

Erasmus +
made easy

ERASMUS+ ***IN A NUTSHELL***

"Victor Babeş" University of Medicine and Pharmacy,
Timișoara

BEFORE THE MOBILITY PREPARATORY STEPS

- ▶ GET ALL THE INFO ABOUT THE
HOST UNIVERSITY (CURRICULUM,
CREDITS, ACCOMMODATION)
- ▶ CHOOSE WISELY!!!



APPLICATION PROCESS

- ▶ Prepare all the requested documents and send them by e-mail to

relint@umft.ro

- If you don't already have a language certificate, submit an affidavit that you'll obtain the certificate by the beginning of your mobility
- ▶ Before the interview you will receive a comprehensive table with all the applicants listed in the descending order of their previous year's average
- ▶ Come to the interview. Students who do not participate in the interview, are not eligible for a mobility activity

NOMINATION & APPLICATION

- ▶ **WAIT TO BE NOMINATED BY US AND CONTACTED BY THEM**
- ▶ **APPLY ONLINE (WHERE REQUESTED) AND WAIT FOR THEIR OK**

DO NOT MISS THE DEADLINE

- ▶ The application procedure will be entirely online. Once the deadline has passed, you can't apply any more



FINANCES

- ▶ Fill in declaration of double financing
- ▶ You cannot receive financing from 2 EU sources for the same mobility
- ▶ Fill in the ZERO-GRANT-STUDENT declaration (if applicable)
- ▶ Fill in the first-participation declaration

RESPONSIBILITY

- ▶ Fill in the declaration by which you take responsibility for any changes in your LA.
- ▶ You bear the consequences of not having fulfilled your obligations as they are stipulated in your LA and in your financial agreement



THE LEARNING AGREEMENT

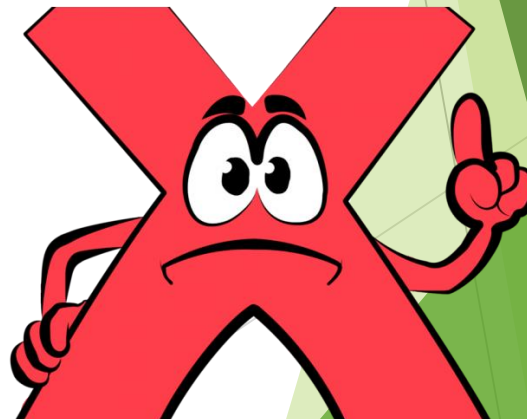
- ▶ Steps to fill in your LA
 - ▶ Find the corresponding subjects in the curriculum of the host university even if they bear different names
 - ▶ Make sure you get the necessary number of credits
- ▶ Submit your LA to the faculty coordinator and to the validating committee to be verified and approved

COMPATIBILITY

- ▶ The validating committee approves your LA



- ▶ The validating committee rejects your LA



THE LEARNING AGREEMENT

- ▶ Create an Online Learning Agreement (OLA) and sign it - upload the OLA to the Erasmus Dashboard
- ▶ Wait for the approval of the home and host university
- ▶ Make the changes requested by the host university but **MAKE SURE THEY DO NOT AFFECT THE OUTCOME OF YOUR MOBILITY!**

MONEY, MONEY MONEY

- ▶ Open an account in EURO with the Transilvania Bank (recommended)
- ▶ Even Zero-Grant-Students have to sign a financial agreement
- ▶ About 2 weeks before the start of the mobility, go to the Erasmus+ accountant (Mrs. Mirela Breaz, student dorm No1, ground floor) and ask her to draw up your financial agreement



MONEY, MONEY, MONEY

- You will receive a copy of your financial agreement once it has been signed by all relevant parties
- The accountant will transfer 80% of your grant into your account. the remaining of 20% will be transferred into your account after the return provided you have successfully fulfilled ALL the requirements

LANGUAGE TEST

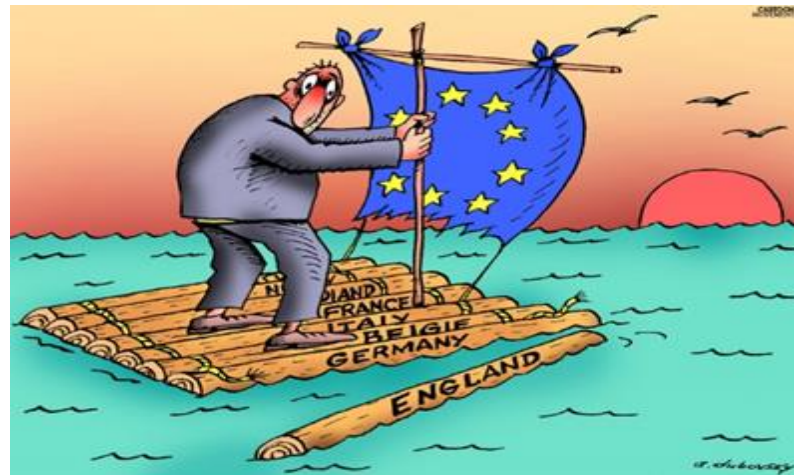
- ▶ Take the online language test (those who get only B1 are automatically enrolled in an online language course, which is **OBLIGATORY**)
- ▶ Send the results of your online language test by mail to relint@umf



DURING THE MOBILITY

Your adventure has started

The European Commission encourages *green travel*



ARRIVAL

- After your arrival in the home university, go to their IO immediately and register; ask them to fill in your certificate of arrival and send it to us by e-mail to relint@umft.ro



TIME IS MONEY



- ▶ Ask them to give you the EXACT period of your mobility (holidays included) and send this information to erasmus@umft.ro no later than 1 week after the start of your mobility
- ▶ The accountant calculates the amount of your grant according to the number of mobility DAYS.

TRY TO BE AS EXACT AS POSSIBLE!!!

EXTENSION

- ▶ If you wish to apply for the extension of your mobility period, you have to do it no later than *December 1st*
- ▶ The request for extension has to be signed by the faculty coordinator of our university and afterwards it has to be approved by the partner university as well
 - ▶ Send the request by e-mail to relint@umft.ro

EXTENSION

- ▶ Any request for the extension of the mobility period must be supported by **OBJECTIVE** reasons

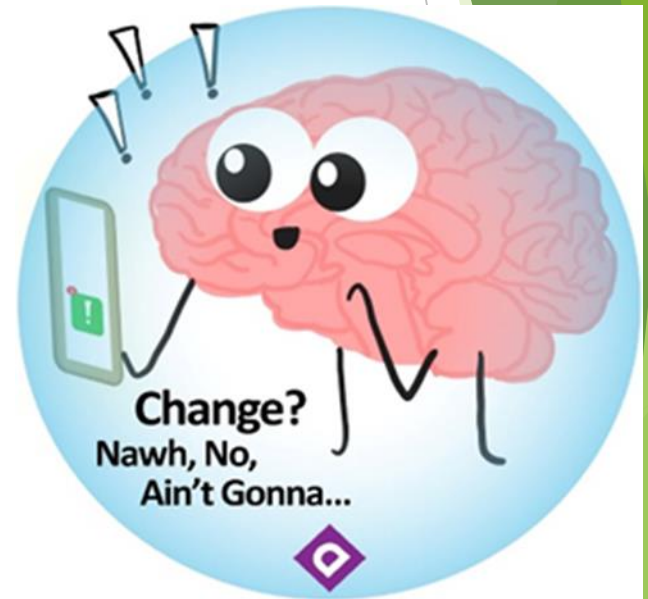


CHANGES

- **ANY** change in the LA has to be introduced in the LA (Changes during the mobility - Added/Deleted courses) and **MUST** be approved by your faculty coordinator

CHANGES

- Make sure that the changes do not affect negatively the outcome of your mobility



MOBILITY DOCUMENTS

- ▶ **Before returning, go to the IO of the partner university and collect your documents:**
 - **LEARNING AGREEMENT,**
 - **CERTIFICATE OF ATTENDANCE,**
 - **TRANSCRIPT OF RECORDS (if available),**
 - **CERTIFICATE OF ARRIVAL - DEPARTURE**



READY TO COME HOME



- ▶ Check that you have all your mobility documents
- ▶ Do not leave before the end of your mobility period

AFTER THE MOBILITY

Upon return, the following documents have to be submitted to the IO no later than **15 DAYS** after your return:

- ▶ Learning agreement
- ▶ Transcript of records (original)
- ▶ Certificate of attendance with the exact period and the number of credits obtained
- ▶ Certificate of arrival - departure

AFTER THE MOBILITY

- ▶ Come to the IO with all your documents
- ▶ Go to the accountant and let her know that you have completed your mobility
- ▶ Take copies of your documents to your secretary

REPORTS

- ▶ FILL IN THE ONLINE NARRATIVE REPORT FOR THE EUROPEAN COMMISSION

(obligatory step if you wish to receive the remaining part of the grant)

- ▶ Write a narrative report describing your Erasmus adventure and send it by e-mail to the E+ Office relint@umf



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ATTENTION!!!!!!!

- ▶ To facilitate the recognition of your studies, **bring back the syllabus** of the respective subject.
- ▶ Be extra careful with **multidisciplinary subjects** as they might not be recognized in our university as independent subjects
 - ▶ You need to contact your **faculty coordinator** whenever you need to clarify aspects connected to **recognition and validation**

COMPATIBILITY

- ▶ Make sure that the subject studied abroad is identical (almost identical) in **CONTENTS** with the subject studied in our university



"According to this quiz, we are compatible!"

DEAN'S APPROVAL

- ▶ If you are in doubt as to whether a subject will be validated in our university, it is advisable to contact the dean of the faculty and discuss the possibilities **BEFORE** the end of your mobility
- ▶ If you have attended lectures and have completed ALL your practical hours, and have the document proving it, you have the possibility to sit for the exam in our university, provided you have the Dean's approval for that



CREDITS

REMEMBER

- NUMBER OF CREDITS:
30 - WHOLE SEMESTER;
60 - WHOLE ACADEMIC YEAR
- The credits must belong to the study year you are currently enrolled in
- If you have more than 15 missing credits from your current study year, you **FAIL THE YEAR**



WhatsApp

- ▶ Selected students will be invited to join our WhatsApp group
- ▶ The aim of the WhatsApp group is to discuss all problems in public, ask questions and get answers all participants can benefit from

WHO, WHAT, HOW, WHERE, WHEN, WHY

ALWAYS CONTACT US WHEN
IN DOUBT!!!!!!!!!!!!

Don't be afraid to ASK!!!

relint@umft.ro

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READ CAREFULLY THE E
STUDENT CHARTE

