



REGULATION ON THE ORGANISATION, CONDUCT AND RECOGNITION OF STUDY PERIODS ABROAD UNDER THE ERASMUS+ PROGRAMME 2023 - 2028

"VICTOR BABEȘ" UNIVERSITY OF MEDICINE AND PHARMACY IN TIMIȘOARA

	Job title, Name, Surname	Date	Signature
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CHAPTER I. GENERAL PROVISIONS

Art. 1. The *Erasmus+* programme (*EuRopean Community Action Scheme for the Mobility of University Students*) is a European programme for the mobility of students, teachers and non-teaching staff. It is funded by the European Commission and it aims to increase the number of exchanges of students, teachers and of non-teaching staff between European universities that hold an Erasmus+ card.

This regulation and the activities carried out within the Erasmus+ Programme, concerning the selection of students, mobility of teaching, non-teaching and/or administrative staff of the "**Victor Babeș**" University of Medicine and Pharmacy in Timișoara (VBUMPhT) for obtaining a mobility grant through the *Erasmus+* Sectoral Programme (outgoing mobility) are carried out in accordance with the following normative documents:

- Erasmus+ University Charter (VBUMPhT - REG/PRI/01/2023 - 01) (Annex 1);
- European General Call and National Call for Proposals;
- The annual financial contract concluded between the *National Agency for Community Programmes in Vocational Education and Training* from Bucharest (ANPCDEFP) and VBUMPhT;
- Charter of the "Victor Babeș" University of Medicine and Pharmacy in Timișoara;
- *The order approving the Methodology for the recognition of periods of study abroad No 3223/08.02.2012*, in accordance with the European Commission's ECTS User Guide.

CHAPTER II. TYPES OF ERASMUS+ MOBILITY

Universities participating in the Erasmus+ Programme must hold an Erasmus+ Charter valid for the period 2020-2027.

Under the Erasmus+ sectoral programme, the following types of mobility can take place:

- **study mobilities for students (SMS)** lasting between 2 and 12 months of physical mobility (excluding travel time);
- **student placement mobilities (SMP)** lasting between 2 and 12 months of physical mobility (excluding travel time);
- **study and/or placement mobility of doctoral candidates:** between 5 and 30 days or between 2 and 12 months of physical mobility (study mobility may include a complementary placement period, if planned), excluding travel time;
- **teaching staff mobilities (STA)** of between 2 days and 2 months (excluding travel time), with a minimum of 8 hours of teaching per week;
- **mobilities of teaching or non-teaching staff for training purposes (STT)** lasting between 2 days and 2 months (excluding travel time).

CHAPTER III. ERASMUS+ AGREEMENTS

Erasmus+ mobilities are carried out on the basis of inter-institutional agreements to be established between VBUMPhT and other institutions participating in the Erasmus+ programme from EU member countries, EEA countries (Norway, Iceland, Liechtenstein) or countries affiliated to the Erasmus+ programme, institutions holding the Erasmus+ University Charter.

Art. 4. The inter-institutional agreements set out the conditions for the mobility between VBUMPhT and each partner institution, the type of mobility (for students, teaching and/or non-teaching staff), the field of study/teaching, the duration of the mobility, the number of hours, the number of mobilities, etc.

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Art. 5. The inter-institutional agreements will be signed, on behalf of VBUMPhT, by the Erasmus Institutional Coordinator and must bear the stamp of the Erasmus + Development Directorate.

CHAPTER IV. ERASMUS+ FUNDING CONDITIONS

Art. 6. To finance the specific activities of the Erasmus+ programme, the following will be used: funds allocated to VBUMPhT by ANPCDEFP (based on the annual financial contract signed by the two institutions); VBUMPhT's own income (based on the decision of the Administrative Board and the Rector's decision for co-financing).

CHAPTER V. STUDY MOBILITIES FOR STUDENTS (SMS) AND PLACEMENT MOBILITY (SMP)

Art. 7. There are two types of mobility for students that can be carried out under the Erasmus+ programme:

- A. Study mobility (SMS) lasting between 2 and 12 months, which help students to benefit educationally, linguistically and culturally from the experience of studying in other European countries, to promote cooperation between partner institutions, to contribute to the enrichment of the educational environment of the host institutions, to enable the training of qualified young people with international outlook and experience as future specialists.
- B. placement mobility (SMP) lasting between 2 and 12 months. This type of mobility aims to train students in a university/college/organisation in another participating country with the intention of helping participants to adapt to the requirements of the EU labour market so that they acquire specific skills that will enable them to gain work experience.

Art. 8. General selection criteria

Eligibility:

Students can apply for Erasmus+ student mobility

- A. if they:
 - are enrolled in the year of selection of university studies of:
 - Bachelor's degree, except for first-year students;
 - master;
 - Ph.D., full-time studies;
 - have no exam failures.
- B. Students cannot sign up if they:
 - have already benefited from Erasmus+ student status for a period of 24 months for the SMS type of mobility and 12 months for the SMP type of mobility per cycle;
 - benefit from European scholarship funds (not eligible for double European funding);
 - have enrolled at other higher education institutions than VBUMPhT.

Conditions:

No.	Conditions	Evaluation	Percent
1	A level of specialist knowledge appropriate to the teaching purpose of the mobility and adapted to the requirements of the host university.	Academic record according to the certificate issued by the faculty secretariat. The selection criteria adopted in the annual regulations apply.	60%

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2	Proficiency in the language of study (written and oral competency) of the host university (prerequisite).	<ul style="list-style-type: none">- Internationally recognised language certificates such as Cambridge, IELTS, TOEFL, DALF, DSD, Zertifikat Deutsch, TCF etc.- Language proficiency certificate issued by a university that has a faculty of languages.- Language proficiency certificate issued by VBUMPhT.	30%
3	Degree of motivation	Motivation letter	10%

Art. 9. Application file. The application documents must be sent by e-mail to erasmus@umft.ro. The application file must contain:

- Europass Curriculum Vitae indicating, in general terms, the personal and academic background of the candidate for mobility;
- A letter of motivation stating, if applicable, the candidate's first choice of mobility;
- Up-to-date academic transcript, which the student receives from the faculty secretary;
- Language proficiency certificate (candidates who do not hold a language proficiency certificate at the time of the interview must submit an affidavit obliging them to submit the certificate before the start of the mobility);
- Application form;
- Copy of identity card/passport.

Art. 10. The selection of the candidates will be done on a centralised basis, according to the number of scholarship places allocated per faculty and according to the Erasmus+ calendar of the respective academic year which can be consulted both on the VBUMPhT website and at the notice board of the Vice-rectorate of International Relations.

Selection stages:

1. Call for applications.
2. Submission of applications.
3. Selection interview.
4. Display of the interview results.
5. Resolving appeals.
6. Administrative organisation of mobility.

Art. 11. The results of the selection will be issued once the selection has been completed.

Art. 12. Any appeals will be dealt with within 24 hours from the date of their submission to the International Relations Office and will be based on a re-examination of the application files.

Art. 13. Administrative organisation of mobility. Students selected for mobility must contact the Erasmus+ mobility organiser at VBUMPhT to fill in the necessary mobility forms. The student beneficiary of the mobility must also inform the secretariats of the respective faculties that he/she has been selected and hence will be away on mobility in the following semester.

Art. 14. The monthly amount of the Erasmus+ grant is calculated according to the Contract signed by the National Agency and the VBUMPhT and the financial and contractual rules issued by the National Agency (VBUMPhT - REG/PRI/01/2023 -02) (Annex 2), and is confirmed in the Beneficiary Module of the European Commission.

Art. 15. Erasmus+ students may not receive, for the period covered by the financial contract, other grants financed by other European Union Community programmes.



CHAPTER VI. LEARNING AGREEMENT FOR STUDIES AND EQUIVALENCE OF PERIODS OF STUDY ABROAD

Art. 16. Learning Agreement for Studies and equivalence of periods of study abroad. Before going abroad, the participant establishes, together with the home university, the study programme which will be clearly specified in the *Learning Agreement for Studies* (VBUMPhT - REG/PRI/01/2023-05) (Annex 5). For this purpose, the participant collaborates directly with the Erasmus+ departmental coordinator of his/her faculty and completes the Learning Agreement with the subjects to be studied at the host university and the corresponding credits.

Art. 17. In order to determine the programme of study that the participant must complete at the host university, it is necessary for the participant to know the curriculum of the home university. In establishing the Study Agreement, the participant follows the curriculum of the home university and takes into account the number of credits to be accumulated when choosing the study subjects. Thus, if the participant undertakes a semester-long mobility, at the end of the study period he/she must total 30 credits. When the mobility lasts one academic year, the participant must total 60 credits. In the case of placement mobility the number of credits recognised is 2 ECTS.

Art. 18. The study agreement must be submitted by the participant to the departmental coordinator per faculty before the study/placement mobility. After analysing the Study Agreement, the departmental coordinator together with the Erasmus+ institutional coordinator may decide on one of the following options:

- approves the mobility and the Study Agreement is signed by the Erasmus+ coordinator of the faculty;
- considers that some subjects studied at the host university are not in the participant's field of specialisation and recommends that the Study Agreement be redone;
- does not approve the mobility: in this case, the participant cannot undertake the mobility at the host university.

Art. 19. The home university and the participant will identify the similar or closest existing subjects in the curriculum of the host university and the number of credits related to these subjects. The equivalence is approved by the Equivalence Committee before the mobility takes place according to the form (VBUMPhT - REG/PRI/01/2023 - 03) (Annex 03).

Art. 20. The participant and the Erasmus+ mobility organiser of the VBUMPhT are responsible for the timely submission of students applications, sending the Study Agreement to the host university and requesting the latter's part signature. Only after receiving the signed and stamped Study Agreement from the host university, the participant is able to conclude the financial contract with the home university in order to obtain the mobility grant. The Study Agreement signed and stamped by the host university remains at the Erasmus+ office of the home university.

Abroad, the study agreement may undergo some changes: in this case, the second page - Changes to the original study programme - must also be completed. These changes must first be brought to the attention of the Erasmus+ departmental coordinator and then to the equivalence committee. The participant will make sure that the changes are accepted by the home university's Equivalence Commission in order to obtain recognition of the study periods at the host university. The changes must not affect the total number of credits (30 credits for one semester of SMS and 60 credits for one academic year of SMS).

Art. 21. Equivalence of Erasmus+ study or placement periods of grades/marks obtained in the subjects covered during the placement shall be done through clear, transparent conversion rules focused on competencies and not on subject names, based on a correspondence between the grading systems of the two mobility countries.

Art. 22. Termination of SMS/SMP mobility. At the end of the study mobility abroad, the participant must submit to the Erasmus+ office of the home university the following documents: study agreement,

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Transcript of Records (VBUMPhT - REG/PRI/01/2023 - 04) (Annex 4) with the results obtained and the corresponding credits issued by the host university and confirming the completion of the agreed study programme, certificate of attendance (VBUMPhT - REG/PRI/01/2023 - 06) (Annex 6). The study agreement must also specify the grading system used in the host country/university. Upon return from the mobility, after submitting the study agreement and the academic record, the participant receives a copy of the Erasmus+ Student Mobility Study and Placement *Equivalence Certificate* (SMS/SMP).

CHAPTER VII. RECOGNITION OF PERIODS OF STUDY ABROAD UNDER THE ERASMUS+ PROGRAMME

Art. 23. The recognition of periods of study abroad under the Erasmus+ programme implies the recognition *in integrum* and automatic of the period of study or placement and of the total number of transferable credits accumulated by the student during the placement by the management of the faculties where the student is registered. Recognition of periods of study implies recognition of the credits certified in the transcript of records as earned by the student at the host institution. Taking into account the provisions of OMECTS no, 118/16.II.2012, art. 12 para. 1, the subjects that have not been equated with the subjects provided for in the curriculum of the home university/faculty must be included in the Diploma Supplement (DS), with the recognition of the number of ECTS credits obtained during the mobility.

Art. 24. The parties involved in the recognition of periods of study for Erasmus+ student mobility and placement (SMS/SMP) are:

- a. The student benefiting from a study/placement mobility (SMS/SMP) at a university within the Erasmus+ programme and the home university ("Victor Babeș" University of Medicine and Pharmacy in Timișoara);
- b. The host university, i.e. the university where the participant is going;
- c. The Faculty Equivalence Commission composed of the departmental coordinator of the faculty concerned, the Erasmus+ coordinator of VBUMPhT and the members of the Faculty Equivalence Commission.

Art. 25. The recognition of periods of study or placement carried out by the participant at the host university is done by the departmental coordinator of the respective faculty, the Erasmus+ coordinator of VBUMPhT and the members of the faculty equivalence committee and is based on:

- Study Agreement (VBUMPhT - REG/PRI/01/2023 - 05) (Annex 5) and Internship Agreement (VBUMPhT - REG/PRI/01/2023 - 07) (Annex 7) of the student benefiting from a study/placement mobility (SMS/SMP) at a university within the Erasmus+ Programme;
- Transcript of records (VBUMPhT - REG/PRI/01/2023 - 04) (Annex 4) with the results and the corresponding credits issued by the host university confirming the completion of the agreed study programme;
- Certificate of equivalence of periods of study undertaken through Erasmus+ student mobility study and placement (SMS/SMP) (VBUMPhT - REG/PRI/01/2023 - 03) (Annex 3);
- Equivalence grid of grades and qualifications obtained in foreign educational institutions according to OMECTS no 3223 of 2012 (VBUMPhT - REG/PRI/01/2023 - 08) (Annex 8).

Art. 26. Periods of study or placement abroad may be recognised:

- a. by equivalence, if the subjects taken abroad are similar or identical to the subjects in the home university and have approximately the same number of credits;
- b. in the case of subjects studied at the host university which are not included in the curriculum of the home university, the subject studied, together with the grades and credits awarded, will be listed in the diploma supplement.



CHAPTER VIII. MOBILITY OF TEACHING STAFF FOR TEACHING PURPOSES IN HIGHER EDUCATION INSTITUTIONS (STA) AND MOBILITY OF TEACHING AND NON-TEACHING STAFF FOR TRAINING PURPOSES (STT)

Art. 27. These types of mobility are intended for teaching and non-teaching staff in a higher education institution. Mobility for teaching and non-teaching staff is carried out in order to:

- promote the exchange of experience in terms of teaching methodology;
- encourage universities to expand and enrich the content of the courses they offer.

Teachers on teaching assignments must be integrated into a department or faculty of the host institution. This means that:

- mobility is carried out on the basis of already established inter-institutional agreements;
- the partner higher education institutions must have agreed in advance on the programme of lectures to be given by the visiting teachers.

Art. 28. The selection of the participants is made by the faculty in which they work according to the number of grants allocated (in proportion to the number of teaching staff employed in that faculty) on the basis of the application file which must include:

- a nominal invitation from the host university;
- the candidate's CV;
- a copy of the candidate's identity card;
- a standard application requesting STA/STT mobility according to OMECTS no. 651 of 2014 (VBUMPhT - REG/PRI/01/2023 - 09) (Annex 9).

Art. 29. The mobility of non-teaching staff from higher education institutions to a higher education institution shall be carried out with the aim of enabling participants to learn from the experience and good practice of the partner institution and to improve the skills required for their current job. The main activity is a short stay in the partner institution and can have different designations:

short period of posting / secondment, study visit, etc. The essential condition for the award of a grant is the respect of a teaching programme for STA mobility or a work plan for STT mobility, agreed upon by both partners, the host institution or company and the home institution or company. The plan must include at least the overall aim and objectives, the expected results of the training or learning activities to be carried out and the programme of the training period.

Art. 30. Eligibility criteria for the teaching/non-teaching/administrative staff:

- to be a permanent employee of the University of Medicine and Pharmacy "Victor Babeș" in Timișoara;
- to be a Romanian citizen residing in Romania;
- to have a good knowledge of the foreign language (in which the course/training will take place).

Art. 31. Priority will be given to first-time Erasmus+ teachers, as well as to those mobilities which contribute to strengthening and expanding links between universities/faculties/departments and which will prepare new research/cooperation projects.

Art. 32. VBUMPhT and the institution involved in the teaching/training mobility will agree with each teacher/professional involved upon a well-defined teaching programme (for STA) or working programme (for STT) before his/her departure abroad. At the end of each teaching/training period, the host institution must provide the teaching/non-teaching staff with a certificate stating that the programme has been completed.

Art. 33. If the teacher/non-teaching staff has not fully completed the programme, he/she has to reimburse part or all of the funds received as an Erasmus+ mobility grant. Cases of force majeure shall be brought to the attention of the university management, which will analyse them and submit them to the

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ANPCDEFP for approval.

Art. 34. The conditions for the approval of grants do not provide for the payment of fees to the host institution related to the implementation of the mobility programme.

Art. 35. If the number of applications for STA/STT mobility is higher than the number of mobilities allocated by ANPCDEFP, the selection of teachers/non-teaching staff for teaching/training mobility will be made within the faculty in which this institution is registered based on:

- the number of ISI articles published in the teaching field;
- a motivational essay outlining how the results of the teaching placement can be used;
- mentoring activities with incoming Erasmus+ students;
- activities of involvement in the local and national promotion of the Erasmus+ programme through participation in regular meetings organised by the Erasmus+ office of the VBUMPhT.

Art. 36. The weekly amount of the Erasmus grant is calculated according to the Contract signed between the National Agency and VBUMPhT and the financial and contractual rules issued by the National Agency (VBUMPhT- REG/PRI/01/2023 - 02) (Annex 2), and is confirmed in the Mobility Instrument (Beneficiary Module) of the European Commission.

Art. 37. Teachers/ non-teaching staff participating in the Erasmus+ programme may not receive, for the period covered by the financial contract, grants financed by other European Union Community programmes.

Art. 38. The duration of a teaching mobility comprises a minimum of 8 hours of teaching, from a minimum of 2 working days to a maximum of 8 weeks (two months), within a single academic year, within the limit of the places available under the inter-institutional agreements in force in that academic year and the grants allocated per faculty in proportion to the number of teaching staff employed in that faculty.

Art. 39. The teaching/non-teaching staff participating in STA/STT mobility must submit to the Erasmus+ office of the PRI, at the latest at the time of departure for mobility, the preliminary teaching/training contract approved by the Board of the VBUMPhT. The teaching/training contract can be modified during the mobility with the written agreement of the departmental coordinators and the Institutional Coordinator of VBUMPhT and the host university using the template provided at departure.

Art. 40. Financial contracts for STA/STT mobility:

- Financial contracts for STA/STT mobilities are concluded upon receipt of the acceptance confirmation (nominal invitation) from the programme/partner university and approval of the teaching/training contract by the AC (Administrative Council/Board);
- The financial contract will be concluded in two original copies: one for the participant and one for the participant's mobility file (kept at the Erasmus+ office);
- When signing the financial contracts, the teaching/non-teaching staff submit the following documents to the Erasmus+ office: a copy of the invitation/acceptance to the partner university, a travel request to the VBUMPhT Board of Directors, a copy of the identity card or passport;
- When the participant signs the contract, they will receive a copy of the financial contract and its annexes;
- The grant amounts are paid in cash or, where applicable, into the teacher's/non-teaching staff's bank account, before departure on mobility, in accordance with the provisions of the financial contract, i.e. 80% of the grant before departure and 20% on return from mobility on the basis of the documents set out in the financial contract.

Art. 41. End of Erasmus+ mobility. At the end of the Erasmus+ mobility, the participant shall present himself/herself at the VBUMPhT headquarters within a maximum of 10 working days after his/her return to the country and submit the following documents to the Erasmus+ office:

- the teaching contract for STA mobilities (VBUMPhT - REG/PRI/01/2023 - 10) (Annex 10) or the

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work programme for STT mobilities (VBUMPhT - REG/PRI/01/2023 - 11) (Annex 11), signed in original by both universities;

- the Certificate of Attendance from the international relations faculty/department of the host university.

Art. 42. Upon completion of the STA/STT mobility, participants are required to complete the European Commission Activity Report.

CHAPTER IX. MISCELLANEOUS

Art.43. Harmonisation of university curricula. In the case of subjects that are not included in the curriculum of the host university but are included in the curriculum of the home university, the student is required to:

- a. on their return to their home country, provide proof that they have completed a number of internship hours equivalent to the number of internship hours in their home university's curriculum, or make up the internships in their department/discipline. In these cases, the teaching staff are obliged to allow the student to take part in the exams in the legal sessions established by the university's own regulations and to award marks according to the Romanian marking system. The home institution must recognise *in integrum* and automatically the number of credits obtained by the participant.
- b. if the student has not taken the subject at the host university, he/she will be left with the remaining subject.

Art. 44. The student who has benefited from an SMS/SMP mobility within the Erasmus+ programme must participate, at the end of the study period, in all actions to promote the university and to share the experience gained with other colleagues by sending a narrative report/success story, which will be posted on the university website.

CHAPTER X. FINAL PROVISIONS

Art. 45. The following forms are an integral part of this Regulation:

Erasmus University Charter (VBUMPhT - REG/PRI/01/2023 - 01) (Annex 1);

Erasmus+ 2023 Programme Guide (VBUMPhT - REG/PRI/01/2023 - 02) (Annex 2);

Certificate of equivalence of periods of study carried out through student mobility and placement (VBUMPhT - REG/PRI/01/2023 - 03) (Annex 3);

Transcript of Records issued by the partner university (VBUMPhT - REG/PRI/01/2023 - 04) (Annex 4);

Study Agreement (VBUMPhT - REG/PRI/01/2023 - 05) (Annex 5);

Proof of participation in the study mobility (VBUMPhT - REG/PRI/01/2023 - 06) (Annex 6);

Internship Agreement (VBUMPhT - REG/PRI/01/2023 - 07) (Annex 7);

Equivalence grid for grades and marks obtained in educational institutions abroad (VBUMPhT - REG/PRI/01/2023 - 08) (Annex 8);

Standard application for STA/STT mobility (VBUMPhT - REG/PRI/01/2023 - 09) (Annex 9);

STA Handover Agreement (VBUMPhT - REG/PRI/01/2023- 10) (Annex 10);

STT Training Agreement (VBUMPhT - REG/PRI/01/2023 - 11) (Annex 11);

Financial contract for SMS mobilities (VBUMPhT - REG/PRI/01/2023 - 12) (Annex 12);

Financial contract for SMP mobilities (VBUMPhT - REG/PRI/01/2023 - 13) (Annex 13);

Financial contract for STA mobilities (VBUMPhT - REG/PRI/01/2023 - 14) (Annex 14);

Financial contract for STT mobilities (VBUMPhT - REG/PRI.01/2023 - 15) (Annex 15);

Standard application for SMS/SMP mobility (VBUMPhT - REG/PRI/01/2023 - 16) (Annex 16);

Request for extension of the mobility period (VBUMPhT - REG/PRI/01/2023 - 17) (Annex 17);

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Certificate of participation in placement mobility (VBUMPhT - REG/PRI/01/2023 - 18) (Annex 18);
Arrival-Departure Certificate (VBUMPhT - REG/PRI/01/2023 - 19) (Annex 19);
Declaration of first participation (VBUMPhT - REG/PRI/01/2023 - 20) (Annex 20);
SMS/SMP double funding declaration (VBUMPhT - REG/PRI/01/2023 - 21) (Annex 21);
STA/STT double funding declaration (VBUMPhT - REG/PRI/01/2023 - 22) (Annex 22);
Letter of acceptance for the SMP placement period (VBUMPhT - REG/PRI/01/2023 - 23) (Annex 23);
Affidavit SMS/SMP (VBUMPhT - REG/PRI/01/2023 - 24) (Annex 24);
Personal data processing consent form (GDPR) (VBUMPhT - REG/PRI/01/2023 - 25) (Annex 25);
Financial and contractual rules KA131-HED_2021 (VBUMPhT - REG/PRI/01/2023 - 26) (Annex 26);
Annex_III.b_Additional rules for virtual mobility activities KA131_2021 (VBUMPhT - REG/PRI/01/2023 - 27) (Annex 27);
Annex IV_Templates applicable to KA131_2021 (VBUMPhT - REG/PRI/01/2023 - 28) (Annex 28);
Student_Rights_Erasmus (VBUMPhT - REG/PRI/01/2023 - 29) (Annex 29);
Erasmus student charter EN (VBUMPhT - REG/PRI/01/2023 - 30) (Annex 30);
Equivalence grid notes OM-3223-2012 (VBUMPhT - REG/PRI/01/2023 - 31) (Annex 31);

Art. 46. The Senate of "Victor Babeș" University of Medicine and Pharmacy of Timișoara approved these Regulations in its meeting of 26 January 2023, date when it enters into force.

Rector,

Professor Octavian-Marius Crețu, PhD

The holograph signature is affixed to the original version of the document which is kept in the archives of the University Senate. This act has the same legal force as the original document.

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