PROCEDURĂ OPERAȚIONALĂ
Organizarea şi derularea mobilităţilor studenţilor *incoming*, în cadrul programului Erasmus+, mobilități cu țările participante la program

Această procedură a fost aprobată în ședința Consiliului de Administrație din 03.11.2026

Președinte al Consiliului de Administrație,

Prof. univ. dr. Mihai DIMIAN

	Numele şi prenumele	**Funcţia**	**Data**
Elaborat	Laura TĂNASE	Secretar Serviciul de Relații Internaționale și Afaceri Europene	14.10.2026
Verificat	Lector univ. dr. Marcela ŞLUSARCIUC	Coordonator Serviciul de Relații Internaționale și Afaceri Europene	22.10.2026
Avizat	Prof. univ. dr. Ștefan PURICI	Prorector, Coordonator Instituțional Erasmus+	28.10.2026

CUPRINS

1. SCOPUL PROCEDURII 2

2. DOMENIUL DE APLICARE 2

3. DOCUMENTE DE REFERINŢĂ 2

4. DEFINIŢII ŞI ABREVIERI 2

4.1. Termeni şi definiţii 2

4.2. Abrevieri 3

5. CONŢINUT 3

5.1. Pregătirea mobilităţii 3

5.2. Derularea mobilităţii 4

5.3. Prelungirea mobilităţii Erasmus 7

6. RESPONSABILITĂŢI 8

7. DISPOZIŢII FINALE 10

8. ANEXE 10

1. SCOPUL PROCEDURII

Procedura stabileşte modul în care se realizează organizarea şi derularea mobilităţilor pentru studii şi mobilităţilor pentru stagii efectuate de studenţii străini în Universitatea „Ștefan cel Mare" din Suceava, în cadrul programului Erasmus+, acţiunea – mobilităţi cu țări participante la program.

2. DOMENIUL DE APLICARE

Procedura este utilizată de către personalul facultăţilor şi serviciilor Universităţii „Ștefan cel Mare" din Suceava care are responsabilităţi în ceea ce priveşte organizarea şi derularea mobilităţilor pentru studii şi mobilităţilor pentru stagii efectuate de studenţii străini în Universitatea „Ștefan cel Mare" din Suceava, în cadrul programului Erasmus+, acţiunea – mobilităţi cu țări participante la program.

3. DOCUMENTE DE REFERINŢĂ

3.1 Legea învăţământului superior nr. 199/2023, cu modificările şi completările ulterioare
3.2 Ghidul Programului Erasmus+;
3.3 Carta Universitară Erasmus+;
3.4 Contractul Erasmus+ încheiat între USV şi ANPCDEFP;
3.5 Acordurile bilaterale Erasmus+ încheiate între USV şi universităţi partenere;
3.6 Regulamentul de activitate profesională a studenţilor.

4. DEFINIŢII ŞI ABREVIERI

4.1. Termeni şi definiţii

4.1.1. **Mobilitate Erasmus+ pentru studii** – perioadă de studiu de minim 2 luni şi maxim 12 luni, cu prezență fizică, excluzând timpul de călătorie, în cadrul programului Erasmus+, în baza unui acord bilateral între universităţi care deţin o Cartă Universitară Erasmus (EUC);

4.1.2. **Mobilitate Erasmus**+ pentru stagii – perioadă de pregătire practică de minim 2 luni şi maxim 12 luni, sau, pentru doctoranzi, de minimum 5 zile și maximum 30 zile, cu prezență fizică, excluzând timpul de călătorie, în cadrul programului Erasmus+, în baza unui acord bilateral între universitatea de origine şi o altă universitate care deține o EUC sau o instituţie dintr-o țară participantă la program;

4.1.3. **Mobilitate Erasmus+ mixtă** –o combinație între mobilitatea fizică și o componentă virtuală care facilitează schimbul de învățare și munca în echipă online prin colaborare;

4.1.4. **Program intensiv mixt - PIM** (*Blended Intensiv Programme – BIP*) – program scurt, intensiv, care include o perioadă de mobilitate fizică cuprinsă între 5 zile și 30 de zile (excluzând timpul de călătorie) și o componentă virtuală obligatorie. O activitate de mobilitate mixtă pentru studii trebuie să acorde minimum 3 credite ECTS;

4.1.5. **Student Erasmus+ „incoming"** – student al unei universități partenere, care efectuează o mobilitate pentru studii sau stagii la USV, în cadrul programului Erasmus+, acţiunea – proiecte de mobilitate cu țări participante la program;

4.1.6. **Acceptance letter** – scrisoare de accept;

4.1.7. **Learning Agreement for Studies (LAS)** – contract de studii, document care cuprinde cursurile care vor fi studiate la universitatea gazdă și numărul de credite ECTS alocate;

4.1.8. **Learning agreement for traineeship (LAT)** – contract de stagiu, document care cuprinde activitățile care vor fi desfășurate la instituția gazdă, competențele acumulate, planul de monitorizare și evaluare a acestora;

4.1.9. **Transcript of records (TR)** – foaie matricolă care cuprinde rezultatele (note, credite, calificative) obţinute la universitatea gazdă în urma efectuării unei mobilităţi de studiu;

4.1.10. **Traineeship certificate (TC)** – certificat de stagiu, document care cuprinde modul de îndeplinire a obiectivelor din LAT, la instituția gazdă, în urma efectuării unei mobilități de stagiu;

4.1.11. **Certificate of attendance** – atestat de prezenţă.

4.2. Abrevieri

ANPCDEFP – Agenţia Naţională de Programe Comunitare în Domeniul Educaţiei şi Formării Profesionale
CSUD – Consiliul Studiilor Universitare de Doctorat
ECTS – Sistemul European de Credite Transferabile
EUC – Erasmus University Charter (Cartă Universitară Erasmus)
EWP – Erasmus Without Paper
LAS – Learning Agreement for Studies (contract de studiu)
LAT – Learning Agreement for Traineeship (contract de stagiu).
PIM / *BIP* – Program Intensiv Mixt / *Blended Intensive Programme*
SRIAE – Serviciul de Relații Internaționale și Afaceri Europene
TC – Traineeship Certificate
TR – Transcript of Records
UE – Uniunea Europeană
USV – Universitatea „Ştefan cel Mare" din Suceava

5. CONŢINUT

5.1. Pregătirea mobilităţii

5.1.1 Biroul Erasmus+ actualizează permanent pagina web a SRIAE pentru a pune la dispoziţia studenţilor Erasmus+ incoming toate informaţiile şi documentele necesare;
5.1.2 Coordonatorii Erasmus+ ai facultăților trimit către Biroul Erasmus+, până la data de 1 iunie, catalogul de cursuri (planurile de învăţământ), în limba engleză, şi numărul de credite ECTS alocate fiecărei discipline. Biroul Erasmus+ actualizează anual catalogul de cursuri, în limba engleză, pe site-ul SRIAE;
5.1.3 Biroul Erasmus+ trimite către Serviciul Social un referat de cazare estimativ pentru studenții Erasmus+ care vor derula mobilități în anul academic următor;
5.1.4 După ce Biroul Erasmus+ primeşte de la universitatea de origine lista cu studenţii Erasmus+ incoming, trimite, prin e-mail, acestora şi instituţiei partenere, informaţii cu privire la formalităţile de aplicare, termenul limită de aplicare, catalogul de cursuri şi condiţiile de desfăşurare ale mobilităţii;
5.1.5 După expirarea termenului limită pentru depunerea aplicațiilor, Biroul Erasmus+ centralizează lista nominală a studenţilor Erasmus+ incoming şi o comunică, în scris, Serviciului Social, în vederea rezervării locurilor de cazare;
5.1.6 Biroul Erasmus+ solicită, în scris, de la Facultatea de Litere şi Ştiinţe ale Comunicării, datele referitoare la cursul de Limba română pentru străini (numele cadrului didactic care susţine cursul, număr de ore, numărul de credite ECTS alocat, forma de verificare etc.);
5.1.7 Biroul Erasmus+ întocmeşte un referat prin care solicită întocmirea, de către Serviciul Resurse Umane a formelor legale pentru plata cadrului didactic care va susţine cursul de Limba română. Plata se face din fondurile contractului instituţional Erasmus+.

Mobilitatea pentru studii

5.1.8. Viitorul student Erasmus+ incoming completează contractul de studii (LAS) în OLA App, după ce s-a consultat cu coordonatorul Erasmus+ de la facultatea gazdă, până pe data de 1 august, pentru mobilităţile derulate în primul semestru, şi până la 15 decembrie, pentru mobilităţile derulate în cel de-al doilea semestru;
5.1.9. Contractul de studii (LAS) va fi semnat de către student - prin intermediul aplicaţiei OLA, de către persoana responsabilă de la facultatea de origine, prin platforma EWP sau printr-o platforma similară, precum și de către coordonatorul Erasmus+ de la facultatea gazdă, prin intermediul platformei EWP;
5.1.10. În cazul doctoranzilor incoming, Biroul Erasmus+ trimite către Directorul CSUD, prin email, propunerea de contract de studii (LAS). În maximum 3 zile lucrătoare de la primirea email-ului,

Directorul CSUD își va exprima în scris acordul sau va propune modificări la LAS și va desemna, prin decizie scrisă, persoana care va fi Tutore pentru studentul doctorand incoming;

5.1.11. După ce este emisă decizia de numire a tutorelui, Biroul Erasmus+ solicită acestuia, prin email, acordul cu privire la conținutul contractului de studii (LAS);

5.1.12 După ce obține acordul tutorelui, Biroul Erasmus+ informează, prin email, coordonatorul Erasmus al facultăţii gazdă, care semnează LAS pe platforma EWP;

5.1.11. Biroul Erasmus+ întocmeşte scrisoarea de accept (Acceptance letter) semnată de către Rectorul universităţii;

5.1.12. Biroul Erasmus+ trimite universităţii de origine şi studentului Erasmus+, prin e-mail, scrisoarea de accept (Acceptance letter);

5.1.13. Biroul Erasmus+ şi coordonatorul Erasmus+ de la facultatea gazdă răspund solicitărilor studentului Erasmus+ incoming, în perioada premergătoare stagiului, ori de câte ori este nevoie.

5.1.14. USV nu are responsabilități în ceea ce privește asigurarea de sănătate a studentului incoming. Studentul sau universitatea de origine trebuie să încheie contractul de asigurare şi să suporte costul asigurărilor de sănătate.

Mobilitatea de stagiu

5.1.15. Viitorul student Erasmus+ incoming completează contractul de stagiu (LAT), după ce s-a consultat cu coordonatorul Erasmus+ de la facultatea gazdă, respectiv directorul Școlii Doctorale, şi îl trimite pe email către Biroul Erasmus+ al USV până pe data de 1 august, pentru mobilităţile derulate în primul semestru, şi până la 15 decembrie, pentru mobilităţile derulate în cel de-al doilea semestru;

5.1.16. Biroul Erasmus+ trimite contractul de stagiu (LAT) al studentului Erasmus+ incoming coordonatorului Erasmus+ de la facultatea gazdă sau CSUD pentru verificare şi semnare.

5.1.17. Biroul Erasmus+ întocmeşte scrisoarea de accept (Acceptance letter), semnată de către Rectorul universităţii;

5.1.18. Biroul Erasmus+ trimite universităţii de origine şi studentului Erasmus+, prin e-mail, scrisoarea de accept (Acceptance letter) şi contractul de stagiu (LAT) aprobat;

5.1.19. Facultatea gazdă desemnează un Mentor, respectiv CSUD un tutore, care va superviza activitatea studentului pe toată perioada mobilităţii şi va completa certificatul de practică (TC). Cel mult doi participanți pot urmări același mentor în același timp.

5.1.20. Biroul Erasmus+ şi Mentorul/Tutorele răspund solicitărilor studentului Erasmus+ incoming, în perioada premergătoare stagiului, ori de câte ori este nevoie;

5.1.21. În situaţia în care mobilitatea de stagiu a studentului Erasmus+ incoming urmează să se desfăşoare într-o instituţie parteneră, între cele 3 părţi implicate se va încheia o convenţie (formular PO-SRIAE-05-F03). În acest caz, instituţia parteneră va desemna un mentor care va superviza activitatea studentului pe toată perioada mobilităţii şi va completa certificatul de practică (TC);

5.1.22. USV nu are nicio obligație cu privire la asigurările de sănătate sau pentru accidente la locul de muncă şi pentru daune cauzate de student la locul de muncă. Studentul sau universitatea de origine trebuie să încheie contracte şi să suporte costul asigurărilor de sănătate și pentru accidente la locul de muncă şi, eventual, pentru daune cauzate de student la locul de muncă.

5.2. Derularea mobilităţii

5.2.1 La sosirea în USV, studentul Erasmus+ incoming se prezintă la căminul în care a fost repartizat, ia în primire camera şi semnează contractul de cazare (document care conţine drepturile şi obligaţiile acestuia pe perioada cazării).

Mobilitatea de studiu

5.2.2 Studentul Erasmus+ incoming se prezintă la Biroul Erasmus+, în termen de 3 zile lucrătoare de la sosirea la USV, cu următoarele documente:

a) cartea de identitate sau paşaportul;
b) cardul european de sănătate / asigurarea medicală;

5.2.3 Biroul Erasmus+ infomează studenţii incoming de posibilitatea de a participa la cursul de limba română şi le trimite orarul acestui curs;

5.2.4 În situația în care studentul incoming va participa la cursul de limbă română, la sfârşitul mobilităţii, după evaluare, studentul va primi un certificat de pregătire lingvistică, eliberat de Facultatea de Litere şi Ştiinţe ale Comunicării;

5.2.5 Studentul Erasmus+ incoming se prezintă la secretariatul facultăţii/CSUD la care va fi înmatriculat, în termen de 3 zile lucrătoare de la sosirea la USV, cu următoarele documente:
a) cartea de identitate sau paşaportul;
b) 1 fotografie tip paşaport;

5.2.6 Coordonatorul Erasmus+ al facultăţii gazdă și mentorul / tutorele au obligaţia de a se întâlni, la începutul mobilităţii, cu studentul Erasmus+ şi de a îl ajuta să se familiarizeze cu mediul academic (orarul cursurilor, numele și datele de contact ale profesorilor, sălile de curs etc.);

5.2.7 Biroul Erasmus+ întocmeşte Ordinul Rectorului de înmatriculare temporară a acestora, menţionând la fiecare numele universităţii de origine, perioada stagiului la USV, facultatea, domeniul și ciclul de studii la care va fi înmatriculat;

5.2.8 Ordinul Rectorului de înmatriculare se distribuie, astfel:
a) Rectorat – original;
b) Secretariatele facultăţilor implicate, Biroul Erasmus+, – copie.

5.2.9 Secretariatul facultăţii/CSUD la care este înmatriculat studentul Erasmus+ incoming eliberează acestuia carnetul de student sau legitimaţia de student în cazul studenţilor doctoranzi;

5.2.10 Modificările contractului de studii (LAS) se pot face de către student, în termen de cel mult 1 lună de la începerea mobilităţii, după ce studentul s-a consultat cu coordonatorul Erasmus+ al facultăţii gazdă/tutorele;

5.2.11 Biroul Erasmus+ îi sprijină pe studenţii Erasmus+ incoming non-UE în vederea obținerii permisului de şedere temporară;

5.2.12 Studentul Erasmus+ incoming poate alege discipline din planurile de învăţământ ale mai multor facultăţi din USV. În această situaţie, coordonatorul Erasmus+ de la facultatea la care este înmatriculat studentul ia legătura cu cei de la facultăţile la care acesta şi-a ales discipline, pentru a stabili modalitatea în care poate fi sprijinit studentul să se familiarizeze cu orarul activităţilor didactice;

5.2.13 Studentul Erasmus+ incoming beneficiază de accesul la infrastructura universității în aceleași condiții ca și studenții români;

5.2.14 Serviciul Bibliotecă eliberează, la cerere, legitimaţia şi permite accesul studentului Erasmus+ incoming la fondul de carte existent, în aceleaşi condiţii ca şi pentru studenţii români;

5.2.15 Cadrele didactice care susţin cursuri la alte facultăţi decât cea la care studentul incoming este înmatriculat şi la care acesta din urmă a susţinut examene, vor trece rezultatele examinării în catalogul întocmit de facultatea la care este înmatriculat studentul incoming.;

5.2.16 Secretariatul facultăţii la care este înmatriculat studentul Erasmus+ incoming întocmeşte foaia matricolă (TR), cu toate rezultatele obţinute de acesta, inclusiv la cursul de Limba română, dacă acesta a fost trecut în contractul de studiu;

5.2.17 Foaia matricolă (TR) va fi semnată de către decanul facultăţii gazdă;

5.2.18 La finalul stagiului, studentul Erasmus+ incoming primeşte de la secretariatul facultăţii la care este înmatriculat, fişa de lichidare pe care o va prezenta serviciilor din USV pe care le-a accesat pentru a fi semnată (Biblioteca, Serviciul Social etc.). În baza fişei de lichidare semnată, studentul Erasmus+ incoming poate ridica de la secretariatul facultăţii foaia matricolă (TR);

5.2.19 Secretariatul facultăţii la care este înmatriculat studentul Erasmus+ incoming, trimite Biroului Erasmus+, prin email, o copie scanată a foii matricole eliberate (TR);

5.2.20 Studentul doctorand incoming va primi la finalul mobilităţii, după semnarea foii de lichidare, un raport de activitate semnat de către tutore.

5.2.21 Înaintea plecării din USV, studentul Erasmus+ incoming se prezintă la Biroul Erasmus+, care îi eliberează atestatul de prezenţă (Certificate of attendance), semnat de către coordonatorul instituţional Erasmus+;

5.2.22 În cazul în care studentul incoming nu a intrat în posesia foii matricole (TR) până la plecarea sa, aceasta va fi trimisă, în original, de Secretariatul facultății către Biroul Erasmus+, în termen de maxim 10 zile lucrătoare de la finalizarea sesiunii de examene;

5.2.23 În cazul în care foaia matricolă a fost eliberată ulterior finalizării mobilității, Biroul Erasmus+ va trimite TR a studentului, prin email către universitatea de origine;

5.2.24 Biroul Erasmus+ arhivează la dosarul studentului Erasmus incoming:

a) documentul de identitate – copie;
b) ordinul de înmatriculare – copie;
c) atestatul de prezenţă (Certificate of attendance) – copie;
d) contractul de studii (LAS) – copie;
e) modificările Contractului de studii (LAS) - copie;
f) foaia matricolă (TR /raportul tutorelui, în cazul studenţilor doctoranzi) – copie;

5.2.25 Secretariatul facultății gazdă / CSUD arhivează la dosarul studentului Erasmus+ incoming:

a) documentul de identitate – copie
b) contractul de studii (LAS) – copie
c) ordinul de înmatriculare – copie;
d) modificările contractului de studii (LAS) - în copie;
e) foaia matricolă (TR / raportul tutorelui, în cazul studenţilor doctoranzi) – copie.

Mobilitatea de stagiu

5.2.26 Studentul Erasmus+ incoming se prezintă la Biroul Erasmus+, în termen de 3 zile lucrătoare de la sosirea la USV, cu următoarele documente:

a) cartea de identitate sau paşaportul;
b) cardul european de sănătate / asigurarea medicală de sănătate;
c) dacă este cazul, asigurare pentru accidente la locul de muncă și pentru daune cauzate de student la locul de muncă.

5.2.27 Biroul Erasmus+ infomează studenţii incoming de posibilitatea de a participa la cursul de limba română și le trimite orarul acestui curs;

5.2.28 În situația în care studentul incoming va participa la cursul de limbă română, la sfârşitul mobilităţii, după evaluare, studentul va primi un certificat de pregătire lingvistică, eliberat de Facultatea de Litere și Ştiinţe ale Comunicării;

5.2.29 Studentul Erasmus+ incoming se prezintă la secretariatul facultăţii la care va fi înmatriculat, respectiv CSUD, în termen de 3 zile de la sosirea la USV, cu următoarele documente:

a) cartea de identitate sau paşaportul;
b) 1 fotografie tip paşaport;

5.2.30 Mentorul / Tutorele desemnat să coordoneze mobilitatea de stagiu are obligaţia de a se întâlni, la începutul mobilităţii, cu studentul Erasmus+ şi de a îl ajuta să se familiarizeze cu mediul academic (sarcinile pe care trebuie sa le îndeplinească, sălile de laborator, etc.);

5.2.31 Biroul Erasmus+ întocmește Ordinul Rectorului de înmatriculare temporară a studenţilor Erasmus+ incoming, menţionând pentru fiecare student numele universităţii de origine, perioada stagiului la USV, facultatea domeniul și ciclul de studii la care va fi înmatriculat;

5.2.32 Ordinului Rectorului de înmatriculare se distribuie astfel:

a) Rectorat – original;
b) Secretariatele facultăţilor implicate, Biroul Erasmus+ – copie.

5.2.33 Secretariatul facultăţii / CSUD la care este înmatriculat studentul Erasmus+ incoming eliberează acestuia carnetul de student sau legitimația de student în cazul studenților doctoranzi;

5.2.34 Biroul Erasmus+ trimite modificările contractului de stagiu (LAT), prin email, către universitatea de origine, care aprobă documentul şi îl trimite înapoi, prin email;

5.2.35 Biroul Erasmus+ îi sprijină pe studenţii Erasmus+ incoming non-UE în vederea eliberării permisului de şedere temporară;

5.2.36 Studentul Erasmus+ incoming beneficiază de accesul la infrastructura universității în aceleași condiții ca și studenții români

5.2.37 Serviciul Bibliotecă eliberează, la cerere, legitimaţia şi permite accesul studentului Erasmus+ incoming la fondul de carte existent, în aceleaşi condiţii ca şi pentru studenţii români;

5.2.38 La sfârşitul mobilităţii, mentorul / tutorele întocmeşte certificatul de stagiu (TC) în care evaluează activitatea derulată de către studentul Erasmus+ incoming,;

5.2.39 Certificatul de stagiu (TC) va fi semnat de către mentor şi de către decanul facultății gazdă, respectiv de către tutore și Directorul CSUD;

5.2.40 În cazul în care studentul a efectuat stagiul Erasmus+ la o instituţie parteneră, certificatul de stagiu (TC) va fi unul comun, semnat de către mentorul de la instituţia parteneră şi de către decanul facultăţii gazdă;

5.2.41 La finalul stagiului, studentul Erasmus+ incoming primeşte de la secretariatul facultății / CSUD la care este înmatriculat, fişa de lichidare pe care o va prezenta serviciilor din USV pe care le-a accesat pentru a fi semnată (Biblioteca, Serviciul Social etc.). În baza fişei de lichidare semnată, studentul Erasmus+ incoming poate ridica de la secretariatul facultăţii / CSUD certificatul de stagiu (TC);

5.2.42 Secretariatul facultăţii / CSUD la care este înmatriculat studentul Erasmus+ incoming, trimite Biroului Erasmus+, o copie a certificatului de stagiu (TC);

5.2.43 Înaintea plecării din USV, studentul Erasmus+ incoming se prezintă la Biroul Erasmus+, care îi eliberează atestatul de prezenţă (Certificate of attendance), semnat de către coordonatorul instituţional Erasmus+;

5.2.44 În cazul în care mentorul / tutorele nu a emis certificatul de stagiu (TC) până la plecarea studentului, acesta îl va întocmi ulterior şi îl va trimite, în original, către Biroul Erasmus+, în termen de maxim 10 zile lucrătoare de la finalizarea mobilităţii;

5.2.45 În cazul, în care certificatul de stagiu a fost eliberat ulterior finalizării mobilității, Biroul Erasmus+ va trimite TC al studentului, prin email către universitatea de origine;

5.2.46 Biroul Erasmus+ arhivează la dosarul studentului Erasmus incoming:

a) documentul de identitate – copie;
b)
c) ordinul de înmatriculare – copie;
d) atestatul de prezenţă (Certificate of attendance) – copie;
e) contractul de stagiu (LAT) – copie;
f) modificările contractului stagiu (LAT) - în copie;
g) certificatul de stagiu (TC) – copie;

5.2.47 Secretariatul facultăţii gazdă / CSUD arhivează la dosarul studentului Erasmus+ incoming:

a) documentul de identitate – copie
b) contractul de stagiu (LAT) – copie;
c) ordinul de înmatriculare – copie;
d) modificările Contractului de stagiu (LAT) - copie;
e) certificatul de stagiu (TC) – copie.

5.3. Prelungirea mobilităţii Erasmus

5.3.1 Studentul Erasmus+ incoming care dorește să își prelungească mobilitatea depune la Biroul Erasmus+, cererea de prelungire a mobilităţii, cu cel puțin o lună înaintea finalizării perioadei inițiale, vizată de către decanul facultăţii gazdă, respectiv Directorul CSUD, şi aprobată de către Coordonatorul Instituţional Erasmus+.

Mobilitatea de studiu

5.3.2 Studentul Erasmus+ incoming se va consulta cu coordonatorul Erasmus+ de la facultatea gazdă/tutorele şi va completa în Contractul de studii (LAS) noile cursuri aferente perioadei de prelungire. Completările aduse Contractului de studii vor fi introduse de către student în OLA App, iar apoi vor fi semnate de toate părțile prin intermediul OLA App şi EWP;

5.3.3 Biroul Erasmus+ trimite, prin e-mail, la universitatea de origine a studentului scrisoarea de accept (Acceptance letter) din partea USV pentru perioada de prelungire;

5.3.4 Biroul Erasmus+ trimite, prin email, către secretariatul facultăţii gazdă / CSUD cererea de prelungire şi contractul de studii (LAS) pentru perioada prelungirii;

5.3.5 Biroul Erasmus+ întocmește Ordinul Rectorului de înmatriculare pentru perioada prelungirii.

Mobilitatea de stagiu

5.3.6 Studentul Erasmus+ incoming se va consulta cu Mentorul, coordonatorul Erasmus+ al facultăţii gazdă, respectiv Tutorele şi va completa în Contractul de stagiu (LAT) noile sarcini aferente perioadei de prelungire. Completările aduse Contractului de stagiu (LAT) trebuie aprobate de către decanul facultății / Directorul CSUD;

5.3.7 Biroul Erasmus+ trimite la universitatea de origine a studentului, prin e-mail,, scrisoarea de accept (Acceptance letter) din partea USV pentru perioada de prelungire, precum şi completările aduse Contractului de stagiu (LAT);

5.3.8 Dacă este de acord cu prelungirea stagiului şi cu noile sarcini, universitatea de origine a studentului Erasmus+ incoming trimite către Biroul Erasmus+, prin e-mail, contractul de stagiu (LAT) semnat;

5.3.9 Biroul Erasmus+ trimite către secretariatul facultăţii gazdă o copie a cererii de prelungire şi a contractului de stagiu (LAT) pentru perioada prelungirii;

5.3.10 Biroul Erasmus+ întocmește Ordinul Rectorului de înmatriculare pentru perioada prelungirii.

6. RESPONSABILITĂŢI

6.1. **Studentul Erasmus+ incoming** are următoarele responsabilităţi şi competenţe:

Mobilitatea de studiu

a) completează şi semnează contractul de studii (LAS) în OLA App și se prezintă la Biroul Erasmus+ şi la secretariatul facultăţii cu documentele menţionate la art. 5.2.2 și 5.2.5;
b) semnează contractul de cazare;
c) depune la Biroul Erasmus+ cererea de prelungire a mobilității Erasmus+ (dacă este cazul);
d) completează contractul de studii (LAS) pentru perioada de prelungire a mobilității (dacă este cazul);
e) operează modificările necesare în contractul de studii (LAS) (dacă este cazul);
f) completează fișa de lichidare, obține semnăturile necesare pe aceasta de la serviciile USV accesate şi ridică de la secretariatul facultăţii / CSUD şi de la Biroul Erasmus+ documentele necesare.

Mobilitatea de stagiu

a) trimite, prin e-mail, contractul de stagiu (LAT);
b) se prezintă la, Biroul Erasmus+ şi la secretariatul facultăţii, cu documentele menţionate la art. 5.2.266 și 5.2.2929;
c) semnează contractul de cazare;
d) depune la Biroul Erasmus+ cererea de prelungire a mobilității Erasmus+ (dacă este cazul);
e) completează contractul de stagiu (LAT) pentru perioada de prelungire a mobilității;
f) operează modificările necesare în contractul de stagiu (LAT) (dacă este cazul);
g) completează fișa de lichidare, obține semnăturile necesare pe aceasta de la serviciile USV accesate şi ridică de la secretariatul facultăţii şi de la Biroul Erasmus+ documentele necesare.

6.2. **Biroul Erasmus+ are următoarele responsabilităţi şi competenţe**:

a) Biroul Erasmus+ actualizează permanent pagina web a SRIAE cu informațiile specifice mobilităților pentru studenți incoming;
b) întocmeşte referatul de cazare estimativ pentru studenţii Erasmus+ incoming;
c) centralizează şi trimite lista studenţilor Erasmus+ incoming compartimentelor implicate;
d) trimite, prin e-mail, studenţilor incoming nominalizaţi informaţii cu privire la formalităţile de aplicaţie, catalogul de cursuri şi condiţiile de desfăşurare ale mobilităţii;
e) întocmeşte scrisorile de accept (Acceptance letters) care vor fi semnate de către Rectorul universităţii;
f) centralizează lista nominală a studenţilor Erasmus+ incoming şi o comunică, în scris, Serviciului Social, în vederea rezervării locurilor de cazare;
g) solicită, în scris, de la Facultatea de Litere şi Ştiinţe ale Comunicării datele referitoare la cursul de Limba română pentru străini (numele cadrului didactic care susţine cursul, număr de ore, numărul de credite ECTS alocat, forma de verificare etc.);
h) întocmeşte un referat prin care solicită întocmirea, de către Serviciul Resurse Umane, a formelor legale pentru plata cadrului didactic care va susţine cursul de Limba română. Plata se face din fondurile contractului instituţional Erasmus+;
i) face demersurile pentru eliberarea permiselor de şedere temporară pentru studenţii Erasmus+ incoming din ţările non-UE;
j) întocmeşte Ordinul Rectorului de înmatriculare;
k) trimite contractul de stagiu (LAT) al studentului Erasmus+ incoming coordonatorului Erasmus+ de la facultatea gazdă pentru verificare şi semnare;
l) trimite universităţii de origine şi studentului Erasmus+, prin e-mail, scrisoarea de accept (Acceptance letter) şi contractul de stagiu (LAT) aprobat;
m) trimite documentele de studiu către secretariatele facultăţilor gazdă contractul de studii modificat către secretariatul facultăţii gazdă sau la secretariatul CSUD, în cazul unui student doctorand;
n) trimite Directorului CSUD, prin email, dosarul de aplicaţie şi contractul de studii (LAS) și solicită Tutorelui, prin email, acordul cu privire la conţinutul contractului de studii (LAS);
o) eliberează atestatele de prezenţă (Certificate of attendance), la plecarea studenţilor Erasmus+ incoming de la USV;
p) acordă asistenţă studentului Erasmus+ incoming, pe toată durata desfăşurării mobilităţii;
q) arhivează la dosarul studentului Erasmus+ incoming documentele precizate de această procedură.

6.3. **Secretariatul facultăţii gazdă** are următoarele responsabilităţi şi competenţe:

a) primeşte documentele prezentate de studentul Erasmus+ incoming, la sosirea la USV;
b) eliberează studentului Erasmus+ incoming carnetul de student;
c) eliberează foaia matricolă (TR) / certificatul de practică (TC);
d) trimite către Biroul Erasmus+ o copie a foii matricole (TR) / a certificatului de practică (TC);
e) arhivează la dosarul studentului Erasmus+ incoming documentele precizate de această procedură.

6.4. **Secretariatul CSUD**

a) eliberează studentului doctorand incoming legitimaţia de student;
b) eliberează foaia matricolă (TR) / certificatul de practică (TC).

6.5. Directorul CSUD

a) exprimă acordul sau propune modificări la LAS sau LAT;
b) identifică şi desemnează, prin decizie scrisă, Tutorele pentru studentul doctorand incoming;
c) trimite către Biroul Erasmus+, prin email, decizia de numire a tutorelui;
d) avizează cererile de prelungire a mobilității;

6.6. **Coordonatorul Erasmus+ pe facultate** are următoarele responsabilităţi şi competenţe:

a) trimite către Biroul Erasmus+ lista cursurilor oferite studenţilor Erasmus+ incoming, în limba engleză, până la data de 1 iunie a fiecărui an;
b) sprijină studentul Erasmus+ incoming în completarea contractului de studii/de stagiu (LAS/LAT);
c) verifică şi semnează contractul LAS/LAT;
d) acordă asistenţă studentului Erasmus+ incoming, pe toată durata desfăşurării mobilităţii;
e) ia legătura cu coordonatorii Erasmus+ de la facultăţile de la care studentul şi-a ales discipline pentru a stabili modalitatea în care poate fi sprijinit studentul să se familiarizeze cu orarul activităţilor didactice.

6.5. **Mentorul desemnaţi de facultatea la care este înmatriculat studentul sau de instituţia parteneră** au următoarele responsabilităţi şi competenţe:

a) sprijină studentul Erasmus+ incoming în completarea contractului de stagiu (LAT);
b) supraveghează şi supervizează activitatea studentului pe toată durata stagiului;
c) completează şi semnează certificatul de stagiu (TC).

6.6. Tutorele doctorandului incoming

a) îşi exprimă, prin email, acordul cu privire la contractul de studiu / stagiu (LAS / LAT)
b) coordonează activitatea academică a studentului doctorand incoming
c) întocmeşte şi semnează raportul final de activitate

6.6. **Decanul facultăţii gazdă**

a) semnează foile matricole (TR);
b) semnează Certificatul de stagiu (TC).

6.7. **Rectorul universităţii**

a) semnează scrisorile de accept (Letters of acceptance);
b) semnează ordinul de înmatriculare temporară.

7. DISPOZIŢII FINALE

7.1. Aprobarea modificării prezentei proceduri este de competenţa CA;
7.2. Prezenta procedură intră în vigoare din momentul aprobării în CA;
7.3. Verificarea modului în care se aplică prezenta procedură se realizează de către Comisia de Evaluare și Asigurarea Calităţii;
7.4. Prezenta procedură înlocuieşte PO-SRIAE-05 ediția 1, revizia 1 aprobată prin Hotărârea Consiliului de Administrație din 26.09.2017.

8. ANEXE

Lista anexelor care însoţesc această procedură este redată după cum urmează:

	Denumire	Cod
Anexa 1	Learning agreement for studies	PO-SRIAE-05-F01
Anexa 2	Learning agreement for traineeship	PO-SRIAE-05-F02

Anexa 3	Convenţie încheiată între USV, instituţia parteneră şi student, pentru efectuarea mobilității Erasmus+ de stagiu	PO-SRIAE-05-F03
Anexa 4	Lista studenţilor Erasmus+ incoming	PO-SRIAE-05-F04
Anexa 5	Contract de cazare	PO-SRIAE-05-F05
Anexa 6	Cerere pentru frecventarea cursului de limba română	PO-SRIAE-05-F06
Anexa 7	Lista solicitărilor de pregătire lingvistică	PO-SRIAE-05-F07
Anexa 8	Cerere de prelungire a mobilităţii Erasmus+	PO-SRIAE-05-F08
Anexa 9	Foaia matricolă (Transcript of Records) eliberată de USV	PO-SRIAE-05-F09
Anexa 10	Traineeship certificate	PO-SRIAE-05-F10

Erasmus+ Learning Agreement
Student Mobility for Studies

Mobility between Erasmus+ countries (EU Member States and third countries associated to the Programme)

[Learning agreements are digital in the Erasmus+ 2021-2027 programme. Higher education institutions can exchange digital learning agreements through an IT system connected to the Erasmus Without Paper Network. This template is provided for those institutions that are in the process of connecting to the network and might need an editable version of the template. For more information, please visit the European Commission's webpage about Erasmus Without Paper.]

General information

[Applicable for all learning agreement types]

Student	**Last name(s)**	**First name(s)**	**Date of birth**	**Nationality**	**Gender**
	European Student Identifier (ESI) [Unique electronic identifier for mobile students]		**Level of education (EQF level)**	**Field of education (ISCED code)**	**<Field of education (clarification)>**
Sending Institution	**Name**	**Faculty/Department**	**Erasmus code**	**Country**	**Administrative contact person name; email**
Receiving Institution	**Name**	**<Faculty/Department>**	**Erasmus code**	**Country**	**Administrative contact person name; email**
The level of language competence in _____ [indicate here the main language of instruction] that the student already has or agrees to acquire by the start of the study period is: *A1* □ *A2* □ *B1* □ *B2* □ *C1* □ *C2* □ *Native speaker* □					

Learning agreement type and mobility duration

Learning agreement for studies type (select one)	**Estimated duration (to be confirmed by the Receiving Institution)**
• Long-term mobility □ / Virtual component *(only if applicable)* □ • Short-term mobility with a mandatory virtual component □ • Short-term doctoral mobility □ / Virtual component *(only if applicable)* □	Planned period of the physical mobility: • Academic year [year/year] ……. • from [<day>/month/year] ……. • to [<day>/month/year] …….
Based on the selected learning agreement for studies type, only the applicable learning agreement type below is visible to the student, sending and receiving institutions.	

Learning agreement for long-term mobility

Study Programme at the Receiving Institution

Table A	Component code (if any)	Component title at the Receiving Institution (as indicated in the course catalogue)	Term [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be awarded by the Receiving Institution upon successful completion
				Total: …
Web link to the course catalogue at the Receiving Institution describing the learning outcomes: [*web link to the relevant information*]				

Recognition at the Sending Institution

Table B	Component code (if any)	Component title at the Sending Institution (as indicated in the course catalogue)	Term [e.g. autumn/spring; term]	Number of ECTS credits (or equivalent) to be recognised by the Sending Institution	Automatic recognition [Yes/No]
				Total: …	
Provisions applying if the student does not complete successfully some educational components: *[web link to the relevant information]*					

[If the option of virtual component was selected the table below must be filled in]

Description of a virtual component at Receiving Institution and recognition at the Sending Institution

Table C	Component code (if any)	Component title or description of the st programme at the Receiving Institution	Short description of th virtual component	Term [e.g. autumn/spring ; term]	Number of ECTS credits to be awarded	Automatic recognition [Yes/No]
					Total: …	

Commitment of the three parties

By digitally signing/approving, 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 The Beneficiary Institution and the student must also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise 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. 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	Approval
Student			*Student*		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

Exceptional changes to the learning agreement

Exceptional changes to Table A						
Table A2	**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 change** [Add the applicable reason code or write other reason]	**Number of ECTS credits (or equivalent) to be awarded**
			☐	☐	Choose an item.	
			☐	☐	Choose an item.	

Exceptional changes to Table B (if applicable)							
Table B2	**Component code** (if any)	**Component title at the Sending Institution** (as indicated in the course catalogue)	**Deleted component** [tick if applicable]	**Added component** [tick if applicable]	**<Reason for change>**	**Number of ECTS credits (or equivalent) to be awarded**	**Automatic recognition** [Yes/No]
			☐	☐			
			☐	☐			

Exceptional changes to Table C (if applicable)						
Table C2	**Component code (if any)**	**Component title or description of the s programme at the Receiving Institutio**	**Short description of the virtual component**	**Reason for change** [Add the applicable reason	**Number of ECTS credits (or equivalent) to**	**Automatic recognition** [Yes/No]
				Choose an item.		
				Choose an item.		

Approval of exceptional changes to the learning agreement

By digitally signing/approving 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 The Beneficiary Institution and the student must also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise 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. 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	Approval
Student			*Student*		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

Learning agreement for short-term mobility with a mandatory virtual component

Study Programme at Receiving Institution and recognition at the Sending Institution

Table D	**Component code** (if any)	**Component title or description of the study programme**	**Short description of the virtual compor**	**Number of ECTS credits to be awarded**	**Automatic recognition** [Yes/No]
				Total: …	

Commitment of the three parties

By digitally signing/approving 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 The Beneficiary Institution and the student must also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise 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. 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**	**Approval**
Student			*Student*		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

Exceptional changes to the Learning Agreement

Exceptional changes to Table D						
Table D2	**Component code** (if any)	**Component title or description of the s programme at the Receiving Institutio**	**Short description of the virtual component**	**Reason for change** (Add the applicable reason	**Number of ECTS credits (or equivalent) to**	**Automatic recognition** [Yes/No]
				Choose an item.		
				Choose an item.		

Approval of exceptional changes to the Learning Agreement

By digitally signing/approving 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 The Beneficiary Institution and the student must also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise 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. 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**	**Approval**
Student			*Student*		
Responsible person at the Sending Institution					

Responsible person at the Receiving Institution					

Learning agreement for short-term doctoral mobility

Study Programme at Receiving Institution and recognition at the Sending Institution

Table E	**Component code** (if any)	**Component title or description of the study programme**	**Short description of the virtual Component (only if applicable)**	**<Number of ECTS credits to be**	**Automatic recognition** [Yes/No]
				Total: …	

Commitment of the three parties

By digitally signing/approving 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 The Beneficiary Institution and the student must also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise 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. 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**	**Approval**
Student			*Student*		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

Exceptional changes to the learning agreement

Exceptional changes to Table E						
Table E2	**Component code** (if any)	**Component title or description of the s programme at the Receiving Institutio**	**Short description of the virtual component (only if applicable)**	**Reason for change** (Add the applicable reason	**<Number of ECTS credits (or equivalent) to be awarded>**	**Automatic recognition** [Yes/No]
				Choose an item.		
				Choose an item.		

Approval of exceptional changes to the Learning Agreement

By digitally signing/approving 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 The Beneficiary Institution and the student must also commit to what is set out in the Erasmus+ grant agreement. The Receiving Institution confirms that the educational components listed are in line with its course catalogue or as agreed otherwise 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. 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	Approval
Student			*Student*		
Responsible person at the Sending Institution					
Responsible person at the Receiving Institution					

Glossary

Term	Definition/Explanation
Nationality	Country to which the person belongs administratively and that issues the ID card and/or passport.
The European Student Identifier (ESI)	A unique European electronic identifier number used to identify and authenticate mobile students using Erasmus Without Paper consistently across different IT systems e.g. to share their digital learning agreement and receive the approval of the sending institution and the receiving institution. The identifier is technical and not meant for student or staff to provide manually. The ESI field should not be visible to end users. If the sending institution does not yet issue an ESI for its students an alternative mechanism for digitally identifying and authenticating students can be accepted. Please note that the ESI will become mandatory in the future. For more information on how Higher Education Institutions can deploy the ESI, read the Technical Documentation page of the European Student Card Initiative portal.
Level of education	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). EQF level codes 5 to 8 are equivalent to the ISCED levels 5 to 8.
Field of education	The ISCED-F 2013 search tool available at http://ec.europa.eu/education/international-standard-classification-of-education-isced_en 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.
Erasmus code	A unique identifier that every higher education institution receives that has been awarded with the Erasmus Charter for Higher Education (ECHE). It is only applicable to higher education institutions located in EU Member States and third countries associated to the programme.
Administrative Contact person	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 works at the international relations office or equivalent body within the institution.
Long-term mobility	A physical study period abroad lasting at least one academic term/trimester or 2 months to 12 months.
Blended mobility	Any mobility can be carried out as a "blended mobility" by combining the physical study period abroad with a virtual component at the receiving institution before, during and/or after the physical mobility to further enhance the learning outcomes.
Short description of a virtual component	A description of the virtual component of a blended mobility and the type of online activity(ies) undertaken. For example it can be an online course, embedded in a course selected at the receiving

	institution; part of a blended intensive programme; and/or other type of virtual activity at the receiving institution.
Short-term mobility with a mandatory virtual component	Students may undertake a study period abroad lasting between 5 days and 30 days and combined with a compulsory virtual component.
Short-term doctoral mobility	A study period abroad lasting between 5 days and 30 days. An optional virtual component to facilitate an online learning exchange and/or teamwork can be added to further enhance the learning outcomes.
ECTS credits (or equivalent)	In countries where the "ECTS" system is not in place, in particular for institutions located in third countries not associated to the programme 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.
Automatic recognition	All credits gained abroad – as agreed in the learning agreement and confirmed by the transcript of records – will be transferred without delay and counted towards the students' degree (study programme) without any additional work or assessment of the student. This is signalled in the learning agreement by the "Yes" check box. If the "No" check box is selected, a clear justification needs to be provided and an indication on what other type of formal recognition will be applied, e.g. registration in the students' diploma supplement or Europass Mobility Document.
Educational component	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.
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
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.
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 and automatic recognition of the study programme described in the learning agreement 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.
Reasons for deleting a component	1. Previously selected educational component is not available at the Receiving Institution 2. Component is in a different language than previously specified in the course catalogue 3. Timetable conflict 4. Other (please specify)
Reason for adding a component	5. Substituting a deleted component 6. Extending the mobility period 7. Adding a virtual component 8. Other (please specify)

Higher Education:
Erasmus+
Learning Agreement form
Student's name
Academic Year 20…/20…

Erasmus+ Learning Agreement
Student Mobility for Traineeships[1]

Trainee	**Last name(s)**	**First name(s)**	**Date of birth**	**Nationality[2]**	**Gender [Male/Female/Undefined]**	**Level of education (EQF level)[3]**	**Field of education[4]**
Beneficiary organisation[5]	**Name**	**Faculty/ Department** (if applicable)	**Erasmus code[6]** (if applicable)	**Address**	**Country**	**Contact person name[7]; email**	
Sending Institution [only if different from Beneficiary Organisation]	**Name**	**Faculty/ Department**	**Erasmus code** (if applicable)	**Address**	**Country**	**Contact person name; email**	
Receiving Organisation	**Name**	**Department**	**Address; website**	**Country**	**Size**	**Contact person[8] name; position; email**	**Mentor[9] name; position; email**
					☐ ≤250 employees ☐ > 250 employees		

Before the mobility

Table A - Traineeship Programme at the Receiving Organisation

Planned period of the physical component: from [day (optional)/month/year] …… to [day (optional)/month/year] ……

If applicable, planned period of the virtual component: from [day (optional)/month/year] …… to day (optional)/month/year] ……

Traineeship title: …	**Number of working hours per week: …**
Detailed programme of the traineeship (including the virtual component, if applicable):	
Traineeship in digital skills[10]: Yes ☐ No ☐	

[1] In case the mobility combines studies and traineeship, the mobility agreement for studies template should be used and adjusted to fit both activity types.
[2] Country to which the person belongs administratively and that issues the ID card and/or passport.
[3] **Level of education:** 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). EQF level codes 5 to 8 are equivalent to the ISCED levels 5 to 8.
[4] **Field of education:** The ISCED-F 2013 search tool 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.
[5] In the case of outgoing mobility, the beneficiary organisation is the sending institution.
[6] **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 EU Member States and third countries associated to the programme.
[7] **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.
[8] **Contact person at the receiving organisation**: a person who can provide administrative information within the framework of Erasmus+ traineeships.
[9] **Mentor**: the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the organisation (culture of the organisation, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.
[10] **Traineeship in digital skills:** any traineeship where trainees receive training and practice in at least one or more of the following activities: digital marketing (e.g. social media management, web analytics); digital graphical, mechanical or architectural design; development of apps, software, scripts, or websites; installation,

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**[11] 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* ☐ *A2* ☐ *B1* ☐ *B2* ☐ *C1* ☐ *C2* ☐ *Native speaker* ☐

Table B - Sending Institution

Please use only one of the following three boxes: [12]

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

Award ……ECTS credits (or equivalent)[13]	Give a grade based on: Traineeship certificate ☐ Final report ☐ Interview ☐
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 ☐ No ☐	

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

Award ECTS credits (or equivalent): Yes ☐ No ☐	If yes, please indicate the number of credits: ….
Give a grade: Yes ☐ No ☐	If yes, please indicate if this will be based on: Traineeship certificate ☐ Final report ☐ Interview ☐
Record the traineeship in the trainee's Transcript of Records: Yes ☐ No ☐	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes ☐ No ☐	

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 ☐ No ☐	If yes, please indicate the number of credits: ….
Record the traineeship in the trainee's Europass Mobility Document *(highly recommended)*: Yes ☐ No ☐	

Accident insurance for the trainee

The beneficiary organisation will provide an accident insurance to the trainee (if not provided by the Receiving Organisation): Yes ☐ No ☐	The accident insurance covers: - accidents during travels made for work purposes: Yes ☐ No ☐ - accidents on the way to work and back from work: Yes ☐ No ☐
The beneficiary organisation will provide a liability insurance to the trainee (if not provided by the Receiving Organisation): Yes ☐ No ☐	

Table C - Receiving Organisation

The Receiving Organisation will provide financial support to the trainee for the traineeship: Yes ☐ No ☐	If yes, amount (EUR/month): ……
The Receiving Organisation will provide a contribution in kind to the trainee for the traineeship: Yes ☐ No ☐ If yes, please specify: ….	
The Receiving Organisation will provide an accident insurance to the trainee (if not provided by the beneficiary organisation): Yes ☐ No ☐	The accident insurance covers: - accidents during travels made for work purposes: Yes ☐ No ☐ - accidents on the way to work and back from work: Yes ☐ No ☐
The Receiving Organisation will provide a liability insurance to the trainee (if not provided by the beneficiary organisation): Yes ☐ No ☐	

maintenance and management of IT systems and networks; cybersecurity; data analytics, mining and visualisation; programming and training of robots and artificial intelligence applications. Generic customer support, order fulfilment, data entry or office tasks are not considered in this category.

[11] **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

[12] **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.

[13] **ECTS credits or equivalent**: in countries where the "ECTS" system it is not in place, "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.

The Receiving Organisation will provide appropriate support and equipment to the trainee.
Upon completion of the traineeship, the Receiving Organisation undertakes to issue a traineeship certificate within 5 weeks after the end of the traineeship.

By signing this document, the trainee, the beneficiary organisation, the receiving organisation [and the sending institution, if different from the beneficiary organisation] 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 will communicate to the sending institution [and beneficiary organisation, if different from the sending institution] any problem or changes regarding the traineeship period. The sending institution [and the beneficiary organisation, if different from the sending institution] and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The sending institution [and the receiving institution [if the receiving organisation is a higher education institution] undertake[s] to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships.

Commitment	Name	Email	Position	Date	Signature
Trainee			*Trainee*		
Responsible person[14] at the beneficiary organisation					
[Responsible person[15] at the sending institution, if different from the beneficiary organisation]					
Supervisor[16] at the receiving organisation					

During the Mobility

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

(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)

Planned period of the mobility: from [day (optional)/month/year] ……. till [day (optional)/month/year] …….

If applicable, planned period(s) of the virtual mobility: from [day (optional)/month/year] ……. to [day (optional)/month/year] …….

Traineeship title: …	**Number of working hours per week: …**
Detailed programme of the traineeship period (including the virtual component, if applicable):	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected learning outcomes):	
Monitoring plan:	
Evaluation plan:	

After the Mobility

[14] **Responsible person at the beneficiary organisation**: this person is responsible for signing the learning agreement, amending it if needed and if the beneficiary organisation is the sending institution, is responsible for 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.

[15] **Responsible person at the sending institution**: this person is responsible for signing the learning agreement, amending it if needed and if the beneficiary organisation is not the sending institution, is responsible for 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 responsible person at the beneficiary organisation.

[16] **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.

Table D - Traineeship Certificate by the Receiving Organisation
Name of the trainee:
Name of the Receiving Organisation:
Sector of the Receiving Organisation:
Address of the Receiving Organisation [street, city, country, e-mail address]**, website:**
Start date and end date of the complete traineeship (incl. virtual component, if applicable): from [day/month/year] ……. to [day/month/year] .. **Start date and end date of physical component: from [day/month/year] ……. to [day/month/year] …….**
Traineeship title:
Detailed programme of the traineeship period including tasks carried out by the trainee (including the virtual component, if applicable):
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:

CONVENTION
for
Erasmus+ Traineeship

This convention shall be concluded between:
STEFAN CEL MARE UNIVERSITY OF SUCEAVA, (named ***"host university"***),
Faculty…….. address: University Street, no. 13, 720229 - Suceava, Phone ……., Fax: ……., e-mail: ……..……..., represented by Prof. ……..., Ph.D. - Rector
and
……..
(named ***"training partner institution"***), address:……..
……...,
Phone: …….,
Fax: ……., e-mail: ……..……..., represented by Mrs/Mr (name and position) :……...…
and
Mrs. / Mr. ……. named ***"trainee"***
undergraduate/post-graduate/PhD…….. student,
ID no. ……
Birth day: ……, Birth place: ……, Passport (if it is the case) no.……,
Residence card no. ……,
Home address:……...…… ……
Address during training period:……
e-mail……..., phone:……..

Article 1

Objective
(1) This convention sets the frame of the trainee's traineeship, in order to consolidate the practical knowledge and abilities.

Article 2

Trainee's statute
(1) During the traineeship, the trainee keeps the statute of an *Erasmus+ incoming student* at Stefan cel Mare University.

Article 3

Training period
(1) The traineeship will last ……...days/months, from …….(d/m/y) to …….. (d,m,y).

Article 4

Payment and social obligations
(1) The trainee cannot pretend a salary from the training partner, unless he is an employee.
(2) The training partner can still give the trainee an allowance, gratification or bonus.

Article 5

Trainee's responsibilities
(1) During the training period, the trainee has the obligation to respect the established work program and to perform/accomplish the activities required/specified by the mentor, according to the training portfolio and the legal provisions regarding the work volume and difficulty.

(2) During the traineeship, the trainee must comply with the internal regulations of the training partner. If not, training partner's manager has the right to cancel this convention, after he heard the trainee and his mentor and informed the host university.
(3) The trainee has the obligation to respect the **safety and health work rules** that he was informed about, by the training partner, at the beginning of the traineeship.
(4) The trainee or the home university has the obligation to provide work insurance during the traineeship mobility.
(5) The trainee also agrees not to use any information, about the training partner and his clients, in order to communicate it to a third part or to publish it, even after he finishes his training period, without the training partner agreement.

Article 6

Training partner's responsibilities

(1) The training partner will designate a mentor, who will supervise the trainee's work, during the entire traineeship.
(2) In case the trainee does not comply with his obligations, the mentor will contact the Erasmus+ coordinator of the host faculty, and sanctions will be applied, according to the regulations of the host university.
(3) At the beginning of the traineeship, the training partner has the obligation to instruct the trainee regarding **safety and work health regulation**, as stipulated by the law. The training partner will take the necessary measures to assure the safety and health of the trainee, as well as informing the trainee, regarding the professional risks.
(4) The training partner must put all the needed resources at the training disposal, in order to acquire the competences mentioned in the training portfolio.
(5) At the end of the traineeship, the training partner will provide the trainee and the host university with a document (*Traineeship Certificate*), regarding the traineeship overall evaluation.

Article 7

Host university's responsibilities

(1) The Erasmus+ coordinator from the host faculty is responsible with planning, organizing and supervising the traineeship. The Erasmus+ coordinator, together with the mentor designated by the training partner, set the training theme and the competences and skills to be acquired.
(2) In case the training partner does not respect his commitments, the head of the host university may decide to stop the traineeship, after he informed, in writing, the manager of the training partner.
(3) At the end of the traineeship, the host university will provide the trainee with a document (*Traineeship Certificate*), regarding the training period overall evaluation.

Article 8

Mentors designated by the host university and the training partner

(1) Erasmus+ coordinator from the host faculty:
Mrs./Mr.……,
Position ……,
Phone: ……., Fax: ……. Email: ……..……..
(2) Mentor from the training partner:
Mrs./Mr. :……,
Position ……,
Phone: ……., Fax: ……. Email: ……..……..

Article 9

Final provisions

This convention was signed in 3 copies, 1 copy for the host university, 1 copy for the training partner and 1 copy for the trainee.

Legal representative	**Host faculty**	**Training partner**
Name and Surname		
Position		
Date		
Signature		
Stamp		

Mentors	**Host university**	**Training partner**
Name and Surname		
Position		
Date		
Signature		

Trainee

Name and Surname	**Study Program**	**Date**	**Signature**

Anexa 4
PO-SRIAE-05-F04

UNIVERSITATEA „ŞTEFAN CEL MARE" DIN SUCEAVA
SERVICIUL DE RELAȚII INTERNAȚIONALE ȘI AFACERI EUROPENE
Nr. _____ / _____

APROBAT,
RECTOR

Avizat,
PRORECTOR BAZA MATERIALĂ

LISTA STUDENŢILOR ERASMUS+ „*INCOMING*"

în anul universitar 20..... / 20.....

Nr. crt.	Nume	Prenume	Gen	Universitatea de origine	Tara de origine	Facultatea gazdă din USV	Semestrul	Perioada mobilităţii

COORDONATOR INSTITUŢIONAL ERASMUS+,

Anexa 5
PO-SRIAE-05-F05

STEFAN CEL MARE UNIVERSITY OF SUCEAVA

RENTAL CONTRACT
No. …… DORMITORY …… ROOM ……
CONTRACTING PARTIES:

1. STEFAN CEL MARE UNIVERSITY OF SUCEAVA, located in 13, University Str., as LESSOR, represented by ……., Ph.D. as Rector
and
2.……..……...……
son (daughter) of ……. and ……..……,
student at the University ……,
city ……..… country …….……...……....,
identity card no. ……, .as LODGER (tenant),
have signed the present rental contract:

CAP. I. THE OBJECT AND LENGTH OF THE CONTRACT
Art.1. The object of this contract is renting, from month ……..…… academic year ……., of a place in the hostel ……, room……., of the related common installations and space and of the inventory mentioned in the minute annexed to the present contract.
Art.2 The length of rent is from …… to ……, according to the signed LLP / ERASMUS bilateral agreements. At the end of mobility, the room will be delivered to the administrator in the same conditions that was received.

CAP. II. THE ACCOMODATION TARIFF AND PAYMENT METHOD
Art.3.1. The Accommodation tariff is the same during the entire academic year, for each hostel and category of students. It is approved by the Stefan cel Mare University Senate. The foreign students who study in Suceava University, in the frame of the European programmes, will pay the same accommodation tariff as the Romanian students who pay their studies (who are not financed by the Ministry of Education, Research and Innovation).
Art.3.2. When students accommodate they will also pay a guarantee fund equal to the accommodation price for a month. If, at the end of the study period, they would leave the room in normal conditions, without anything missing or damaged, the guarantee fund will provide accommodation fee payment for the last month. Otherwise, the guarantee fund will be accepted on behalf of damages produced and if needed the amount would be completed to cover all the damages.
Art. 4. The Accommodation tariff must be paid monthly, between 01 and 20, to the hostel's administrator. For October (or the first month of accommodation) the accommodation tariff must be paid in the same day when the rental contract is signed.
Art. 5. If the accommodation tariff is not paid until 25 of each month, the rental contract is cancelled and the place will be distributed to another student.
Art. 6. The accommodation tariff must be paid for the entire period that the place in the hostel is at the Lodger's disposal (no matter the holidays or the temporarily departures).

CAP. III. PARTIES' OBLIGATIONS

A. LESSOR'S OBLIGATIONS

Art. 7. The Lessor undertakes:
1. to deliver the room with all the related devices mentioned in the contract, up and running, on the minute basis;
2. to assure the maintenance and repairs for installations in the common space of the hostel;
3. to recover immediately, the counter value of the deteriorated or destroyed goods belonging to the rooms or common space, from the culpable lodger;
4. to assure permanently the clearness of the related common an outside space of the hostel (for C4 and C2 hostels, the rooms are also cleaned weekly);

5. to verify the way how the lodger uses and maintains the rent room, the received inventory and the common space of the hostel;
6. to assure the security at the hostel's entrance, assure that the hygienic-sanitary rules and guard against fire rules are respected;
7. to assure he clothes changing once at 2 weeks;
8. to issue the student card for the hostel access and to endorse it annually;
9. to assure the CATV and Internet access after the fee payment;
10. to assure the necessary room equipment;
11. to assure the disinfections and disinfestations according to the actual sanitary rules.

B. LODGER'S OBLIGATIONS

Art. 8. The Lodger undertakes*:*

1. to comply with the *Student Hostels Organizing and Functioning Statute* and *Rental Contract (the regulation can be consulted on the website www.calitate.usv.ro)*;
2. to receive the room with the related inventory on the minute basis;
3. to use the goods mentioned in the hostel inventory, electric and sanitary installations adequately;
4. to maintain the order and clearness in the room, not to throw out waste paper and cardboard packaging and garbage;
5. to carry the garbage bags to the special arranged places;
6. to keep the silence in the hostel;
7. to allow the visitors' access in the hostel only between 6.00 am – 11.00 pm, and to register them at the security guard;
8. to allow the access of the persons authorized by the University academic and administrative board, for verifying if the rules mentioned in the present contract are respected;
9. to follow the legal proceedings for obtaining the temporary residence permit, for the entire accommodation period;
10. not to keep animals or birds in the room;
11. not to make modifications in the room or in the common space of the hostel and not to change the initial space use;
12. not to degrade the goods in the room;
13. to pay immediately any cost and necessary reparation for any degraded good in the room or in the common space of the hostel;
14. cooking and food heating in the room is forbidden; the special arranged spaces will be used for this purpose;
15. to respect the hostel access rules, hygienic-sanitary rules, guard against fire rules and the other rules mentioned in the *Hostel Statute*;
16. to inform the administrator, immediately, about the possible malfunctions of the hostel's installations, in order to make the necessary reparations;
17. not to use the room, the common space of the hostel and the campus for commercial activities;
18. not to use the electrical devices with a higher power than that mentioned in the University's rules;
19. not to use the heating machines or electrical improvisations;
20. to inform the administrator at least 48 hours before his/her checking-out, to deliver the room and the inventory in the same condition as he/she received its at the beginning of the accommodation period;
21. not to put the laundry in front of the window, to keep the food only in the refrigerator;
22. to inform the administrator, in 24 hours from the finding, about any degradation for which he/she is not culpable;
23. to keep the door of the room looked, because the hostel administration is not responsible for the security of goods in the room;
24. not to house other persons in the room; otherwise that person will pay an accommodation price like in a hotel;
25. not to smoke in the room or other places except for those specially arranged outside of the hostel, otherwise he / she will lose the accommodation place and will be sanctioned;
26. to use only the special arranged spaces for binding posters, notes, announcements etc.
27. consumption of alcoholic beverages is prohibited inside the campus

CAP. IV. CONTRACTUAL RESPONSIBILITY

Art. 9. In case of major force, the administration has the right to enter the room, with the obligation of informing the lodger, ulterior, about the reason why they entered the room;

Art. 10. The lessor is not responsible, material or penal, for the electrical devices or computer deterioration, caused by the voltage interruptions;
Art. 11. At the end of the study period, the lodger shall deliver the room to the administrator, with the related inventory, and the contractual reports will stop with the signing of the lodger's liquidation form.
Art. 12. The two contractual parties own each other penalty for the damages induced by non-respecting the present contract.
Art. 13 – Any dispute regarding non-respecting the contractual obligations will be solved annually or in justice, according to the laws in force.
Major force absolves any party of responsibility. The part who invokes it, will present, at the other party's request, in 20 days, documents which prove the situation, issued by the competent authorities.
Art. 14. – The present contract is drawn up according to the hostel statute and the laws in force and it is concluded in 2 (two) copies, both with the same juridical value and power, 1 (one) copy for each contracting party. It will be in force on the day of its signing by both parties and its validity will stop at the date mentioned in the contract or in the conditions established by this contract.

The present contract, drawn up by the Legal Office and approved by the Executive Board of the Stefan cel Mare University, shall be considered valid once the student signs it. The parties accept expressly and unequivocally that the signatures of the university representatives are valid even if they are on a copy of the original contract approved through the mentioned procedures.

The student accepts expressly and unequivocally the provisions of the art.8 and the chapter IV.

Drawn up today ……

LESSOR:

Rector, General Administrative Director,

JURIDICAL OFFICE, SOCIAL SERVICE CHIEF,

HOSTEL ADMINISTRATOR,

I, the undersigned ……,
student at the Faculty of……,
declare on my own responsibility, that I agree with the provisions of the present rental contract.

DATE, SIGNATURE,

Anexa 6
PO-SRIAE-05-F06

Dear Mr./Mrs. Dean,

I, the undersigned ……,

(name and surname)

student at the University …….

city …….., country ……..……., enrolled as an Erasmus+ student at the Stefan cel Mare University of Suceava,
Faculty of ……..,

from ……..……to……..……..,
(day, month, year) *(day, month, year)*

would like **to attend the Romanian language courses** provided by the Faculty of Letters and Communication Sciences, from …… to ……
(day, month, year) *(day, month, year)*

Thank you.

Date: Signature

Anexa 7
PO-SRIAE-05-F07

UNIVERSITATEA „ŞTEFAN CEL MARE" DIN SUCEAVA
SERVICIUL DE RELAȚII INTERNAȚIONALE ȘI AFACERI EUROPENE
Nr. _____ / _____

LISTA STUDENŢILOR ERASMUS+ „*INCOMING*"

care solicită cursuri de limba română

în anul universitar 20..... / 20.....

Nr. crt.	Nume	Prenume	Universitatea de origine	Tara de origine	Facultatea gazdă din USV	Semestrul

COORDONATOR INSTITUŢIONAL ERASMUS+,

Anexa 8

PO-SRIAE-05-F08

Erasmus+ Institutional Coordinator, Dean's advice:

Dear Erasmus+ Institutional Coordinator,

I, the undersigned …….,

(name and surname)

student at the University …….

city …….., country ……., kindly ask you to give your approval, for extending my Erasmus+ study mobility in the Stefan cel Mare University of Suceava, Faculty of …….

from …… to ……

(day, month, year) *(day, month, year)*

Thank you.

Date: Signature

Erasmus+

Anexa 9
PO-SRIAE-05-F09

TRANSCRIPT OF RECORDS

Name and Surname of the Student:
……..
Gender: M/F
Date of birth: ……
Matriculation number: ……..

Sending Institution: ……
Sending Faculty/Department: …….

Receiving Institution: ……
Receiving Faculty/Department: …….

Semester: Autumn/Spring

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

Dean's name and signature Stamp of the faculty

Date:

Erasmus+

Anexa 10

PO-SRIAE-05-F10

Traineeship Certificate

Academic year ……/……..

Name of the trainee:
Name of the Receiving Organisation: Stefan cel Mare University of Suceava
Sector of the Receiving Organisation: Education
Address of the Receiving Organisation: 13, Universitatii street, Suceava, 720229, Romania, phone +40230522978, e-mail: relint@usv.ro**, website: https://usv.ro**
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:
Learning Outcomes achieved:

Tick the most appropiate option according to the following scale: 1: Poor; 2: Fair; 3: Good; 4: Very good; 5:Excellent

Skills Acquired	1	2	3	4	5
Readiness in the internship					
Motivation for learning					
Application of theoretical knowledge into practice					
Compliance with rules, procedures and instructions					
Punctuality and respect to the agreed working hours					
Striving to carry out the internship					
Proactivity					
Demostration of profesional ethics					
Respect to work colleagues and good listening skills					
Teamwork and cooperation skills					
Adequate participation					

Involvement with the rest of the work team					
Empathy skills					
Involvement with others departaments					
Adaptation to the work enviroment					
Commitment with the internship center					
General competencies	1	2	3	4	5
Autonomy					
Resolution of conflicts in the internship center					
Self-criticism and acceptance of own errors					
Request for help in case of doubt or problem					
Creativity, originality and open attitude to innovation					
Flexibility					
Learning skills					
Comunication skills					
Reflection on the internship					
Knowledge and ethical skills for professional exercise					

Evaluation of the trainee:	
Date:	
Name and signature of the Dean at the Receiving Organisation:	**Name and signature of the Mentor at the Receiving Organisation:**