

ROMANIAN-AMERICAN UNIVERSITY

DEPARTMENT OF INTERNATIONAL RELATIONS

Community Program Office

Regulations on Student Mobility

The organization and conduct of student mobility at the Romanian-American University from Bucharest rely on the principles set out in the Extended Erasmus University Charter 2014-2020, in accordance with the ECTS Guidelines of the European Commission and obeying the national normative acts.

Chapter 1 Organizational framework

Art. 1 This regulation refers to mobilities organized within the *ERASMUS+* Program or within other similar programs, such as mobilities financed through the European Economic Area mechanism, unless otherwise stated.

Art. 2 Within the *ERASMUS+* Program, two types of mobilities can be organized: study mobilities (SMS) and placement mobilities (SMP). Study or placement mobilities rely on interinstitutional agreements of the Romanian-American University. These mobilities may be carried out for minimum 2 months and maximum 12 months in an academic year, within the existing partnerships for the academic year in question. If possible, after the study period, a student may benefit from a placement (internship), without exceeding the closing date of the respective academic year (September 30th, as a rule).

During the university studies, a student may benefit from mobilities for both studies and placement, without restriction on the number of mobilities, but without exceeding 12 cumulative months per study cycle.

Art. 3 *Bilateral Agreements* for study and placement mobilities are concluded at central level. *The schools within the Romanian-American University will take the necessary steps in this regard to identify new partners for study or placement mobilities.* The distribution of places for each signed *Agreement* is established/decided at University level, according to the field of study of each school respecting an equitable distribution.

Art. 4 Based on the concluded partnerships and depending on the financial resources allocated by the National Agency, the beneficiaries can either receive financial support, or qualify as “zero grant” beneficiaries; in the latter case, however, all the rights and obligations stipulated in the Erasmus Student Charter must be respected. The exchange type (with or without a grant) is established by the Selection Committee.

Art. 5 The organization and conduct of the selection for Erasmus+ mobility are within the competence of the Erasmus+ Office, which will enforce the methodology herein.

Art. 6 The students of the Romanian-American University from Bucharest, enrolled in fulltime programs, may participate in selections for Erasmus+ mobilities, in compliance with the eligibility criteria announced / released for each academic year by the European Commission and the National Agency.

Art. 7 Students participating in mobilities must be enrolled at bachelor's or master's programs within the Romanian-American University, both at the time of the selection, and during the mobility. In order to participate in study mobilities, students must have completed at least 2 semesters by the time the mobility begins. Students who participated in the selection in the final year can benefit from a mobility only if, at the time of signing the contract, they are enrolled in a master program at RAU.

a) To participate in study mobility, students must have graduated at least 2 semesters of study at the beginning of mobility. Students who participated in selection in the final year can benefit from mobility only if at the time of signing contract are enrolled in a master's degree program in within RAU Bucharest.

b) Students in the last year of study at the time of selection for mobility placement, can benefit from mobility as fresh graduates. Recent graduates must complete and complete the internship abroad in within one year of graduation. The duration of the internship is taken into account when calculating the maximum period of 12 months for the cycle in which the student applied for mobility.

Art. 8 If students benefit from mobility in the final year of study, their participation in the bachelor exam at the end of the mobility, is conditioned by the equivalence of their results and the completion of their school record by the end of the resit session of the final year; if not, they may participate in subsequent sessions of the bachelor exam.

Art. 9 Applicants for Erasmus+ scholarships may apply exclusively for the places assigned to their school. The candidate's participation to all activities related to the selection process is compulsory ("in exceptional cases, the selection committee will establish the participation agenda or the selection rescheduling").

Art. 10 The beneficiaries will be selected in the descending order of the final average, depending on the candidates' options, within the available places.

Art. 11 Procedures related to the enrollment at the Romanian-American University

a) In the academic year of the mobility, the beneficiary must be enrolled in a fulltime bachelor or a master program within the Romanian-American University, If the mobility begins before the opening of the enrollment period in the following year, the beneficiary will be enrolled by default in the next year of study;

b) During the mobility, the beneficiary will keep all his/her financial obligations towards RAU (to pay the tuition fee stipulated in the regulation), being exempted from paying the fee at the partner university;

c) If the student will participate in mobility for one semester, then the beneficiary has the right to keep his/her place in the RAU dorm. During the mobility, his/her place can be assigned to other persons, depending on the number of applications. Erasmus+ Office will send the list of students selected for mobility to the Administration of the Dormitory, in order to manage the accommodation appropriately.

Chapter 2 Selection of candidates for mobilities

Art. 12 The selection of candidates for Erasmus+ student mobility is made by contest, based on their academic results, the results of the language proficiency test, and the selection interview.

Art. 13 In order to be **eligible**, the candidate must meet the following criteria:

- To be in a full-time program of study.
- To comply with the citizenship or residency criteria established yearly by the European Commission or by the National Agency
- To have all their exams at the time of the selection and to have a general average higher than 7.50 points inclusively.

Art. 14 The structure of the Selection Committee is established according to the Rector's decision and it consists of at least 5 members: Erasmus institutional coordinator – Chairman, the English examiner, the specialty examiner, the students' representative, a secretary (who is not entitled to vote). Depending on the study programs the candidates are enrolled in, the representative of each school may also participate in the selection process.

Art. 15 Duties of the Selection Committee:

- to prepare and organize the selection;
- to ensure the logistic conditions for conducting the selection;
- to check the selection file in accordance with the terms of the contest;
- to check the compliance with the eligibility criteria;
- to assess the selection criteria for each candidate, for each stage of the contest;
- to finalize the selection by establishing the status of the candidates for international mobility (beneficiary with a grant, beneficiary without a grant, reserve, rejected);
- to draft the selection reports that include the grades for each stage of the contest, the final average obtained by each candidate, and the destination. The reports will be drafted considering the students' school of origin;
- to provide information on the results of the competition;
- to solve any potential appeals.

Art. 16 Selection criteria

In order to ensure a reasonable level of quality of the participants, the following criteria will be considered for the selection:

- academic results
- language skills, especially in English; knowledge of the official language of the receiving country is an advantage;
- ability to communicate orally in foreign languages;
- participation in extracurricular activities and projects;
- motivation to participate in the mobility;
- Other criteria may be set out in the selection notice, depending on the specifics mobility and / or other requests from partners (cultural characteristics, requirements language skills, minimum specialized skills, etc.)

Art. 17 Stages of the selection process. Selection occurs following the stages below:

1. submission of the application file, during the period set for each academic year (usually at the beginning of the second semester); the first stage – assessment of academic results.
2. language test – the second stage
3. interview – the third stage

Art. 18 Registration for the selection for Erasmus mobilities is subject to the following terms:

- a) Submission of the file to the Community Program Office. *A plastic file with transparent cover* will be handed, containing the following documents:
- Application form;
 - Copy of the identity document with the observation “in compliance with the original” and the holder’s signature;
 - Curriculum Vitae, Europass model, with a photo (in English);
 - motivation letter (detailing the study and / or professional objectives pursued during the mobility);
 - a recommendation letter from a faculty member;

Relevant optional documents

- language certificate
 - copies of any diplomas or certificates on any practical activities, participation in student scientific events, extracurricular activities etc.;
 - additional recommendation letters;
- b) Registration is done once, for all the options expressed, on each type of mobility (study or placement). Throughout the selection period, the file remains at the Community Program Office;
- c) Incomplete files in terms of documents will be eliminated from the competition;
- d) Candidates who do not meet the eligibility criteria will be eliminated, and the file will be kept by the Community Program Office.
- e) Candidates who do not meet the eligibility conditions will be eliminated from the competition, the file is kept at the Erasmus + Office.
- f) If the candidate is unable to submit his file to the Erasmus + Office, for good reasons, is allowed to register and send documents online, through the online registration forms provided by the office or on the email address of the Erasmus + Office: erasmus@student.rau.ro.

Art. 19 The candidates’ file will be completed with the proof of their **academic results**, as applicable (school record, transcript, diploma supplement). The documents in question **will be collected by the Erasmus + Office**, at the end of the registration period. The academic results are calculated as simple arithmetic mean for all study periods (whole year or semester). Candidates must check the accuracy of the data written in the nominal lists against the actual data and must inform the Erasmus+ Office in case of any unconformities.

Art. 20 Testing language skills.

- a) Language skills are usually tested for English, as a written test. If the study program is in another foreign language, mastery of that language will be tested;
- b) Candidates who, upon registration, submit certificates which are recognized according to the equivalence criteria established by the Foreign Languages Department of RAU, are exempted from the language test. If, however they sit for the language test, the final grade for language skills will be the one obtained for the test;
- c) In order to pass the language test, a minimum score of 6.00 out of 10.00 points must be obtained;

- d) Language skills are tested under the same terms as for the written examinations of the usual sessions, terms which are stipulated in the Regulation on students' professional activity. Thus, fraud or fraud attempt is sanctioned by elimination from the competition.
- e) In situations where the testing of language skills cannot be carried out in the conditions laid down in the Regulation on the professional activity of students, the online examination, carried out under the supervision of the Department of Foreign languages.

Art. 21 Selection interview

- a) The selection interview is organized at central level, with the participation of the members of the Selection Committee and a representative of the students' school of origin. Candidates are scheduled for the interview grouped according to their schools, in alphabetical order of the students' name and first name;
- b) The interview will primarily aim to assess the candidates' oral speaking ability in English, their motivation and personal interest, their knowledge of the exchange program, but also other basic knowledge, necessary for a positive exchange experience;
- c) In order to pass this stage, a minimum score of 6.00 out of 10.00 points must be obtained.
- d) If for justified reasons, the interview cannot take place face to face, it is accepted the online interview of candidates using software solutions video conferencing.

Art. 22 Candidates' final assessment

- a) The final average of the selection is calculated based on the weighting of the three selection tests, as follows:
- Academic results (cumulative average of the years of study) – 40%
 - Result of the language test – 30%
 - Interview score – 30%

The average will be rounded to 2 decimals.

- b) For a candidate to qualify for the exchange, s/he will have to obtain a general competition average of minimum 7.00 points;
- c) The candidates' ranking is done per schools, with consideration given to the general average obtained and the priorities of their options specified upon registration;
- d) If there are several candidates with the score equal to that of the last to be admitted, candidates are differentiated by considering the option indicated upon registration. If the parity continues, the difference considers the descending order of academic results.
- e) A candidate will be selected for exchange at a single partner institution, regardless of the number of his/her options;
- f) The place obtained following the selection is guaranteed as long as the candidate does not submit waiver request, and the provisions of the present methodology are respected.

Art. 23 Selection results and redistribution of places

- a) The selection results will be displayed grouped by schools, considering the candidates' status:
- Candidates selected for places with Erasmus financial support
 - Candidates selected for places without financial support or "zero grant" (**only for the Erasmus study section**)
 - Reserve candidates, who obtained a score above 7.00 and qualify for the mobility in the event of a subsequent redistribution of available places
 - Rejected candidates
- b) Places are redistributed based on the final list, without changing the general ranking, taking into account the options expressed by the candidates;

- c) The places available for redistribution are represented either by exchanges unallocated mobilities in the first stage, or by mobilities waived by their holders. Vacancies become available to all the candidates regardless of their school of origin;
- d) In case some beneficiaries selected for places with Erasmus financial support waive their places, they will be redistributed to candidates with “zero grant”, depending on the hierarchy of the ranking, in descending order. Such redistribution is only possible if the mobility of the “zero grant” beneficiary has not started yet;
- e) The redistribution of places left vacant by “zero grant” candidates is done for the candidates on the reserve list, in the descending order of their general competition score, and according to their options. In case of equal competition scores, distribution follows the criterion of academic results;
- f) In the case of the selection for **Erasmus Placements**, places left vacant by beneficiaries selected for Erasmus financial support will be redistributed to candidates on the reserve list, in the descending order of their general competition score and according to their options. In case of equal competition averages, distribution follows the criterion of academic results;
- g) The candidates on the reserve list after the first selection process can opt for all the places available in this stage, regardless of their options expressed upon registration. In this case, the compatibility of the specializations will be considered in respect of the available places;
- h) Any potential appeals will be submitted to the Community Program Office, within 24 hours as of the posting of the final results, and are to be settled by the Selection Committee.

Chapter 3 Outgoing mobilities for STUDY

Art.24 Establishing the study program during the mobility period – study agreements

After the selection and the posting of the final list of beneficiaries, the beneficiaries will contact the partner universities in order to complete the administrative formalities that will allow them to be accepted for studies. Students proposed for exchanges will prepare their application files in compliance with the requirements of the partner university.

Art. 25 Learning Agreement for Studies

- a) The student selected for the study mobility will fill in the learning agreement and will submit it for approval to the Romanian-American University (the representative of the management of the school of origin and the institutional coordinator) and to the partner university.
- b) The disciplines to be studied during the mobility are to be selected in compliance with the program studied at the Romanian-American University, the purpose being to choose compatible disciplines. *Disciplines which already made the object of study in previous years cannot be selected.*
- c) The learning agreement will contain the study program proposed during the exchange, with indication of the credit point number (ECTS). The name of the disciplines will be filled in an international language (the teaching language at the partner university).
- d) The learning agreement can be amended within maximum 15 days as of the beginning of the academic activity (academic year or semester, or according to any other form of organization of the host university, e.g. “half-term”) at the partner university, by filling in the dedicated space and based on the approval thereof by **both universities** participating in the exchange. **Thus, any potential changes proposed or agreed upon**

by the host university, but which were not announced in advance and approved by the school of origin, will be rejected.

Amendments to the learning agreement cancel and replace disciplines from the initial list. The list of disciplines proposed in the amendments to the learning agreement **must coincide** with the disciplines for which the student is to pass an examination at the partner university, and whose results will be recorded in the school record issued at the end of the exchange.

Art. 26 Financial contracts

- a) After NA communicates the budget allocated for the Romanian-American University for the forthcoming academic year when the mobilities are supposed to unfold, the Erasmus + Office will make a proposal, to be submitted for approval to the Rector, for the monthly amount of the mobility grant, according to the destination and certain special needs, having in view the coverage of all the positions for which the status of „Erasmus financial support” has been established as a result of the selection process.
- b) Financial contracts are concluded subsequent to receiving the acceptance confirmation from the partner university, and after the approval of the learning agreement for studies.
- c) The financial contract will be registered in the register of the European Programs Office and will be signed in two copies: one for the beneficiary and one for the beneficiary’s mobility file which is kept at EPC.
- d) Upon signing the financial contracts, the beneficiaries will submit to the Erasmus + Office the following documents:
 - Copy of the invitation/confirmation of acceptance from the partner University,
 - Copy of the learning agreement for studies signed by the RAU representatives,
 - The document regarding the financial identity of the beneficiary, which should stipulate the IBAN code of the bank account in EURO, the banking unit, and the address of the banking unit. The document will contain the surname and first name of the beneficiary and the signature.
 - Copy of the medical insurance (travel insurance or European health card)
- e) The sums corresponding to the grant will be transferred to the beneficiaries after these are received from the NA, according to the contractual terms, in 15 days from the submission of all justifying documents at the European Programs Office.
- f) Payments will be made based on the payment order approved by the Rector of the Romanian-American University in case of a down payment and the bill drawn up by the European Programs Office in case of the clearance amount.

Art. 27 Extension of studies

- a) The period of studies approved initially can be extended to up to 12 months, without surpassing the closing date of the academic year of the mobility (September 30).
- b) The extension of the study period must be approved by both the Romanian-American University and the host university. The approval of the extension period must be requested at least 30 days before the finalization of the initially approved mobility period and must be a continuation of it. No interruptions during a mobility are permitted.
- c) The extension request will be accompanied by a new Learning agreement for studies for the additional period.
- d) The extensions of the study periods are only financed up to the extent of fund availability, or of their supplementation from the NA. At the time of the submission of the extension request, those soliciting it must have their own financial means to cover the customary expenses.

Art. 28 The end of the ERASMUS mobility

At the end of the ERASMUS mobility, the beneficiary will visit the Erasmus + Office in maximum 5 days from his/her arrival back in the country, no later than 15 days from the finalization of the mobility, and will submit the following documents:

- a) The Learning agreement for studies signed by the representatives of both universities, and the potential modifications brought to it;
- b) The Transcript of records showing the grades and the credit points received, as well as other assessment forms of the activity from the host university. The document can be presented in a copy and in the original form, the copy being kept in the brief and the original sheet being submitted to the school of origin;
- c) Certificate from the host university regarding the duration of the studies abroad, which certifies that the student participated in the Erasmus mobility in the specified period of time, in original form;
- d) Report on the activity from the study period, generated by the *Mobility Tool* system;
- e) Declarative statement regarding the potential use of funds from other sources (co-financing).

Art. 29 Acknowledgement of the mobility period and the equivalence of academic results

- a) At the end of the study period abroad, the host institution must give the beneficiary and the Romanian-American University a certificate confirming the completion of the study program and the transcript of records indicating the results obtained in the mobility.
- b) The Romanian-American University will ensure the academic recognition of the studies carried out by the beneficiary at the host institution, as part of his diploma supplement. The entire period of studies at another university is recognized *in integrum* by including the package of disciplines studied abroad.
- c) The support for the recognition of the study period abroad is the European Credit Transfer System (ECTS). Upon returning, the management of the School of origin will input the disciplines and grades into the academic records, using the original documents presented by the beneficiary and those prepared by the Erasmus Office. Equivalence is done by translating the qualifications obtained abroad, into the qualifications used in the Romanian system. The diploma supplement of the student will include the professional results obtained during the study period abroad and comments regarding the host institution and the duration of the studies. If the host university specifies two types of grading (local grade and ECTS grade) for the transcript of records, the most advantageous system for the student will be considered for equivalence. In the case of the disciplines evaluated by qualifications "Admitted / Promoted / Passed", the diploma supplement will include the ECTS points obtained and the grade 9. If there are situations in which the student has obtained grades below the minimum passing grade, and the disciplines in question are part of compact study modules or formations, but the partner university validates the entire study module and grants the credit points related to that discipline, the equivalence will be done with grade 5. The titles of the disciplines studied in the country of destination will be noted in the diploma supplement according to the Transcript of Records. The document used for the recognition and academic equivalence of the study abroad period is the *Equivalence sheet of the results obtained in mobility* (BE Form 101, the Equivalence Sheet), that is issued by the Community Programs Office, based on the transcript of records issued by the partner institution and on the learning agreement approved by the three parties involved (student, home university, host university), using the Equivalence Grid (Annex BE 102 - Equivalence Grid).
- d) The academic recognition will not be carried out if the beneficiary fails to complete the study program at the level required by the host institution or does not fulfill the conditions for academic recognition required by the participating institutions.
- e) In order to assess the degree of compatibility between the disciplines studied at the host University and those included in the curriculum of the school of origin, the *Commission of academic recognition* is established, by the decision of the Rector of the Romanian-American University. The Commission will consider the content and competences. specific to the studied disciplines, and not by their names. In view

of the constraints of the national regulations, the Commission may determine the difference exams (see BE Form 103) that the student will have to take in order to graduate the respective study program. (eg compulsory fundamental disciplines according to the ARACIS standards established for the bachelor fundamental areas and which are not included in the package studied at the host University; disciplines that are prerequisites for others and are not included in the package studied at the host University).

f) The difference exams mentioned in point e), or other exam from the curriculum of the University of origin, not passed due to the participation in the Erasmus mobility will be held during the usual evaluation sessions established according to the *Regulation on the professional activity of students*. Special exam sessions can be organized if students are not able to attend the usual evaluation sessions, as a result of participating in an Erasmus mobility.

g) Also, if the study plan abroad contains disciplines that are part of the curriculum that the beneficiary should study at the Romanian-American University during the post-mobility period, these can be considered as *equated in advance*, and will not be studied again. In this case, the number of credits up to a minimum of 30 will be based on the difference disciplines. Such cases will be solved based on the most appropriate option.

h) The equivalence mentioned in point c) will not prejudice the position of the student in the ranking of the home school for the academic year following the one in which the student participated in the Erasmus mobility

Chapter 4 Unfolding the outgoing student mobilities for PLACEMENTS

Art. 30 Establishment of the mobility training program - the training agreements

After the selection of the applicants and the announcement of the final list of beneficiaries, the beneficiaries will start, with the support of the European Programs Office, the communication process with partner institutions to get the acceptance for participating in the agreed training program.

Art. 31 Learning Agreements for Traineeships

a) In order to prepare the mobility, the European Programs Office will establish with the partner institutions and with each beneficiary, the training program that will be the object of the mobility and will prepare the Training Agreement;

b) The training agreement is concluded in a copy signed by all parties involved.

Art. 32 Financial Contracts

a) After the NA has communicated the budget allocated to the Romanian-American University for the academic year in which the mobilities are to be undertaken, the Erasmus + Office will propose the monthly quota of the mobility grant and will send it for approval to the Rector of the University, according to the destination, covering all the traineeships for which the Erasmus financial support was allocated as a result of the selection.

b) The financial contracts are concluded after receiving the acceptance confirmation from the foreign partner institutions.

c) The financial contract will be registered in the register of the European Programs Office and will be signed in two copies: one for the beneficiary and one for the beneficiary's mobility file which is kept at EPC.

d) When signing the financial contracts, the beneficiaries will submit the following documents to the Erasmus+ Office:

- A copy of the Learning Agreement for Traineeships signed by the RAU representatives;
- A document containing the financial data of the beneficiary, the IBAN of the bank account in euro, the bank, the address of the bank. The document will also include the beneficiary's first and last name and his/her signature;
- A copy of the medical insurance (travel insurance or European health card);

e) The grant amounts will be transferred to the beneficiaries upon their receipt from the NA, according to the contractual provisions, within 15 days from the submission of all the supporting documents to the Erasmus+ Office;

f) The payments will be made based on the payment orders approved by the Rector of the Romanian-American University in the case of down payment, and based on the bill established by the European Programs Office in the case of clearance payment.

Art. 33 Ending of the ERASMUS Mobility

At the end of Erasmus mobility, the beneficiary will go to the European Programs Office of the Romanian-American University within 5 working days after returning in the country but no later than 15 days after the completion of his/her mobility and will submit the following documents:

- (a) The Learning Agreement for Traineeships signed by the representatives of all institutions involved;
- b) A Certificate / an attestation letter issued by the host institution attesting the period during which the training program was carried out, in original;
- c) A report on the activity carried out during the training period generated by the Mobility Tool system;
- d) An own-account statement on the possible use of funds from other sources (co-financing).

Art. 34 Recognition of the mobility period and validation of the academic results

a) At the end of the training period abroad, the host institution must provide the mobility beneficiary and the Romanian-American University with a certificate/ an attestation letter which confirms the completion of the training program.

b) The Romanian-American University will assure the academic recognition of the training period carried out by the beneficiary at the host institution. Therefore, the training period will be recognized and registered in the diploma supplement.

c) Additionally, at the academic level, the Credit Points will be recognized and equated in the following situations:

- For students who carry out the mobility period during the academic year in which the training activity is scheduled, the corresponding credit points are recognized and the validation is made by grading the student with "10". This grade will be recorded in the class book by the Dean of the School, with the mention "Equated, International Mobility".
- For students who perform the mobility in one of the languages provided in the curriculum, the credit points are recognized and the validation is made by grading the student with "10". This grade will be recorded in the class book by the Dean of the School, with the mention "Equated, International Mobility".

Chapter 5 Organization of Mobilities for Foreign Students (“incoming” mobilities)

Art. 35 According to the *Bilateral Agreements* signed with the foreign partner universities, the Romanian-American University will assure the receipt of the number of students agreed with them. The European Programs Office will take the necessary steps to increase the number of incoming students in order to balance the mobilities. **The European Programs Office is responsible for organizing the receipt of the incoming Erasmus students.**

Art. 36 Registering and monitoring the activity of foreign “ERASMUS” students:

- a) The registration of foreign students is made by the Erasmus+ Office;
- b) The **foreign students** have the right to choose courses from any School of the Romanian-American University. The evidence of their academic results (record of grades) will be organized at the School where most of their courses are taken;
- c) The “**ERASMUS**” **students** will be issued a standard **student card** with the mention “*Erasmus student*” at the School where their academic results are kept.
- d) “ERASMUS” foreign students will get a standard student ID with the mention “Erasmus student” at the Faculty where the academic results are kept.

Art. 37 **The Erasmus students** who study at the Romanian-American University may be accommodated on the campus (if rooms are available), the monthly fee charged for accommodation in the university dormitory being equal to that paid by the Romanian students (according to the Erasmus Charter), or they may be accommodated in other locations, based on their consent.

Art. 38 Throughout the period of their studies at the Romanian-American University, the students of the partner universities have the same professional rights and obligations as the Romanian students. Also, each foreign student will have at least one tutor who will be responsible for integrating him/her into the program and for ensuring that he/she complies with the regulation.

Art. 39 At the end of the study period at the Romanian-American University, following the fulfillment of their professional obligations, the Erasmus students will receive the following documents issued by the European Programs Office:

- A certificate which attests their performance during the mobility period
- The Transcript of Records
- Other diplomas and certificates (if applicable)

Chapter 6. Organizing incoming mobilities for students from Partner Countries (KA107)

Art. 40 Number of incoming mobilities financed

a) In the case of mobility with Partner Countries (KA107), the number of places is also determined by bilateral agreements, ensuring their availability independently of the allocated funds.

b) The number of mobilities financed by the Erasmus + grant and the total value of the grant are established by the Romanian-American University for each country and university, depending on:

- the results of the annual application and the funds available by country and type of mobility;
- the provisions and constraints of the Erasmus+ program by regions and types of mobility, depending on each application;
- the strategic interest of RAU and the history of cooperation with partner universities outside the European Union.

The proposal is made by Erasmus+ Office and submitted to the Vice-Rector for approval.

Art. 41 Informing the partners

The Erasmus+ Office shall inform the partner universities for which funding has been allocated of the number of mobilities and the grant available. The Office sends the calls for selections to the partners, specifying the eligibility and selection criteria and the deadlines for the mobility. The Office will also provide instructions on the procedures for organizing mobility: Erasmus+ principles, information and selection, mobility, ending of mobility, dissemination and impact.

Art. 42 Selection of participants

a) The partner university organizes the selection process of the participants, according to its procedure, ensuring the compliance with the Erasmus+ principles: non-discrimination, equal opportunities, transparency, information, etc. Compliance with Erasmus+ principles and rules is assumed by bilateral agreement.

b) The partner university decides on the students who will participate in the mobilities and establishes who will receive the grant, officially nominates the students, and sends the documents related to the selection.

c) The Erasmus+ Office provides assistance and constantly communicates with the partner to ensure that Erasmus rules are properly observed and implemented.

Art. 43 Mobility preparation

The Erasmus+ Office contacts the nominated students to provide them with essential information related to the application process. The Office and the representatives of the partner university provide assistance to the students for the preparation of the application file, as well as in the process of obtaining the visa (send original documents, communicate with NA, MEN, MAE, Embassy).

Art. 44 Learning Agreements for Studies

a) Each candidate establishes, together with the coordinator from the home university, the choice of the courses he will study at RAU and completes the Study Agreement. The agreement will be subject to the approval of both universities.

b) The choice of subjects to be studied during the mobility period is made in accordance with the specialization followed at the home university and the level of study in which the student is enrolled (bachelor or master), following the choice of compatible disciplines.

c) The study agreement will include the proposed study program during the mobility, specifying the number of credit points (ECTS). In the case of incoming students whose mobility is financed through a KA107 Erasmus grant, the chosen courses must amount to a minimum of 30 ECTS.

d) The study agreement can be modified in maximum 15 days from the beginning of the teaching activity at RAU, based on its approval by both universities. Amendments to the study agreement cancel and replace disciplines from the list originally proposed.

Art. 45 Financial contracts for incoming student mobility under KA107 Erasmus+ programme with grant

a) Upon receipt of the visa by the candidate, the Erasmus+ Office prepares the financial contract, based on the model provided by the NA for each national call. The contract is written in English.

b) The financial contract will be registered in the register of the Erasmus+ Office and will be concluded in two copies: one for the participant and one for the participant's mobility file, kept at the Office.

c) The contractual period is established according to the period communicated for each partner at the time of announcing the grant. The value of the total grant is checked (by registering the mobility in the Mobility Tool), as well as the availability of funds.

d) The contract will be signed by the student upon arrival in Romania.

e) The amounts related to the grant will be transferred to the participant after he opens a bank account in euro at a bank in Romania and communicates the IBAN to the Erasmus+ Office, in three installments, according to the contractual provisions.

f) Payments will be made on the basis of the payment order approved by the Rector of the Romanian-American University in the case of the advance payment and on the basis of the payment notes prepared by the Erasmus+ Office in the case of the second installment and the balance. The balance is paid at the end of the mobility, if the student has complied with the contractual terms.

Art. 46 Mobility development

a) The provisions of Articles 36-38 remain valid also in the case of incoming mobilities from Partner Countries (KA107)

b) Incoming students from Partner Countries will have a place in the RAU Campus only if they will apply for accommodation.

Art. 47 Completion of mobility

a) At the end of the study period at the Romanian-American University, following the fulfillment of the assumed professional obligations, the students will receive the following documents, prepared by the Erasmus+ Office:

- The academic transcript (Transcript of Records), issued based on grade catalogs.
- Certificate of Attendance, depending on arrival / departure dates
- Other diplomas and certificates (if applicable)

b) At the end of the mobility, a final assessment is made, based on the meeting with the students, they are reminded to complete the online report and are encouraged to continue disseminating the results upon returning to the home university.

Chapter 7 Final provisions

Art. 48 Participation in the mobility program implies full acceptance, by the candidates, of this regulation.

This regulation was approved by the Senate of the Romanian-American University of Bucharest, in the meeting of July 30, 2020, is an integral part of the University Charter and will enter into force on 1st of 2020, having effects for mobility which are taking place from the academic year 2020-2021. On the 1st of August 2020, the ***“Regulation for student mobility; the development of mobilities within the Community Programs”*** is repealed.

RECTOR

Prof. univ. dr. Iliuță-Costel Negricea

Annexes

Form BE-101 - Equivalence form

Annex BE-102 - Grade equivalence grid

Form BE-103 - Difference Examination Sheet

Form BE-104 - Application for extension of the mobility period

Annex BE-105 - System for the equivalence of certificates of language proficiency

ROMANIAN AMERICAN UNIVERSITY

EQUIVALIZATION GRID

OF THE QUALIFICATIONS AND GRADES OBTAINED BY STUDENTS WHO HAVE STUDIED AT UNIVERSITIES
ABROAD

	Romania	1-4 (Fail)	5	6	7	8	9	10
	ECTS Scale	F, FX Fail	E Sufficient	D Satisfactory	C Good	C Good	B Very good	A Excellent
1.	Austria	5 (nicht genugend)	-	4 (genugend)	-	3 (befriedigend)	2 (gut)	1 (sehr gut)
2.	Belgium	<10	10-11	12-13	14	15	16-17	18-20
3.	Bulgaria	2	3	-	-	4	5	6
4.	Czech Republic	4	3	2-	2	2	1-	1
5.	Cyprus	F	D-	D,D+	C-,C	C+,B-	B,B+	A-, A
6.	Croatia	1		2		3	4	5
7.	Denmark	-3, 00	02	4	-	7	10	12
8.	Estonia	0	1	2	-	3	4	5
9.	Finland	0 sau F	1	2	-	3	4	5 (excelent)
10.	France	<09	09,<10 (mediocre)	10 (passable)	11, <12 (assez bien)	12,<13 (assez bien)	13, <15 (Bien)	15-20 (tres bien)
11.	Germany	4.3	4	3.7	-	2.7-3.3	1.7-2.3	1-1.3
12.	Greece	2,3,4	5	6	-	7	8,9	10
13.	Iceland	0-4,5	5,0	5,5	6,5-7,0	7,5-8,0	8,5-9,0	9,5-10
14.	Italy	<18	18	19-22	23-24	25-26	27-29	30
15.	Latvia	1-3	4	5	6	7	8	9,10
16.	Lithuania	1-4	5	6	7	8	9	10
17.	Macedonia	≤ 5	6	7	-	8	9	10
18.	Great Britan	0-39% (Fail)	40-49% (3 rd)	50-54% (Lower 2 nd)	55-59% (Lower 2 nd)	60-64% (Upper 2 nd)	65-69% (Upper 2 nd)	70-100% (First)
19.	Norway	F (1)	E (2)	D (3)	-	C (4)	B (5)	A (6)
20.	Netherlands	1-5,4	5.5	5.6-6.4	6.5-6.9	7-7.9	8-8.9	9-10
21.	Poland	2	3	3.5	-	4	4.5	5
22.	Portugual	0-9	10/11	12,13	14	15,16	17,18	19,20
23.	Slovakia	4	3	2.5	-	2	1.5	1
24.	Slovenia	1-5,9	6	6,1-6,9	7-7,5	7,6-7,9	8-9,9	10
25.	Spain	0-4.9	5-5.4	5.5-5.9	6-6.9	7-7.9	8-8.9	9-10 / MH (Matricula Honor)
26.	Turckey	0-49 FD, FF	50-59 DD	60-69 DC	70-74 CC, CD	75-79 CB, BC	80-89 BA, BB	9,0-10,0 AA, AB
27.	Hungary	1,00-1,99		2,00-2,50		2,51-3,50	3,51-4,50	4,51-5,00

ROMANIAN AMERICAN UNIVERSITY

GRID OF EQUIVALENCE

OF THE QUALIFICATIONS AND GRADES OBTAINED BY STUDENTS WHO STUDIED AT THE UNIVERSITIES
ABROAD IN THE EXTRA-COMMUNITY AREA

	Romania	1-4 (Fail)	5	6	7	8	9	10	
	ECTS Scale	F, FX Fail	E Sufficient	D Satisfactory	C Good	C Good	B Very good	A Excellent	
1	USA	F	D-	D, D+	C-, C	+C, B-	B, B+	A-, A, A+	
2	Israel	<60	-	60-65	66-75	76-85	86-95	96-100	
3	Syria	F (<50%)	D	D+	C, C+	B-, B	B+, A-	A, A+	
4	Japan	F/D (0-59%)	-	-	C (60-69%)	B (70-79%)	A (80-89%)	A+/S (>90%)	
5	South Korea	F/D (0-69)	-	-	C (70-74)	C+, B (75-79/80-84)	B+, A (85-89/90-94)	A+ (95-100)	
6	Jordan	F (0-49)	D- (50-52)	D, D+ (53-59)	C-, C (60-66)	+C, B- (67-72)	B, B+ (73-79)	A-, A, A+ (80-100)	
7	Taiwan	Licență	< 60	-	-	60-70	71-80	81-90	91-100
		Master	< 70	-	-	-	70-80	81-90	91-100
8	China	≤ 50	51-60	-	61-70	71-80	81-90	91-100	
9	South Africa	TBD							

Equivalences for the number of credit points between national systems and ECTS

National Sistem	Number of credit points in National sistem	Echivalent număr de puncte credit ects
USA	1 credit point / credit hour	2 ECTS
Japan	1 credit point	2 ECTS
South Korea	1 credit point	2 ECTS
Jordan	1 credit point	2 ECTS
Taiwan	1 credit point	2 ECTS

ROMANIAN-AMERICAN UNIVERSITY

ERASMUS PERIOD OF STUDIES PROLONGATION REQUEST

I undersigned,, student at the Romanian-American University of Bucharest, School of, beneficiary of an Erasmus mobility of months days at the (university / institution) (country:) during the academic year, request approval for the prolongation of the period of studies with months days, from until

Motivation of the prolongation request:

Attached document: Learning Agreement for Studies - semester
 Learning Agreement for Traineeships

I declare that I have the necessary funds to finance my studies.

Student's signature

Date:

Host university approval

Name and quality of the responsible person
(Signature and official seal)

Date:

Romanian-American University approval

Institutional Coordinator,

Date:

ROMANIAN AMERICAN UNIVERSITY

Equivalence system for language proficiency certificates

LIST OF CERTIFICATES OF LINGUISTIC COMPETENCE EQUIVALENT TO
ERASMUS LANGUAGE COMPETENCE TEST

Nr. crt.	Certificate	Score/Grade			Equivalent Grade
1.	GMAT	-			10
2.	Cambridge Certificate of Proficiency in English	Grade A,B,C			10
3.	BEC - Higher	Grade A			9,75
		Grade B			9,50
		Grade C			9,50
4.	Cambridge Certificate in Advanced English	Grade A			9,75
		Grade B			9,50
		Grade C			9,50
5.	Cambridge First Certificate	Grade A			8,75
		Grade B			8,50
		Grade C			8,25
6.	BEC - Vantage	Grade A			9,00
		Grade B			8,75
		Grade C			8,50
7.	T.O.E.F.L	Internet- based	Computer-based	Paper-based	-
		114 - 120	281 - 300	650 - 667	10
		105 - 113	261 - 280	617 - 647	9,75
		94 - 104	241 - 260	587 - 613	9,50
		83 - 93	221 - 240	557 - 583	9,00
		72 - 82	201 - 220	533 - 553	8,75
		64 - 71	181 - 200	507 - 530	8,50
		59 - 63	170 - 180	497 - 503	8,00
8.	IELTS	7 – 7,5			10
		6 – 6,5			9
		5 – 5,5			8
9.	Certificate URA	Nivel C1, C2			10
		Nivel B2			9
		Nivel B1			8