



MINISTRY of EDUCATION AND RESEARCH
National University of Science and Technology
POLITEHNICA Bucharest

Regulation
on Erasmus+ mobilities at the National University of Science and Technology
POLITEHNICA Bucharest



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I. GENERAL CONSIDERATIONS

Art. 1. The organization and implementation of Erasmus+ mobilities within the National University of Science and Technology POLITEHNICA Bucharest (hereinafter referred to as POLITEHNICA Bucharest) are based on the principles outlined in the Erasmus+ University Charter, the Erasmus+ Program Guide — the European Union's program for Education, Training, Youth, and Sport, as well as the recommendations of the National Agency for Community Programs in the Field of Education and Vocational Training (hereinafter referred to as ANPCDEFP) regarding the organization of mobilities.

Art. 2. Definition of terms:

- 1) **Student** refers to a person enrolled at POLITEHNICA Bucharest in one of the three university cycles (Bachelor's, Master's, and Doctoral studies).
- 2) **University staff** refers to all personnel employed by POLITEHNICA Bucharest (teaching and research staff, auxiliary teaching and research staff, and administrative staff).
- 3) **Eligible countries** are **EU Member States and third countries associated with the program**, including the countries of the European Economic Area (EEA) and accession, candidate, and potential candidate countries (North Macedonia and Türkiye), referred to as **EU partner countries** and **third countries not associated with the program**, referred to as **non-EU partner countries**.
- 4) **Home institution** refers to the National University of Science and Technology POLITEHNICA Bucharest.
- 5) **Partner institution** is the institution where the student or **university staff** will carry out the Erasmus+ activity.
- 6) **Erasmus+ inter-institutional agreements (IIA)**, referred to as **Erasmus+ agreements**, are agreements concluded between POLITEHNICA Bucharest and institutions in EU partner countries that hold the Erasmus+ University Charter, or agreements with institutions in non-EU partner countries that are registered and have a Unique Identifier Code (OID).
- 7) **Erasmus+ agreements** ensure: the compatibility of study or teaching programs; the mobility periods accepted by the partner institution; and the facilities provided to Erasmus+ students and Erasmus+ university staff by the partner institution.
- 8) **Erasmus+ mobility** refers to the activity carried out by a student or university staff member at a partner institution for a defined period during an academic year. The mobility period may not exceed beyond the end date of the academic year at POLITEHNICA Bucharest.
- 9) **Erasmus+ study or teaching mobility** can be carried out at an institution only if an Erasmus+ Agreement exists with that institution.
- 10) **Learning Agreement for studies/traineeships** contains the student's study or placement program with the aim of preparing the Erasmus+ mobility transparently and efficiently and ensuring that the activities completed abroad are recognized upon return. The Learning Agreement for studies/traineeships is established and approved before the start of the mobility, between a faculty of POLITEHNICA Bucharest and a partner institution, in accordance with the student's curriculum.



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- 11) **Erasmus+ faculty coordinator** is the vice-dean responsible for international relations, appointed by the dean, who has Erasmus+ responsibilities regarding student selection, signing the student's Learning Agreement for studies/traineeships, and recording grades in the gradebook following the recognition of the study/placement period by the Academic Recognition Committee.
- 12) **The Academic Recognition Committee and the Appeals Committee** are established at the faculty level by decision of the dean at the beginning of each academic year. These committees review the student's academic pathway (courses) listed in the student's **Learning Agreement for studies/traineeships**, as well as the recognition of study or traineeship periods completed under Erasmus+ mobilities, in accordance with the Regulation on the Recognition of Study Periods Completed Abroad. Following this review, the committee **approves or rejects** the Learning Agreement for studies/traineeships, which will then be signed by the Erasmus+ faculty coordinator.
- 13) **Mobility grant** refers to a financial support provided to students or university staff during their Erasmus+ mobility period.
- 14) **"Green travel"** means that most of the journey to and from the partner institution is carried out using a low-emission means of transportation, such as a bus, train, or even a personal car, provided it is used in a car-pooling arrangement.
- 15) **Erasmus+ Student status** is granted to all students who meet the Erasmus+ eligibility criteria and who have been selected by the faculties of POLITEHNICA Bucharest for an Erasmus+ mobility at a partner institution. The home institution does not fund mobilities for recent graduates, in accordance with the option — specified in the European Commission's Erasmus+ Program Guide — to finance or not finance this category of mobility.
- 16) **Transcript of Records / Transcript of Work** certifies the grades, credits earned, and other forms of assessment of the activities carried out at the partner institution. The Transcript of Records / Transcript of Work is issued at the end of the Erasmus+ mobility in an international language by the faculty/institution where the mobility was carried out.
- 17) During the mobility period, the Erasmus+ student **is exempt from paying tuition fees at the partner institution**. To cover expenses during the mobility (international and domestic travel, accommodation, meals, etc.), financial resources may include: the Erasmus+ mobility grant, the POLITEHNICA Bucharest study scholarship, other scholarship categories funded by the Ministry of Education and Research, the student's own contribution, as well as other complementary resources (scholarships, sponsorships, donations, etc.).
- 18) Students who receive a scholarship from POLITEHNICA Bucharest and become Erasmus+ students retain their scholarship for the entire duration of the Erasmus+ mobility.

II. ERASMUS+ STUDENT MOBILITIES

Art. 3. Mobilities are classified as follows:

- (1) **Long-term mobilities**, which may consist of **study, traineeship (practice/internship)**, or a combination of **study and traineeship**.
- (2) **Short-term mobilities**, which may be **blended mobilities** or **doctoral mobilities**.



Art. 4. Long-term study mobility

- (1) **Long-term study mobility** refers to the activity that allows students to complete a study period of **2 to 10 months** at a higher education institution in an EU or non-EU partner country, different from the home institution.
- (2) Depending on the activity carried out by the student at the partner institution, the mobility is divided into:
 - a) **Study mobility** (participation in courses, seminars, laboratories, and assessment forms included in the partner institution's curriculum, which receive full recognition at POLITEHNICA Bucharest)
 - b) **Placement mobility** for the preparation of the final project/dissertation of the study cycle.
- (3) **The mobility grant** awarded for long-term study mobilities consists of:
 - a) individual support of **674 EUR/month** for **EU partner countries**. Exceptions: Bulgaria, Croatia, Lithuania, North Macedonia, Poland, Serbia, Türkiye, Hungary, for which the mobility grant is **606 EUR/month** and **700 EUR/month** for non-EU partner countries
 - b) financial support for travel, awarded based on the distance band (Table 1). The grant amounts for **“non-green travel”** (standard) or **“green travel”** are presented in Table 1. Additionally, participants classified under **“green travel”** may receive an additional subsistence grant of up to 6 days (outside the mobility period) for the round-trip journey
 - c) **250 EUR/month** for students with **“fewer opportunities”** (those receiving a social scholarship or eligible under Order of the Ministry of Education no. 6463/2023, Art. 10(9), as well as students of Roma ethnicity or with refugee status)

Table 1. Erasmus+ Travel Grants*

Travel distance	“Green travel” – Amount per participant in EUR	“Non-green travel” – Amount per participant in EUR
Between 10 and 99 km	56	28
Between 100 and 499 km	285	211
Between 500 and 1999 km	417	309
Between 2000 and 2999 km	535	395
Between 3000 and 3999 km	785	580
Between 4000 and 7999 km	1188	1188
8000 km or more	1735	1735

* Depending on the Erasmus+ Program Guide, changes to the amounts indicated in the table may occur.



Art. 5. Long-term traineeship mobility

- (1) **Long-term traineeship mobility** is the activity that allows students to complete a practical training period (traineeship). The duration of the traineeship is **between 2 and 4 months** for Bachelor's and Master's students, and **between 2 and 10 months** for doctoral students.
- (2) Long-term traineeship mobility may take place in an institution from an EU partner country: enterprises, training centers, research centers, including higher education institutions, or other organizations — **except** EU bodies, EU institutions managing programs, and Romanian embassies/diplomatic representations)
- (3) The mobility grant awarded for long-term traineeship mobilities consists of:
 - a) individual support of **824 EUR/month** for **EU partner countries**. Exceptions: Bulgaria, Croatia, Lithuania, North Macedonia, Poland, Serbia, Türkiye, Hungary, for which the mobility grant is **756 EUR/month**
 - b) financial support for travel, awarded based on the distance band (Table 1). The grant amounts for “**non-green travel**” (standard) or “**green travel**” are presented in Table 1. Additionally, participants classified under “**green travel**” may receive an additional subsistence grant of up to 6 days (outside the mobility period) to cover the round-trip journey
 - c) **250 EUR/month** for students with “**fewer opportunities**” (those receiving a social scholarship or eligible under Order of the Ministry of Education no. 6463/2023, Art. 10(9), as well as students of Roma ethnicity or with refugee status)

Art. 6. Short-term mobilities

- (1) **Blended Mobility** is the activity that allows students to undertake a mobility that includes a **mandatory online virtual period** and a **mandatory physical period** of at least **5 days and up to 30 days**, at a higher education institution in an EU partner country.
- (2) For this type of mobility, **only the physical presence period is funded**, and it may be a study mobility, a traineeship, or a mobility carried out within a **Blended Intensive Program (BIP)**, which must result in the acquisition of **a minimum of 3 ECTS**.

Art. 7. Short-term doctoral mobility is an activity that allows doctoral students to undertake a mobility with a mandatory physical presence lasting between **a minimum of 5 days and a maximum of 30 days** at a higher education institution in an EU partner country.

Art. 8. The mobility grant awarded to students for short-term mobilities consists of an individual support of **79 EUR/day** for mobilities lasting up to 14 days, **56 EUR/day** for mobilities lasting from 15 to 30 days and financial support for travel awarded based on the distance band (Table 1).

Art. 9. Erasmus+ students with “**fewer opportunities**” (those receiving a social scholarship or eligible under Order of the Ministry of Education no. 6463/2023, Art. 10(9), students of Roma ethnicity, or students with refugee status) participating in short-term mobility may receive an additional one-time



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amount of 100 EUR for mobilities lasting up to 14 days, or an one-time amount of **150 EUR** for mobilities lasting between 15 and 30 days.

Art. 10. The activity carried out during the Erasmus+ mobility is recognized by the faculty of POLITEHNICA Bucharest (where the student is enrolled), in accordance with the **Regulation on the Recognition of Study Periods Completed Abroad**, approved by the POLITEHNICA Bucharest Senate, based on the results recorded in the **Transcript of Records / Transcript of Work** issued by the partner institution, in accordance with the **Learning Agreement for studies / Learning Agreement for traineeships**.

Art. 11. Throughout their university studies, a student may benefit from **a maximum of 12 months** of Erasmus+ mobility for studies and traineeships **for each study cycle**.

Art. 12. Depending on the Erasmus+ agreements concluded under the program, Erasmus+ mobilities may be financially supported or may be **“zero-grant” mobilities**, while enjoying all the rights and obligations set out in the Erasmus+ Student Charter. “Zero-grant” mobility beneficiaries are students who have completed the selection process and met the minimum requirements established by this regulation, but did not occupy positions eligible for funding (within the limits of the mobilities provided for in the agreements concluded with the partner institutions).

Art. 13. Erasmus+ mobilities available for each academic year will be announced on the university’s and faculties’ websites, as well as through other means of communication.

Art. 14. The organization and implementation of the selection process for Erasmus+ mobilities fall under the responsibility of the Erasmus+ Office and the Selection Committees of each faculty, approved individually at the faculty level, being responsible for enforcing this Regulation. Members of the selection committee must submit to the Erasmus+ Office, prior to the selection process, the **Composition of the Selection Committee** and the **Declarations of Avoidance of Conflict of Interest**.

Art. 15. All university students, Romanian citizens or foreign citizens with resident status in Romania, may participate in Erasmus+ mobilities, if they have obtained all the credit points required by the curriculum for the semesters completed prior to the mobility. In exceptional cases, the selection committees will evaluate the academic situation of the student applicants and will carry out the selection for the benefit of the students.

Art. 16. Attendance is mandatory for all activities related to the Selection Competition organized by the university’s faculties (assessment, interview participation, etc.).

Art. 17. The selection of student candidates for an Erasmus+ mobility is carried out strictly in descending order of the overall score, within the limits of available funds, places, and fields of study. Allocation to universities and study programs/topics is made following **an interview** with the selection committee.



Art. 18. Information regarding the organization and results of the Erasmus+ mobility selection will be posted in the designated announcement areas of the faculties or on the faculty website, under the responsibility of the Erasmus+ Faculty Coordinator.

III. ERASMUS+ MOBILITIES FOR TEACHING OR TRAINING OF UNIVERSITY STAFF

Art. 19. *Teaching mobility for teaching staff* is the activity that allows teaching staff to carry out a teaching period of **2 to 12 consecutive days**, totaling **8 hours of teaching per week**, with or without a grant, at a higher education institution in an EU partner country, or to carry out a teaching period of **5 to 12 consecutive days**, totaling **8 hours of teaching per week**, with or without a grant, at a higher education institution in a non-EU partner country, different from the home institution.

Art. 20. *Training mobility for university staff* is the activity that allows staff members to complete a **training period** of **2 to 12 consecutive days** in an EU partner country, and **5 to 12 consecutive days**, with or without a grant, at a higher education institution in a non-EU partner country, relevant to their daily work in the higher education institution where they are employed.

Art. 21. The activities corresponding to the mobility must be agreed upon before the start of the mobility through a **Teaching/Training Mobility Agreement**, signed by the participant, the partner institution, and the home institution.

Art. 22. University staff must upload the documents required for Erasmus+ mobility in the platform <https://travel.upb.ro>, according to the procedure described in **Annex I – Document Flow for Obtaining the Rector’s Order for Erasmus+ Mobility**.

Art. 23. University staff may generally participate in **up to two teaching/training mobilities** during an academic year, depending on available Erasmus+ funds.*

Art. 24. The mobility grant awarded to university staff for teaching/training mobilities carried out in an EU partner country depends on the **destination country (Table 2)** to which is added the financial support for travel, awarded according to the **distance band (Table 1)**.

* At the level of each university center, depending on the number of the existing applications and available funds, an internal selection methodology/procedure may be applied.



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Table 2. Mobility Grant Awarded to University Staff**

Destination Country	Amount per day (EUR)
Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Iceland, Italy, Liechtenstein, Luxembourg, Norway, Sweden, Netherlands	190
Czech Republic, Cyprus, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain	170
Bulgaria, Croatia, Lithuania, Northern Macedonia, Poland, Serbia, Türkiye, Hungary	148

Art. 25. The mobility grant awarded to university staff for teaching or training mobilities carried out in a non-EU partner country is **190 EUR/day**, to which is added a financial support for travel, awarded according to the distance band (Table 1).

Art. 26. The rights and obligations of university staff benefiting from the Erasmus+ grant are specified in the **Financial Contract organized by the Erasmus+ Office** prior to the departure. The financial contract is concluded after the participant has been accepted by the partner institution and after the Teaching/Training Agreement has been approved. The financial contract is issued in two original copies, one for the beneficiary and one for the mobility file.

Art. 27. At the end of the mobility, the university staff must submit to the POLITEHNICA Bucharest Erasmus+ Office, **within 3 days of returning**, the certificate issued by the partner institution confirming the completion of the mobility period, the activity report, and the international travel tickets related to the mobility undertaken.

IV. SELECTION OF CANDIDATES FOR ERASMUS+ STUDENT MOBILITIES

Art. 28. The Erasmus+ student selection competition is organized based on the provisions of this Regulation and consists of the following stages: student registration; evaluation of candidates and their ranking; calculation of evaluation criteria indicators at university level; nomination of Erasmus+ students.

Art. 29. The **allocation** of funded mobility months to faculties is carried out proportionally to the enrollment figures, fields of study and number of mobilities provided in the active Erasmus+ agreements, as well as the number of mobilities completed in the previous academic year.

Art. 30. All students of POLITEHNICA Bucharest, Romanian citizens or foreign citizens with resident status in Romania, enrolled in any form of study at POLITEHNICA Bucharest, may participate in the **Erasmus+ selection competition**, under the conditions stated in Art. 15.

** Depending on the Erasmus+ Program Guide, changes to the amounts indicated in the table may occur.



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Art. 31. Information regarding the selection competition, mobility conditions, Erasmus+ agreements, registration schedule, and evaluation schedule is available to students within each faculty (in the designated announcement areas, on the faculty website, etc.).

Art. 32. The registration and conduct of the selection competition will take place in two stages:

- (1) **In March**, on a date set by each faculty of POLITEHNICA Bucharest, addressing study and traineeship mobilities for the following academic year
- (2) **In October**, on a date set by each faculty of POLITEHNICA Bucharest. This stage will be organized only if mobility months are still available for the second semester of the current academic year
- (3) Additional stages may be organized, if necessary, at least **30 days before the start of the mobilities**

Art. 33. The student logs into the platform <https://erasmus.upb.ro> using institutional credentials (institutional email) and completes the application. In the application, the student must upload the following documents:

1. Transcript of records, including the grade point average (M) of the semesters completed prior to the current study cycle, requested from the faculty secretariat
Exception: Doctoral students must present a doctoral student certificate issued by the Doctoral School secretariat
2. Description of professional and scientific activities, such as awards, certificates, innovations, or other relevant achievements in scientific events, projects, competitions, olympiads, etc., including those obtained during high school, at local level/POLITEHNICA Bucharest, national/international level
3. Language proficiency certificate in an international language or in the official language of the host country, issued by the Department of Communication in Modern Languages at POLITEHNICA Bucharest or by an authorized institution. The required language proficiency level is minimum B2, according to the Common European Framework of Reference for Languages
4. Letter of motivation (written in English, French, or German)
5. EUROPASS Curriculum Vitae (written in English, French, or German)
6. Copy of the identity card

Art. 34. The selection of candidates for Erasmus+ student status is based on the results of their professional and scientific activity and on a **selection interview**.

Art. 35. At the beginning of each academic year, each faculty establishes a **Selection Committee for candidates applying for Erasmus+ student status**. The committee consists of: Erasmus+ Faculty Coordinator, teaching staff representing the faculty's departments and student representatives. The committee is approved individually at the faculty level.

Art. 36. The **evaluation criteria**, their indicators, and the associated scoring are presented in Table 3.



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Table 3. Evaluation criteria / indicators

Evaluation criteria / indicators		Score	
		Code	Maximum value (points)
◦ Quality of academic performance / Average grade, M, of the semesters completed prior to the mobility		P ₁ (6M)	60
◦ Quality of professional and scientific activity / Participation, awards, certificates, innovations, or other relevant achievements in scientific events, projects, competitions, olympiads, etc., including those from the high school period	at local level/ POLITEHNICA Bucharest	P ₂	10
	at national / international level	P ₃	15
◦ Motivation, skills, and other elements / Arguments, team spirit, etc.		P ₄	15
Total		P ₀	100

Art. 37. The Selection Committee for Erasmus+ student candidates must:

- (1) Establish, based on the interview with each candidate and the application data, the scores **P₁, P₂, P₃, P₄, and P₀**
- (2) Propose the ranking of candidates in **descending order of the total score P₀** (and, if applicable, **P₁, P₂, P₃, P₄**)
- (3) Classify candidates as **admitted (A), reserve (Z), or rejected (R)** (Annex II)
- (4) Validate admitted candidates (A), who must obtain a total score of **P₀ ≥ 60**.

Art. 38. The result of the selection competition is posted by each faculty within a **maximum of 5 working days from its completion** and is also displayed in **the student's application status** on the platform <https://erasmus.upb.ro>. The Erasmus+ mobility grant is awarded to admitted candidates in descending order of their score and depending on available funds.

Art. 39. The minutes of the selection meeting, signed by all committee members and accompanied by Annex II, must be submitted within 5 working days from the publication of the competition results to the Erasmus+ Office of POLITEHNICA Bucharest.

Art. 40. Admitted candidates (students) must confirm their participation in the mobility to the Erasmus+ Office within **5 calendar days** from the date the faculty posts the Erasmus+ selection results, in order to begin administrative procedures. Exceeding this deadline will result in loss of admitted status and transfer to the reserve list. The student on the reserve list may obtain Erasmus+ student status only within the limit of remaining available mobilities.

Art. 41. If, following the selection competitions, all available places in certain fields of study are not filled, the selection procedure remains open and continues until all such places are occupied.

Art. 42. Any **appeals** related to the selection process must be submitted within **48 hours** of posting the results lists. Appeals are resolved within **3 working days** by an Appeals Committee, established at the



faculty level of POLITEHNICA Bucharest. The Appeals Committee must be approved at the faculty level and must be different from the Selection Committee.

Art. 43. The selection results shall be recorded and kept for a period of at least 5 years.

V. PREPARATION OF ERASMUS+ STUDENT MOBILITIES

Art. 44. The Erasmus+ Office sends the student's nomination to the partner institution. The student completes the administrative application procedures required by the partner institution, with the support of the Erasmus+ Faculty Coordinator and the Erasmus+ Office, respecting the imposed deadlines.

Art. 45. The Erasmus+ mobility may begin on a **working day** at the start of the semester at the partner institution and may end on a **working day** at the conclusion of the examination period at the partner institution. The international travel day (departure and return) must occur **before the mobility start date** and **after the mobility end date**, respectively. Travel days **must not coincide** with the start or end dates of the mobility.

Art. 46. Learning Agreement for Studies / Learning Agreement for Traineeships

- (1) To prepare for the mobility, students will complete the Learning Agreement for studies/traineeships online and submit it for approval, in accordance with Art. 2(9), to the Erasmus+ Faculty Coordinator / Academic Recognition Committee, as well as to the partner institution, **before the start of the mobility**.
- (2) The selection of courses/topics included in the Learning Agreement for studies/traineeships must align with the student's curriculum. Identical or compatible courses/topics must be selected under the guidance of the year coordinator / Erasmus+ Faculty Coordinator / Academic Recognition Committee.
- (3) The **Learning Agreement for Studies** will include the proposed study program for the duration of mobility with **minimum 3 ECTS** / blended short-term mobility; **maximum 20 ECTS per trimester, 30 ECTS per semester, and 60 ECTS per academic year**. Courses must be listed in an international language.
- (4) The **Learning Agreement for Traineeships** will include: the competencies the student will acquire during the mobility, the traineeship schedule, the student's tasks, the monitoring and evaluation methods, and the corresponding credits as well.
- (5) The **Learning Agreement for Studies** may be modified within a **maximum of 4 weeks** from the start of the mobility at the partner institution, by completing the "**Changes to the Learning Agreement**" section of the agreement, providing justification for the modification, and obtaining approval from both institutions involved (POLITEHNICA Bucharest and the partner institution). The list of courses/topics in the Learning Agreement for studies must match the courses for which the student takes exams/assessments at the partner institution, and their results must be included in the **Transcript of Records**, issued at the end of the mobility by the partner institution.



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Art. 47. The student uploads the documents required for carrying out the Erasmus+ mobility on the platform <https://travel.upb.ro>, in accordance with the procedure described in **Annex 1 – Document Flow for Obtaining the Rector’s Order for Erasmus+ Mobility**.

Art. 48. The rights and obligations of students are specified in the financial contract. This contract is issued by the Erasmus+ Office after receiving the acceptance confirmation from the partner institution, after the Learning Agreement for studies/traineeships has been approved and signed by all three parties (the student, the home institution, and the partner institution), and after obtaining the Rector’s Order. The financial contract is concluded in two original copies.

Art. 49. Upon **completion of the Erasmus+ mobility**, the student must submit to the Erasmus+ Office, within a **maximum of 10 days** from returning to Romania (but not earlier than the mobility end date specified in the Financial Contract), the following documents:

- (1) Certificate of Attendance issued by the partner institution, confirming the mobility period as stated in the financial contract; this certifies that the student completed the study/traineeship mobility with physical presence.
- (2) Transcript of Records / Transcript of Work, attesting the grades and credits earned, or other forms of evaluation of the activities carried out at the partner institution.
- (3) Activity report for the mobility period (prepared by the student and endorsed by the Erasmus+ Faculty Coordinator at POLITEHNICA Bucharest).
- (4) Proof of actual travel (as applicable: travel tickets, boarding passes, accommodation invoices, etc.).

Art. 50. Upon returning from the mobility, the **Academic Recognition Committee** of the faculty shall ensure the **full (“in integrum”) recognition** of the ECTS credits earned during the Erasmus+ mobility, in accordance with the **Learning Agreement**. Recognition will be carried out based on the documents obtained by the student at the partner institution (**Transcript of Records / Transcript of Work**), as part of the Diploma Supplement, in accordance with the *Regulation on the Recognition of Study Periods Completed Abroad*, approved by the University Senate.

VI. FINAL PROVISIONS

Art. 51. Annexes I and II form an integral part of this regulation.

Art. 52. The Erasmus+ Office within the Department of International Relations shall implement the provisions of this regulation.

The regulation was endorsed in the meeting of the Board of Administration on 25.02.2025 and approved in the meeting of the University Senate on 27.02.2025



**Document Flow for Obtaining the Rector's Order
for Erasmus+ Mobility**

I. Scope of Application

This annex establishes the steps for applying for Erasmus+ mobility in the platform <http://www.travel.upb.ro>.

II. Steps of the Erasmus+ Mobility Process

A. Mobility of Teaching Staff

For mobility purposes, teaching staff must complete the following steps:

Step 1: The applicant logs into the platform [https://travel.upb.ro/](https://travel.upb.ro) according to the *Access and Use Guide of the platform* and fills out the **Travel Request Form for Teaching Staff**, as follows:

- Last name and first name
- Faculty, department
- Contact details
- Type of mobility: “teaching” or “training”
- Host university, city, country
- Planning of teaching activities at POLITEHNICA Bucharest during the mobility period
- Mobility period

At this stage, the applicant must upload the following documents in **PDF format**:

- Mobility Agreement for Teaching
- Official invitation
- Copy of ID card
- Bank account statement in EUR

This application must be uploaded to the platform [https://travel.upb.ro/](https://travel.upb.ro) **at least 20 days before the mobility takes place.**

Step 2: The Travel Request for teaching staff will first be confirmed by the applicant. After verifying the information, it will then be approved with **advanced electronic signatures (AdES)** by:

- Erasmus+ Faculty Coordinator (Vice-Dean)
- Department Director
- IT and Human Resources Department
- Erasmus+ Office



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Step 3: The Erasmus+ Office, through the staff member responsible for the mobility process, will generate the **Rector's Order**. This will be approved using **qualified electronic signatures (QES)** by:

- Erasmus+ Office
- Financial-Preventive Control Office
- Financial-Accounting Department
- Legal and Litigation Department
- Rector

The Rector's Order will be approved within **5 working days**, after which the applicant will be informed by e-mail that the process has been successfully completed, and the signed document can be downloaded.

B. Mobility of University Staff

Step 1: The applicant logs into the platform <https://travel.upb.ro/> according to the *Access and Use Guide of the platform* and fills out the **Travel Request Form for University Staff**, as follows:

- Last name and first name
- Position held within the university / department / service / office
- Contact details
- Host institution, city, country
- Mobility period

At this stage, the applicant must upload the following documents in **PDF format**:

- Mobility Agreement for Training
- Official invitation
- Copy of ID card
- Bank account statement in EUR

This application must be uploaded on <https://travel.upb.ro/> platform **at least 20 days before the mobility takes place**.

Step 2: The Travel Request for university staff will first be confirmed by the applicant. After verifying the information, it will be approved with **advanced electronic signatures (AdES)** by:

- Director of the Department / Head of Service, as applicable
- IT and Human Resources Department
- Erasmus+ Office



Step 3: The Erasmus+ Office, through the staff member responsible for the mobility process, will generate the **Rector's Order**. This will be approved using **qualified electronic signatures (QES)** by:

- Erasmus+ Office
- Financial-Preventive Control Office
- Financial-Accounting Department
- Legal and Litigation Department
- Rector

The Rector's Order will be approved within **5 working days**, after which the applicant will be informed by e-mail that the process has been successfully completed, and the signed document is available for download.

C. Student Mobility

For the mobility of students enrolled in Bachelor's, Master's, or Doctoral programs, the following steps must be followed:

Step 1: The student (Bachelor's, Master's, or Doctoral level) logs into the platform <https://travel.upb.ro/>, following the *Access and Use Guide of the platform*, and completes the **Student Travel Request Form**, as follows:

- Last name and first name
- Faculty, study cycle, and year of study
- Contact details
- Type of mobility: **study** or **traineeship**
- Host institution, city, country
- Mobility period

At this stage, the applicant must upload the following documents in **PDF format**:

- Learning Agreement
- Official invitation
- Transcript of Records for completed years of study / Doctoral Study Certificate
- Language certificate (EN/FR/DE)
- Copy of ID card
- Bank account statement in EUR
- Europass CV
- Motivation letter written in an international language

This application must be uploaded to <https://travel.upb.ro/> **at least 30 days before the mobility takes place**.



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Step 2: The Travel Request for Bachelor's, Master's, or Doctoral students will be approved using **advanced electronic signatures (AdES)** by:

- Erasmus+ Faculty Coordinator (Vice-Dean)
- IT and Human Resources Department
- Erasmus+ Office

Step 3: The Erasmus+ Office, through the mobility process coordinators, will generate the **Rector's Order**. This will be approved using **qualified electronic signatures (QES)** by:

- Erasmus+ Office
- Financial-Preventive Control Office
- Financial-Accounting Department
- Rector

The Rector's Order will be approved within **5 working days**, after which the applicant will be informed by e-mail that the process has been successfully completed, and the signed document can be downloaded.



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ANNEX II

**List of candidates for Erasmus+ student status for
study mobilities (SM) / traineeship mobilities (TM)**

No. crt.	Student: S, Master student: Ma, Doctoral candidate: D					Average: M; Score: P ₁ , P ₂ , P ₃ , P ₄ , P ₀						Mobility proposal			Selection (A, Z or R)
	NAME, Initial Letter and First Name	E-mail, phone	S	Ma	D							Erasmus + Code of the host institution	No. Months /days	Start date	
			Year of study			M	P ₁	P ₂	P ₃	P ₄	P ₀				
<i>0</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>	<i>9</i>	<i>10</i>	<i>11</i>	<i>12</i>	<i>13</i>	<i>14</i>	<i>15</i>
1															