



UNIVERSITATEA "BOGDAN VODĂ" DIN CLUJ-NAPOCA

REGULAMENT PRIVIND ORGANIZAREA ȘI RECUNOAȘTEREA MOBILITĂȚILOR INTERNAȚIONALE ÎN BAZA PROGRAMULUI ERASMUS+

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Preambul. Prezentare generală. Obiective

Erasmus+ este programul UE în domeniile educației, formării, tineretului și sportului. Educația, formarea, tineretul și sportul sunt domenii-cheie care sprijină cetățenii în dezvoltarea lor personală și profesională. Educația și formarea de înaltă calitate, favorabile incluziunii, precum și învățarea informală și nonformală conferă, în ultimă instanță, tinerilor și participanților de toate vârstele calificările și competențele necesare pentru participarea lor semnificativă la societatea democratică, pentru înțelegerea interculturală și pentru tranziția de succes pe piața muncii. Erasmus+ își consolidează eforturile în vederea multiplicării oportunităților oferite unui număr mai mare de participanți și unei varietăți mai mari de organizații, axându-se pe impactul său calitativ și contribuind la crearea unor societăți mai favorabile incluziunii și cu un nivel mai mare de coeziune, mai ecologice și mai pregătite din punct de vedere digital.

Obiectivul general al programului este de a sprijini, prin învățarea pe tot parcursul vieții, dezvoltarea educațională, personală și profesională a persoanelor care își desfășoară activitatea în domeniul educației, formării, tineretului și sportului, atât în Europa, cât și în afara ei, contribuind astfel la o creștere economică durabilă, la crearea de locuri de muncă de calitate, la coeziunea socială, la stimularea inovării și la consolidarea identității europene și a cetățeniei active. Programul reprezintă astfel un instrument esențial pentru instituirea unui spațiu european al educației, pentru sprijinirea implementării cooperării strategice europene în domeniul educației și formării, cu agendele sectoriale aferente.

Programul are următoarele obiective specifice:

- a) să promoveze mobilitatea persoanelor și a grupurilor în scopul învățării, precum și cooperarea, calitatea, incluziunea și echitatea, excelența, creativitatea și inovarea la nivelul organizațiilor și al politicilor din domeniul educației și formării;
- b) să promoveze mobilitatea în scopul învățării nonformale și informale, participarea activă a tinerilor, precum și cooperarea, calitatea, incluziunea, creativitatea și inovarea la nivelul organizațiilor și al politicilor din domeniul tineretului;
- c) să promoveze mobilitatea personalului din domeniul sportului în scopul învățării, precum și cooperarea, calitatea, incluziunea, creativitatea și inovarea la nivelul organizațiilor sportive și al politicilor din domeniul sportului.

I. Dispoziții generale

Art.1. Prezentul regulament reglementează recunoașterea perioadelor de studii/plasament efectuate de studenții Universității “Bogdan Vodă” din Cluj-Napoca la instituții de învățământ superior din străinătate, în baza acordurilor bilaterale încheiate în prealabil cu acestea și cu respectarea prevederilor Cartei Erasmus.

Art.2. Pe durata mobilităților de studii și/sau de plasament studentul rămâne înmatriculat la Universității „Bogdan Vodă” din Cluj-Napoca, își îndeplinește obligațiile față de UBV și își păstrează beneficiile (plătește taxa de studii și primește bursa socială/ de studii, dacă este cazul).

Art.3. Recunoașterea respectivei perioade de studiu/plasament trebuie să-i permită studentului, la întoarcere, reluarea studiilor și recunoașterea rezultatelor obținute în instituția parteneră, conform acordurilor și contractelor încheiate.

II. Responsabilități

Art.4. La nivelul facultății, autoritatea competentă în privința stabilirii acordurilor individuale de studii și de practică (Learning Agreement, Training Agreement) și a recunoașterii academice este reprezentată de Comisia de echivalare a creditelor pe facultate din care fac parte Decanul facultății, Coordonatorul Erasmus pe facultate și coordonatorul programului de studii pe care îl parcurge studentul în facultate.

Art.5. La nivelul Universității, autoritatea competentă care semnează Contractul de studii/plasament este reprezentată de Rectorul Universității sau de Coordonatorul Instituțional care va fi anunțat la începutul fiecărui an universitar.

III. Programul de studii

Art.6. Toate mobilitățile Erasmus+ se desfășoară, pe baza unui acord de studii (Learning Agreement) sau a unui acord de practică (Training Agreement).

Art.7. Înaintea începerii mobilității, studentul va încheia un acord de studii (Learning Agreement) sau un acord de plasament (Training Agreement) care va detalia conținutul curriculei universitare

și durata programului pe care va trebui să îl urmeze. Acesta este un acord tripartit, încheiat între student, Universitatea „Bogdan Vodă” din Cluj-Napoca și universitatea de destinație.

Art.8. În acordul de studii/practică se consemnează cursurile/activitățile practice pe care:

- a) studentul se obligă să le urmeze și să le promoveze;
- b) universitatea gazdă se obligă să le ofere studentului;
- c) Universitatea „Bogdan Vodă” din Cluj-Napoca se obligă să le recunoască la întoarcerea studentului.

Art. 9. Coordonatorul Erasmus al facultății/departamentului va trimite lista cu numele studenților selectați către parteneri. Nominalizările se vor face urmărindu-se respectarea termenelor limită precizate de parteneri în acordurile bilaterale. După confirmarea primirii listelor de către parteneri, studenții împreună cu Coordonatorul Erasmus+ de la nivelul facultății/departamentului vor completa formularele de mobilitate Learning Agreement for studies (Anexa 1 din procedură), Learning Agreement for traineeships (Anexa 2 din procedură) cu ajutorul ghidurilor de completare: Guidelines on how to use the Learning Agreement for Studies (Anexa 3 din procedură) și Guidelines on how to use the Learning Agreement for Traineeships (Anexa 4 din procedură).

IV. Criterii de eligibilitate

Art. 10. În cadrul Universității „Bogdan Vodă” din Cluj-Napoca, selecția studenților pentru mobilitate Erasmus+ de studiu și/sau plasament se realizează ținând de cont de următoarele criterii de eligibilitate:

- (1) candidatul este student înmatriculat la UBV;
- (2) candidatul nu a beneficiat anterior de o mobilitate Erasmus (cu sau fără sprijin financiar) care să depășească 12 luni pe ciclul de studii: licență sau masterat.
- (3) candidatul deține un certificat de competențe lingvistice corespunzător mobilității pentru care aplică
- (4) în anul de mobilitate, candidatul trebuie să fie înmatriculat în anii de studii II-IV pentru mobilitățile de studiu și/sau plasament, pentru studiile de licență, sau în orice an la nivel de masterat.

Art. 11. Concursul de selecție al studenților Erasmus+ se organizează pe baza prevederilor prezentului Regulament și a **Procedurii privind selecția și evaluarea studenților, organizarea și derularea mobilităților în cadrul programului Erasmus+** care cuprinde: înscrierea studenților și evaluarea candidaților și, implicit, clasificarea acestora; calculul indicatorilor criteriali de evaluare la nivel de universitate; nominalizarea studenților Erasmus+, organizarea și derularea mobilităților și alte anexe esențiale.

V. Mobilitatea studenților către UBV în baza acordurilor-interinstituționale Erasmus+

Art 12. Acordurile inter-instituționale stabilesc condițiile de desfășurare a mobilităților între UBV și instituția parteneră: tipul mobilității, durata mobilității, numărul de mobilități, domeniul de studiu etc.

Art. 13. Organizarea mobilităților sunt sarcini care le revin coordonatorilor facultăților/departamentelor și se rezolvă până la începutul lunii martie pentru mobilitățile organizate cu începere din semestrul I al anului universitar următor și până în octombrie pentru mobilitățile ce se vor derula pe parcursul semestrului al II-lea al anului universitar în curs.

Art 14. În fiecare acord inter-instituțional se precizează numele persoanelor de contact din cadrul UBV: Coordonatorul instituțional al Erasmus+ de la nivelul facultății/departamentului,

Art. Acordurile Erasmus+ au în vedere:

(1) compatibilitatea programelor de studiu; perioadele de mobilitate acceptate de instituția parteneră; facilitățile acordate Studenților Erasmus+ de instituția parteneră.

(2) Mobilitățile de studiu pot fi de două tipuri, în funcție de activitatea desfășurată de către Student la instituția parteneră, și anume:

(2.1)– instruire (participarea la cursuri, seminarii, laboratoare și forme de verificare prevăzute în planurile de învățământ ale instituției parteneră, care au recunoaștere completă la UPB);

(2.2.)– stagiul pentru elaborarea proiectului de diplomă sau de disertație.

VI. Recunoașterea creditelor

Art.15. Universitatea „Bogdan Vodă” din Cluj-Napoca se obligă să recunoască în integritate și automat perioada de studiu sau de plasament din cadrul programului Erasmus+ efectuată. Recunoașterea academică totală înseamnă că perioada de studii în străinătate (incluzând examinări și alte forme de evaluare) înlocuiește o perioadă comparabilă de studii la UBV (incluzând examinări și alte forme de evaluare), deși conținutul programului de studiu poate fi diferit.

Art.16. Studentului i se vor recunoaște automat toate creditele obținute la universitatea parteneră, conform listei de discipline din acordul de studii (Learning Agreement) și a rezultatelor menționate în foaia matricolă eliberată în universitatea parteneră (Transcript of Records).

Art.17. Certificarea acestui transfer de credite se va face de către Decanul facultății din cadrul Universității „Bogdan-Vodă” care a semnat contractele de studii.

Art.18. Pentru completarea programului de studiu (Learning Agreement), studentul poate alege materii din orice an de studiu din universitatea parteneră pentru a atinge numărul de credite menționat în contractul de studiu și/sau plasament.

Art.19. Echivalarea notelor se face pe baza competențelor acumulate, în conformitate cu curricula parcursă și nu în funcție de denumirea disciplinelor, descrise în grila de echivalare a notelor, prezentate în anexă.

Art.20. Echivalarea notelor se face de către Comisia de echivalare a creditelor din fiecare facultate și este aprobată de către Decan. Baza de recunoaștere o constituie:

- a) acordul de studii/formare profesională (Learning Agreement/Training Agreement);
- b) foaia matricolă (Transcript of Records);
- c) certificatul emis de către organizația gazdă care confirmă îndeplinirea programului de formare profesională și rezultatele obținute;
- d) grila de echivalare a notelor, conform regulilor de conversie a notelor prevăzute în legislația națională

Art.21. În cazul în care perioadele de studiu au fost efectuate în semestrul II, studentul Erasmus are dreptul, în baza unei proceduri specifice de reclasificare, nediscriminatorie, să

sustină eventualele examene nepromovate ca urmare a participării la Programul Erasmus în anul universitar următor, fără ca acest lucru să afecteze statutul de student integralist.

Art.22. Examenele la disciplinele care nu fac obiectul acordului de studii/plasament aferent mobilității Erasmus, precum și examenele nepromovate în cadrul perioadei de stagiu Erasmus și care reprezintă un quantum al creditelor peste numărul convenit prin acord, se susțin la Universitatea „Bogdan Vodă” din Cluj, în timpul sesiunilor de examene aprobate la nivelul universității.

În cazul examenelor nepromovate la universitatea gazdă în perioada mobilității, la nivelul facultății se va emite o hotărâre a Consiliului Facultății conform căreia examenele din cadrul planului de învățământ susținute la UBV vor fi recunoscute ca promovate la universitatea unde s-a desfășurat mobilitatea de studiu.

Art.23. Se pot organiza sesiuni speciale de examene în cazul în care studenții se află în situația de a nu putea participa la sesiunile de examene aprobate la nivelul universității, ca urmare a participării la stagiul Erasmus+, cu excepția examenelor de licență și disertație.

Art. 24. Respectarea de către student a programului de studiu convenit trebuie să conducă la recunoașterea rezultatelor profesionale (credite, note, discipline promovate).

VII. Dispoziții finale

Art.27. În suplimentul la diplomă al studenților participanți la mobilități Erasmus se înscriu: rezultatele profesionale obținute în perioada recunoscută, mențiuni privind instituția gazdă și durata studiilor.

Art. 28. Rezolvarea eventualelor situații neprevăzute se face de către o comisie organizată la nivel de Universitate, desemnată de către Senatul UBV, regulamentul putând fi actualizat în fiecare an în funcție de schimbarea condițiilor generale Erasmus+

Art. 29. La începutul fiecărui semestru, facultățile implicate înaintează Agenției Naționale pentru Programe Comunitare, după caz, un tabel cu situația nominală a tuturor studenților Erasmus cu echivalarea studiilor corespunzătoare semestrului/anului anterior și a deciziei facultății/departamentului referitoare la recunoașterea creditelor obținute în cadrul UBV.

Art. 30. Universitatea „Bogdan Vodă” din Cluj-Napoca se angajează să ofere condiții de

cazare și condiții de perfecționare profesională în baza programelor de studii pe care le promovează și se angajează să încheie acorduri bilaterale Erasmus+ din care să rezulte colaborări pe termen lung, asigurând deschiderea la orice fel de inițiativă din partea universităților internaționale implicate în programul Erasmus+ care doresc să trimită studenți în cadrul programului de mobilitate.

Prezentul Regulament a fost aprobat în ședința Senatului UBV din Cluj-Napoca, din data de 01.10.2021.

RECTOR
Prof.univ.dr. Mohammad JARADAT



Student	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education ³
Sending Institution	Name	Faculty/Department	Erasmus code⁴ (if applicable)	Address	Country	Contact person name⁵; email; phone	
Receiving Institution	Name	Faculty/ Department	Erasmus code (if applicable)	Address	Country	Contact person name; email; phone	

Before the mobility

Study Programme at the Receiving Institution				
Planned period of the mobility: from [month/year] to [month/year]				
Table A Before the mobility	Component⁶ code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue⁷)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent)⁸ 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: <i>[web link to the relevant information]</i>				

The level of language competence ⁹ in _____ <i>[indicate here the main language of instruction]</i> that the student already has or agrees to acquire by the start of the study period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>

Recognition at the Sending Institution				
Table B Before the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution
				Total: ...
Provisions applying if the student does not complete successfully some educational components: <i>[web link to the relevant information]</i>				

Commitment					
By signing this document, the student, the Sending Institution and the Receiving Institution confirm that they approve the 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 Beneficiary Institution and the student should also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed in Table A are in line with its course catalogue and should be available to the student. The Sending Institution commits to recognise all the credits or equivalent units 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 the Receiving Institution will communicate to the Sending Institution any problems or changes regarding the study programme, responsible persons and/or study period.					
Commitment	Name	Email	Position	Date	Signature
Student			<i>Student</i>		
Responsible person ¹⁰ at the Sending Institution					
Responsible person at the Receiving Institution ¹¹					

- 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).
- ³ **Field of education:** 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 student by the Sending Institution.
- ⁴ **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.
- ⁵ **Contact person:** person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or works at the international relations office or equivalent body within the institution.
- ⁶ An "**educational component**" is a self-contained and formal structured learning experience that features learning outcomes, credits and forms of assessment. Examples of educational components are: a course, module, seminar, laboratory work, practical work, preparation/research for a thesis, mobility window or free electives.
- ⁷ **Course catalogue:** detailed, user-friendly and up-to-date information on the institution's learning environment that should be available to students before the mobility period and throughout their studies to enable them to make the right choices and use their time most efficiently. The information concerns, for example, the qualifications offered, the learning, teaching and assessment procedures, the level of programmes, the individual educational components and the learning resources. The Course Catalogue should include the names of people to contact, with information about how, when and where to contact them.
- ⁸ **ECTS credits (or equivalent):** in countries where the "ECTS" system is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in the relevant tables by the name of the equivalent system that is used, and a web link to an explanation to the system should be added.
- ⁹ **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>
- ¹⁰ **Responsible person at the Sending Institution:** an academic who has the authority to approve the Learning Agreement, to exceptionally amend it when it is needed, as well as to guarantee full recognition of such programme on behalf of the responsible academic body. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
- ¹¹ **Responsible person at the Receiving Institution:** the name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
- ¹² **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

<i>Reasons for deleting a component</i>	<i>Reason for adding a component</i>
1. Previously selected educational component is not available at the Receiving Institution	5. Substituting a deleted component
2. Component is in a different language than previously specified in the course catalogue	6. Extending the mobility period
3. Timetable conflict	7. Other (please specify)
4. Other (please specify)	



Trainee	Last name(s)	First name(s)	Date of birth	Nationality ¹	Sex [M/F]	Study cycle ²	Field of education ³
Sending Institution	Name	Faculty/ Department	Erasmus code ⁴ (if applicable)	Address	Country	Contact person name ⁵ ; email; phone	
Receiving Organisation /Enterprise	Name	Department	Address; website	Country	Size <input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees	Contact person ⁶ name; position; e-mail; phone	Mentor ⁷ name; position; e-mail; phone

Before the mobility

<p>Table A - Traineeship Programme at the Receiving Organisation/Enterprise</p> <p>Planned period of the mobility: from [month/year] to [month/year]</p>	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship:	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	

The level of language competence ⁸ in _____ [indicate here the main language of work] that the trainee already has or agrees to acquire by the start of the mobility period is: A1 <input type="checkbox"/> A2 <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C1 <input type="checkbox"/> C2 <input type="checkbox"/> Native speaker <input type="checkbox"/>

<p>Table B - Sending Institution</p> <p>Please use only one of the following three boxes:⁹</p>	
1. The traineeship is embedded in the curriculum and upon satisfactory completion of the traineeship, the institution undertakes to:	
Award ECTS credits (or equivalent) ¹⁰	Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	
2. The traineeship is voluntary and, upon satisfactory completion of the traineeship, the institution undertakes to:	
Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits:
Give a grade: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate if this will be based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	
3. The traineeship is carried out by a recent graduate and, upon satisfactory completion of the traineeship, the institution undertakes to:	
Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits:
Record the traineeship in the trainee's Europass Mobility Document (<i>highly recommended</i>): Yes <input type="checkbox"/> No <input type="checkbox"/>	
Accident insurance for the trainee	
The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>

The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes No

Table C - Receiving Organisation/Enterprise

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes No If yes, amount (EUR/month):

The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes No
If yes, please specify:

The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
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The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution):
Yes No

The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.

Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.

By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the 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 Sending Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships (or the principles agreed in the partnership agreement for institutions located in Partner Countries).

Commitment	Name	Email	Position	Date	Signature
Trainee			<i>Trainee</i>		
Responsible person ¹¹ at the Sending Institution					
Supervisor ¹² at the Receiving Organisation					

During the Mobility

Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise

(to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Organisation/Enterprise)

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

Traineeship title: ...

Number of working hours per week: ...

Detailed programme of the traineeship period:

Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):

Monitoring plan:

Evaluation plan:

After the Mobility

<i>Table D - Traineeship Certificate by the Receiving Organisation/Enterprise</i>
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 date and end date of traineeship: from [day/month/year] to [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 (achieved Learning Outcomes):
Evaluation of the trainee:
Date:
Name and signature of the Supervisor at the Receiving Organisation/Enterprise:

-
- 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).
- ³ **Field of education:** 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 **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.
- ⁵ **Contact person at the sending institution:** a person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or will work at the international relations office or equivalent body within the institution.
- ⁶ **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.
- ⁷ **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.
- ⁸ **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>
- ⁹ **There are three different provisions for traineeships:**
1. Traineeships embedded in the curriculum (counting towards the degree);
 2. Voluntary traineeships (not obligatory for the degree);
 3. Traineeships for recent graduates.
- ¹⁰ **ECTS credits or equivalent:** 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 web link to an explanation to the system should be added.
- ¹¹ **Responsible person at 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. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.
- ¹² **Supervisor at the Receiving Organisation:** this person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate. The name and email of the Supervisor must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

Guidelines on how to use the Learning Agreement for Studies

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.

This template is applicable to Erasmus+ mobility for studies between Programme Countries (KA1), between Programme and Partner Countries (KA1), and for Higher Education Capacity Building projects involving Partner Countries (KA2). 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, provided that all the minimum requirements listed in this document are made available. Further fields can be added, if needed (e.g. information on the coordinator of a consortium), and the format (e.g. font size and colours) can be adapted.

BEFORE THE MOBILITY

Administrative data

Before the mobility, it is necessary to fill in page 1 with information on the student, the Sending and the Receiving Institutions. The three parties have to agree on this section to be completed before the mobility.

In case some administrative data is already available to the three parties, there is no need to repeat it in this template.

On page 1, most of the information related to the student, Sending and Receiving Institutions will have to be encoded in the Mobility Tool+ (for Capacity Building projects, in the EACEA Mobility Tool).

Educational components (Tables A and B)

The study 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. It is necessary to fill in Tables A and B thoroughly before the mobility. Additional rows and columns can be added as needed. However, the two Tables A and B must be kept separated. The objective is to make clear that there is no need to have one-to-one correspondence between the components followed abroad and the ones replaced at the Sending Institution. The aim is rather that a group of learning outcomes achieved abroad replaces a group of learning outcomes at the Sending Institution.

In countries belonging to the European Higher Education Area (EHEA) an 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 (or equivalent units in countries outside the EHEA). In case the student follows additional educational components beyond those required for his/her degree programme, these additional credits (or equivalent) must also be listed in the study programme outlined in Table A.

The Sending Institution should indicate in Table B the group of educational components counting towards the student's degree that would normally be completed at the Sending Institution and which will be replaced by the Study Programme at the Receiving Institution. The total number of ECTS credits (or equivalent) in Table B should correspond to the total number of ECTS credits (or equivalent) contained in Table A. 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 a discrepancy in the total number of ECTS credits (or equivalent) between Table A and Table B: the student has already accumulated the number of credits required for his/her degree and does not need some of the credits gained abroad.

The group of components can be included in Table B as follows:

<i>Recognition at the Sending Institution</i>				
Table B Before the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; ter	Number of ECTS credits (or equivalent) to be recognised the Sending Institution
		<i>Course X</i>	...	<i>10</i>
		<i>Module Y</i>	...	<i>10</i>
		<i>Laboratory Work</i>	...	<i>10</i>
				Total: 30

The European Commission encourages institutions to embed **mobility windows**¹ in their curricula. Where all credits in Table A are automatically recognised as forming part of the programme at the Sending Institution, typically in the case of **mobility windows**, Table B is **simplified** and reduced to one single line, as described below:

<i>Recognition at the Sending Institution</i>				
Table B Before the mobility	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Semester [e.g. autumn/spring; ter	Number of ECTS credits (or equivalent) to be recognised the Sending Institution
			<i>Mobility window</i>	...

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, by providing a web link.

Language competence

A recommended level in the main language of instruction has been agreed between the Sending and Receiving Institutions in their Inter-Institutional Agreement. The Sending Institution is responsible for providing support to its selected candidates so that they can have the recommended language skills at the start of the study period.

The level of language competence in the main language of instruction, which the student already has or agrees to acquire by the start of the study period, has to be reported in the box provided for that purpose in the Learning Agreement for Studies or, alternatively, in the grant agreement.

In case the level of the selected student is below the recommended one when signing the Learning Agreement (or grant agreement), the Sending Institution and the student should agree that he/she will reach the recommended level by the start of the mobility. They should also discuss and decide the type of support to be provided to the student by the Sending or Receiving Institution.

The Erasmus+ Online Linguistic Support (OLS) has been designed to assist Erasmus+ students in improving their knowledge of the main language of instruction, before and during their stay abroad, to ensure a better quality of learning mobility.

For mobility between Programme Countries, and for the languages covered by the OLS, the student must carry out an OLS language assessment before the mobility, and a final assessment at the end of the mobility, except for native speakers and in duly justified cases (e.g. special needs students).

The completion of the OLS assessment before departure is a pre-requisite for the mobility. This assessment will be taken after the student is selected, before signing the Learning Agreement or, alternatively, the grant agreement.

Based on the results of the OLS assessment, the Sending Institution may allocate an OLS language course to the students who wish to improve their language competences. More opportunities for participants following the OLS language courses (OLS Live Coaching: MOOCs, Forum and Tutoring sessions) are available at <http://erasmusplusols.eu>

Signing the Learning Agreement

All parties must sign the Learning Agreement before the start of the mobility. 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 or institutional regulations.

DURING THE MOBILITY

Exceptional Changes to the Study Programme

Changes to the study programme should be exceptional, as the three parties have already agreed on a group of educational components that will be taken abroad, based on the course catalogue that the Receiving Institution has committed to publish well in advance of the mobility period and to update regularly.

Any party can request changes to the study programme within five weeks after the start of each semester. These changes should be agreed by all parties as soon as possible, within two-weeks following the request.

In case of changes due to an extension of the duration of the mobility, a request can be made by the student at the latest one month before the foreseen end date.

All changes should be indicated in Tables A2 and B2, while Tables A and B should not be modified. All Tables (A, B, A2 and B2) should be kept together in all communications. Changes to the study programme abroad should be listed in Table A2. Please refer to endnote 12 to indicate the reason for change.

For example:

Exceptional changes to Table A						
(to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Institution)						
Table A2 During the mobility	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Deleted component [tick if applicable]	Added component [tick if applicable]	Reason for changeⁱⁱ	Number of ECTS credits (or equivalent)
	XXX		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Choose an item.	5
	YYY		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Choose an item.	8

Table B2 should be completed only if the changes described in Table A2 affect the group of educational components agreed in Table B.

Changes of the Responsible person(s)

In case of changes of the responsible person(s), the information below should be inserted by the Sending or Receiving Institution, where applicable.

Changes of the Responsible person(s)	Name	Email	Position
New Responsible person at the Sending Institution			
New Responsible person at the Receiving Institution			

Confirming the Changes

All parties must approve the changes to the Learning Agreement. The European Commission would like to limit the use of paper for exchanging documents and it is therefore accepted to exchange information electronically, e.g. via email, scanned or digital signatures, etc. without the need of a paper signature. However, if national legislations or institutional regulations require paper signatures, a signature box should be added where needed.

AFTER THE MOBILITY

Transcript of Records at the Receiving Institution (Table C)

After the mobility, the Receiving Institution should send a Transcript of Records (Table C) to the student and to the Sending Institution within a period stipulated in the Inter-Institutional Agreement (normally within five weeks after publication/proclamation of the student's results at the Receiving Institution). It can be provided electronically or through any other means accessible to the student and the Sending Institution.

The Transcript of Records from the Receiving Institution (Table C) should refer to the educational components agreed in Table A and, where applicable, in Table A2. Grade distribution information should be included (web link or annex).

The actual start and end dates of the study period should 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, this could be the start date of the first course, a welcoming event organised by the Receiving Institution, an information session for students with special needs, a language and intercultural course organised either by the Receiving Institution or other organisations (if the Sending Institution considers it relevant for the mobility).

The **end date** of the study period is the last day the student had to be present at the Receiving Institution, not his actual date of departure. This is, for example, the end of exams period, courses or mandatory sitting period.

Transcript of Records and Recognitionⁱⁱⁱ at the Sending Institution (Table D)

Following the receipt of the Transcript of Records from the Receiving Institution, the Sending Institution should recognise the student's academic outcomes successfully completed at the Receiving Institution. The Sending Institution should fully recognise the total number of ECTS credits (or equivalent) contained in Table B (and, if applicable, B2) and count them towards the student's degree, without the need for the student to take any further courses or exams.

Where applicable, the Sending Institution will convert the grades received by the student abroad, taking into account the grade distribution information from the Receiving Institution (for higher education institutions from Programme Countries, see the methodology described in the ECTS Users' Guide^{iv}). The European Commission encourages institutions to use the EGRACONS^v tool for this purpose.

The Sending Institution will provide a Transcript of Records (Table D) to the student or record the results in a database or any other means accessible to the student, normally within five weeks after having received the transcript of the Receiving Institution.

The student will be able to report on the recognition by the Sending Institution via the on-line EU survey or a complementary online survey.

Diploma Supplement: The information contained in the Transcript of Records from the Receiving Institution should also be included in the Diploma Supplement produced by the Sending Institution (at least for Sending Institutions located in Programme Countries), with the exact titles of the components that the student has followed abroad.

Steps to fill in the Learning Agreement for Studies

Before the mobility

Provide study programme.
Identify Responsible persons.
Commitment of the three parties with original / scanned / digital signatures.

During the mobility

If modifications are needed:

A party requests changes within 5 weeks after the start of each semester. Agreement by the three parties has to be reached within 2 weeks after the request.

Request for extension of the duration has to be made at the latest one month before the foreseen end date.

An agreement by the three parties on the changes is possible via email/digital signatures.

After the mobility

The Receiving Institution provides a Transcript of Records to the student and Sending Institution normally within 5 weeks after publication of the results.

The Sending Institution recognises the activities successfully completed by the student during the mobility, counts them towards the student's the degree and registers them in the student's Transcript of Records normally within 5 weeks.

ⁱ **Mobility window:** a period of time reserved for student credit mobility that is embedded into the curriculum of a study programme.

ⁱⁱ **Reasons for exceptional changes to study programme abroad (choose an item number from the table below):**

<i>Reasons for deleting a component</i>	<i>Reason for adding a component</i>
1. Previously selected educational component is not available at the Receiving Institution	5. Substituting a deleted component
2. Component is in a different language than previously specified in the course catalogue	6. Extending the mobility period
3. Timetable conflict	7. Other (please specify)
4. Other (please specify)	

ⁱⁱⁱ **Recognition:** all the credits (or equivalent units) that the student has earned during the mobility and that were specified in the final version of the Learning Agreement as counting towards his/her degree (Table B and, if applicable, B2 of the official template) are recognised by the Sending Institution and count towards the student's degree without the need to take any further courses or exams.

^{iv} **ECTS Users' Guide:** http://ec.europa.eu/education/tools/ects_en.htm

^v **EGRACONS Grade Conversion Tool:** <https://tool.egracons.eu/>

Guidelines on how to use the Learning Agreement for Traineeships

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 in his/her degree for the traineeship successfully completed abroad.

This template is applicable to Erasmus+ mobility for traineeships between Programme Countries (KA1) and for Higher Education Capacity Building projects involving Partner Countries (KA2). Erasmus+ mobility for traineeships between Programme and Partner Countries (KA1) is not available under the 2015 Erasmus+ Call for proposals. 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, provided that all the minimum requirements listed in this document are made available. Further fields can be added, if needed (e.g. information on the coordinator of a consortium), and the format (e.g. font size and colours) can be adapted.

BEFORE THE MOBILITY

Administrative data

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.

In case some administrative data is already available to the three parties, there is no need to repeat it in this template.

On page 1, most of the information related to the trainee, the sending and Receiving Organisations will have to be encoded in the Mobility Tool+ (for Capacity Building projects, in the EACEA Mobility Tool).

Traineeship Programme at the Receiving Organisation/Enterprise (Table A)

The Traineeship Programme at the Receiving Organisation/Enterprise should include the **indicative** start and end months of the agreed traineeship, the traineeship title, as well as the number of working hours per week.

The detailed programme of the traineeship period should include the tasks/deliverables to be carried out by the trainee, with their associated timing.

The Traineeship Programme should indicate which knowledge, intellectual and practical skills and competences (Learning Outcomes) will be acquired by the end of the traineeship, e.g. academic, analytical, communication, decision-making, ICT, innovative and creative, strategic-organisational, and foreign language skills, teamwork, initiative, adaptability, etc.

The monitoring plan should describe how and when the trainee will be monitored during the traineeship by the Receiving Organisation/Enterprise, the Sending Institution, and, if applicable, a third party.

The evaluation plan should describe the assessment criteria that will be used to evaluate the traineeship and the learning outcomes.

Language competence

A recommended level of language competenceⁱ 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 level of language competenceⁱⁱ in the main language of work, which the trainee already has or agrees to acquire by the start of the study period, has to be reported in the box provided for that purpose in the Learning Agreement or, alternatively, in the grant agreement. In case the level of the selected trainee is below the recommended one when signing the Learning Agreement (or, alternatively, the grant agreement), the Sending Institution and the trainee should agree that he/she will reach the recommended level by the start of the mobility. They should also discuss and decide the type of support to be provided to the student by the Sending Institution (either with courses that can be funded by the Organisational Support grant or with the Erasmus+ OLS language courses, where applicable) or by the Receiving Organisation/Enterprise.

The Erasmus+ Online Linguistic Support (OLS) has been designed to assist Erasmus+ trainees in improving their knowledge of the main language of instruction, before and during their stay abroad, to ensure a better quality of learning mobility.

For mobility between Programme Countries, and for the languages covered by the OLS, the trainee must carry out an OLS language assessment before the mobility, and a final assessment at the end of the mobility, except for native speakers and in duly justified cases (e.g. special needs trainees).

The completion of the OLS assessment before departure is a pre-requisite for the mobility. This assessment will be taken after the trainee is selected, before signing the Learning Agreement or, alternatively, the grant agreement.

Based on the results of the OLS assessment, the Sending Institution may allocate an OLS language course to the trainees who wish to improve their language competences. More opportunities for participants following the OLS language courses (OLS Live Coaching: MOOCs, Forum and Tutoring sessions) are available at <http://erasmusplusols.eu>

Sending Institution (Table B)

The Sending Institution commits to recognise the learning outcomes acquired by the trainee upon satisfactory completion of the traineeship. There are three different provisions for traineeships and Table B should be filled in accordingly:

1. Traineeships embedded in the curriculum (counting towards the degree);
2. Voluntary traineeships (not obligatory for the degree);
3. Traineeships for recent graduates.

Accident Insurance

It is highly recommended that either the Sending Institution or the Receiving Organisation/Enterprise provide insurance coverage to the trainee, and fill in the information in

Table B or C accordingly. The trainee must be covered at least by an accident insurance (damages caused to the trainee at the workplace) and by a liability insurance (damages caused by the trainee at the workplace).

Receiving Organisation/Enterprise (Table C)

The Receiving Organisation/Enterprise should provide appropriate support, including mentoring, supervision and equipment, to the trainee.

The Receiving Organisation/Enterprise should also specify whether it will provide financial support and/or a contribution in kind for the trainee, on top of the Erasmus+ grant.

The Receiving Organisation/Enterprise commits to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.

Signing the Learning Agreement

All parties must sign the Learning Agreement before the start of the mobility. 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 or institutional regulations.

DURING THE MOBILITY

Exceptional Changes to the Traineeship Programme (Table A2)

Table A2 should only be completed during the mobility if changes have to be introduced into the original Learning Agreement. In that case, Table A should be kept unchanged and changes should be described in Table A2. The two Tables should be kept together in all communications.

When changes to the traineeship 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 traineeship programme abroad, the request can be made by the trainee at the latest one month before the foreseen end date.

Changes of the Responsible person(s)

In case of changes of the responsible person(s), the information below should be inserted by the Sending Institution or Receiving Organisation/Enterprise, where applicable.

Changes of the Responsible person(s)	Name	Email	Position
New Responsible person at the Sending Institution			
New Supervisor at the Receiving Organisation/Enterprise			

Confirming the Changes

All parties must approve the changes to the Learning Agreement. The European Commission would like to limit the use of paper for exchanging documents as much as possible. That is why it is accepted that information is exchanged electronically, e.g. via email, scanned or digital signatures, etc. without the need of a paper signature. However, if national legislations or institutional regulations require paper signatures, a signature box can be added where needed.

AFTER THE MOBILITY

Traineeship Certificate by the Receiving Organisation/Enterprise (Table D)

After the mobility, the Receiving Organisation/Enterprise should send a Traineeship Certificate to the trainee and Sending Institution, normally within five weeks after successful completion of the traineeship. It can be provided electronically or through any other means accessible to the trainee and the Sending Institution.

The Traineeship Certificate will contain at least the information in Table D.

The actual start and end dates of the traineeship programme should 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 Receiving Organisation/Enterprise to carry out his/her traineeship. For example, this could be the first day of work, a welcoming event organised by the Receiving Organisation/Enterprise, an information session for trainees with special needs, a language and intercultural course organised either by the Receiving Organisation/Enterprise or other organisations (if the Sending Institution considers it relevant for the mobility).
- The **end date** of the traineeship period is the last day the trainee has been present at the receiving Organisation/Enterprise to carry out his/her traineeship, not his actual date of departure.

Transcript of Records and Recognitionⁱⁱⁱ at the Sending Institution

The Sending Institution should recognise the traineeship according to the provisions in Table B. If applicable, the Sending Institution should provide the Transcript of Records to the trainee or record the results in a database (or other means) accessible to the student, normally five weeks after receiving the Traineeship Certificate, without further requirements than those agreed upon before the mobility.

The Transcript of Records will contain at least the information that the Sending Institution committed to provide before the mobility in the Learning Agreement, i.e. the number of ECTS credits (or equivalent) awarded and the grade given (which can be expressed in the form of pass/fail).

Diploma Supplement

The information contained in the Traineeship Certificate from the Receiving Organisation/Enterprise should also be included in the Diploma Supplement produced by the Sending Institution (at least for Sending Institutions located in Programme Countries), except if the trainee is a recent graduate.

It is also recommended to record the traineeship in the trainee's Europass Mobility Document (if applicable), particularly in the case of recent graduates, and in any case when the Sending Institution had committed to do so before the mobility.

Recording the traineeship in the Europass Mobility Document is not applicable to mobility with Partner Countries which are not part of the Europass network.

Steps to fill in the Learning Agreement for Traineeships

Before the mobility

Provide **traineeship programme**.

Commitment of the three parties with original / scanned/ digital signatures.

During the mobility

If modifications **are needed**:

An agreement by the three parties on the changes is possible via email/digital signatures.

After the mobility

The Receiving Organisation/Enterprise provides a Traineeship Certificate to the trainee and sending institution within 5 weeks.

The Sending Institution recognises the traineeship and registers it according to its commitments before the mobility.

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- ⁱ **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>
- ⁱⁱ **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>
- ⁱⁱⁱ **Recognition:** all the credits that the trainee has earned during the mobility and that were specified in the final version of the Learning Agreement (Table B of the official template) are recognised by the Sending Institution, according to its commitment before the mobility and without further requirements than those agreed upon before the mobility.

Anexa 5. Certificat de mobilitate/Mobility certificate

ERASMUS+ PROGRAMME
STUDENT MOBILITY
ARRIVAL CERTIFICATE

This is to certify that Ms./Mr. _____
student from University of „Bogdan Vodă” of Cluj-Napoca, has been enrolled as an
ERASMUS student, in the frame of our ERASMUS Bilateral Agreement, at the University of

Erasmus ID Code: _____

on: _____

Name of ERASMUS Coordinator: _____

Signature:

Stamp of the institution:

DEPARTURE CERTIFICATE

This is to certify that the above mentioned student left our institution

on: _____

He / she spent a total of ____ months as an ERASMUS student in our university.

Name of ERASMUS Coordinator: _____

Signature:

Stamp of the institution:

Anexa 6. Procedură privind recunoașterea perioadei de mobilitate Erasmus efectuată

1. Scopul procedurii

Perioada de studii în străinătate înlocuiește prin recunoaștere perioada corespunzătoare de studii la* din cadrul Universității „Bogdan Vodă” din Cluj-Napoca. În consecință, toate obligațiile de frecvență ale studentului (participări la cursuri, seminarii, lucrări practice etc.) pentru perioada respectivă, stabilite conform planurilor de învățământ în vigoare pentru *, sunt considerate satisfăcute, studentul fiind exonerat de orice îndatorire în acest sens.

2. Stabilirea comisiei de recunoaștere a perioadei de mobilitate Erasmus efectuată

Consiliului Facultății/departamentului din data de de la*, la propunerea Domnului/Doamnei, votează componența comisiei de echivalare a rezultatelor perioadelor de studii în străinătate :

Președinte: Coordonatorul Erasmus+

Membri: 1.

2.

Echivalarea creditelor ECTS se face în funcție de numărul de credite alocate semestrial (maxim 30 de credite ECTS) sau anual (maxim 60 de credite ECTS) și de concordanța între domeniile de specializare.

3. Atribuții ale Comisiei de recunoaștere a perioadei de mobilitate Erasmus efectuată:

a. Recunoașterea perioadei de mobilitate Erasmus efectuată se face în baza Acordului tripartit („Learning Agreement for studies/ for traineeships”) încheiat în acest sens, precum și a certificatului matricol/”After the mobility” eliberat de universitatea parteneră la încheierea mobilității.

b. Echivalarea notelor obținute de studentul Erasmus la universitatea parteneră pentru cursurile ce se regăsesc și în Learning Agreement for studies folosind sistemul de corespondență european.

c. Completarea cataloagelor de echivalare Erasmus se va face de către prodecanul responsabil cu Coordonatorul Erasmus al facultății cu mențiunea Echivalat Erasmus.

d. În baza Deciziei de recunoaștere a perioadei de mobilitate Erasmus efectuată de student secretariatele facultăților vor înregistra în Suplimentul la Diplomă, la rubrica Informații Suplimentare: perioada de mobilitate Erasmus, universitatea parteneră/organizația unde a avut loc mobilitatea, tipul mobilității și numărul de credite ECTS obținute la universitatea parteneră/organizația.

* facultate /departament

ANEXA 7. DECIZIE Nr. /
PRIVIND RECUNOAȘTEREA REZULTATELOR
PERIOADEI DE MOBILITATE ERASMUS ÎN STRĂINĂTATE

În conformitate cu actele normative din domeniu și în temeiul *Regulamentului privind organizarea și recunoașterea mobilităților internaționale în baza programului Erasmus+*

DECANUL FACULTĂȚII DE _____
DEC
IDE:

Se recunosc rezultatele perioadei de studii efectuate de următorii studenți astfel:

1. Perioada de studii în străinătate, înlocuiește, prin recunoaștere, perioada corespunzătoare de studii/plasament la Facultatea de..... a Universității „Bogdan Vodă” din Cluj. În consecință, toate obligațiile de frecvență ale studentului (participări la cursuri, seminarii, lucrări practice etc.) pentru perioada respectivă, stabilite conform planurilor de învățământ în vigoare pentru Facultatea de, sunt considerate satisfăcute, studentul fiind exonerat de orice îndatorire în acest sens.

2. Rezultatele obținute de studenții Erasmus prin promovarea examenelor și a celorlalte forme de verificare la universitatea parteneră, se recunosc în conformitate cu Acordul tripartit („Learning Agreement for studies/ Learning agreement for traineeships”) și se trec în Catalogul studentului Erasmus și în Suplimentul la Diplomă, respectând procedura privind recunoașterea perioadei de mobilitate Erasmus efectuată.

3. Studenții¹ cărora li s-au făcut echivalări sunt :

Numele studentului	Universitatea parteneră	Tipul mobilității	Perioada de mobilitate	Numărul de credite ECTS obținute după efectuarea mobilității	Numărul de credite ECTS echivalate

4. În dosarele personale ale studenților se va păstra un exemplar al prezentei decizii.

Decan.

.....

¹ Se trec toți studenții care au beneficiat de mobilitate ERASMUS în anul/semestrul respectiv