

ERASMUS+ MOBILITY REGULATION

PREAMBLE

The organization and development of the mobility within Titu Maiorescu University of Bucharest is based on the principles set out in the following regulatory documents:

- The Regulation (EU) No 1288/2013 of the European Parliament and of the Council of 11th December 2013 establishing "Erasmus+" programme: the Union programme for education, training, youth and sport and for repealing Decisions No 1719/2006/EC, No 1720/2006/EC and No 1298/2008/EC;
- The Erasmus+ Charter (Erasmus Charter for Higher Education 2014-2020) awarded to Titu Maiorescu University of Bucharest by the European Commission;
- The Erasmus+ Programme Guide for the implementation of grant agreements signed in 2019 and 2020;
- The Charter of Titu Maiorescu University;
- The Regulation on the professional activity of students under the European Credit Transfer System within TMU;
- The Organisational and Operational Regulation of the TMU's International Relations Department (IRD);
- The inter-institutional agreements signed by the TMU with the Erasmus+ partner institutions;
- The Department of Education Order no. 3223/2012 on the recognition procedure for study periods completed abroad;
- At the university level, the Erasmus+ Programme management is ensured by the Department of International Relations, directly subordinated to the Erasmus+ institutional coordinator / Vice Rector for International Relations.

CHAPTER I GENERAL PROVISIONS

Art. 1. The following types of mobility may be organized under the Erasmus+ programme:

- Student Mobility Studies (SMS);
- Student Mobility Placement (SMP);
- Staff Teaching Assignment (STA);
- Staff Training Mobility (STT).

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Art.2. (1) Mobility is based on inter-institutional agreements between institutions in the countries participating to and / or partner of the Programme, which hold an Erasmus University Charter or/and Organizational Identification Number (OID).

(2) Student Mobility Studies can only be organized within TMU partner universities.

(3) Student Mobility Placement may be carried out within universities holding an Erasmus Charter and/or Organizational Identification Number (OID) or eligible public or private organizations in the countries participating to and / or partner of the Programme (public or private enterprises, local, regional or central public institutions, professional associations or bodies, research institutes, foundations, non-profit organizations, etc.)

Art.3. The Erasmus+ inter-institutional agreements are drawn up on the standard forms provided by the European Commission or online on the Erasmus Dashboard platform by agreement of the signatory universities.

Art.4. (1) The responsibility for the implementation of the provisions and activities mentioned by the interinstitutional agreements lies with the signatory parties.

(2) within TMU, the responsibility lies equally with the Department of International Relations, hereinafter referred to as IRD, as well as with the faculties, implicitly the teachers' collectives.

Art.5. Definition of terms:

Traineeships/mobility - period completed by students / teachers / auxiliary teaching staff / administrative staff in universities / partner institutions / organizations.

Student Mobility Studies (SMS) - period completed by students for study purposes at partner universities with which TMU has an Erasmus+ inter-institutional agreement on student specialization. The duration of a study mobility is of at least 3 months (one academic quarter) up to a maximum of 12 months.

Student Mobility Placement (SMP) - period undertaken by students for internship purposes in companies/universities or institutes/institutions from the countries participating to and / or partner of the Erasmus+ programme, during which the student can perform tasks closely related to his/her specialization, and which are not institutions funded by EU sources or do not manage such sources. The duration of an internship mobility is minimum 2 months, maximum 12 months

Staff Teaching Assignment (STA) - period completed by teachers in order to teach in partner universities.

Staff Training Mobility (STT) - period completed by teachers or other staff in universities, partner institutes for training/learning through the exchange of knowledge and skills.

Grant - amount of money granted to participants as support to bear the expenses related to mobility.

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Outgoing - students/ teachers / auxiliary teaching staff / administrative staff departing for an international mobility.

Incoming - students / teachers / auxiliary teaching staff / administrative staff carrying out an international mobility within TMU.

Learning Agreement - agreement between the referring organization and the host organization, as well as between the participating persons, setting out the objectives and content of the mobility period to ensure its relevance and quality. It can also be used as a basis for the recognition by the host organization of the time spent abroad by the participant.

Transcript of Records/Transcript of Work — school / placement records including mobility results.

Certificate of presence - certificate attesting the presence to the host institution during the mobility period.

Student Buddy – T.M.U. student assigned for providing assistance to incoming students.

ANPCDEFP - National Agency for Community Education and Training Programmes.

OLS - Online Linguistic Support

CHAPTER II

OUTGOING STUDENT MOBILITY FOR PLACEMENT

Art.6. (1) Outgoing Student Mobility Studies (SMS) are carried out at partner higher education institutions.

(2) Outgoing Student Mobility Placement (SMP) is carried out in companies/universities or institutions in the countries participating to and / or partner of the Erasmus+ programme, in which the student can perform tasks closely related to his / her specialization.

(3) During his / her studies, a student may be eligible for Erasmus mobility of up to 12 months per study programme, in the fields of legal, exact, humanistic, economic, social and political sciences. In the field of health, a student may be eligible for Erasmus mobility of up to 24 months per study programme. It is possible to combine the abroad study period with an internship / placement.

Art.7. (1) Participants in Erasmus+ study/internship mobility receive a grant as a contribution to the costs of staying during their time abroad. The amount of the monthly grant is established according to the destination country/distance range and is as set out in the Erasmus+ Programme Guide.

(2) Depending on the funds available through the grant contracts, Erasmus+ mobility programmes can receive financial support or be zero grant mobility programmes, with students enjoying all rights and duties mentioned in the Erasmus+ Student Charter. The beneficiaries of zero grant mobility programmes are students who have passed the selection process and have met the minimum scales set by this Regulation but have not occupied eligible places to obtain a grant.

(3) If the participant terminates the grant contract with TMU for reasons of force majeure, the participant shall be entitled to receive the grant amount corresponding at least to the actual duration of the mobility.

(4) International students selected for a study mobility in their home country shall not be eligible for the additional financial support consisting in the reduction of the tuition fee. International students selected for an internship mobility in their home country, are selected for "0" grant internship mobility and receive grant only to the extent that SMP funds are not distributed to students departing to countries other than their home countries.

Art.8. (1) TMU provides additional financial support to encourage participation in mobility programmes:

- a) TUM grants additional financial support for study mobility by exempting from the tuition fee during the mobility, a number of students representing approximatively the percentage of 1 % of the number of students eligible to participate in the mobility at the level of each study programme. Students who spend two semesters in study mobility will benefit from the tax exemption for only one semester.
- b) Participants who have physical or mental health problems can request additional funding after they have been selected to receive a study/internship mobility.

Art.9. (1) Student selection for student mobility studies (SMS) and for student mobility placement (SMP) is made annually, between March and April. Depending on the remaining vacancies, a new selection session can be organized, observing the calendar deadlines of each partner university and of the current academic year.

(2) The timing of the selection and other useful information for the students are displayed on the faculty board and on the TMU's website.

(3) The selection shall be organized at the level of each faculty on the basis of the eligibility criteria recommended by the Erasmus+ Programme Guide and on the basis of the academic autonomy by own selection criteria.

- a) All students enrolled at the university at the time of the selection (bachelor's degree studies - first year graduate, master's degree or doctoral degree) are eligible. Students in the last year of study can choose for internship mobility or study mobility for the first semester of the master's degree programme, if they continue their studies within the TUM.
- b) The ranking of applying students is based on the following criteria, assessed in an interview with the members of the selection committee at the faculty level.
 - To have knowledge of the foreign language in which mobility shall be carried out at a minimum B1 level according to the Common European Framework of Reference for Languages;

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- the average of the study years completed previously;
- to have completed all credits successfully.

c) At each faculty level, depending on the number of candidates registered for the selection, only students who have completed all credits successfully can be considered eligible.

(4) Students applying for study/placement mobility shall refer to the international relations officer/Erasmus+ coordinator of the faculty where they are registered and submit their application at the faculty level. The application shall contain at least the following documents:

- Curriculum Vitae;
- application form, available on the TMU’s website;
- letter of recommendation from a TMU teacher, who is not a member of the Erasmus Selection, Recognition and Validation Committee at faculty level;
- transcript of records for the year preceding the mobility and/or the current one, for the first semester or for the entire academic year, as appropriate;
- identity card / passport photocopy.

(5) The Selection, Recognition and Validation Committee of each faculty consists of 3 full members and 2 alternates, appointed by the Dean, after consulting the Faculty Board, endorsed by the Board of Directors and approved by the University Senate.

(6) The results of the selection are sent to the IRD and published on the faculty boards and on the TMU’s website.

(7) The IRD takes over the complete files, together with the selection report. In the case of study mobility, the IRD shall send the selected student nominations to the partner universities.

(8) The IRD drafts financial contracts, addenda, mobility acceptance letters, payment decisions and ensures the smooth running of administrative procedures prior to mobility.

Art.10. (1) In order to prepare the mobility, selected students will fill in the Learning Agreement - *Before Mobility* Section and submit them for approval to the International Relations Officer/Erasmus+ Coordinator/Academic Guardian and to the responsible officers of the host university/organization.

(2) If the study/placement programme is modified for various reasons, they will be mentioned in the *During the mobility* section. The changes in the Learning Agreement must be approved at the beginning of the mobility by the three parties (student, home university, host university/organization) so that upon the student's return, the academic recognition of the credits obtained shall be ensured.

(3) The *After mobility* section shall be filled in at the end of the mobility and contains the marks and credits obtained after passing the exams, and shall be approved by the partner university. This document can also be submitted in the form of the transcript of records issued by the partner university. In the case of placement/internship mobility, the *After mobility* section contains *Transcript of work* and the results obtained following the internship.

(4) In the case of study mobility programmes, the learning agreement will comprise the study programme proposed during the mobility, totalling 30 ECTS/semester and 60 ECTS/academic year respectively.

(5) The placement/internship period abroad replaces, by recognition, a period with the same physical duration and the same workload that the student would perform in the home country as part of the study programme he is enrolled with, with the allocation of an appropriate number of ECTS credit points.

Article 11. Upon returning from mobility, students must submit the following documents to the IRD and the faculty:

- certificate of presence attesting the completion of the mobility;
- transcript of records, respectively the results following the completion of the internship (transcript of work);
- proof of having filled in the mobility feedback form received from the European Commission.

CHAPTER III RECOGNITION AND VALIDATION OF OUTGOING STUDENT MOBILITY FOR PLACEMENT

Art. 12. (1) At the end of the study or placement/internship period completed abroad, the host institution shall provide the student with the certificate of presence attesting the mobility period and the transcript of records, respectively the transcript of work certifying the results obtained and the completion of the established training programme.

(2) The selection, recognition and validation committees of each faculty ensure the recognition and validation of the mobility performed by the beneficiary to the host institution/organization, as part of his/her degree, in accordance with the recommendations of the European Commission in the field and the provisions of the Department of Education's Order 3223/08.02.2012 on the recognition procedure concerning the study programmes completed abroad.

a) The entire study period completed in another university replaces, by recognition, a period of the same physical duration and the same workload (measured by ECTS credits) that the student would undertake at the institution where he/she is enrolled.

b) If the internship mobility is carried out during the periods and under the conditions stipulated by the TMU's regulations regarding the specialized internship (in terms of duration, field, objectives, content, etc.), the university will ensure the recognition of the internship performed by the student at the host organization as part of his/her degree, with the allocation of an appropriate number of ECTS credit points, in accordance with the recommendations of the European Commission in the field.

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(3) The diploma supplement will include the results of the recognized period and mentions on the host institution/organization and the duration of the mobility. If the host university mentions on the issued transcript of records two types of marks (local mark and ECTS mark), the most advantageous system for the student will be taken into account for the purpose of validation, keeping the same assessment unit.

(4) The subjects passed during the study mobility period, which are not found or have no equivalent in the TMU's curriculum plan, are recorded in the diploma supplement as additional credits.

(5) Examinations in subjects not covered by the Erasmus+ Mobility Learning Agreement and examinations failed within the Erasmus+ internship period shall be taken at the University of origin during the examinations sessions approved at the university level. Students will take the exams during the next legal session without paying the examination fee.

(6) Special exam sessions may be organized if students are unable to attend the exam sessions approved at university level as a result of their participation in the Erasmus+ traineeship.

CHAPTER IV STAFF TRAINING MOBILITY

Art.13. Teaching and training mobility for teachers, auxiliary teaching staff and administrative staff contributes to both the personal and professional development of the participant and to the development of relations with foreign institutions.

Art.14. The mobility programmes for teachers, auxiliary teaching staff and administrative staff are carried out by a host institution with which TMU has an inter-institutional agreement in the participant's specialization field upon the start of the mobility programme. By way of exception, in well-founded cases, mobility may be financed with a view to concluding new inter-institutional agreements or extending existing ones to other specialised areas.

Art.15. (1) The Erasmus+ teaching/training mobility participants receive a grant as a contribution to the costs of stay during the period spent abroad. The amount of the grant is set out according to the number of working days, the destination country/distance range and is mentioned in the Erasmus Programme Guide.

(2) In the case of teaching mobility, the Erasmus+ grant only finances working days during periods of teaching activities in the host institution.

(3) The duration of the teaching mobility is at least 2 consecutive working days and includes at least 8 hours of teaching. Maximum number of days funded for a teaching mobility is 5 working days.

(4) The duration of the training mobility is at least 2 consecutive working days and the maximum duration is determined according to the budget of the mobility grant project / contract.

(5) Days allocated to transport shall not be considered as mobility days.

Art.16. (1) The selection of teachers is carried out at the level of each faculty by the Selection, Recognition and Validation Commission for Erasmus+ student mobility and for Erasmus+ and other international teacher mobility, specifying the type of mobility for which he/she is selected;

(2) The selection of teaching staff and administrative staff is carried out by the Central Selection Commission for Erasmus+ mobility and other international mobility for non-teaching and administrative staff. The files shall be submitted to the IRD.

(3) If one of the commission's full members applies for mobility, one of the commission's alternates will take his/her place.

Art.17. The selection for staff teaching assignment (STA) and staff training mobility (STT) is made annually between March and April. Depending on the remaining vacancies, a new selection session can be organized, observing the calendar deadlines of each partner university and the current academic year.

Art.18. The selection calendar and other useful information is displayed on the faculties board and on the TMU's website.

Art.19. The selection shall be organized on the basis of the eligibility criteria recommended by the Erasmus+ Programme Guide and on the basis of academic autonomy by own selection criteria.

a) Teaching and/or training mobility assignments are open to full or associate teaching staff who have obtained at least a "very good" mark in the students' annual assessments; and for training mobility, the TMU's administrative staff and auxiliary teaching staff employed under permanent contracts.

b) The candidate must have adequate knowledge in one of the foreign languages agreed in the partnership agreement with the host institution (at least B1 level)

c) The mobility purpose stipulated in the teaching/training agreement must be compatible with the type of mobility and area of the candidate's activity. Research activities and conference participation are not eligible.

d) Employees who have violated the TMU's Code of Ethics or have committed disciplinary offences may not apply for mobility.

Art.20. (1) The selection process is based on a single, objective mark awarded. The documents submitted in the application file will be taken into account when awarding the mark. The mark will be awarded on the basis of the following criteria:

- Foreign language skills
- Relevance of mobility
- Development of professional and personal skills
- Involvement in the Erasmus+ programme implementation within TMU

(2) The following additional distinguishing criteria will be taken into account to distinguish candidates with equal marks between them:

- first participation in the Erasmus+ programme (regardless of programme);
- applying for mobility in an Erasmus host country without mobility until then;
- number of student mobility programmes (SMS, SMP) completed within the concerned faculty.

Art.21. (1) The application file shall contain at least the following documents:

- Application form;
- Curriculum Vitae,
- Letter of intent in Romanian and in the teaching language;
- Identity card/passport photocopy;

(2) The selection commission at the faculty level will assess all the proposed applications and will submit the mark obtained by each candidate, according to each criterion, in the selection report.

(3) After the selection process is completed, the candidates' files, together with the selection report shall be submitted to the IRD.

Art.22. Persons selected for mobility shall draw up a Learning Agreement approved by the two partner universities before leaving for mobility. The programme is approved by the International Relations Officer/Erasmus+ Coordinator of the faculty or by the Vice Rector for International Relations.

Art.23. The IRD prepares the mobility period certificate of presence, the grant contract and the grant payment decision and ensures the smooth running of the administrative procedures prior to the mobility.

Art.24. Upon returning from mobility, the participant submits to the IRD the following documents:

- the certificate of presence signed by the host university;
- transcripts of work;
- proof of transport (airplane check-in, train ticket, etc.)

CHAPTER V

INCOMING STUDENT MOBILITY FOR PLACEMENT

Art.25. Incoming student mobility programmes are carried out between partner higher education institutions with an Erasmus+ inter-institutional agreement.

Art.26. (1) The IRD receives the incoming student nominations from the partner universities and sends them to the faculties.

(2) The International Relations Officer/Erasmus+ Coordinator of the faculty shall give notice to the IRD if the mobility is accepted. The number of incoming mobility stipulated in the inter-institutional agreement shall be taken into account when taking the decision of non-acceptance/acceptance.

(3) The IRD sends the acceptance decision to the partner university and to the student, together with the application documents requested from the incoming student:

- application form;
- Learning Agreement
- photocopy of the identity document;
- photocopy of the birth certificate.

(4) IRD supports all application and accommodation formalities, including the TMU's student hostels;

(5) Upon completion of the mobility, the IRD issues the Certificate of Presence to incoming students.

(6) Upon completion of the mobility, the secretary's office issues the Transcript of Records for incoming Erasmus+ students and sends it to the IRD, which in turn sends it to the universities of origin.

CHAPTER VI

FINAL PROVISIONS

Art.27. This Regulation is complemented by the recommendations of the Erasmus+ Guide and other notifications received from ANPCDEFP. These are summarized within the procedures conducted by the Department of International Relations.

Art.28. All financial procedures carried out under Erasmus+ projects shall be carried out in compliance with the recommendations of the Erasmus+ Guide and other notifications received from the ANPCDEFP.

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Art.29. This Regulation will be updated on the basis of the Erasmus+ Guide and the Erasmus+ Charter for the period 2021-2027 (Erasmus Charter for Higher Education 2021-2027), as well as other recommendations received from the European Commission or the ANPCDEFP concerning the implementation of the new Erasmus+ programme, prior to the implementation of the grant contracts signed as of 2021.

Art.30. Participation in the Erasmus+ Mobility Programme confirms the full acceptance by applicants of this Regulation.

Art.31. This Regulation was approved by the TMU's Senate by Decision No.38/11.03.2022 and shall enter into force as of the date of its approval.

SENATE CHAIRMAN

Professor Teodor Frunzeti, PhD, illegible signature

Stamp: *Ministry of Education, "Titu Maiorescu" University of Bucharest, Romania*