

Universitatea din Oradea	PROCEDURA privind implementarea Programului Erasmus+	COD: SEAQ PL - U.O.14	Revizia					
			Aprobat în ședința de Senat din 19.02.2015					
			0	1	2	3	4	5

Anexa 21

H.S.w: 51 din 19.02.2015

1. Scop

1.1. Precizarea algoritmului și a responsabilităților pentru implementarea programului Erasmus+.

1.2. Instituirea unei proceduri unitare care:

- Să ajute entitățile organizatoare (facultăți, departamente, IOSUD și alte structuri) la implementarea reglementărilor privind programul Erasmus+;
- Să faciliteze organizarea mobilităților individuale ale studenților, cadrelor didactice, didactic-auxiliare și nedidactice la instituțiile partenere acordurilor de recunoaștere a programelor de studii și de transfer a rezultatelor obținute de către studenți / doctoranzi;
- Să ajute studenții / doctoranzii în procesul de selecție, mobilitate și recunoaștere a programelor de studii și de transfer al rezultatelor obținute de către studenți / doctoranzi;
- Să stabilească fluxul documentelor privind depunerea proiectelor finanțate de Agenția Executivă pentru Educație, Audiovizual și Cultură prin programul Erasmus+;
- Să sprijine cercetarea și să contribuie la creșterea gradului de internaționalizare a Universității din Oradea.

2. Termeni și abrevieri

Termenii sunt în conformitate cu cele hotărâte în cadrul CQ al Universității din Oradea. În prezenta procedură sunt utilizate următoarele abrevieri și definiții:

- **UE** – Uniunea Europeană
- **EACEA** – Agenția Executivă pentru Educație, Audiovizual și Cultură
- **AN** – Agenția Națională pentru Programe Comunitare în Domeniul Educației și Formării Profesionale
- **UO** - Universitatea din Oradea
- **MCRI** – Prorector managementul cercetării și relații internaționale;
- **SUO** – Senatul Universității din Oradea;
- **BSE** – Beneficiarii serviciilor educaționale (studenți, doctoranzi);
- **DRI** – Departamentul de Relații Internaționale;
- **LA** – Contractul de studii sau stagiul/Learning Agreement;
- **CS** – Comisia de selecție (la nivelul facultății, departamentului, IOSUD);
- **CE** – Comisia de echivalare (la nivelul facultății, departamentului, IOSUD)
- **KA1** – Acțiunea Cheie 1
- **KA2** – Acțiunea Cheie 2
- **KA3** – Acțiunea Cheie 3
- **KA** - nivelul performanțelor profesionale individuale



[Signature]

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3. Responsabilități

3.1. Prorectorul cu MCRI și șeful DRI au responsabilitatea implementării și menținerii prezentei proceduri.

3.2. Prorectorul MCRI are responsabilitatea de a supune aprobării Senatului UO lista nominală a membrilor CS transmise de structuri și a avizării solicitărilor de depunere a proiectelor prin programul Erasmus+.

3.3. Prorectorul cu MCRI și șeful DRI au responsabilitatea verificării acordurilor pentru mobilități de studenți și cadre didactice, didactic-auxiliare și nedidactice încheiate cu universități din străinătate.

3.4. Decanul/directorul are responsabilitatea:

- Numirii CS și CE;
- Verificării consemnării corecte a efectelor LA în evidențe.

3.5. CS are responsabilitatea

- Menținerii înregistrărilor care decurg din aplicarea prezentei proceduri privind procesul de selecție.
- Stabilirea condițiilor de eligibilitate specifice facultății/departamentului/IOSUD.
- Informării candidaților asupra oportunităților de mobilități prin programul Erasmus+.
- Preluării, verificării și evaluării dosarelor de candidatură.
- Depunerii proceselor verbale de selecție și a dosarelor de candidatură pentru studenții declarați reușiți la DRI.

3.6. CE are responsabilitatea:

- Menținerii înregistrărilor care decurg din aplicarea prezentei proceduri privind procesul de echivalare.
- Completării procesului verbal de recunoaștere și echivalare a studiilor/stagiului.
- Depunerii la secretariatul facultății/IOSUD a procesului verbal de recunoaștere și echivalare a studiilor/stagiilor în care se consemnează rezultatele obținute în cadrul perioadelor de mobilitate efectuate sau/și a examenelor susținute la instituțiile de învățământ superior înscrise în LA și echivalentul acestora la UO.
- Consemnării rezultatelor în evidențele facultății.

3.6. Secretarul șef are responsabilitatea consemnării corecte a efectelor LA și a proceselor verbale de recunoaștere și echivalare în evidențele facultății, cu referire la fiecare student beneficiar al mobilității.

3.7. Coordonatorul departamental are responsabilitatea:

- Consilierii studenților selectați pentru participarea la mobilități de studiu/stagiu.
- Sprijinirii beneficiarilor din cadrul facultății înainte, în timpul și la finalul mobilității.
- Întocmirii LA împreună cu studenții beneficiari de mobilități de studiu/stagiu.

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- Depunerii la DRI a proceselor verbale de selecție și a proceselor verbale de recunoaștere și echivalare a studiilor/stagiilor realizate la instituțiile partenere prin programul Erasmus+ în care se consemnează rezultatele obținute în cadrul perioadelor de mobilitate efectuate sau/și a examenelor susținute la instituțiile de învățământ superior înscrise în LA și echivalentul acestora la UO.

3.8. Directorii de proiect au obligația completării, semnării și înregistrării fișelor proiectelor și depunerii acestora la DRI în termen.

4. Descriere

Acordurile interinstituționale

Mobilitățile de studiu și predare se pot desfășura doar pe baza unor acorduri interinstituționale, fără ca mobilitățile să depășească numărul maxim de zile/luni menționate în acord (Anexa 1). Începând cu anul universitar 2015-2016, există posibilitatea de a încheia acorduri interinstituționale cu o serie de state partenere (Anexa 2), conform Ghidului Erasmus+. În cazul mobilităților pentru stagii și formare la alte universități, fie se va încheia un acord Erasmus, fie instituția de primire își va da acordul de principiu. În cazul întreprinderilor, este necesar doar acordul de principiu al instituției de primire. Colaborările pentru mobilitățile Erasmus se pot încheia fie cu universități – în cazul tuturor mobilităților –, fie cu întreprinderi – în cazul mobilităților de stagiou sau formare.

Inițiativa încheierii acordurilor interinstituționale pentru mobilități prin programul Erasmus+ poate aparține tuturor angajaților UO, precum și studenților. În cazul angajaților UO, inițiatorul acordului va fi responsabil de acord și persoană de contact pentru acordurile respective.

Propunerile de acorduri vor fi depuse la DRI, în vederea verificării și semnării. Acordurile semnate vor fi centralizate la DRI. Lista completă a destinațiilor va fi postată pe pagina web anterior selecțiilor.

Acordurile Erasmus se pot încheia pe tot parcursul anului. Acordurile încheiate ulterior trimiterii cererii de finanțare pentru anul universitar următor vor putea fi luate în considerare pentru selecții în limitele bugetare pentru anul universitar respectiv.

Toate instituțiile de învățământ superior care posedă Carta Universitară Erasmus (EUC) sunt eligibile pentru încheierea de acorduri bilaterale pentru mobilități Erasmus.

În cazul mobilităților de stagiou sau formare, orice instituție implicată într-o activitate economică în sectorul public sau privat, indiferent de mărime, statut legal sau sectorul economic în care activează, incluzând economia socială, este eligibilă.

Următoarele tipuri de organizații **nu** sunt eligibile:

- instituții UE;
- alte organisme ale UE, inclusiv agenții specializate;
- organizații care gestionează programe europene (pentru a evita posibile conflicte de interes și/sau dubla finanțare).



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4.A. Mobilități studenți

Procedura privind mobilitățile studențești se aplică pentru programele de studii universitare de licență, masterat și doctorat la toate formele de învățământ.

Selecțiile pentru studenți se realizează de către CS stabilite la nivelul structurilor.

Facultatea/departamentul/IOSUD transmite în scris către DRI nominalizările pentru CS și CE, în vederea centralizării acestora și transmiterii listelor finale către Senatul UO pentru aprobare.

CS organizează și promovează selecțiile la nivelul facultății/departamentului/IOSUD prin afișarea publică a datelor de selecție și a destinațiilor disponibile pentru fiecare facultate/departament, criteriile generale și specifice de selecție, precum și termenele de depunere a contestațiilor. În vederea asigurării transparenței procesului de selecție, la fiecare selecție va participa un membru DRI.

De regulă, selecțiile pentru mobilitățile studenților se desfășoară în perioada martie – aprilie pentru anul universitar următor. CS poate organiza mai multe sesiuni de selecție cu respectarea termenelor stabilite de instituțiile partenere și în funcție de fondurile și destinațiile disponibile pentru fiecare tip de mobilitate.

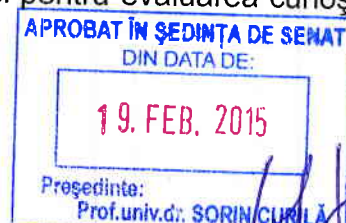
Procese verbale de selecție vor fi depuse la DRI în maxim 10 zile de la data selecției, în vederea centralizării acestora și transmiterii nominalizărilor pentru mobilități de studiu/stagiu la instituțiile partenere.

Mobilitățile de studiu vor acoperi o perioadă de minim 3 luni și maxim 12 luni. Perioada de stagiu (activități practice) la care studentul Erasmus participă în instituția parteneră nu poate fi mai mică de 2 luni și nu poate depăși 12 luni. Mobilitățile de stagiu pentru studenți pot fi întrerupte de perioade de vacanță la instituția gazdă, dar acestea nu vor fi luate în considerare la calcularea duratei minime a stagiului.

Quantumul burselor acordate studenților pentru mobilități este stabilit anual de către AN. În cazul renunțării la mobilitatea de studiu/stagiu, vor fi selectați studenții următori din lista de rezerve în ordinea descrescătoare a punctajului obținut. În cazul în care suma alocată unui tip de mobilitate nu este angajată, se pot organiza noi selecții sau suma rămasă poate fi transferată unui alt tip de mobilitate, în funcție de condițiile stabilite prin contractul instituțional cu AN.

Criterii generale de selecție pentru studenți:

- candidații trebuie să fie înmatriculați la UO la un program de studiu ce conduce la diploma de licență, master sau doctor atât la momentul selecției, cât și pe toată durata mobilității;
- în cazul mobilităților de studiu, studenții trebuie să fi absolvit cel puțin primul an de studii universitare la momentul începerii mobilității;
- rezultate academice bune în anii universitari anteriori (media generală minim 8);
- să nu aibă restanțe până în ultima sesiune anterioară mobilității inclusiv;
- să ateste cunoașterea limbii de studiu de la universitatea pentru care candidează sau a unei limbi de circulație internațională agreată de partener printr-un certificat; EACEA va pune la dispoziția studenților selectați pentru o mobilitate prin programul Erasmus un instrument pentru participarea la cursuri de limbă online și pentru evaluarea cunoștințelor de limbă;



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- mobilitatea de studiu trebuie să facă parte din schimbul de studenți specificat în acordul bilateral Erasmus semnat de instituțiile partenere și la nivelul de studii la care studentul este înmatriculat la UO;

- foștii beneficiari ai unui stagiu de studiu în generațiile anterioare de programe Socrates și LLP-Erasmus, numai dacă îndeplinesc criteriile sus-menționate. Experiența anterioară în cadrul programului Erasmus-LLP se ia în considerare la calcularea perioadei de 12 luni /ciclu de studii.

Un student poate beneficia de stagii de studiu și de practică la fiecare nivel de studiu (licență, master, doctorat), însumând maxim 12 luni de mobilitate (studiu + stagiu).

Studentii vor completa LA cu sprijinul coordonatorului departamental anterior mobilității (Anexa 3- LA pentru studii, Anexa 4 – LA pentru stagii).

Perioada de studiu în străinătate se consideră parte integrantă a programului de studiu de la universitatea de origine. Studentul beneficiază de recunoașterea academică a perioadei de studiu încheiate la universitatea parteneră, precum și a rezultatelor obținute la examene și alte forme de verificare.

Studentul Erasmus este scutit de plata taxelor de școlarizare la universitatea parteneră; totuși, acestuia i se poate solicita plata unor servicii (ex.: fotocopii, diverse asigurări, taxă de membru la uniunea studenților, etc.), dar numai la nivelul costurilor pentru studentul local; dacă studentul plătește taxă de școlarizare la universitatea de origine, el va continua să plătească și pe durata mobilității Erasmus; studentului nu i se va cere niciun fel de taxă legată de organizarea sau administrarea mobilității sale.

Bursele acordate studenților de către universitatea de origine vor continua să fie plătite acestora pe durata mobilităților ca student Erasmus la universitatea parteneră.

Studentilor cu cerințe speciale li se va acorda o atenție deosebită.

La întoarcerea din mobilitate, CE va întocmi procesul verbal de recunoaștere și echivalare a studiilor realizate pe parcursul mobilității în termen de 30 de zile de la primirea documentelor de la instituția parteneră. Un exemplar se va depune la secretariatul facultății, în vederea consemnării rezultatelor în evidențele facultății. O copie a documentelor întocmite de către CE se va depune la DRI.

Perioada de mobilitate va fi menționată în suplimentul la diplomă.

4.B. Mobilități cadre didactice, didactic-auxiliare și nedidactice

Criterii generale de selecție pentru cadrele didactice, didactic-auxiliare și nedidactice:

- prezentarea proiectului de program de predare (Anexa 5)/formare (Anexa 6) aprobat de partener, cu specificarea duratei în număr de zile de mobilitate efectivă la instituția gazdă.
- cunoașterea unei limbi de circulație internațională (în funcție de cerințele instituției gazdă) sau a limbii oficiale a țării de destinație.
- fișa de evaluare/autoevaluare a candidaților.
- activitatea didactică și de cercetare realizate la Universitatea din Oradea, conform celei mai recente fișe de autoevaluare (raportare la KA).
- colaborările științifice și didactice cu instituția gazdă, precum și gradul de implicare în procesul de internaționalizare al facultății/departamentului/IOSUD.
- numărul de acorduri de mobilitate Erasmus pentru studenți.
- numărul de mobilități realizate în baza acordurilor încheiate de candidat.

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Stabilirea numărului de zile de mobilitate pentru cadrele didactice trebuie să fie în relație directă cu criteriile generale suplimentare sau cu alte criterii stabilite la nivelul structurii. Se recomandă ca mobilitățile a căror destinații sunt universități aflate pe o rază de 300km distanță de UO să fie limitate la maxim 3 zile.

De regulă, selecțiile se desfășoară în perioada iunie-iulie pentru anul universitar următor. Selecțiile pentru cadre didactice, personal didactic auxiliar și nedidactic se realizează de către CS stabilite la nivelul structurilor.

CS poate organiza mai multe sesiuni de selecție cu respectarea termenelor stabilite de instituțiile partenere. În vederea asigurării transparenței procesului de selecție, la fiecare selecție va participa un membru DRI.

Facultatea/departamentul/IOSUD poate stabili criterii specifice de selecție pentru toate tipurile de mobilități, în urma aprobării acestora în cadrul structurii. Criteriile specifice de selecție vor fi menționate în procesul verbal de selecție.

Durata unei mobilități de predare/formare nu poate fi mai mică de 2 zile și nu poate depăși 14 zile. În cazul mobilităților de predare, numărul minim de ore de predare pentru intervalul 2 – 5 zile este de 8 ore, numărul acestora crescând proporțional cu durata mobilității. Mobilitatea de predare/formare trebuie să fie în domeniul de specializare sau într-un domeniu apropiat al cadrelor didactice. În cazul personalului didactic-auxiliar și nedidactic, programul de lucru trebuie să se raporteze la domeniul de activitate desfășurat la UO.

Mobilitățile de predare/formare vor fi alocate structurilor sub forma unei cote procentuale din numărul de mobilități realizate în anul universitar n-2 (n = anul universitar pentru care se realizează selecția) în cadrul facultății/departamentului facultății/IOSUD. Un procent de 5% din buget va fi alocat rectoratului pentru mobilități strategice ale UO privind educația, cercetarea și relațiile internaționale, selecția beneficiarilor realizându-se în baza aceluiași criterii ca cele menționate în cazul selecțiilor pentru cadre didactice, didactic-auxiliare și nedidactice.

Cadrele didactice, didactic-auxiliare și nedidactice care nu au realizat mobilitățile planificate vor fi excluse din program în anul universitar următor. DRI va efectua verificări ale mobilităților beneficiarilor la instituțiile partenere prin sondaj.

Sumele și numărul de mobilități aferente fiecărui tip de mobilitate sunt stabilite anual de către AN. În cazul depășirii numărului de zile de mobilitate alocate sau dacă se constată nereguli privind selecția, dosarele candidaților vor fi transmise către CS pentru remediere sau pentru ajustarea numărului de zile de mobilitate conform sumei repartizate structurii.

Decontul final se va realiza doar pe baza documentelor specificate în contractul financiar. Pentru justificarea transportului, se vor prezenta următoarele tipuri de documente: chitanțe combustibil din țara de destinație, tichetele de îmbarcare pentru transportul cu avionul și/sau biletele de tren sau alte mijloace de transport. Se recomandă ca data specificată pe acestea să fie cu o zi înainte de începerea mobilității și cu o zi după finalizarea mobilității. În cazul în care mai mulți beneficiari utilizează același mijloc de transport împărțind cheltuielile (combustibil, autostradă, etc.), suma aferentă distanței parcurse va fi virată doar unuiia dintre beneficiari. Pentru justificarea cheltuielilor de cazare, se va prezenta factura emisă de unitatea de cazare.



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Raportul de activitate trebuie să fie vizat de directorul de departament/decan sau directorul IOSUD și predat în original la DRI. O copie a raportului de activitate va fi depusă la departament/facultate/IOSUD.

4.C. Proiecte Erasmus+

Erasmus+ cuprinde următoarele tipuri de proiecte: KA1 (mobilități individuale), KA2 (cooperare pentru inovare și schimb de bune practici), KA3 (sprijin pentru reforma politicilor), Acțiunea Jean Monnet, Tineret și Sport.

În vederea completării formularelor de candidatură, directorii de proiect vor solicita DRI codul PIC (codul unic al UO), în urma avizării fișelor de proiect.

Cu excepția Acțiunii Jean Monnet, prin care EACEA finanțează maxim 75% din costurile totale ale proiectului, proiectele cu finanțare prin programul Erasmus+ nu necesită în mod obligatoriu cofinanțare.

În vederea depunerii proiectelor, directorul de proiect va depune la DRI o fișă a proiectului (Anexa 7) completată, semnată și înregistrată conform formularului, împreună cu un buget estimativ al proiectului. Fișele proiectelor vor fi avizate de prorectorul MCRI. Cu excepția proiectelor care nu presupun cofinanțare din partea instituției, toate fișele proiectelor vor fi avizate de Consiliul de Administrație al UO.

5. Referințe

5.1. Legea Educației Naționale nr. 1/2011

5.2. Ghidul Erasmus+

5.3. Ordin nr. 651/2014 pentru aprobarea Metodologiei privind mobilitatea academică a studenților

5.3. Regulament privind recunoașterea perioadelor de studiu și/sau plasament efectuate de către studenți în cadrul programului Erasmus

5.4. Procedura pentru recunoașterea creditelor obținute în alte instituții de învățământ superior prin mobilități de scurtă durată

6. Modificare

Responsabilitatea pentru prezenta procedură și a formularelor anexe revine prorectorului MCRI și șefului DRI. Pentru modificarea acestei proceduri este responsabil prorectorul MCRI. Modificările sunt supuse avizării CA și aprobării Senatului.

7. Anexe

Anexa 1 – Model acord Erasmus interinstituțional cu statele membre ale programului

Anexa 2 – Model acord Erasmus interinstituțional cu statele partenere

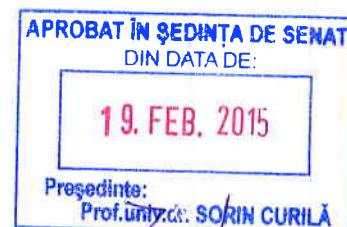
Anexa 3 – Model LA pentru studii

Anexa 4 – Model LA pentru stagii

Anexa 5 – Model program de predare

Anexa 6 – Model de program de formare

Anexa 7 – Fișa proiectului





Erasmus+ Programme

Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2014-20[21]² between programme countries

[Minimum requirements]³

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

A. Information about higher education institutions

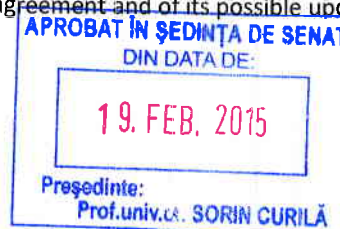
Name of the institution (and department, where relevant)	Erasmus code	Contact details ⁴ (email, phone)	Website (eg. of the course catalogue)
Universitatea din Oradea Str. Universităţii 1 Oradea, Romania	RO ORADEA01	Institutional Coordinator: Ms Carmen Buran Tel.: +40 259 408.181 E-mail: cburan@uoradea.ro Academic contact persons : http://www.uoradea.ro/Studenti+Erasmus+incoming&structure=3	www.uoradea.ro

¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Contact details to reach the senior officer in charge of this agreement and of its possible updates.



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B. Mobility numbers⁵ per academic year

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.

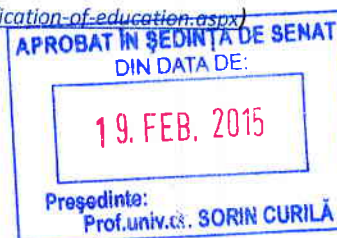
FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
RO ORADEA01						
	RO ORADEA01					

[*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
RO ORADEA01					
	RO ORADEA01				

⁵ Mobility numbers can be given per sending/receiving institutions and per education field (optional*:

<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)



C. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
RO ORADEA01		Romanian		B1 English	B2 English

For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links provided on the first page]*.

D. Additional requirements

RO ORADEA01 does not have selection criteria for incoming students and staff. We rely on each partner university selecting their student/staff according to their national Erasmus selection criteria. All staff and students will be accepted in accordance with the Erasmus Inter-Institutional Agreement with only some exceptions:

For incoming placement students:

- depending on the availability of the relevant department and the suitability of the dates.

For incoming teaching and training staff:

- depending on the availability of the relevant department and the suitability of the dates.

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
RO ORADEA01	30 JUNE	31 DECEMBER

⁶ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cef>



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[* to be adapted in case of a trimester system]

2. The receiving institution will send its decision within 6 weeks.
3. A Transcript of Records will be issued by RO ORADEA01 no later than 6 weeks after the assessment period has finished at the receiving HEI. However, due to some administrative and technical difficulties, it could take up to 6-8 weeks to send the Transcript of Records.
4. Termination of the agreement

It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 2015 will only take effect as of 1 September 2015+1. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."]

F. Information

1. Grading systems of the institutions

RO ORADEA01: <http://www.uoradea.ro/Studenti+Erasmus+incoming&structure=3>

ECTS Grade	Romanian Grade	Definition of Scale Interval
A	10	Excellent
B	9	Very good
C	7-8	Good
D	6	Satisfactory
E	5	Sufficient
FX, F	1-4	Failed

Grading system at

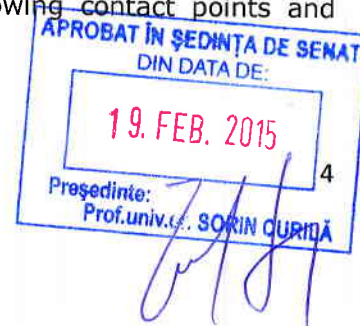
[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁷. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and

⁷ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm



information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
RO ORADEA01	dri@uoradea.ro or llp@uoradea.ro Tel: +40-259-408.183 or +40-259-408.181	http://www.uoradea.ro/Studenti+Erasmus+incoming&structure=3

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

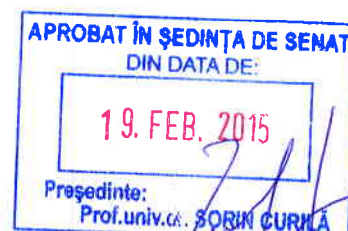
Institution [Erasmus code]	Contact details (email, phone)	Website for information
RO ORADEA01	dri@uoradea.ro or llp@uoradea.ro Tel: +40-259-408.183 or +40-259-408.181	http://www.uoradea.ro/Studenti+Erasmus+incoming&structure=3

4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
RO ORADEA01	dri@uoradea.ro or llp@uoradea.ro Tel: +40-259-408.183 or +40-259-408.181	http://www.uoradea.ro/Studenti+Erasmus+incoming&structure=3



G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁸
RO ORADEA01	Prof. Dr. Constantin Bungău Rector		

⁸ Scanned signatures are accepted



Erasmus+ Programme

Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2014-20[21]² between institutions from programme and partner countries

[Minimum requirements]³

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

A. Information about the higher education institutions

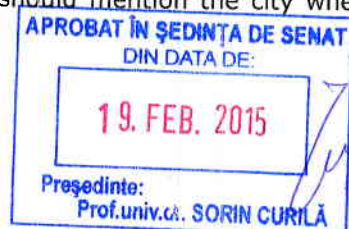
Full name of the institution / country	Erasmus code or city ⁴	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
Universitatea din Oradea Str. Universităţii 1 Oradea, Romania	RO ORADEA01	<u>Institutional Coordinator:</u> Ms Carmen Buran <u>Academic contact persons :</u> http://www.uoradea.ro/Studenti+Erasmus+incoming&structure=3	<u>Institutional Coordinator:</u> Ms Carmen Buran Tel.: +40 259 408.181 E-mail: cburan@uoradea.ro <u>Academic contact persons :</u> http://www.uoradea.ro/Studenti+Erasmus+incoming&structure=3	www.uoradea.ro

¹ Inter-institutional agreements can be signed by two or more higher education institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

² Higher education institutions have to agree on the period of validity of this agreement.

³ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

⁴ Higher Education Institutions (HEI) from Erasmus+ programme countries should indicate their Erasmus code while Partner Countries HEI should mention the city where they are located.



B. Mobility numbers⁵ per academic year

[Paragraph to be added if the agreement is signed for more than one academic year:

The partners commit to amend the table below in case of changes in the mobility data by the end of January at the latest in the preceding academic year.]

FROM [Erasmus code or city of the sending institution]	TO ⁷ [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships* [Not relevant for 2015]
RO ORADEA01						
	RO ORADEA01					

[*Optional: subject code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

FROM ⁷ [Erasmus code or city of the sending institution]	TO ⁷ [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of the teaching periods or average duration*]	Staff Mobility for Training *
RO ORADEA01					
	RO				

⁵ Mobility numbers can be given per sending/receiving institutions and per education field (optional*); <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>



	ORADEA01				
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C. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period.

Receiving institution [Erasmus code or city]	Optional: Subject area	Main language of instruction	Additional language of instruction	Recommended language of instruction level ⁶	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
RO ORADEA01		Romanian		B1 English	B2 English

For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links provided on the first page]*.

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **programme country**⁷ of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here:

http://eacea.ec.europa.eu/funding/2014/call_the_charter_en.php

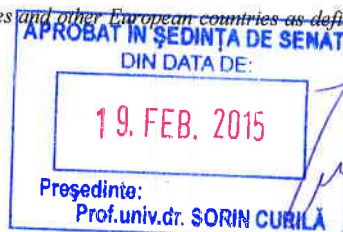
The higher education institution(s) located in a **partner country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.

⁶ See Common European Framework of Reference for Languages

⁷ Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.



- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students for tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

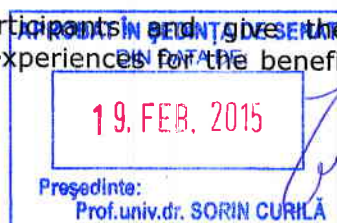
The higher education institution located in a **partner country** of Erasmus further undertakes to:

Before mobility

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

During and after mobility

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.



- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

E. Any additional requirements

[To be completed if necessary. Other requirements may be agreed on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff including cultural preparation before mobility; the recognition tools used]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

RO ORADEA01 does not have selection criteria for incoming students and staff. We rely on each partner university selecting their student/staff according to their national Erasmus selection criteria. All staff and students will be accepted in accordance with the Erasmus Inter-Institutional Agreement with only some exceptions:

For incoming placement students:

- depending on the availability of the relevant department and the suitability of the dates.

For incoming teaching and training staff:

- depending on the availability of the relevant department and the suitability of the dates.

F. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution	Autumn term*	Spring term*
RO ORADEA01	30 June	31 December

[to be adapted in case of a trimester system or different seasons]*

2. The receiving institution will send its decision within 5 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."]

G. Information



1. Grading systems of the institutions

RO ORADEA01: <http://www.uoradea.ro/Studenti+Erasmus+incoming&structure=3>

ECTS Grade	Romanian Grade	Definition of Scale Interval
A	10	Excellent
B	9	Very good
C	7-8	Good
D	6	Satisfactory
E	5	Sufficient
FX, F	1-4	Failed

2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code or city]	Contact details (e-mail, phone)	Website for information
RO ORADEA01	dri@uoradea.ro or llp@uoradea.ro Tel: +40-259-408.183 or +40-259-408.181	http://www.uoradea.ro/Studenti+Erasmus+incoming&structure=3

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

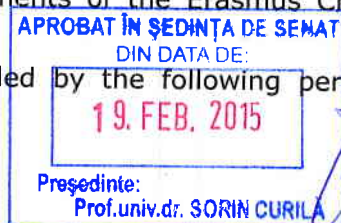
The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code or city]	Contact details (e-mail, phone)	Website for information
RO ORADEA01	dri@uoradea.ro or llp@uoradea.ro Tel: +40-259-408.183 or +40-259-408.181	http://www.uoradea.ro/Studenti+Erasmus+incoming&structure=3

4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:



Institution [Erasmus code or city]	Contact details (e-mail, phone)	Website for information
RO ORADEA01	dri@uoradea.ro or llp@uoradea.ro Tel: +40-259-408.183 or +40-259-408.181	http://www.uoradea.ro/Studenti+Erasmus+incoming&structure=3

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
RO ORADEA01	Prof. Dr. Constantin Bungău Rector		



ANEXA 2

LEARNING AGREEMENT FOR STUDIES

The Student

Last name (s)		First name (s)	
Date of birth		Nationality ¹	
Sex [M/F]		Academic year	20..../20....
Study cycle ²		Subject area, Code ³	
Phone		E-mail	

The Sending Institution

Name		Faculty	
Erasmus code (if applicable)		Department	
Address		Country, Country code ⁴	
Contact person ⁵ name		Contact person e-mail / phone	

The Receiving Institution

Name		Faculty	
Erasmus code (if applicable)		Department	
Address		Country, Country code	
Contact person name		Contact person e-mail / phone	

For guidelines, please look at Annex 1, for end notes please look at Annex 2.



Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Planned period of the mobility: from [month/year] till [month/year]

Table A: Study programme abroad

Component ⁶ code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Semester [autumn / spring] [or term]	Number of ECTS credits to be awarded by the receiving institution upon successful completion
			Total:

Web link to the course catalogue at the receiving institution describing the learning outcomes:

[Web link(s) to be provided.]

Table B: Group of educational components in the student's degree that would normally be completed at the sending institution and which will be replaced by the study abroad
NB no one to one match with Table A is required. Where all credits in Table A are recognised as forming part of the programme at the sending institution without any further conditions being applied, Table B may be completed with a reference to the mobility window (see guidelines).

Component code (if any)	Component title (as indicated in the course catalogue) at the sending institution	Semester [autumn / spring] [or term]	Number of ECTS credits
			Total:

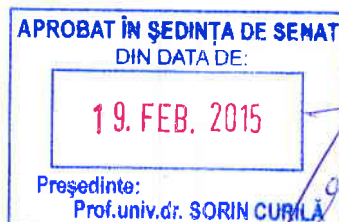
If the student does not complete successfully some educational components, the following provisions will apply:

[Please, specify or provide a web link to the relevant information.]

Language competence of the student

The level of language competence⁷ in [the main language of instruction] that the student already has or agrees to acquire by the start of the study period is:

A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2 ☐



II. RESPONSIBLE PERSONS

Responsible person⁸ in the sending institution:

Name:

Function:

Phone number:

E-mail:

Responsible person⁹ in the receiving institution:

Name:

Function:

Phone number:

E-mail:

III. COMMITMENT OF THE THREE PARTIES

By signing this document, the student, the sending institution and the receiving institution confirm that they approve the proposed Learning Agreement and that they will comply with all the arrangements agreed by all parties. Sending and receiving institutions undertake to apply all the principles of the Erasmus Charter for Higher Education relating to mobility for studies (or the principles agreed in the inter-institutional agreement for institutions located in partner countries).

The receiving institution confirms that the educational components listed in Table A are in line with its course catalogue.

The sending institution commits to recognise all the credits gained at the receiving institution for the successfully completed educational components and to count them towards the student's degree as described in Table B. Any exceptions to this rule are documented in an annex of this Learning Agreement and agreed by all parties.

The student and receiving institution will communicate to the sending institution any problems or changes regarding the proposed mobility programme, responsible persons and/or study period.

The student

Student's signature

Date:

The sending institution

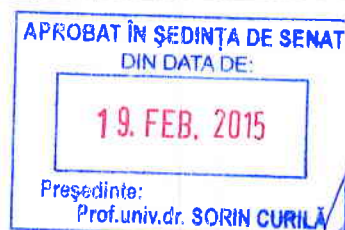
Responsible person's signature

Date:

The receiving institution

Responsible person's signature

Date:



Section to be completed DURING THE MOBILITY

CHANGES TO THE ORIGINAL LEARNING AGREEMENT

I. EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME

Table C: Exceptional changes to study programme abroad or additional components in case of extension of stay abroad

Component code (if any) at the receiving institution	Component title (as indicated in the course catalogue) at the receiving institution	Deleted component <i>[tick if applicable]</i>	Added component <i>[tick if applicable]</i>	Reason for change ¹⁰	Number of ECTS credits to be awarded by the receiving institution upon successful completion of the component
		<input type="checkbox"/>	<input type="checkbox"/>		
		<input type="checkbox"/>	<input type="checkbox"/>		
					Total:

The student, the sending and the receiving institutions confirm that they approve the proposed amendments to the mobility programme.

Approval by e-mail or signature of the student and of the sending and receiving institution responsible persons.

II. CHANGES IN THE RESPONSIBLE PERSON(S), if any:

New responsible person in the sending institution:

Name: _____ Function: _____
Phone number: _____ E-mail: _____

New responsible person in the receiving institution:

Name: _____ Function: _____
Phone number: _____ E-mail: _____



Section to be completed AFTER THE MOBILITY

RECOGNITION OUTCOMES

I. MINIMUM INFORMATION TO INCLUDE IN THE RECEIVING INSTITUTION'S TRANSCRIPT OF RECORDS

Start and end dates of the study period: from [day/month/year] till [day/month/year].

Table E: academic outcomes at receiving institution

Component code (if any)	Component title (as indicated in the course catalogue) at the receiving institution	Was the component successfully completed by the student? [Yes/No]	Number of ECTS credits	Receiving institution grade
			Total:	

[Signature of responsible person in receiving institution and date]

II. MINIMUM INFORMATION TO INCLUDE IN THE SENDING INSTITUTION'S TRANSCRIPT OF RECORDS

Start and end dates of the study period: from [day/month/year] till [day/month/year].

Table F: recognition outcomes at the sending institution

Component code (if any)	Title of recognised component (as indicated in the course catalogue) at the sending institution	Number of ECTS credits	Sending institution grade, if applicable
		Total:	

[Signature of responsible person in sending institution and date]

APROBAT ÎN ȘEDINȚA DE SENAT
DIN DATA DE:
19. FEB. 2015
Președinte:
Prof. univ. dr. SORIN CURILĂ

Annex 1: Guidelines

The purpose of the Learning Agreement is to provide a transparent and efficient preparation of the study period abroad and to ensure that the student will receive recognition in his/her degree for the educational components successfully completed abroad.

It is recommended to use this template. However, if higher education institutions already have an IT system in place to produce the Learning Agreement or the Transcript of Records, they can continue using it. What is important is that all the information requested in this template is provided, no matter in which format, provided that it respects certain requirements outlined in the sections below.

How to use the Learning Agreement:

Before the mobility, it is necessary to fill in page 1 with information on the student, the sending and the receiving institutions and the three parties have to agree on the section to be completed before the mobility (pages 2 and 3). On page 1, all the information mentioned will have to be encoded in the Mobility Tool. Institutions can decide to add more information (e.g. additional contact person in the coordinating institution of a consortium) or to request less in case some of the information is already provided in other documents internal to the institution. However, it should at least include the names of the two institutions, and names and contact details of the student and persons of contact in both the sending and receiving institutions.

The section to be completed **during the mobility** (page 4) should only be used if there are changes in the responsible persons or in case it is necessary to introduce changes to the original mobility programme. This section and the section before mobility (pages 1 to 4) should always be kept together in all communications.

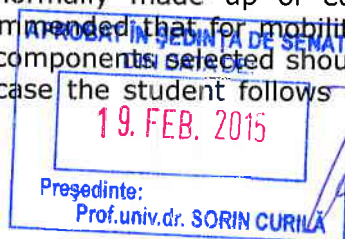
After the mobility, the receiving institution should send a Transcript of Records to the student and the sending institution (page 5). Finally the sending institution should issue a Transcript of Records (page 5) to the student or record the results in a database accessible to the student.

PROPOSED MOBILITY PROGRAMME

The proposed mobility programme includes the indicative start and end months of the agreed study programme that the student will carry out abroad.

The Learning Agreement must include **all the educational components to be carried out by the student** at the receiving institution (in table A) and it must contain as well the group of educational components that will be replaced in his/her degree by the sending institution (in table B) upon successful completion of the study programme abroad. Additional rows can be added as needed to tables A and B. Additional columns can also be added, for example, to specify the study cycle-level of the educational component. The presentation of this document may also be adapted by the institutions according to their specific needs. However, **in every case, the two tables A and B must be kept separated**, i.e. they cannot be merged. The objective is to make clear that there needs to be no one to one correspondence between the courses followed abroad and the ones replaced at the sending institutions. The aim is rather that a group of learning outcomes achieved abroad replaces a group of learning outcomes at the sending institution, without having a one to one correspondence between particular modules or courses.

A normal academic year of full-time study is normally made up of educational components totalling 60 ECTS* credits. It is recommended that for mobility periods shorter than a full academic year, the educational components selected should equate to a roughly proportionate number of credits. In case the student follows additional



educational components beyond those required for his/her degree programme, these additional credits must also be listed in the study programme outlined in table A.

When mobility windows are embedded in the curriculum, it will be enough to fill in table B with a single line as described below:

Component code (if any)	Component title (as indicated in the course catalogue) at the sending institution	Semester [autumn / spring] [or term]	Number of ECTS*
	<i>Mobility window</i>	...	<i>Total: 30</i>

Otherwise, the group of components will be included in Table B as follows:

Component code (if any)	Component title (as indicated in the course catalogue) at the sending institution	Semester [autumn / spring] [or term]	Number of ECTS*
	<i>Course x</i>	...	<i>10</i>
	<i>Module y</i>	...	<i>10</i>
	<i>Laboratory work</i>	...	<i>10</i>
			<i>Total: 30</i>

The sending institution must **fully recognise the number of ECTS* credits contained in table A** if there are no changes to the study programme abroad and the student successfully completes it. Any exception to this rule should be clearly stated in an annex of the Learning Agreement and agreed by all parties. Example of justification for non-recognition: the student has already accumulated the number of credits required for his/her degree and does not need some of the credits gained abroad.

Since the recognition will be granted to a group of components and it does not need to be based on a one to one correspondence between single educational components, the sending institution must foresee which provisions will apply if the student does not successfully complete some of the educational components from his study programme abroad. A web link towards these provisions should be provided in the Learning Agreement.

The student will commit to reach a certain **level of language competence** in the main language of instruction by the start of the study period. The level of the student will be assessed after his/her selection with the Erasmus+ online assessment tool when available (the results will be sent to the sending institution) or else by any other mean to be decided by the sending institution. A recommended level has been agreed between the sending and receiving institutions in the inter-institutional agreement. In case the student would not already have this level when he/she signs the Learning Agreement, he/she commits to reach it with the support to be provided by the sending or receiving institution (either with courses that can be funded by the organisational support grant or with the Erasmus+ online tutored courses).

All parties must **sign the document**; however, it is not compulsory to circulate papers with original signatures, scanned copies of signatures or digital signatures may be accepted, depending on the national legislation.

* In countries where the "ECTS" system it is not in place, in particular for institutions located in partner countries not participating in the Bologna process, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a weblink to an explanation to the system should be added.

CHANGES TO THE ORIGINAL LEARNING AGREEMENT

APROBAT ÎN ȘEDINȚA DE SENAT
— ORDINATE —
19. FEB. 2015
Președinte:
Prof. univ. dr. SORIN CURILĂ

The section to be completed during the mobility is **needed only if changes have to be introduced into the original Learning Agreement**. In that case, the section to be completed before the mobility should be kept unchanged and changes should be described in this section.

Changes to the mobility **study programme** should be exceptional, as the three parties have already agreed on a group of educational components that will be taken abroad, in the light of the course catalogue that the receiving institution has committed to publish well in advance of the mobility periods and to update regularly as ECHE holder. However, introducing changes might be unavoidable due to, for example, timetable conflicts.

Other reasons for a change can be the request for **an extension of the duration** of the mobility programme abroad. Such a request can be made by the student at the latest one month before the foreseen end date.

These **changes to the mobility study programme should be agreed by all parties within four to seven weeks** (after the start of each semester). Any party can request changes within the first two to five-week period after regular classes/educational components have started for a given semester. The exact deadline has to be decided by the institutions. The shorter the planned mobility period, the shorter should be the window for changes. All these changes have to be agreed by the three parties within a two-week period following the request. In case of changes due to an extension of the duration of the mobility period, changes should be made as timely as possible as well.

Changes to the study programme abroad should be listed in table C and, once they are agreed by all parties, the sending institution commits to fully recognise the number of ECTS credits as presented in table C. Any exception to this rule should be documented in an annex of the Learning Agreement and agreed by all parties. Only if the changes described in table C affect the group of educational components in the student's degree (table B) that will be replaced at the sending institution upon successful completion of the study programme abroad, a revised version should be inserted and labelled as "Table D: Revised group of educational components in the student's degree that will be replaced at sending institution". Additional rows and columns can be added as needed to tables C and D.

All parties must confirm that the proposed amendments to the Learning Agreement are approved. For this specific section, original or scanned signatures are not mandatory and an approval by email may be enough. The procedure has to be decided by the sending institution, depending on the national legislation.

RECOGNITION OUTCOMES

The receiving institution commits to provide the sending institution and the student with a **Transcript of Records** within a period stipulated in the inter-institutional agreement and normally not longer than five weeks after publication/proclamation of the student's results at the receiving institution.

The Transcript of Records from the receiving institution will contain at least the minimum information requested in this Learning Agreement template. Table E (or the representation that the institution makes of it) will include all the educational components agreed in table A and, if there were changes to the study programme abroad, in table C. In addition, grade distribution information should be included in the Transcript of Records or attached to it (a web link where this information can be found is enough). The actual start and end dates of the study period will be included according to the following definitions:

- The **start date** of the study period is the first day the student has been present at the receiving institution, for example, for the first course, for a welcoming event organised by the host institution or for language and intercultural courses.

APPROBATED BY THE SENDING INSTITUTION

19. FEB. 2015

Preşedinte:
Prof. univ. dr. SORIN CURILA

LEARNING AGREEMENT FOR TRAINEESHIPS

The Trainee

Last name (s)		First name (s)	
Date of birth		Nationality ¹	
Sex [M/F]		Academic year	20../20..
Study cycle ²		Subject area, Code ³	
Phone		E-mail	

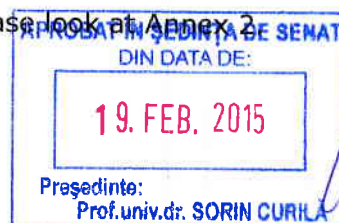
The Sending Institution

Name		Faculty	
Erasmus code (if applicable)		Department	
Address		Country, Country code ⁴	
Contact person name		Contact person E-mail / phone	

The Receiving Organisation/Enterprise

Name Sector ⁵		Department	
Address, website		Country	
Size of enterprise ⁶			
Contact person ⁷ name / position		Contact person e-mail / phone	
Mentor ⁸ name / position		Mentor e-mail / phone	

For guidelines, please look at Annex 1, for end notes please look at Annex 2



Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Planned period of the mobility: from [month/year] till [month/year]
Number of working hours per week: ...
Traineeship title: ...
Detailed programme of the traineeship period...
Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship ...
Monitoring plan ...
Evaluation plan ...

Language competence of the trainee

The level of language competence⁹ in [workplace main language] that the trainee already has or agrees to acquire by the start of the mobility period is:

A1 ☐ A2 ☐ B1 ☐ B2 ☐ C1 ☐ C2 ☐

The sending institution

The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships.

[Please fill in only one of the following boxes depending on whether the traineeship is embedded in the curriculum or is a voluntary traineeship.]

The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:

- Award ECTS credits.
- Give a grade based on: Traineeship certificate ☐ Final report ☐ Interview ☐
- Record the traineeship in the trainee's Transcript of Records.
- Record the traineeship in the trainee's Diploma Supplement (or equivalent).
- Record the traineeship in the trainee's Europass Mobility Document Yes ☐ No ☐

The traineeship is voluntary and upon satisfactory completion of the traineeship, the institution undertakes to:

- Award ECTS credits: Yes ☐ No ☐
If yes, please indicate the number of ECTS credits:
- Give a grade: Yes ☐ No ☐
If yes, please indicate if this will be based on:
Traineeship certificate ☐ Final report ☐ Interview ☐



- Record the traineeship in the trainee's Transcript of Records Yes ☐ No ☐
- Record the traineeship in the trainee's Diploma Supplement (or equivalent), except if the trainee is a recent graduate.
- Record the traineeship in the trainee's Europass Mobility Document Yes ☐ No ☐ *This is recommended if the trainee will be a recent graduate.*

The receiving organisation/enterprise

The trainee will receive a financial support for his/her traineeship: Yes ☐ No ☐
If yes, amount in EUR/month:

The trainee will receive a contribution in kind for his/her traineeship: Yes ☐ No ☐
If yes, please specify:

Is the trainee covered by the accident insurance? Yes ☐ No ☐

If not, please specify whether the trainee is covered by an accident insurance provided by the sending institution: Yes ☐ No ☐

The accident insurance covers:

- accidents during travels made for work purposes: Yes ☐ No ☐
- accidents on the way to work and back from work: Yes ☐ No ☐

Is the trainee covered by a liability insurance? Yes ☐ No ☐

The receiving organisation/enterprise undertakes to ensure that appropriate equipment and support is available to the trainee.

Upon completion of the traineeship, the organisation/enterprise undertakes to issue a Traineeship Certificate by [*maximum 5 weeks after the traineeship*].

II. RESPONSIBLE PERSONS

Responsible person¹⁰ in the sending institution:

Name:

Function:

Phone number:

E-mail:

Responsible person¹¹ in the receiving organisation/enterprise (supervisor):

Name:

Function:

Phone number:

E-mail:

III. COMMITMENT OF THE THREE PARTIES

By signing this document, the trainee, the sending institution and the receiving organisation/enterprise confirm that they approve the proposed Learning Agreement and that they will comply with all the arrangements agreed by all parties.

The trainee and receiving organisation/enterprise will communicate to the sending institution any problem or changes regarding the traineeship period.

The trainee		
Trainee's signature		Date:
The sending institution		
Responsible person's signature		Date:
The receiving organisation/enterprise		
Responsible person's signature		Date:



Section to be completed DURING THE MOBILITY

EXCEPTIONAL MAJOR CHANGES TO THE ORIGINAL LEARNING AGREEMENT

I. EXCEPTIONAL CHANGES TO THE PROPOSED MOBILITY PROGRAMME

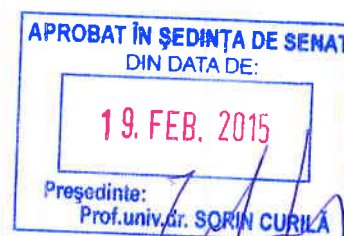
Planned period of the mobility: from [month/year] till [month/year]
Number of working hours per week: ...
Traineeship title: ...
Detailed programme of the traineeship period...
Knowledge, skills and competences to be acquired by the trainee at the end of the traineeship ...
Monitoring plan ...
Evaluation plan ...

The trainee, the sending institution and the receiving organisation/enterprise confirm that the proposed amendments to the mobility programme are approved.

Approval by e-mail or signature from the trainee, the responsible person in the sending institution and the responsible person in the receiving organisation/enterprise.

II. CHANGES IN THE RESPONSIBLE PERSON(S), if any:

New responsible person in the sending institution:	
Name:	Function:
Phone number:	E-mail:
New responsible person in the receiving organisation/enterprise:	
Name:	Function:
Phone number:	E-mail:





Section to be completed AFTER THE MOBILITY

TRAINEESHIP CERTIFICATE

Name of the trainee:

Name of the receiving organisation/enterprise:

Sector of the receiving organisation/enterprise:

Address of the receiving organisation/enterprise [street, city, country, phone, e-mail address], **website:**

Start and end of the traineeship:

from [day/month/year] till [day/month/year]

Traineeship title:

Detailed programme of the traineeship period including tasks carried out by the trainee:

Knowledge, skills (intellectual and practical) and competences acquired (learning outcomes achieved):

Evaluation of the trainee:

Date:

Name and signature of the responsible person at the receiving organisation/enterprise:



Annex 1: Guidelines

The purpose of the Learning Agreement is to provide a transparent and efficient preparation of the traineeship period abroad and to ensure that the trainee will receive recognition for the activities successfully completed abroad.

It is recommended to use this template. However, if the higher education institution already has an IT system in place to produce the Learning Agreement or the Transcript of Records, it can continue using it. The Traineeship Certificate that the receiving organisation/enterprise must issue may have a different format as well. What is important is that all the information requested in this template is provided, no matter in which format

How to use this Learning Agreement:

Before the mobility, it is necessary to fill in page 1 with information on the trainee, the sending institution and the receiving organisation/enterprise and the three parties have to agree on the section to be completed before the mobility (pages 2 and 3).

On page 1, all the information mentioned will have to be encoded in the Mobility Tool. The sending institution can decide to add more information (e.g. additional contact person in the coordinating institution of a consortium) or to request less in case some of the information is already provided in other documents internal to the institution. However, it should at least include the names of the sending institution and the receiving organisation/enterprise and names and contact details of the trainee, the persons of contact and the mentor in the receiving organisation/enterprise.

The section to be completed **during the mobility** (page 4) should only be used if there are changes in the responsible persons or in case it is necessary to introduce changes to the original traineeship programme. This section and the section before mobility (pages 1 to 4) should always be sent together in all communications.

After the mobility, the receiving organisation/enterprise should send a Traineeship Certificate to the student within a maximum of 5 weeks after successful completion of the traineeship (page 5). Finally the sending institution should issue a Transcript of Records if the traineeship is embedded in the curriculum or if it had committed to do so before the mobility (a record of the results in a database accessible to the student is also acceptable).

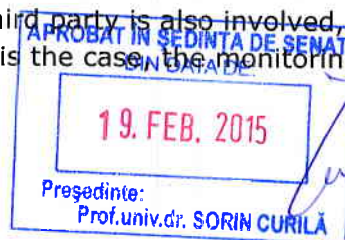
PROPOSED MOBILITY PROGRAMME

The proposed mobility programme includes the indicative start and end months of the agreed traineeship that the student will carry out abroad.

The Learning Agreement must comprise the number of working hours per week and a detailed programme of the traineeship period, including, tasks/deliverables and associated timing to be carried out by the trainee.

In addition, the proposed mobility programme must foresee the knowledge, skills (intellectual and practical) and competences to be acquired by the trainee at the end of the traineeship (learning outcomes).

A monitoring plan will describe how and when the trainee will be monitored during the traineeship by both the sending institution and the receiving organisation/enterprise. It must specify the number of supervision hours and whether a third party is also involved, such as a higher education institution in the receiving country. If it is the case the monitoring plan will



also specify the contact details of the person in charge responsible for the supervision of the trainee in that institution.

Finally, the proposed mobility programme must include an evaluation plan describing the assessment criteria to be used to evaluate the traineeship period. Examples of assessment criteria: academic skills/expertise, analytical skills, initiative, adaptability, communication skills, teamwork skills, decision-making skills, ICT skills, innovative and creative skills, strategic-organisational skills, foreign language skills.

A recommended level of language competence in the main language of work should be agreed with the receiving organisation/enterprise to ensure a proper integration of the trainee in the organisation/enterprise. The trainee will then commit to reach this **level of language competence** by the start of the study period. The level of the trainee will be assessed after his/her selection with the Erasmus+ online assessment tool when available (the results will be sent to the sending institution) or else by any other means to be decided by the sending institution. In case the trainee would not already have this level when signing the Learning Agreement, he/she commits to reach it with the support to be provided by the sending institution (either with courses that can be funded by the organisational support grant or with the Erasmus+ online tutored courses).

The sending institution commits to recognise the learning outcomes of the traineeship upon satisfactory completion of the mobility programme. There are different provisions for traineeships embedded in the curriculum (obligatory traineeships) and for voluntary traineeships.

In the case of traineeships embedded in the curriculum, the sending institution commits to record the traineeship in the trainee's transcript of Records and Diploma Supplement. The sending institution has to specify the number of ECTS credits that will be granted and the modalities for setting the grade. These elements are optional for voluntary traineeships and, recording the grade in the trainee's Europass Mobility Document, is optional for both kinds of traineeships. However, in the case of voluntary traineeships carried out by recent graduates, recording the traineeship in the trainee's Europass Mobility Document is highly recommended.

The trainee must be covered at least by an accident insurance (at least for damages caused to the trainee at the workplace) and by a liability insurance at work (for damages caused by the trainee at the workplace). The receiving organisation/enterprise will commit to grant the trainee a minimum insurance coverage, unless he or she is insured by the sending institution or himself.

The receiving organisation/enterprise will ensure that appropriate equipment and support are available to the trainee and it will specify whether the trainee will receive a financial support and/or a contribution in kind for the traineeship, which are compatible and the Erasmus+ grant.

Finally, upon completion of the traineeship, the organisation/enterprise undertakes to issue a Traineeship Certificate corresponding to the section After the Mobility. This document should be provided within a maximum of 5 weeks after the traineeship to the trainee and to the sending institution.

All parties must **sign the section before the mobility**; however, it is not compulsory to circulate papers with original signatures, scanned copies of signatures or digital signatures may be accepted, depending on the national legislation.



CHANGES TO THE ORIGINAL LEARNING AGREEMENT

The section to be completed during the mobility is **needed only if changes have to be introduced into the original Learning Agreement**. In that case, the section to be completed before the mobility should be kept unchanged and changes should be described in this section.

When changes to the **mobility programme** arise, they should be agreed as soon as possible with the sending institution.

In case the change concerns **an extension of the duration** of the mobility programme abroad, the request can be made by the trainee at the latest one month before the foreseen end date.

All parties must confirm that the proposed amendments to the Learning Agreement are approved. For this specific section, original or scanned signatures are not mandatory and an approval by email may be enough. The procedure has to be decided by the sending institution, depending on the national legislation.

TRAINEESHIP CERTIFICATE

Upon completion of the traineeship, the receiving organisation/enterprise commits to provide to the sending institution and to the trainee a **Traineeship Certificate** within a period agreed in the section before the mobility, which will be of a maximum 5 weeks after completion of the traineeship.

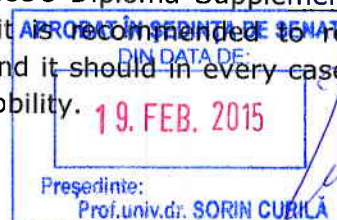
The Traineeship Certificate will contain all the elements that are requested in page 5. The actual start and end dates of the traineeship programme must be included according to the following definitions:

- The **start date** of the traineeship period is the first day the trainee has been present at the enterprise to carry out his/her traineeship. It can be the first day of work, or of a welcoming event organised by the receiving organisation/enterprise or of language and intercultural courses.
- The **end date** of the traineeship period is the last day the trainee has been present at the receiving enterprise to carry out his/her traineeship (and not his actual date of departure).

Following the receipt of the Traineeship Certificate, the sending institution commits to issue a **Transcript of Records** if the traineeship was embedded in the curriculum or if it had committed to do so before the mobility. The sending institution will provide to the trainee the Transcript of Records normally within five weeks and without further requirements than those agreed upon before the mobility. Therefore, when it was foreseen to recognise the traineeship with a certain number of ECTS, there should not be further requirements in this regard; however, the trainee may have to write a final report or undergo an interview only for the purposes of setting a grade (if it was initially requested in the Learning Agreement).

The Transcript of Records will contain at least the information that the sending institution committed to provide before the mobility in the Learning Agreement (a record of it in a database accessible to the student is also acceptable).

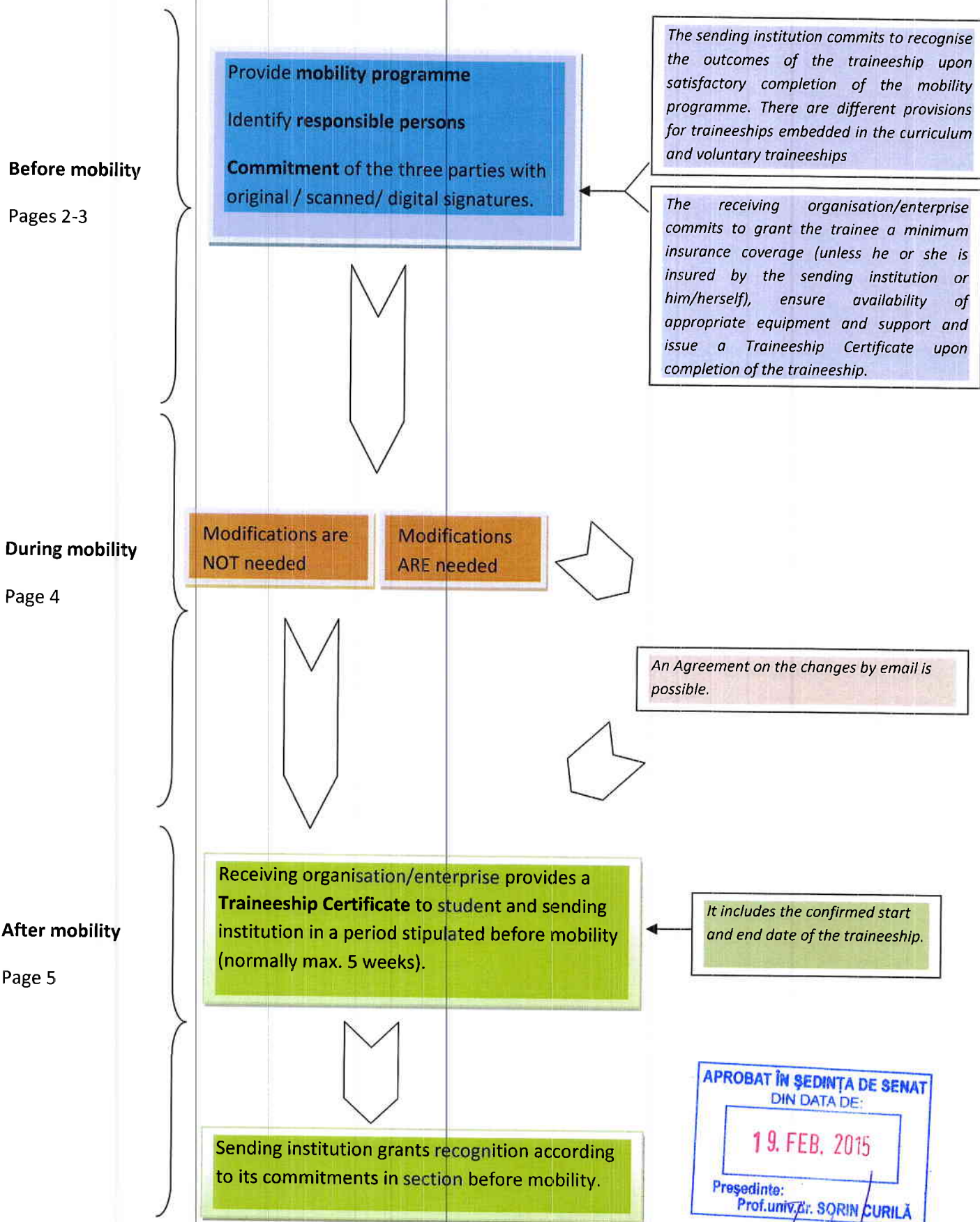
In addition, the traineeship will be recorded in the trainee's Diploma Supplement, except when the trainee is a recent graduate. In that case, it is recommended to record the traineeship in the trainee's Europass Mobility Document and it should in every case be done if the sending institution committed to do so before the mobility.





Steps to fill in the Learning Agreement for Traineeships

Page 1 – Information on the student and the sending and receiving organisation/enterprise



Annex 2: End notes

- ¹ **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.
- ² **Study cycle:** Short cycle (EQF level 5) / bachelor or equivalent first cycle (EQF level 6) / master or equivalent second cycle (EQF level 7) / doctorate or equivalent third cycle (EQF level 8) – for recent graduates, specify the latest study cycle.
- ³ The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at http://ec.europa.eu/education/tools/isced-f_en.htm should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the trainee by the sending institution.
- ⁴ **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.
- ⁵ The list of top-level **NACE sector codes** is available at: http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNm=NACE_REV2&StrLanguageCode=EN.
- ⁶ The size of the enterprise could be, for instance, 1-50 / 51-500 / more than 500 employees.
- ⁷ **Contact person:** a person who can provide administrative information within the framework of Erasmus traineeships.
- ⁸ **Mentor:** the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the enterprise (culture of the enterprise, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.
- ⁹ For the Common European Framework of Reference for Languages (**CEFR**) see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>
- ¹⁰ **Responsible person in the sending institution:** this person is responsible for signing the Learning Agreement, amending it if needed and recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the Learning Agreement.
- ¹¹ **Responsible person in the receiving organisation (supervisor):** this person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate.





Erasmus+

Higher Education
Mobility Agreement form
Participant's name

STAFF MOBILITY FOR TEACHING MOBILITY AGREEMENT

The Teacher

Last name (s)		First name (s)	
Seniority ¹		Nationality ²	
Sex [M/F]		Academic year	20../20..
E-mail			

The Sending Institution/Enterprise

Name		Size of enterprise ³ (if applicable)	
Erasmus code (if applicable)		Department/unit	
Address		Country/ Country code ⁴	
Contact person name and position		Contact person e-mail / phone	
Type of enterprise: NACE code ⁵ (if applicable)			

The Receiving Institution

Name		Department/unit	
Erasmus code (if applicable)			
Address		Country/ Country code	
Contact person name and position		Contact person e-mail / phone	

APROBAT ÎN ȘEDINȚA DE SENAT
DIN DATA DE:
19. FEB. 2015
Președinte:
Prof. univ. dr. SORIN CĂRILĂ

For guidelines, please look at the end notes on page 3.



Higher Education
Mobility Agreement form
Participant's name

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Planned period of the teaching activity: from [day/month/year] till [day/month/year]

Duration (days):

☐ Additional day for travel needed directly before the first day of the activity abroad

☐ Additional day for travel needed directly following the last day of the activity abroad

Subject field⁶:

Level: Short cycle (EQF level 5) ☐; Bachelor or equivalent first cycle (EQF level 6) ☐; Master or equivalent second cycle (EQF level 7) ☐; Doctoral or equivalent third cycle (EQF level 8) ☐

Number of students at the receiving institution benefiting from the teaching programme:

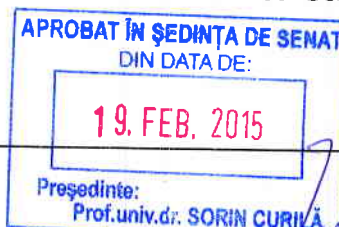
Number of teaching hours:

Overall objectives of the mobility:

Added value of the mobility (both for the institutions involved and for the teacher):

Content of the teaching programme:

Expected outcomes and impact (not limited to the number of students concerned):





Higher Education
Mobility Agreement form
Participant's name

II. COMMITMENT OF THE THREE PARTIES

By signing⁷ this document, the teacher, the sending institution/enterprise and the receiving institution confirm that they approve the proposed mobility agreement.

The sending higher education institution supports the staff mobility as part of its modernisation and internationalisation strategy and will recognise it as a component in any evaluation or assessment of the teacher.

The teacher will share his/her experience, in particular its impact on his/her professional development and on the sending higher education institution, as a source of inspiration to others.

The teacher and receiving institution will communicate to the sending institution/enterprise any problems or changes regarding the proposed mobility programme or mobility period.

The teacher	
Name:	
Signature:	Date:
The sending institution/enterprise	
Name of the responsible person:	
Signature:	Date:
The receiving institution	
Name of the responsible person:	
Signature:	Date:

¹ **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).

² **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

³ **Size:** according to the number of staff, the enterprise should be defined as small (1-50), medium (51-250) or large (>251).

⁴ **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

⁵ The top-level NACE sector codes available at http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN

⁶ The [ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at http://ec.europa.eu/education/tools/isced-f_en.htm should be used to find the ISCED 2013 detailed field of education and training of the subject taught.

⁷ Circulating papers with original signatures is not compulsory. Scanned copies of signatures or digital signatures may be accepted, depending on the national legislation.





Higher Education
Mobility Agreement form
Participant's name

STAFF MOBILITY FOR TRAINING MOBILITY AGREEMENT

The Staff Member

Last name		First name	
Seniority ¹		Nationality ²	
Sex [M/F]		Academic year	20../20..
E-mail			

The Sending Institution

Name		Department/unit	
Erasmus code (if applicable)			
Address		Country/ Country code ³	
Contact person name and position		Contact person e-mail / phone	

The Receiving Institution / Enterprise

Name		Size of enterprise ⁴ (if applicable)	
Erasmus code (if applicable)		Department/unit	
Address		Country/ Country code	
Contact person, name and position		Contact person e-mail / phone	
Type of enterprise: NACE code ⁵ (if applicable)			

For guidelines, please look at the end notes on page 3.





Erasmus+

Higher Education
Mobility Agreement form
Participant's name

Section to be completed BEFORE THE MOBILITY

I. PROPOSED MOBILITY PROGRAMME

Planned period of the training activity: from [day/month/year] till [day/month/year]

- ☐ Additional day for travel needed directly before the first day of the activity abroad
- ☐ Additional day for travel needed directly following the last day of the activity abroad

Overall objectives of the mobility:	
Added value of the mobility (both for the institutions involved and for the staff member):	
Activities to be carried out	
Expected outcomes and impact:	

II. COMMITMENT OF THE THREE PARTIES

By signing⁶ this document, the staff member, the sending institution and the receiving institution/enterprise confirm that they approve the proposed mobility agreement.

The sending higher education institution supports the staff mobility as part of its modernisation and internationalisation strategy and will recognise it as a component in any evaluation or assessment of the staff member.

The staff member will share his/her experience, in particular its impact on his/her professional development and on the sending higher education institution, as a source of inspiration to others.

The staff member and receiving institution/enterprise will communicate to the sending institution any problems or changes regarding the proposed mobility programme or mobility period.

The staff member	
Name:	
Signature:	Date:
The sending institution/enterprise	
Name of the responsible person:	
Signature:	Date:
The receiving institution	
Name of the responsible person:	
Signature:	Date:





**Higher Education
Mobility Agreement form**
Participant's name

¹ **Seniority:** Junior (approx. < 10 years of experience), Intermediate (approx. > 10 and < 20 years of experience) or Senior (approx. > 20 years of experience).

² **Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

³ **Country code:** ISO 3166-2 country codes available at: <https://www.iso.org/obp/ui/#search>.

⁴ **Size:** according to the number of staff, the enterprise should be defined as small (1-50), medium (51-250) or large (>251).

⁵ The top-level NACE sector codes available at http://ec.europa.eu/eurostat/ramon/nomenclatures/index.cfm?TargetUrl=LST_NOM_DTL&StrNom=NACE_REV2&StrLanguageCode=EN

⁶ Circulating papers with original signatures is not compulsory. Scanned copies of signatures or digital signatures may be accepted, depending on the national legislation.



- Numărul beneficiarilor de la Universitatea din Oradea:
- Grupul țintă:
- Număr mobilități/an în funcție de destinație:
.....
- Valoarea totală a proiectului: Euro/Lei
- Valoarea totală a proiectului aferentă Universității din Oradea:
Euro/Lei
- Cofinanțarea în valoare de Euro/Lei va fi asigurată din următoarele surse:
 -
 -
- Alte aspecte relevante privind schema financiară a proiectului
 -
 -
- Membrii echipei proiectului și datele lor de contact:
 -
 -
 -
 -
 -
 -
 -
 -
- Responsabilul proiectului și datele de contact:
 -

Decan / Director,

Director proiect,

**Director economic,
Ec. Crina Gherlea**



Universitatea din Oradea

Facultatea/Departamentul

Nr. din

Nr. DRI din

Fișa proiectului cu titlul

.....

- Tipul proiectului:
- Acțiunea:
- Domeniul proiectului:
- Instituția coordonatoare:
- Parteneri:
 -
 -
 -
- Acronimul proiectului:
- Numărul de referință al proiectului:
- Număr contract¹:
- Perioada de implementare:
- Obiectivele proiectului sunt:
 -
 -
 -
- Beneficiarii proiectului:
 - Numărul total al beneficiarilor:

¹ Se va completa în cazul contractării.

