in Romanian, without charging a fee for transcript issuance from ERASMUS students;
- d) Documents required for enrolment:
 - C. V.;
 - Application form issued by the Community Programmes Office, filled out by the home university and the student;
 - Learning Agreement – filled out and approved by both institutions;
 - Certificate attesting Erasmus student status – issued by the home university (optional).

Chapter III

SELECTION AND CONDUCT OF ERASMUS STUDENT MOBILITY FOR PLACEMENT (SMP)

Art. 25 The criteria for eligibility are the following:

- s/he must be Romanian citizen or an international student enrolled at VGWU, residing in Romania or recognized by the country where s/he is a resident as a refugee, stateless person or permanent resident;

- s/he has not benefited from any previous Erasmus mobility for placement (with or without financial support);
- s/he is enrolled as a student at “Vasile Goldiș” Western University of Arad (the term ‘student’ includes, in this sense: a learner who has completed the 1st year at the moment of departure or a master student);
- good academic results (all examinations passed, a general average of at least 7.00);

Art. 26 “Vasile Goldiș” Western University of Arad concludes prior agreements of cooperation with each of the partner institutions, which should specify the number of mobile students for placement during that academic year.

Art. 27 The institutions involved in student exchanges for placement purposes must reach an agreement with each separate student, on a well-determined placement programme, before his/her departure abroad. At the end of each placement period, the host institution must provide the student and “Vasile Goldiș” Western University of Arad with a certificate attesting that the programme agreed upon has been successfully completed.

Art. 28 (1) The minimum placement period is 3 months and the maximum is 12 months, in a single academic year and within the limit of available places in partnership agreements effective in that academic year. Another possibility is combined mobility, consisting of months of study and months of placement for internships.

Art. 29 Throughout university studies, a student can benefit from no more than one mobility grant for studies (up to 12 months of mobility) and one grant for placement (up to 12 months of mobility).

Art. 30 Selection of candidates for Erasmus mobility for placement is done by contest, based on aggregate academic results and the selection interview.

Art. 31 Registration to selection for Erasmus mobility for placement is made in compliance with the following conditions:

- a) The candidate shall submit a file at the Community Programmes Office, containing the following mandatory documents:
 - Registration form, specifying the options;
 - Letter of intent (written in the foreign language in which the courses will be taught), stating the concrete professional objectives pursued by the candidate during the mobility and the expected results (1-2 pages);
 - Curriculum vitae (written in the foreign language in which the courses will be taught), recommendably in European format, with an attached photograph. The recommended form is available online at: www.europass-ro.ro (section forms and templates).
 - Optional documents relevant for the requested mobility:
 - Language certificates (photocopies);
 - Professional attestations (photocopies);
 - Diplomas, certificates, attestations regarding the results of student scientific research, traineeships, participation in extracurricular projects etc. (photocopies);
 - Letters of recommendation from faculty members or training coordinators (original).

b) Registration is only made once, for all expressed options. The file remains, throughout the selection process, with the Community Programmes Office.

c) After the registration period has ended, the options, their order, as well as other information in the registration form, can no longer be modified.

d) Incomplete files in terms of mandatory documents or options that do not match available places (level, duration, speciality) shall be disqualified.

Art. 32 (1) Academic results shall be collected and centralized by the Community Programmes Office from the secretariats of faculties, after registration has ended.

(2) To be eligible, a student must have passed all examinations and have a general average of at least 7,00.

(3) Determining academic results shall take into account the average obtained in the semester prior to selection. Candidates must check the accuracy of data featured on the nominal lists and notify the Community Programmes Office of any inconsistencies with real data.

Art. 33 (1) The selection interview is conducted at faculty level, by the selection committees mentioned at art.11.

(2) Interviews will be scheduled by the selection committees and forwarded to the Community Programmes Office, which will then detail schedules by time and date and send them to the selection committees, along with the application files.

(3) The interview shall aim to assess the capacity for oral expression in the foreign language, motivation, professional interest, as well as the elementary knowledge required for a better conduct of mobility.

(4) The selection interview is an eliminatory test; to pass, one must obtain a minimum score of 6,00 out of 10,00.

(5) Interview results shall be communicated within 48 hours, by displaying them on the notice boards of structures and at the Community Programmes Office.

Art. 34 The methodology for selection and confirmation of candidates is conducted according to the provisions at art. 12 -16.

Art. 35 After the confirmation stage has ended and final lists have been displayed, candidates shall contact the partner institutions to fulfill administrative formalities connected to the mobility for placement that is to be carried out.

Art. 36 (1) To prepare for mobility, the students proposed for mobility for placement shall be assisted by the ERASMUS officer of their faculty in filling out *training agreements*.

(2) Training agreements are subject to approval by "Vasile Goldiș" Western University of Arad and the partner institution.

(3) The training agreement can be modified during the mobility period, with the written consent of the Institutional and Departmental Coordinator of "Vasile Goldiș" Western University of Arad and representatives from the host institution.

(4) The training agreement and the modifications to it are concluded in three original copies: one for the beneficiary, one for the host institution and one for "Vasile Goldiș" Western University of Arad.

Art. 37 The methodology for establishing and allocating sums for SMP is indicated at Art. 19.

Art. 38 (1) The initially approved placement period can be extended up to 12 months, without exceeding the ending date of the academic year when the mobility takes place (30 September).

(2) Student mobility for placement that begin before 1 June may exceptionally continue after 30 September, but shall end at the latest on 31 October.

(3) Extensions of placement periods must be justified and approved both by "Vasile Goldiș" Western University of Arad and by the host institution. The approval of extension must be requested at least one month before the end of the initially approved mobility period and must continue it. No interruption is admitted during mobility.

(4) The request for extension shall be accompanied by a training agreement for the new period. Extensions of study periods are only funded if, at the time of submission of the request for extension, the financial means for funding that period are available. Otherwise, applicants shall have to secure themselves the financial means required for that period.

(5) The extension period, as well as the relevant sum, are mentioned in an addendum to the initial financial contract.

Art. 39 (1) At the end of ERASMUS mobility, the beneficiary shall be present at “Vasile Goldiș” Western University of Arad within at most 5 working days of returning to the country and the following documents shall be submitted to the Community Programmes Office:

- The *Training Agreement*, signed by the departmental/ECTS coordinator and the institutional coordinator from “Vasile Goldiș” Western University of Arad, as well as by representatives of the host university;
- The appraisal form attesting the results of traineeship or other forms of evaluation of the activity performed at the host institution (document submitted in original and copy, the original being then kept with the file, and the copy handed over to the home faculty);
- An *Arrival / Departure Certificate* from the host institution concerning the duration of training abroad;
- A narrative report on the activities performed during study period (prepared by the beneficiary);
- Affidavit concerning the possible use of funds from other sources (co-funding).

Art. 40 Placement periods shall be fully recognized by “Vasile Goldiș” Western University of Arad, using the ECTS.

Art. 41 The formalities regarding enrolment in “Vasile Goldiș” Western University of Arad are provided at art. 23.

Art. 42 Enrolment of incoming ERASMUS students (for placement) entails the following:

- a) The existence of a bilateral/multilateral agreement between the partnering higher education institutions;
- b) The nomination and acceptance of the student to study in the Erasmus programme, by the two higher education institutions;
- c) The student must have completed at least the first year of studies at the home university;
- d) The mobility must be part of the student exchange proposed by the home university based on the LLP/Erasmus interuniversity bilateral agreement;
- e) Students with special needs shall be paid special attention;
- f) Erasmus students who express their intention to undertake a traineeship at “Vasile Goldiș” Western University of Arad shall contact the Community Programmes Office, which then announces the faculty, through its ERASMUS officer.
- g) The partner university must send, by fax and mail, the Training Agreement of the Erasmus student nominated for this mobility.
- h) The Community Programmes Office shall ensure the completion and approval of the Training Agreement by authorized persons within “Vasile Goldiș” Western University of Arad”.
- i) The approval and signature of the Training Agreement must be finalized before the arrival of the student to Romania. Changes can be made to the Training Agreement within 1 month of student’s arrival at “Vasile Goldiș” Western University of Arad, with approval of “Vasile Goldiș” Western University of Arad and the home university.
- j) After receiving the application forms and the Training Agreement and approving all the necessary arrangements, “Vasile Goldiș” Western University of Arad, through its Community Programmes Office, decides on the student’s acceptance and issues the Letter of acceptance for both the home university and the student.
- k) With the acceptance of the student, the faculty-level Erasmus officer coordinator start to act as a training coordinator.
- l) The moment the student arrives at the University, s/he must go to the Community Programmes Office and the secretariat of the Faculty. Based on an enrolment request, filled out by the Erasmus student, approved by the dean of the faculty, the Community

Programmes Office issues an enrolment request which is submitted to the Rector of “Vasile Goldiș” Western University of Arad, for approval of the student’s enrolment.

m) Documents required for enrolment:

- C. V.;
- Application form issued by the Community Programmes Office, filled out by the home university and the student;
- Training Agreement – filled out and approved by both institutions;
- Certificate attesting the Erasmus student status – issued by the home university (optional).
- On completion of the traineeship, the Community Programmes Office shall issue an attestation in this regard.
- Students who undertake traineeships in companies shall receive, on traineeship completion, an attestation issued by the company where they completed their traineeship, and based on this document, the Community Programmes Office shall issue an attestation of traineeship completion. Likewise, students who undertake traineeships in companies must submit their Training Report to the Community Programme Office, signed and approved by the professor in charge of the traineeship (faculty-level Erasmus officer).

Chapter IV

SELECTION AND PROGRESS OF ERASMUS STAFF TEACHING ASSIGNMENT MOBILITY (STA)

Art. 43 Teaching staff mobility takes place in accordance with the data provided in bilateral agreements, signed with partner institutions. Such mobility must include at least 5 working days and at least 5 classes. Partner universities and selected professors must agree in advance on the timetable of classes taught by the STA grant beneficiary.

Art. 44 The sum allocated for staff mobility, received from A.N.P.C.D.E.F.P., will be distributed by faculties, depending on:

- the rate of completion of the faculty’s student mobility in the previous year,
- the rate of completion of staff mobility in the previous year.

Art. 45 (1) The Erasmus grant will be established depending on available funds according to the contract concluded between “Vasile Goldiș” Western University of Arad and ANPCDEFP, depending on the country of destination and the mobility period, in compliance with ANPCDEFP recommendations regarding the maximum grant that can be received.

(2) Candidates shall be announced in due on the need to co-fund a part of the expenses connected to the mobility. The Erasmus grant does not fully cover mobility costs, but is a contribution to travel and subsistence cost.

(3) Erasmus teaching staff cannot benefit, during the period comprised in the financial contract, from other grants funded by other community programmes of the European Union.

Art. 46 Teaching Staff selection is made by selection interview, organized at University level. Priority is given to staff members who participate in this programme for the first time, as well as to mobility that contributes to consolidating and extending connections between departments and faculties.

Art. 47 Each year at University level, a selection committee is formed, consisting of 5 members. The selection committee is proposed by the Rector of the university and approved by the University Senate.

Art. 48 The selection committee has the following tasks:

- a) to review files;

- b) to hold interviews with all candidates, assessing their reasons for applying and their language training;
- c) to establish the final ranking and the distribution of available places;
- d) to make sure results are displayed on the notice board of the faculty and to forward the list of candidates (accepted, replacements, rejected) to the Community Programmes Office.

Art. 49 The timeline of selection is approved by the Senate of “Vasile Goldiș” Western University of Arad, on proposal by the selection committee. This is later communicated to departmental coordinators and the secretariats of faculties. The timeline of selection has the following structure:

- a) appointment of the selection committee and establishment of the registration period and the selection interview;
- b) validation of the selection committee by the Senate of VGWU;
- c) submission of application files (within the established period);
- d) selection interview;
- e) submission and settlement of appeals.

Art. 50 (1) The application file of candidates for teaching mobility contains:

- registration request;
- curriculum vitae (written in the foreign language in which courses will be taught), recommendably in European format, with an attached photograph. The recommended form is available online at: www.europass-ro.ro (section forms and templates);
- a letter of motivation written in the language in which courses will be taught;
- course support, approved by the dean of the faculty;
- attestation for the language in which courses will be taught at the host university, issued by specialized authorized institutions (optional);
- photocopies of diplomas/degrees and professional attestations obtained by the candidate, regarded as useful in supporting application (optional);

(2) The application file of candidates for teaching mobility is submitted to the Community Programmes Office, within the registration period established in the timeline of selection.

Art. 51 The selection committee shall proceed to rank candidates according to the fulfillment of announced criteria, within the limit of available places.

Art. 52 (1) In case a winner does not confirm the place s/he obtained within the above-mentioned term, this place will be taken by the first person on the replacement list.

(2) In one of the winner wishes to renounce his/her place, s/he shall submit a written request in this respect, and his/her place will then be taken by the first person on the replacement list.

(3) If not available places were taken, a second selection can be organized.

Art. 53 Appeals shall be submitted to the Community Programmes Office within 24 hours of the display of results and shall be settled by the selection committee.

Art. 54 Selected staff shall be guided to the Community Programmes Office, to prepare the documents required for the mobility. The Community Programmes Office shall provide individual counseling services to this end.

Art. 55 (1) Staff members benefiting from ERASMUS grants shall submit to the Community Programmes Office, at least 20 days before departure, the invitation/acceptance received from the host institution (mentioning the mobility period and the fact that it will take place within the ERASMUS Programme), travel request approved by the Rector (*Annex no. 5*) and copy of identity card or passport (to withdraw the allocated sum).

(2) Staff members shall sign a financial contract at the Community Programmes Office and shall submit, upon return, a certificate from the host university, attesting the completion of training, the period and the number of classes taught, a detailed report on the traineeship, as well as the documents required for expense account (receipts, bills, etc.).

Art. 56 (1) After ANPCDEFP has communicated the sums allocated to “Vasile Goldiș” Western University of Arad for the academic year in which the mobility takes place, the Board of Directors shall approve the amount of mobility grants, at the proposal of the Community Programmes Office.

(2) Financial contracts are concluded after the staff member has received the confirmation of acceptance to the partner university and after the travel request has been approved by the president of the Board of Directors.

(3) The financial contract is concluded in three original copies: one for the beneficiary, one for the Accounting Service and one for the beneficiary’s mobility file (kept with the Community Programmes Office);

(4) The relevant grant sums shall be paid in two installments:

- 1st installment - 80% of the total grant, paid in advance;
- 2nd installment - max. 20% of the total grant, paid on return, based on the report of activity.

Art. 57 The Community Programmes Office shall forward to the Accounting Service all documents required to obtain the money. Any bank fees are retained from the beneficiaries’ grants.

Art. 58 At the end of the ERASMUS mobility, the Beneficiary shall go to the Community Programmes Office within 7 working days of their return to the country and shall submit the following documents:

- The *Teaching Programme*, signed, in original, by representatives of the partner university and of “Vasile Goldiș” Western University of Arad;
- An *Attendance Certificate* from the faculty / department of international relations of the host university;
- A narrative report on the activities performed throughout the mobility period (prepared by the beneficiary);
- An affidavit concerning the possible use of funds from other sources (co-funding).

Art. 59 The mobility of incoming staff is conducted in accordance with data provided in bilateral agreements signed with partner institutions. Mobility must be part of the staff exchange proposed by the home university based on the Erasmus Bilateral Agreement signed with the partner university.

Art. 60 Direct contact, by e-mail or telephone, is kept with the person in question before his/her arrival at “Vasile Goldiș” Western University of Arad, as well as during the mobility.

Art. 61 The staff member shall contact the Community Programmes Office, either directly, or by means of the coordinator of that bilateral agreement from “Vasile Goldiș” Western University of Arad.

Art. 62 (1) The Community Programmes Office, along with the Erasmus office at the faculty where the mobility is to take place, shall prepare the mobility, starting with its acceptance by stakeholders within “Vasile Goldiș” Western University of Arad.

(2) After consulting the coordinator of the Erasmus bilateral agreement and the possible host faculty, the institutional coordinator decides on the acceptance / postponement/ rejection of the mobility.

Art. 63 Mobility-related documents must be approved and signed before the arrival of the staff member at “Vasile Goldiș” Western University of Arad. Signing shall be done at the Community Programmes Office, by authorized persons.

Art. 64 The *Teaching Programme* must be signed both at the home University, and at “Vasile Goldiș” Western University of Arad, in order, at the host department, then at the International Relations and Community Programmes Office, by the Erasmus institutional coordinator.

Art. 65 The *Attendance Certificate* shall be signed at the Community Programmes Office and handed to the titular or sent by mail to the home University.

Art. 66 An incoming STA Erasmus file must contain the following documents:

- A copy of the *Teaching Programme*, signed at “Vasile Goldiș” Western University of Arad, at the International Relations and Community Programmes Office, by the Erasmus institutional coordinator,
- A copy of the *Attendance Certificate*.

Chapter V

SELECTION AND PROGRESS OF ERASMUS STAFF TRAINING MOBILITY(STT)

Art. 67 (1) The selection of administrative, teaching and non-teaching staff for Erasmus training mobility shall be conducted considering the following cumulative criteria of eligibility:

- Romanian citizen, residing in Romania or recognized by the country where s/he is a resident as a refugee, stateless person or permanent resident;
- permanent employee of “Vasile Goldiș” Western University of Arad;
- good knowledge of the foreign language in which the training programme will be held.

Art. 68 The University concludes a prior inter-institutional agreement with each between partnering institutions, which specifies the number of mobile staff members and the duration of mobility.

Art. 69 The duration of training mobility ranges from one to six weeks.

Art. 70 Institutions involved in staff exchange for training purposes must reach an agreement with each separate employee on a well-determined training programme, before their departure abroad. At the end of each training period, the host institution must provide “Vasile Goldiș” Western University of Arad with a certificate attesting that the agreed programme was completed.

Art. 71 (1) The Erasmus grant will be established depending on available funds according to the contract concluded between “Vasile Goldiș” Western University of Arad and ANPCDEF, depending on the country of destination and the mobility period, in compliance with ANPCDEF recommendations.

(2) Candidates shall be announced in due time on the need to co-fund a part of the expenses connected to the mobility. The Erasmus grant does not fully cover mobility costs, but is a contribution to travel and subsistence costs.

(3) Staff selected for Erasmus training mobility cannot benefit, for the period comprised in the financial contract, from other grants funded by other community programmes of the European Union.

Art. 72 Staff selection is made by selection interview, organized at University level. Priority is given to staff members who participate in this programme for the first time, as well as to mobility that contributes to consolidating and extending connections between departments and faculties.

Art. 73 Apart from the above-mentioned criteria of selection mentioned above, the tiebreaking of candidates for training mobility shall be made based on a score calculated as follows:

- a) Training project – 15 points;
- b) Recommendation from the head of department -5 points.

Art. 74 Staff selection is done according to the procedures provided at art. 47 – 54.

Art.75 Selected staff shall be guided to the Community Programmes Office, to prepare the documents required for the mobility. The Community Programmes Office shall provide individual counseling services to this end.

Art. 76 Staff benefiting from ERASMUS grants shall submit to the Community Programmes Office, at least 20 days before departure, the invitation/acceptance received from the host institution (mentioning the mobility period and the fact that it will take place within the ERASMUS Programme), travel request approved by the Rector and a copy of identity card or passport (to withdraw the allocated sum).) Selected staff members shall sign a financial contract at the Community Programmes Office and shall submit, upon return, a certificate from the host university, attesting the completion of training, the period and the number of classes taught, a detailed report on the traineeship, as well as the documents required for expense account (receipts, bills, etc.).

Art. 77 (1) After ANPCDEFP has communicated the sums allocated to “Vasile Goldiș” Western University of Arad for the academic year in which the mobility takes place, the Board of Directors shall approve the amount of mobility grants, at the proposal of the Community Programmes Office.

(2) Financial contracts are concluded after the staff member has received the confirmation of acceptance to the partner university and after the travel request has been approved by the president of the Board of Directors;

(3) The financial contract is concluded in three original copies: one for the beneficiary, one for the Accounting Service and one for the beneficiary’s mobility file (kept with the Community Programmes Office);

(4) The relevant grant sums shall be paid in two installments:

- 1st installment - 80% of the total grant, paid in advance;
- 2nd installment - max. 20% of the total grant, paid on return, based on the report of activity.

Art. 78 The Community Programmes Office shall forward to the Accounting Service all documents required to obtain the money. Any bank fees are retained from the beneficiaries’ grants.

Art. 79 At the end of the ERASMUS mobility, the Beneficiary shall go to the Community Programmes Office within 7 working days of their return to the country and shall submit the following documents:

- The *Teaching Programme*, signed, in original, by representatives of the partner university and of “Vasile Goldiș” Western University of Arad;
- An *Attendance Certificate* from the faculty / department of international relations of the host university;
- A narrative report on the activities performed throughout the mobility period (prepared by the beneficiary);
- An affidavit concerning the possible use of funds from other sources (co-funding).

Art. 80 The mobility of incoming training staff is conducted in accordance with data provided in bilateral agreements signed with partner institutions. Mobility must be part of the staff exchange proposed by the home university based on the Erasmus Bilateral Agreement signed with the partner university.

Art. 81 Direct contact, by e-mail or telephone, is kept with the person in question before his/her arrival at “Vasile Goldiș” Western University of Arad, as well as during the mobility.

Art. 82 Incoming staff for training mobility shall contact the Community Programmes Office, either directly, or by means of the coordinator of that bilateral agreement from “Vasile Goldiș” Western University of Arad.

Art. 83 (1) The Community Programmes Office, along with the Erasmus office at the faculty where the Erasmus incoming training mobility is to take place, shall prepare the mobility, starting with its acceptance by stakeholders within “Vasile Goldiș” Western University of Arad.

(2) After consulting the coordinator of the Erasmus bilateral agreement and the possible host faculty, the institutional coordinator decides on the acceptance / postponement/ rejection of the mobility.

Art. 84 Mobility-related documents must be approved and signed before the arrival of the staff member at “Vasile Goldiș” Western University of Arad. Signing shall be done at the Community Programmes Office, by authorized persons.

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

Art. 86 The *Attendance Certificate* shall be signed at the Community Programmes Office and handed to the titular or sent by mail to the home University.

Art. 87 An incoming STT Erasmus file must contain the following documents:

- A copy of the Invitation (the original of the Invitation is sent to the titular),
- A copy of the *Training Programme*, signed at “Vasile Goldiș” Western University of Arad, at the International Relations and Community Programmes Office, by the Erasmus institutional coordinator,
- A copy of the *Attendance Certificate*.

Chapter VI FINAL PROVISIONS

Art. 88 Participation in the Erasmus mobility programme confirms full the acceptance of these regulations by candidates.

Art. 89 These Regulations on mobility within Erasmus community programme are complemented by other incidental legal regulations.

Art. 90 These Regulations were endorsed in the meeting of the Board of Directors of “Vasile Goldiș” Western University of Arad from 12.12.2012 and approved in the meeting of the Senate of “Vasile Goldiș” Western University of Arad from 14.12.2012.

**RECTOR,
Professor Coralia Adina COTORACI, PhD**