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**REGULATION ON MOBILITIES
WITHIN THE ERASMUS+ PROGRAMME**

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PREAMBLE

The organization and conduct of Erasmus+ mobilities within Titu Maiorescu University of Bucharest (UTM) are based on the principles set forth in the following normative documents:

- Regulation (EU) 2021/817 of the European Parliament and of the Council of 20 May 2021 establishing Erasmus+: the Union programme for education and training, youth and sport, and repealing Regulation (EU) No 1288/2013;
- The Erasmus+ Charter (Erasmus Charter for Higher Education 2021-2027) granted to Titu Maiorescu University of Bucharest by the European Commission;
- The Erasmus+ Programme Guide for the implementation of the 2021-2027 funding contracts;
- The Charter of Titu Maiorescu University;
- The Regulation on the professional activity of students in the European Credit Transfer System within UTM;
- Order no. 5146/2019 of 12 September 2019 on the approval of the generalized application of the European Credit Transfer System;
- The Regulation on the Organization and Functioning of the Department of International Relations (DRI) within UTM;
- The Operational Procedure regarding the supplementation of the Erasmus+ grant for outgoing participants with fewer opportunities;
- The interinstitutional agreements concluded by UTM with Erasmus+ partner institutions;
- MECTS Order no. 3223/2012 on the methodology for the recognition of study periods carried out abroad;
- The Methodology on academic mobility and enrolment/re-enrolment in a higher year of students through recognition and equivalence of studies.

At the level of UTM, the management of the Erasmus+ Programme is ensured by the Department of International Relations, under the direct subordination of the Erasmus+ institutional coordinator / Vice-Rector for International Relations.



CHAPTER I GENERAL PROVISIONS

Art. 1.

(1) Within the Erasmus+ programme, the following types of mobility may be organized:

- student mobility for studies (Student Mobility for Studies - SMS): between 2 months (or one academic semester) and 12 months of physical mobility, excluding travel time. Within sectorally regulated university study programmes, which include Cycles I and II of studies in a consolidated form, such as: medicine, dentistry and pharmacy, students may participate in mobility actions of up to 24 months.
- student mobility for traineeships/internship periods (Student Mobility for Traineeships - SMT): between 2 and 12 months of physical mobility, excluding travel time. Within sectorally regulated university study programmes, which include Cycles I and II of studies in a consolidated form, such as: medicine, dentistry and pharmacy, students may participate in mobility actions of up to 24 months.
- staff mobility for teaching purposes (Staff Mobility for Teaching - STA): between 2 and 60 days of physical mobility, excluding travel time (mobilities between EU Member States and countries associated with the programme) or between 5 and 60 days, excluding travel time (mobilities involving third countries that are not associated with the programme);
- mobility of teaching and administrative staff for training purposes (Staff Mobility for Training - STT): between 2 and 60 days of physical mobility, excluding travel time (mobilities between EU Member States and countries associated with the programme) or between 5 and 60 days, excluding travel time (mobilities involving third countries that are not associated with the programme);

(2) All students, especially those who cannot participate in a long-term physical mobility activity for the purpose of carrying out studies or traineeships (for example, due to the specifics of their field of study or because they have fewer opportunities for participation), may combine a shorter physical mobility activity with a virtual component (short-term blended mobility). In addition, any student may participate in Blended Intensive Programmes (BIP).

(3) Within a period of staff mobility abroad, teaching activities may be combined with training activities. Any period of teaching or training abroad may be carried out in the form of blended mobility.

Art. 2.

(1) Mobilities are based on interinstitutional agreements between institutions from EU Member States, third countries associated with the programme and third countries not associated with the programme, holders of an Erasmus University Charter and/or an Organisation Identification (OID) number.



(2) Student mobilities for studies and staff mobilities for teaching purposes may only be organized within UTM partner universities.

(3) Student mobilities for traineeships/internship periods may be carried out within universities holding an Erasmus Charter and/or an Organisation Identification (OID) number, or within eligible public or private organizations from countries participating in/partner to 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+ interinstitutional agreements are drafted and signed using the EWP Dashboard platform (<https://ewp-dashboard.eu/>), created following the *Erasmus Without Paper* – EWP initiative, within the Erasmus+ programme.

Art. 4.

(1) The responsibility for fulfilling the provisions and activities included in the interinstitutional agreements lies with the signatory parties.

(2) Within UTM, the responsibility lies equally with the Department of International Relations, hereinafter referred to as DRI, as well as with the faculties, implicitly with the teaching staff teams.

(3) Each faculty within UTM appoints a **Person in Charge of International Relations and Erasmus+ Dashboard User within the Faculty**, by decision of the Faculty Council, for a period of 5 years, with attributions for coordinating the activities related to Erasmus+ at the level of the faculty.

Art. 5. Definition of terms:

Mobility - the temporary physical relocation, in a country other than the country of residence, for the purposes of study, traineeships, teaching, training or non-formal or informal learning. Mobilities abroad are dedicated to students, regardless of the cycle of studies, as well as to recent graduates.

Student mobility for studies (SMS) - the period spent by students for the purpose of studies within partner universities with which UTM has an Erasmus+ interinstitutional agreement relating to the student's specialization.

Student mobility for traineeships/internship periods (SMT) - a period of time spent in a higher education institution, enterprise or organization in another country, which is not an institution funded from EU sources or which does not manage such sources, for the purpose of acquiring the specific competences required on the labour market, gaining work experience and better understanding the economic and social culture of that country.

Short-term blended mobility - a combination between physical mobility and a virtual component, which facilitates the exchange of learning and online teamwork through collaboration. In these cases, the period of physical mobility must last between 5 days and 30 days (excluding travel time) and be combined with a mandatory virtual component. A blended mobility activity for studies must be equivalent to a



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minimum of 3 ECTS credits. The virtual component is not mandatory in the case of doctoral student mobility, but is recommended.

Blended intensive programmes (BIP) - short, intensive programmes that use innovative learning and teaching methods, including online cooperation.

Staff mobility for teaching purposes (STA) - travel undertaken by teaching staff for the purpose of teaching at a partner higher education institution.

Mobility of teaching and administrative staff for training purposes (STT) - travel undertaken by teaching staff or other categories of staff to a partner higher education institution, an enterprise or any other relevant workplace. The training period abroad allows any member of staff from a higher education institution to take part in a training activity abroad, which is relevant to their day-to-day activity in the higher education institution where they work. This may take the form of training events (excluding conferences) or job shadowing and observation periods.

Grant - sum of money awarded to participants as support to cover the expenses related to mobility.

Outgoing – students/teaching staff/auxiliary teaching staff/administrative staff who leave on an Erasmus+ mobility.

Incoming – students/teaching staff/auxiliary teaching staff/administrative staff who carry out an Erasmus+ mobility within UTM.

Learning Agreement (study/placement/teaching/training agreement) - agreement between the sending organization and the host organization, as well as between the participating persons, which defines the objectives and content of the mobility period to ensure its relevance and quality. It may also be used as a basis for the recognition by the host organization of the period spent abroad by the participant.

Transcript of Records/Transcript of Work - school situation/internship period record, which includes the results obtained as a result of carrying out the mobility.

Certificate of attendance - certificate or attestation that confirms attendance at the host institution during the mobility period. The start date of the physical mobility period is the first day on which the participant must be physically present at the host organization, and the end date of the mobility period is the last day on which the participant must be physically present at the host organization.

Student Buddy - UTM student designated to provide assistance to incoming students.

ANPCDEFP - National Agency for Community Programmes in the Field of Education and Vocational Training.

OLS - Online Linguistic Support – Erasmus+ provides support for the learning of foreign languages to participants who carry out mobility activities. This support is provided mainly through the Erasmus+ programme's Online Language Support (OLS) platform, adapted according to the needs of the individual sectors, since online learning offers advantages in terms of access and flexibility for the learning



of foreign languages. The Erasmus+ programme's Online Language Support (OLS) platform will allow participants to assess, practise and improve their language skills. In addition to the OLS platform, other forms of language support may be offered to meet the language learning needs of certain target groups – such as the use of sign language or Braille – which can be funded through the financial support category dedicated to inclusion.

EWP Dashboard – online tool/platform for managing mobilities and interinstitutional agreements through the Erasmus+ programme.

Person with fewer opportunities - a person who, for economic, social, cultural, geographical or health reasons, due to coming from a migration background or for reasons such as a disability or educational difficulties or for any other reason, including a reason that could give rise to discrimination under Article 21 of the Charter of Fundamental Rights of the European Union, faces obstacles which prevent them from having effective access to opportunities under the programme.

CHAPTER II

MOBILITY OF OUTGOING STUDENTS OUTGOING FOR STUDIES AND FOR TRAINEESHIPS (INTERNSHIP PERIOD)

Art. 6. During the studies, a student may benefit from Erasmus+ mobility of up to 12 months/cycle of studies, in the fields of legal, exact, humanistic, economic, social and political sciences. In the fields of health and pharmacy, a student may benefit from Erasmus+ mobility of up to 24 months/cycle of studies. The study period abroad may be combined with a traineeship/placement (internship period).

Art. 7. Doctoral students and recent graduates ("postdoctoral students") may benefit from short or long-term physical study periods or mobility periods in the form of a traineeship abroad. The addition of a virtual component to physical mobility is encouraged. Mobility for studies and/or traineeships of doctoral students may be between 5 and 30 days or between 2 and 12 months of physical mobility (a study mobility may include a complementary traineeship period, if this is planned), excluding travel time.

Art. 8.

(1) Participants in Erasmus+ mobilities for studies/practice receive a grant as a contribution to the costs of staying during the period spent abroad. The value of the monthly grant is fixed according to the country of destination/distance band and is as presented in the Erasmus+ Programme Guide.

(2) Depending on the funds available through the funding contracts, Erasmus+ mobilities may receive financial support or may be zero-grant mobilities, with students benefiting from all the rights and obligations included in the Erasmus+ Student Charter. The beneficiaries of zero-grant mobilities are students who have gone through the selection process and have met the minimum thresholds established by this regulation, but did not occupy the eligible places for obtaining funding. Participants with fewer opportunities cannot be zero-grant participants.



(3) In the event that the student has not fully completed the established programme, they are obliged to partially or fully reimburse the funds received as an Erasmus+ mobility grant. Cases of force majeure will be brought to the attention of the faculty management and the management of the Department of International Relations, who will analyse them and submit them for approval to ANPCDEFP.

(4) Students and recent graduates with fewer opportunities receive an additional sum to the individual support related to the EU Erasmus+ grant.

Art. 9. UTM grants additional financial support to encourage participation in mobilities, by exempting from tuition fees during the mobility for a number of students representing approximately 1% of the number of students eligible to participate in mobilities, at the level of each study programme. Students who spend two semesters (one academic year) on mobility may benefit from full exemption from payment of tuition fees for that academic year, on condition of submitting a request, which must be endorsed by the dean of the faculty and approved by the Vice-President of the Board of Directors.

Art. 10. (1) The selection of students for Erasmus+ mobilities is carried out annually, in the period of March - April. Depending on the places remaining unoccupied, a new selection session may be organized, respecting the calendar deadlines for each partner university and for the current academic year.

(2) The selection calendar, as well as other useful information for students, are displayed on the faculties' notice boards and on the UTM website.

(3) The selection is organized in a decentralized manner at the level of each faculty, on the basis of the eligibility criteria, recommended by the Erasmus+ Programme Guide and on the basis of university autonomy through its own selection criteria:

- a) All students enrolled in the university at the time of the selection are eligible. Students in the final year of studies may opt for traineeship mobilities or for study mobilities for the first semester of the master's cycle of studies, if they continue their studies within UTM; A student in the final year of the bachelor's/master's/doctoral cycle of studies, at the time of selection, may participate in the selection for obtaining an Erasmus+ traineeship mobility. Once declared admitted, the student has the right and obligation to complete their traineeship mobility within 12 months after acquiring the status of UTM graduate. In the case of students with the status of recent graduate, the period of the Erasmus+ traineeship mobility is taken into account at the recently completed cycle of studies.
- b) the applicant retains their status as a UTM student until the end of the mobility period;
- c) the applicant has good academic results (minimum average of 7.00 for the previously completed period of university studies, having passed all examinations at the time of departure);

(4) The ranking of the candidate students is carried out on the basis of the following criteria, evaluated within an interview held with the members of the selection committee at the level of the faculty:

- the average of the previously completed years of study;



- knowledge of the foreign language in which the mobility will be conducted at a minimum B1 level, according to the Common European Framework of Reference for Languages.

(5) Students who submit their candidacy for an Erasmus+ mobility shall address *the Person in Charge of International Relations and Erasmus+ Dashboard User within the Faculty*, in the faculty in which they are enrolled, and submit the candidacy file at the level of the faculty. The candidacy file shall include at least the following documents:

- Curriculum Vitae in English;
- enrolment form, available on the UTM website;
- letter of intent in English;
- letter of recommendation from a UTM teaching staff member, who is not a member of the Erasmus Selection, Recognition and Equivalence Committee at the level of the faculty;
- school situation related to the year preceding the mobility and/or the current year, for the first semester or for the entire academic year, as the case may be.
- copy of ID/passport, accompanied by proof of address of domicile/residence in Romania;
- residence permit or registration certificate issued by the Romanian authorities, only in the case of international students.

(7) ***The Selection, Recognition and Equivalence Committee/Committees for international student and teaching staff/auxiliary teaching staff and administrative staff mobilities*** within each faculty is/are made up of 3 full members and 2 substitute members by decision of the Faculty Council. The committees are endorsed by the Board of Directors and approved by the University Senate.

(8) The results of the selection are transmitted to DRI and are published on the faculties' notice boards and on the UTM website.

(9) DRI takes over the complete files, together with the selection minutes. In the case of study mobilities, DRI transmits the nominations of the selected students to the partner universities.

(10) DRI, with the support of the other specialized departments at UTM, draws up the financial contracts, additional acts, mobility acceptance letters, payment decisions and ensures the proper functioning of the administrative procedures prior to the conduct of the mobility.

(11) Updating the lists of participants in Erasmus+ mobilities:

- in the event that a holder does not confirm the place obtained within the mentioned deadline, this place will be occupied by the first person on the reserve list;
- in the event that one of the holders renounces the place obtained through the competition, they shall submit a written request to that effect, with their place to be occupied by the first person on the reserve list;
- in the event that not all the places put up for competition have been occupied, a second selection may be organized.

(12) DRI shall transmit each semester, to each faculty within UTM, a list of the selected Erasmus+ students who have concluded the financial contract with a view to carrying out the Erasmus+ mobility, this being considered the document that transforms the student's status from student selected with a view to



carrying out an Erasmus+ mobility into student beneficiary of an Erasmus+ grant who is to carry out a mobility abroad.

Art. 11.

(1) With a view to preparing for the mobility, the selected students will fill in the Erasmus+ Learning Agreement for student mobility for studies/traineeship (Learning Agreement - LA) - Before Mobility Section and submit them for approval to the Person in Charge of International Relations and Erasmus+ Dashboard User within the Faculty and to the persons in charge at the host university/organization, before the start of the mobility. The approval of the Erasmus+ Learning Agreement for student study mobility is carried out only through the EWP Dashboard online platform.

(2) In the event that the study/traineeship programme is modified due to various causes, these will be entered in the During the mobility section. The changes in the Erasmus+ Learning Agreement must be approved at the beginning of the mobility by the three parties (student, university of origin, host university/organization), so that, upon the student's return, the academic recognition of the credits obtained can be guaranteed. The approval of the During the mobility section of the Erasmus+ Learning Agreement for student study mobility is carried out only through the EWP Dashboard online platform.

(3) The After mobility section is filled in at the end of the mobility and contains the grades and credits obtained as a result of passing the examinations, and is approved by the partner university. This document may also be presented in the form of the school situation/transcript of records issued by the partner university. In the case of traineeship mobilities, the After the mobility section contains the Transcript of work and the results obtained as a result of carrying out the traineeship.

(4) In the case of study mobilities, the Erasmus+ Learning Agreement will include the proposed study programme during the mobility, totalling 30 ECTS/semester, respectively 60 ECTS/academic year. In exceptional cases, students may sign the study agreement with fewer ECTS by signing a sworn declaration in which they assume responsibility for taking the examinations to complete the number of credits upon return to the country.

(5) The traineeship period, carried out abroad, replaces, through recognition, a period with the same physical duration and the same volume of work which the student would carry out in the country, as part of the study programme in which they are enrolled, with the allocation of a corresponding number of ECTS credit points.

Art. 12. Upon return from mobility, students must submit to DRI and to the faculty the following documents:

- the certificate of attendance which attests the completion of the mobility, in which the start date of the physical mobility period is mentioned (the first day on which the participant was physically present at the host organization) and the end date of the mobility period (the last day on which the participant was physically present at the host organization), as well as the period in which the virtual component was carried out in the case of blended mobility;
- the school situation/transcript of records which indicates the credits and grades obtained, respectively transcript of work, which indicates the tasks performed each week, the number of hours and an evaluation from the host organization;



- supporting documents regarding the travel (plane tickets/boarding pass/train tickets/fuel receipts, etc. that attest the stay in the locality/country of destination during the contracted mobility, mandatorily, and documents regarding accommodation or other supporting documents, if possible);
- the participant in the Erasmus+ mobility shall fill in and submit online the EU questionnaire, after returning from the mobility, within 30 calendar days from receipt of the invitation to fill it in. Participants who do not fill in and submit the EU online questionnaire will be required to fully or partially reimburse the financial support received, in accordance with the provisions of the financial contract.

CHAPTER III

RECOGNITION AND EQUIVALENCE OF OUTGOING STUDY AND PLACEMENT MOBILITIES FOR STUDENTS

Art. 13.

(1) At the end of the period of study or traineeship abroad, the host institution provides the student with the certificate of attendance which attests the period of mobility and the transcript of records/school situation, respectively transcript of work which attests the results obtained and the fulfilment of the established vocational training programme.

(2) Upon return to the country, in the academic register, the grades recognized and equivalated by the Equivalence Committee (separate or **the Selection, Recognition and Equivalence Committee for international student and teaching staff/auxiliary teaching staff and administrative staff mobilities**) of the faculty shall be entered on the basis of the supporting documents presented by the participant in the Erasmus+ mobility. In the student's Diploma Supplement, the professional results from the recognized period and the mentions regarding the host institution and the duration of the Erasmus+ mobility shall be entered.

(3) **The Selection, Recognition and Equivalence Committees for international student and teaching staff/auxiliary teaching staff and administrative staff mobilities** of each faculty ensure the recognition and equivalence of the mobilities carried out by the beneficiary at the host institution/organization, as part of their diploma, in accordance with the recommendations of the European Commission in the field and the provisions of O.M.E.C.T.S. 3223/08.02.2012 on the methodology for the recognition of study periods carried out abroad, also taking into account the grading scale existing on the school situation issued by the host university.

a) The entire study period carried out at another university replaces, through recognition, a period with the same physical duration and the same volume of work (measured in ECTS credits) which the student would carry out at the institution where they are enrolled.



b) In the event that the traineeship mobility is conducted in the periods and under the conditions provided for in the UTM regulations on the specialized practice as duration, field, objectives, content, etc., the university shall ensure the recognition of the traineeship mobility carried out by the student at the host organization as part of their diploma, with the allocation of a corresponding number of ECTS credit points, in accordance with the recommendations of the European Commission in the field.

(4) In the diploma supplement (in the section "Additional information") the results from the periods of studies/traineeship carried out within the host institution/organization and recognized, and mentions regarding the host institution/organization and the duration of the mobility shall be entered. The grades obtained, according to the school situation issued by the host university, will be equivalated and mentioned in the diploma supplement in the section corresponding to the relevant year of studies. In the event that the host university mentions on the school situation issued two types of grading (the local grade and the ECTS grade), the system most advantageous to the student shall be taken into account, with a view to equivalence, while preserving the same evaluation unit.

(5) The disciplines passed during the study mobility period, which are not found or which have no equivalent in the UTM curriculum, are recorded in the diploma supplement, under additional credits (sports activities, foreign language courses, IT courses, etc.).

(6) The examinations for the disciplines that are not the subject of the Learning Agreement related to the Erasmus+ mobility, as well as the examinations not passed during the Erasmus+ traineeship period, are taken at the university of origin, during the examination sessions approved at the level of the university, as differential examinations. Students will take the promotion examinations in the next legally constituted session, scheduled according to the Structure of the respective academic year, after returning to the country, without paying the examination fee.

(7) Special examination sessions may be organized, in accordance with the provisions of the Regulation on the professional activity of students in the European credit transfer system, in the event that students are in the situation of being unable to participate in the examination sessions approved at the level of the university, as a result of participation in the Erasmus+ traineeship.

CHAPTER IV

MOBILITY OF TEACHING STAFF, AUXILIARY TEACHING STAFF AND ADMINISTRATIVE STAFF

Art. 14. Teaching and training mobilities, addressed to teaching staff, auxiliary teaching staff and administrative staff, contribute both to the personal and professional development of the participant and to the development of relations with institutions abroad.

Art. 15. Mobilities of teaching staff, auxiliary teaching staff and administrative staff are carried out at a host institution with which UTM has an interinstitutional agreement in the participant's field of specialization, at the time of starting the mobility activity. As an exception, in well-substantiated situations,



mobilities may be financed with a view to concluding new interinstitutional agreements or extending existing ones to other fields of specialization.

Art. 16. A period of staff mobility abroad may combine teaching and training activities. Any period of teaching or training abroad may be carried out in the form of blended mobility.

Art. 16.

(1) Participants in Erasmus+ mobilities for teaching/training receive a grant as a contribution to the costs of staying during the period spent abroad. The value of the grant is fixed according to the number of days of activity, country of destination/distance band and is as presented in the Erasmus Programme Guide.

(2) In the case of mobilities for teaching, the Erasmus+ grant exclusively finances the working days within the periods in which teaching activities are conducted at the host institution.

(3) The duration of the teaching mobility is a minimum of 2 consecutive working days and includes a minimum of 8 teaching hours. The maximum number of days financed for a teaching mobility is 5 working days.

(4) The duration of training mobilities is a minimum of 2 consecutive working days, and the maximum duration is established according to the budget of the project/funding contract related to the mobility.

(5) The days allocated to transport are not considered mobility days.

Art. 17.

(1) The selection of teaching staff is carried out at the level of each faculty, by the Selection, Recognition and Equivalence Committees for international student and teaching staff/auxiliary teaching staff and administrative staff mobilities, specifying the type of mobility for which they are selected;

(2) The selection of auxiliary teaching staff and administrative staff is carried out by the Central Selection Committee for Erasmus+ mobilities and other international mobilities for non-teaching and administrative staff. The files are submitted to DRI.

(3) In the event that one of the full members of the committee submits a candidacy for a mobility, they will be replaced by one of the substitute members of the committee.

Art. 18. The selection for teaching mobilities (STA) and for training mobilities (STT) is carried out annually, in the period of November – December, but selections may be carried out throughout the entire period of the year, depending on the opportunities and internationalization priorities of UTM. Depending on the places remaining unoccupied, a new selection session may be organized, respecting the calendar deadlines for each partner university and for the current academic year.

Art. 19. The selection calendar as well as other useful information are displayed on the faculties' notice boards and on the UTM website.



Art. 20. The selection is organized on the basis of the eligibility criteria recommended by the Erasmus+ Programme Guide and on the basis of university autonomy through its own selection criteria.

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

b) The objective of the mobility stipulated in the teaching/training agreement must be compatible with the type of mobility and the field of activity of the candidate. Research actions and participation in conferences are not eligible.

c) Employees who have committed violations of the UTM Code of Ethics or disciplinary violations may not submit a candidacy for mobility.

Art. 21.

(1) The selection process is based on a univocal and objective score awarded. In awarding the score, the documents submitted to the file shall be taken into account. The score is allocated on the basis of the following criteria:

- Foreign language competences
- Relevance of the mobility
- Development of professional and personal competences
- Involvement in the implementation of the Erasmus+ programme at UTM

(2) For separating candidates with equal scores, the following additional separation criteria shall be taken into account:

- first participation in the Erasmus+ programme (regardless of the action);
- application for mobility in a host country in the Erasmus programme without mobilities until then;
- the number of student mobilities (SMS, SMT) carried out within the respective faculty.

Art. 22.

(1) The candidacy file shall include at least the following documents:

- Enrolment form;
- Curriculum Vitae in English;
- Letter of intent in Romanian and in the language of teaching;
- Copy of identity card/passport;

(2) The Selection Committee (separate or *the Selection, Recognition and Equivalence Committee for international student and teaching staff/auxiliary teaching staff and administrative staff mobilities*) at the level of the faculty shall carry out the evaluation of all the proposed candidacies and shall present the score obtained by each candidate, on each criterion, in the selection minutes.

(3) After the completion of the selection process, the candidates' files, together with the selection minutes, are transmitted to DRI.



Art. 23. The persons selected to carry out a mobility shall draw up a teaching/training agreement (*Learning Agreement*) approved by the two partner universities prior to departure on mobility. The programme is approved by the Erasmus+ Coordinator of the faculty or by the Vice-Rector for International Relations.

Art. 24. In the event that the teaching staff member has not fully completed the established programme, they are obliged to partially or fully reimburse the funds received as financial support for the Erasmus+ mobility. Cases of force majeure will be brought to the attention of the faculty management and the Department of International Relations, who will analyse them and submit them for approval to ANPCDEFP.

Art. 25. DRI draws up the certificate of attendance for the mobility period, the financial contract and the grant payment decision, and ensures the proper functioning of the administrative procedures prior to the conduct of the mobility.

Art. 26. Upon return from mobility, the participant shall submit to DRI the following documents:

- the certificate of attendance signed by the host university;
- the activity reports;
- supporting documents regarding the travel (plane tickets/boarding pass/train tickets/fuel receipts/etc. that attest the stay in the locality/country of destination during the contracted mobility, mandatorily, and documents regarding accommodation or other supporting documents, if possible).

CHAPTER V

INCOMING STUDY AND TRAINEESHIP MOBILITIES FOR STUDENTS

Art. 27. Incoming student mobilities are carried out between partner higher education institutions between which there is an Erasmus+ interinstitutional agreement.

Art. 28.

(1) DRI receives the nominations of incoming students from the partner universities and sends them to the faculties.

(2) ***The Person in Charge of International Relations and Erasmus+ Dashboard User within the Faculty*** transmits to DRI whether the mobility is accepted/refused. In making the decision of non/acceptance, the number of incoming mobilities stipulated in the interinstitutional agreement is taken into account. The response regarding an incoming mobility nomination is transmitted to DRI within a maximum of 2 weeks from receipt of the nomination from the partner university.

(3) DRI transmits the acceptance to the partner university and to the student, together with the candidacy documents required from the incoming student:



- the enrolment form;
- the Learning Agreement (study/placement agreement)
- a copy of the identity document;
- a copy of the birth certificate;
- the European Health Insurance Card or medical insurance.

(4) DRI supports all the formalities for enrolment and accommodation, including in the UTM dormitories.

(5) After the completion of the mobility, DRI issues the Certificate of attendance to incoming students.

(6) After the completion of the mobility, the secretariat issues the Transcript of Records for incoming Erasmus+ students within a maximum of 5 weeks from the completion of the mobility and transmits it to DRI which, in turn, sends it to the universities of origin.

CHAPTER VI FINAL PROVISIONS

Art. 29. The present regulation is supplemented by the recommendations from the Erasmus+ Guide and other notifications received from ANPCDEFP. These are summarized within the procedures carried out by the Department of International Relations.

Art. 30. All financial procedures carried out within the Erasmus+ projects are carried out in compliance with the recommendations from the Erasmus+ Guide and other notifications received from ANPCDEFP.

Art. 31. The present Regulation is updated on the basis of the Erasmus+ Guide and the Erasmus+ Charter granted for the period 2021-2027 (Erasmus Charter for Higher Education 2021-2027) and shall be updated whenever necessary, on the basis of other recommendations received from the European Commission or ANPCDEFP, regarding the implementation of the Erasmus+ Programme.

Art. 32. Participation in the Erasmus+ Mobility Programme confirms the complete acceptance by the candidates of the present Regulation.

Art. 33. The present Regulation, as amended and supplemented, enters into force on the date of approval.