



MINISTERUL EDUCAȚIEI
Universitatea Națională de Știință și Tehnologie
POLITEHNICA București

Regulations
regarding the mobility of students and staff of the National University of Science and
Technology POLITEHNICA Bucharest
within the ERASMUS+ program



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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 stated in the Erasmus+ University Charter, the Erasmus+ Program Guide - a program of the European Union for Education, Training, Youth and Sport, as well as the recommendations of the National Agency for Community Programs in the Field of Education and Professional Training (hereinafter referred to as ANPCDEFP) regarding the organization of mobilities.

Art. 2. Definition of terms:

- (1) **Student** represents the person enrolled in POLITEHNICA Bucharest for one of the three university cycles (bachelor's, master's and doctorate).
- (2) **University staff** represents all staff with employment contacts within POLITEHNICA Bucharest (teaching and research staff, auxiliary teaching and research staff and administrative staff);
- (3) Eligible countries are the **EU member states** and **third countries associated with the program**, which include the countries of the European Economic Area (EEA) and the adherent, acceding candidate and potential candidate countries (North Macedonia and Turkey) **called EU partner countries** and **third countries** that are not associated with the program called **non-EU partner countries**.
- (4) **Home institution** is 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) called **Erasmus+ agreements** are the agreements concluded by POLITEHNICA Bucharest with institutions from EU partner countries that hold the Erasmus+ University Charter or agreements concluded with institutions from non-EU partner countries, institutions that are registered and have Participant Identification Code (PIC).
- (7) Erasmus+ agreements ensure: compatibility of study or teaching programs; the mobility periods accepted by the partner institution; facilities granted to Erasmus+ students and Erasmus+ university staff by the partner institution.
- (8) **Erasmus+ mobility** represents the activity carried out by the student or the university staff at a partner institution, for a defined period, during an academic year. The mobility period cannot exceed the end date of the academic year in POLITEHNICA Bucharest.
- (9) Erasmus+ study or teaching mobility can only take place in an institution if there is an Erasmus+ Agreement with that institution.
- (10) **Learning Agreement for studies / Learning Agreement for traineeships** contains the student's study / traineeship program in order to openly and efficiently prepare the Erasmus+ mobility, in which the student is to participate and to guarantee that the activities they complete abroad are recognized upon their return. The Learning Agreement for studies / Learning Agreement for 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 education plan.
- (11) The dean of the faculty appoints the vice-dean in charge of international relations to be **Responsible for Erasmus+ in the faculty**, to supervise all the Erasmus+ tasks: the selection of students, the signing of the Learning Agreement for studies / Learning Agreement for traineeships



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of the student, the recording of the student's grades after the Academic Recognition Committee accomplished the equivalence process of the student's period for studies /for traineeships abroad.

(12) **The Academic Recognition Committee** and the **Appeals Committee** are established at the faculty level on the dean's decision at the beginning of each academic year. These **committees** analyze the educational process (subjects) mentioned in the student's study/ traineeships agreement as well as the recognition of the periods of study or traineeships carried out within the Erasmus+ mobilities according to the Regulation on the Recognition of the period of studies carried out abroad. Following the analysis, the committee approves or decline the Study/ Traineeships Agreement, a document that will be signed by the person in charge of Erasmus+ at the faculty level.

(13) **Mobility grant** represents financial support granted to students or university staff during the Erasmus+ mobility period.

(14) **"Green travel"** implies that most of the journey to and from the partner institution is made with a means of transport that produces few emissions, such as a bus, a train or even a personal car, but under car-pooling (sharing trips made by car).

(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 finance the mobilities of recent graduates, according to the possibility of taking part or not in the financing of this type of mobility, specified in the Erasmus+ Program Guide of the European Commission.

(16) **Transcript of records/Transcript of Work** certifies the grades and credits obtained, as well as other forms of evaluation of the activity carried out in the partner institution. 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 study fees at the partner institution**. To cover the expenses during the mobility period (international and domestic transport, accommodation, meals etc.), the financial resources can be made up of: the Erasmus+ mobility grant, the scholarship from POLITEHNICA Bucharest, other categories of scholarships from the funds of the Ministry of Education, the contribution the student, as well as other complementary resources (scholarships, sponsorships, donations etc.).

(18) Students who have a POLITEHNICA Bucharest scholarship and become Erasmus+ students keep their POLITEHNICA Bucharest scholarship for the entire period of Erasmus+ mobility.

II. ERASMUS+ STUDENT MOBILITIES

Art. 3. Mobility is classified into:

(1) Long-term mobilities that can be **for study**, traineeships (practice/internship) or **study and traineeships**.

(2) Short-term mobilities that can be **mixed** (Blended Mobility) or mobilities for **doctoral students**.

Art. 4. Long-term study mobility

(1) **Long-term study mobility** is the action that allows students to carry out a study period of 2 to 10 months in a higher education institution in an EU or non-EU partner country, different from the institution of origin.

(2) Depending on the activity carried out by the student at the partner institution, the mobility is divided:

a) **training mobility** (participation in courses, seminars, laboratories and assessment procedures provided in the academic curriculum of the partner institution, which have full recognition at POLITEHNICA Bucharest);

b) **internship mobility** for the development of the final project of the study cycle.

(3) **The mobility grant** provided for long-term study mobility is:

- a) **674 EURO/month** for **EU partner countries**. Exceptions are: Bulgaria, Czech Republic, Croatia, Estonia, Latvia, Lithuania, North Macedonia, Poland, Serbia, Slovakia, Slovenia, Hungary, Turkey, for which the mobility grant is 606 EURO/month.
- b) **700 EURO/month** for **non-EU partner countries**, adding the financial aid for transport granted based on the travel distance (table 1). The standard trip or “**green travel**” has the grant values shown in table 1. At the same time, the students who choose the “**green travel**” category can receive an additional subsistence grant for up to 4 days (outside the mobility period) to make the round trip.

Table 1. Erasmus+ grants for transport

Travel distance	For standard means of transport	For sustainable/green means of transport
Between 10 and 99 km	23 EUR per participant	
Between 100 and 499 km	180 EUR per participant	210 EUR per participant
Between 500 and 1999 km	275 EUR per participant	320 EUR per participant
Between 2000 and 2999 km	360 EUR per participant	410 EUR per participant
Between 3000 and 3999 km	530 EUR per participant	610 EUR per participant
Between 4000 and 7999 km	820 EUR per participant	
8000 km or more	1500 EUR per participant	

Art. 5. Long-term traineeships mobility

- (1) **Long-term traineeships mobility** is the action that allows students carry out an internship (traineeships). The duration of the traineeships is between 2 and 4 months for the bachelor’s and master’s cycles, respectively between 2 and 10 months for the doctoral cycle.
- (2) Long-term traineeships mobility can take place in an institution in an EU partner country: enterprises, training centres, research centres, including higher education institutions or other organizations - except EU bodies, EU institutions organizing programs, embassies/diplomatic representatives of Romania.
- (3) **The mobility grant** granted for long-term traineeships mobilities is:
 - a) **824 EURO/month** for **EU partner countries**. Exceptions are: Bulgaria, Czech Republic, Croatia, Estonia, Latvia, Lithuania, North Macedonia, Poland, Serbia, Slovakia, Slovenia, Hungary, Turkey, for which the mobility grant is **756 EURO/month**.
 - b) Erasmus+ students participating in long-term mobility in EU partner countries can benefit from an Erasmus+ grant for transport, in the form of a unit cost of **50 EURO**, if the trip falls under the “green travel” category.
 - c) students with “**reduced opportunities**” (those who benefit from a social grant or qualify to benefit according to Ministry of Education Order 3392/2017, Art. 6, paragraph 2), those of Roma ethnicity or those with refugee status and who perform a mobility of study or long-term traineeships, receive additional grants of **250 EURO/month**.

Art. 6. Short-term mobility

- (1) **Blended Mobility** is the action that allows students to carry out a mobility that includes a **mandatory virtual (online)** period and a mandatory **physical period** of a minimum of 5 days and a maximum of 30 days, in a higher education institution from an EU partner country.
- (2) For this type of mobility, only the period with in-person presence is financed and this type of mobility can be study, traineeships, or mobility carried out within a blended intensive program (BIP), which must be completed by obtaining a minimum of 3 ECTS.



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Art. 7. Short-term mobility of doctoral students is the action that allows doctoral students to carry out a mobility with mandatory in-person presence, between a minimum of 5 days and a maximum of 30 days, in a higher education institution in an EU partner country.

Art. 8. The mobility grant granted to students for short-term mobilities is **79 EURO/day** for mobilities up to 14 days and **56 EURO/day** for mobilities lasting between 15 to 30 days.

Art. 9. Erasmus+ students with “**reduced opportunities**” (those who benefit from a social grant or qualify to benefit according to Ministry of Education Order 3392/2017, Art. 6, paragraph 2), those of Roma ethnicity or those with refugee status, short-term mobility participants can benefit from an Erasmus+ grant for transport, in the form of a unit cost, based on the travel distance calculated between the city of departure and the city where the mobility takes place. Standard travel or “green travel” has the grant values shown in table 1.

Art. 10. The activity carried out as part of the Erasmus+ mobility is recognized by the faculty of POLITEHNICA Bucharest (where the student is enrolled), according to the Regulation on the Recognition of periods of studies carried out abroad approved by the Senate of POLITEHNICA Bucharest, based on the results entered into 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. During the university studies, a student can benefit, for each of the study cycles, from a **maximum of 12 months of Erasmus+ study and traineeships mobility**.

Art. 12. Depending on the Erasmus+ agreements concluded within the program, Erasmus+ mobilities may have financial support or may be “zero grant” mobilities, benefiting from all the rights and obligations listed in the Erasmus+ Student Charter. The beneficiaries of “zero grant” mobilities are the students who went through the selection process and met the minimum scales established by this regulation, but did not occupy eligible places for obtaining funding (within the limits of mobilities stipulated in the agreements concluded with the partner institutions).

Art. 13. Erasmus+ mobilities will be promoted annually on the website of the university and the faculties, as well as through other means of communication.

Art. 14. The organization and conduct of the selection for Erasmus+ mobilities is the responsibility of the Erasmus+ Office and the Selection Committees of each faculty, approved at the level of each faculty separately, which are responsible for the application of these Regulations. Before the start of the selection process the members of the selection committee will submit to the Erasmus+ Office, the list of names of the **Selection committee**, as well as the **Declarations of conflict of interests**.

Art. 15. All university students, Romanian citizens or foreign citizens, with the status of residents in Romania, can participate in the Erasmus+ mobility, provided they have accumulated all the credits related to the activities in the education curriculum for the semesters prior to the mobility. For exceptional cases, the selection committees will evaluate the academic records of the students who are candidates for mobility and will make the selection for the benefit of the students.

Art. 16. Attendance is mandatory for all activities related to the Selection Competition held at the university’s faculties (evaluation, participation in the interview etc.).



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

Art. 18. The information regarding the organization and selection results for Erasmus+ mobilities will be displayed in the spaces intended for faculty announcements or on the faculty's website, being the responsibility of the Erasmus+ Manager at the faculty.

III. ERASMUS+ “TEACHING” OR “TRAINING” MOBILITY FOR TEACHING STAFF

Art. 19. “Teaching” mobility for teaching staff is the action that allows teaching staff to carry out a teaching period of one week, totaling 8 hours of teaching, with or without a grant, in a higher education institution in a EU or non-EU partner country, an institution different from the home institution.

Art. 20. “Training” mobility for university staff is the action that allows university staff to carry out a one-week **training period**, relevant to their day-to-day activity in the higher education institution where they work, carried out in a EU or non-EU partner country, at a partner higher education institution, in an enterprise or in any other relevant workplace, with or without a grant.

Art. 21. The activities corresponding to the mobility are established before the mobility starts, through a mobility contract (**Teaching/Training Agreement**), signed between the participant, the partner institution and the home institution.

Art. 22. The university staff uploads the documents for carrying out Erasmus+ mobility in the <http://travel.upb.ro> platform, according to the procedure in **Annex 1. The process of getting the Rector's Approval for Erasmus+ mobility.**

Art. 23. University staff may participate, as a rule, in a maximum of 2 teaching mobility/training during an academic year, depending on available ERASMUS+ funds.

Art. 24. The mobility grant granted to university staff for teaching mobility/training carried out in an EU partner country depends on the country of destination (table 2), to which is added the financial aid for transport granted according to the distance band (table 1).

Table 2. Mobility grant allowance to university staff

Coutry of mobility	University staff's mobility allowance (Euro/day)
Denmark, Finland, Ireland, Iceland, Liechtenstein, Luxembourg, Norway, Sweden	180
Austria, Belgium, Cyprus, Germany, Greece, France, Italy, Malta, Portugal, Spain, Netherlands	160
Bulgaria, Czech Republic, Croatia, Estonia, Latvia, Lithuania, North Macedonia, Poland, Serbia, Slovakia, Slovenia, Hungary, Turkey	140

Art. 25. The mobility grant allowance to university staff for teaching or training mobilities carried out in a non-EU partner country is **180 EURO/day**, to which is added the financial aid for transport granted according to the distance band (table 1).



Art. 26. The rights and obligations of the university staff beneficiary of the Erasmus+ grant can be found in the **Financial contract drawn up by the Erasmus+ Office**, to be signed before the trip. The financial contract is concluded after the acceptance of the participant at the partner institution, respectively after the approval of the teaching/training agreement (Teaching/Training Agreement). The financial contract is concluded 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 bring to the Erasmus+ POLITEHNICA Bucharest Office, **within 10 days of returning from the mobility**, the certificate issued by the partner institution confirming the completion of the mobility period, the activity report and the related international travel tickets the mobility performed.

IV. SELECTION OF ERASMUS+ STUDENT MOBILITIES CANDIDATES

Art. 28. The selection competition for Erasmus+ students is organized based on the provisions of this Regulation and consists of the following stages: enrollment of students; the evaluation of candidates and, implicitly, their classification; the calculation of the evaluation criterion indicators at the university level; nomination of Erasmus+ students.

Art. 29. The distribution of the number of months of funding for faculties is made in proportion to the tuition figure, the fields of study and the number of mobilities provided for in the Erasmus+ agreements in force, as well as according to the number of mobilities carried out in the previous academic year.

Art. 30. All students from POLITEHNICA Bucharest, Romanian citizens or foreign citizens with the status of residents in Romania, enrolled in a form of education from POLITEHNICA Bucharest, can participate in the **Selection Competition for Erasmus+ mobility**, under the conditions stipulated in art. 15.

Art. 31. Information regarding the selection competition, mobility conditions, Erasmus+ agreements, enrollment and evaluation programs are available to students at each faculty (in the spaces intended for announcements, website, etc.).

Art. 32. The registration and conduct of the competition will be carried out in two stages:

- (1) In the month of March, on a date set by each faculty of POLITEHNICA Bucharest and the process addresses the mobility of study and traineeships for the following academic year;
- (2) In October, on a date set by each faculty of POLITEHNICA Bucharest. This stage will be organized if, for the 2nd semester of the current academic year, there are mobility months available;
- (3) Additional stages can be organized, when necessary, at least 45 days before the start of the mobilities.

Art. 33. The student authenticates with the institutional credentials (institutional e-mail) on the <https://erasmus.upb.ro> platform and completes the application. During the application, the student must upload the following documents:



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- (1) Academic records, including the average (M) of the study semesters prior to the related study cycle, requested from the faculty secretariat, with the exception of doctoral students who will present the doctoral student certificate issued by the Doctoral School secretariat;
- (2) Presentation of professional-scientific activity, respectively awards, diplomas, innovations or other relevant results at scientific events, projects, competitions, scientific Olympics, etc., including from the period of high school studies, local level / POLITEHNICA Bucharest, national / international;
- (3) Certificate of knowledge of an international communication language or the official language of the host country, issued by the Department of Modern Languages at POLITEHNICA Bucharest or by an authorized institution. The level of knowledge of that language must be at least B2, according to the Common European Framework of Reference for Foreign Languages;
- (4) Letter of intent (written in English, French or German);
- (5) EUROPASS type 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 the professional-scientific activity and a **selection interview**.

Art. 35. At the beginning of each academic year, in each faculty, there is appointed the **Committee for the selection of candidates for Erasmus+ student status**, composed of: the Erasmus+ manager in the faculty, teaching staff representing the departments of the faculty and student representatives, a committee approved at the level each faculty separately.

Art. 36. The **evaluation criteria**, indicators and the score associated with them are presented in table 3:

Table 3. Evaluation criteria / indicators

Evaluation criteria / indicators	Score	
	Code	Maximum value (points)
◦ The quality of the teaching activity / Media, M, of the previous study semesters	P ₁ (6M)	60
◦ The quality of the professional-scientific activity/ Participation, awards, diplomas, innovations or other relevant achievements at scientific events, projects, competitions, scientific Olympiads, etc., including from the period of high school studies	local level / POLITEHNICA Bucharest	P ₂
	national /international level	P ₃
◦ Motivation, skills and other elements / reasons, team spirit, etc.	P ₄	15
Total	P ₀	100

Art. 37. The selection committee for Erasmus+ student status candidates must:

- establish the scores P1, P2, P3, P4, respectively P0, following the interview with each candidate and based on the data in the application;
- propose the classification of candidates in descending order of the total score (and, as the case may be, P1, P2, P3, P4);
- classify candidates into admitted (A), reserved (Z), or rejected (R), (Annex II);
- validate the admitted candidates (A), who must obtain the total score, $P_0 \geq 60$.



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Art. 38. The result of the selection competition is displayed by each faculty, in no more than 5 working days after it was held, and can also be found in the **status of the student's application** in the <https://erasmus.upb.ro> platform. The Erasmus+ mobility grant is awarded to admitted candidates, in descending order of the score obtained and according to the available funds.

Art. 39. The minutes signed by all members of the committees accompanied by Annex II are sent within 5 working days from the publication of the competition results to the Erasmus+ Office of POLITEHNICA Bucharest.

Art. 40. Admitted candidates (students) have to confirm their participation in mobility to the Erasmus+ Office, within **5 calendar days** from the date of the announcement of the results of the Erasmus+ selection by the faculties, in order to start the administrative formalities. Exceeding this deadline entails losing the quality of an admitted student and moving to the reserve list. The student declared as a reserve can acquire Erasmus+ student status only within the limits of the remaining available mobility.

Art. 41. If, following the selection competitions, not all the available places in certain fields of study are filled, the selection procedure will remain open and will continue until all these places are filled.

Art. 42. **Any appeals** regarding the selection process will be submitted within 48 hours from the display of the results lists. Appeals are resolved within 3 working days by an appeals resolution committee, appointed at the level of the faculties of POLITEHNICA Bucharest. The appeals resolution committee is approved at the level of each faculty and must be different from the candidate selection committee.

Art. 43. The results of the selection are 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 fills the administrative application formalities in at the partner institution, with the support of the Erasmus+ manager in the faculty and the Erasmus+ Office, respecting the imposed deadline.

Art. 45. Erasmus+ mobility can start on a working day with the start of the semester at the partner institution and can end on a working day with the end of the examination period at the partner institution. The day allocated to the international transport, for the departure and return from the Erasmus+ mobility, must be before the mobility start date and respectively, after the mobility completion date. International transport days do not have to coincide with mobility start or end dates.

Art. 46. Learning Agreement for studies / Learning Agreement for traineeships

(1) In order to prepare for mobility, students will fill in study agreements / online traineeships and submit them for approval, according to art. 2 (9), to the Erasmus+ Manager in the faculty/ The Academic Recognition Committee as well as the partner institution, before the start of the mobility.

(2) The selection of subjects/themes, from the study/ traineeships agreement, is made in accordance with the student's education curriculum. Identical or compatible subjects/themes



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will be chosen under the guidance of the teacher responsible for the year/Erasmus+ Manager from the faculty/Academic Recognition Committee.

(3) **The Learning Agreement for studies** will include the proposed study program during the mobility, with a minimum of 3 ECTS/mixed short-term mobility; maximum: 20 ECTS credits/term, 30 ECTS credits/semester respectively 60 ECTS/academic year. The subjects will be completed in a language of international circulation.

(4) **The Learning Agreement for traineeships** will include: the skills that the student will acquire during the mobility, the planning of the internship, the student's tasks, the methods of monitoring and evaluation, as well as the related credits.

(5) **The Learning Agreement for studies** can be changed 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 study agreement and justifying the change made, as well as its approval by both institutions participating in the mobility (POLITEHNICA Bucharest and the partner institution). The list of proposed subjects/themes that can be found in the Learning Agreement for studies must coincide with the subjects for which the student takes exams/verification tests at the partner institution, the results of which will be recorded in the school situation (Transcript of Records), issued at the end of the mobility by the partner institution.

Art. 47. The student uploads the documents for carrying out Erasmus+ mobility in the <http://travel.upb.ro> platform, according to the procedure presented in **Annex 1. The process of getting the Rector's Approval for Erasmus+ mobility**

Art. 48. The rights and obligations of students can be found in the financial contract. It is issued by the Erasmus+ Office after receiving confirmation of acceptance from the partner institution, approval of the Learning Agreement for studies /Learning Agreement for traineeships by all three signatories (student, home institution and partner institution) and respectively after getting the Rector's Approval. The financial contract is concluded in two original copies.

Art. 49. Upon **completion of the Erasmus+ mobility**, the student will submit to the Erasmus+ Office, within a **maximum of 10 days** after returning to the country (but not earlier than the date of completion of the mobility, entered in the Financial Contract), the following documents:

- (1) Certificate issued by the partner institution with the duration of mobility established by financial contract (Certificate of attendance); it is thus certified that the student has carried out the study/ traineeships mobility with in-person presence;
- (2) Transcript of records/Transcript of Work certifying the grades and credits obtained, or other forms of evaluation of the activity carried out at the partner institution;
- (3) The report of the activity carried out during the mobility period (prepared by the student and approved by the Erasmus+ manager from POLITEHNICA Bucharest);
- (4) Proof of actual travel (if applicable, transport tickets, boarding passes, invoices for accommodation services, etc.).

Art. 50. Upon returning from mobility, the Faculty's Academic Recognition Committee will ensure the recognition "**in integrum**" of ECTS credits obtained during Erasmus+ mobility, according to the Learning Agreement. The recognition will be based on the documents obtained by the student in the partner institution (**Transcript of records/Transcript of Work**), as part of the Supplement to the Diploma, according to the Regulation on the recognition of study periods carried out abroad, approved by the University Senate.



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VI. FINAL PROVISIONS

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

Art. 52. The ERASMUS+ office within the International Relations Directorate will carry out the provisions of this regulation.

The regulation was approved in the meeting of the Board of Directors on 09.02.2024 and approved in the meeting of the Senate on 09.02.2024.



The process of getting the Rector's Approval for Erasmus+ mobility

I. Application field

This annex establishes the stages of application for Erasmus+ mobility in the www.travel.upb.ro Platform.

II. The stages of the ERASMUS+ mobility travel process

A. Mobility of teaching staff

For the mobility trip, the teaching staff will go through the following steps:

Stage 1: The applicant will connect to the <https://travel.upb.ro> platform according to the *Guide for accessing and using the platform* and fill in the form of a request for the travel of teaching staff, as follows:

- Name and surname;
- Faculty, department;
- Contact details;
- Type of mobility: “teaching” or “training”
- Host university, town, country;
- Planning the didactic activities of POLITEHNICA Bucharest for the period of travel;
- Period of travel.

At this stage, the applicant will upload, in **pdf** format, the following documents:

- Mobility agreement for teaching;
- The official invitation;
- ID copy;
- Bank account statement in Euro.

This application will be uploaded to the <https://travel.upb.ro> platform at least 20 days before the trip.

Stage 2: The request for the travel of the teaching staff will be endorsed by the applicant, and, after the verification of the information, it will be endorsed with advanced electronic signatures (AdES) by:

- The ERASMUS+ manager of the faculty (Vice Dean);
- Head of the Department;
- Informatics Department and Human Resources Department;
- ERASMUS+ office.

Stage 3: The ERASMUS+ office, through the person in charge of the travel process, will generate the Rector's Approval. It will be approved using Qualified Electronic Signatures (QES) by:

- ERASMUS+ office;



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- Financial-Preventive Control;
- Financial-Accounting Department;
- Legal and Litigation Department;
- Rector.

The Rector's decision will be approved within 5 working days, and after his approval, the applicants will be informed by e-mail that the process has been successfully completed and they can download the signed document.

B. Mobility of University Staff

For the mobility of university staff, the following steps will be taken:

Stage 1: The applicant will log in to the <https://travel.upb.ro> platform, according to the Guide for accessing and using the platform, and fill in the **Form of a request for the travel of university staff**, as follows:

- Name and surname;
- Position held within the university / direction / service / office;
- Contact details;
- Host institution, locality, country;
- Period of travel.

At this stage, the applicant will upload the following documents, in **pdf** format:

- Mobility agreement for training;
- The official invitation;
- ID copy;
- Bank account statement in Euro;

This application will be uploaded to the <https://travel.upb.ro> platform at least 20 days before the trip.

Stage 2: The request for the travel of the university staff will be approved by the applicant, and after the verification of the information, it will be approved with advanced electronic signatures (AdES) by:

- Head of the department / head of the service / head of the office, as the case may be;
- Informatics Department and Human Resources Department;
- ERASMUS+ office.

Stage 3: The ERASMUS+ office, through the person in charge of the travel process, will generate the Rector's Disposition. This will be approved using Qualified Electronic Signatures (QES) by:

- ERASMUS+ office;
- Financial-Preventive Control;
- Financial-Accounting Department;
- Legal and Litigation Department;
- Rector.



The Rector's decision will be approved within 5 working days, after which the applicants will be informed by e-mail that the process has been successfully completed and they can download the signed document.

C. Student Mobility

For the mobility of students enrolled in bachelor's, master's or doctorate cycles, the following steps will be taken:

Stage 1: The student from the bachelor's, master's or doctorate cycles will connect to the <https://travel.upb.ro> platform, according to the Guide for accessing and using the platform, and will fill in the form of a Student, Master's or Ph.D. Student Travel Request form, as follows:

- Name and surname;
- Faculty, study cycle and study year;
- Contact details;
- Type of mobility: study or traineeships;
- Host institution, locality, country;
- Period of travel.

At this stage, the applicant will upload the following documents, in **pdf** format:

- Learning agreement;
- The official invitation;
- Academic records related to the completed years of study /Certificate of doctoral studies;
- Language certificate (EN/FR/DE);
- ID copy;
- Bank account statement in Euro;
- Europass type CV;
- Letter of intent written in an international language.

This application will be uploaded to the <https://travel.upb.ro> platform at least 30 days before the trip.

Stage 2: The application for the travel of students, masters or doctoral students will be approved using the advanced electronic signature (AdES) by:

- The ERASMUS+ manager in the faculty (dean);
- Informatics Department and Human Resources Department;
- ERASMUS+ office.

Stage 3: The ERASMUS+ office, through those responsible for the travel process, will generate the Rector's Approval. This will be approved using Qualified Electronic Signatures (QES) by:

- ERASMUS+ Office;
- Financial-Preventive Control;
- Financial-Accounting Department;
- Rector.



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The Rector's decision will be approved within 5 working days, and after its approval, the applicants will be informed by e-mail that the process has been successfully completed and they can download the signed document.

ANNEX II

List of candidates for Erasmus+ student status for study mobility (SM) / traineeships (ST)

Nr. crt.	Student: S, MA student: Ma, Ph.D. candidate: D					Media: M; Points: P ₁ , P ₂ , P ₃ , P ₄ , P ₀						Mobility proposal			Selection (A, Z or R)
	Surname, First letter of Father's Name, and Name	E-mail, phone	S	Ma	D	Year of study					Erasmus Code of the host univerty [†]	No. months/days	Starting date		
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1															