Erasmus +

Dare. Study. Travel.

Info Session Guide – Long-term Traineeships

06.03.2026



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Equal Treatment

The principle of equal treatment is a fundamental right guaranteed to all students.

- Non-Discrimination: Any form of direct or indirect discrimination, harassment, or differential treatment based on nationality, ethnicity, gender, religion, or sexual orientation is strictly prohibited.
- Students as Dialogue Partners: Students are officially recognised as partners in dialogue within the academic community and benefit from a student-centred approach to education that addresses their individual learning needs.
- Equal Access to Support Services: All students enjoy equal access to career counselling, psychological support, medical assistance, and university library resources.
- Gender Equality Strategy: The University implements a dedicated Gender Equality Plan to ensure fair representation and equal opportunities at all levels of study.

The Erasmus+ application and selection process at Romanian-American University is completely free of charge. Students will never be asked to pay any fees for applying, participating in the selection process or being nominated. Selection is based exclusively on the established eligibility criteria and academic merit, ensuring equal access to international mobility opportunities.

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Why should you participate in an Erasmus+ Traineeship Mobility?



Professional Experience Abroad



International Exposure



Language & Communication Skills



Personal Growth



Financial Support



Career Advantage

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Traineeship Options

1. **Identify internship opportunities on your own**

A helpful list of traineeship opportunities platforms can be found on the Erasmus Outgoing Placements page:

https://www.rau.ro/outgoing-students-placements/?lang=en

2. **Apply for one of the presenting companies:**

- **Orange Academy**

https://www.instagram.com/the_orange_academy/?hl=en

- **Amber Job**: https://www.amberjob.eu/
- **Algoos**: https://www.algoosconsulting.com/
- **AIESEC**: https://aiesec.org/

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Eligibility Criteria

- Bachelor/Master students and recent graduates
- Academic average above 7.00
- Have a maximum of two failed exams during the academic cycle
- A minimum two months placement is required for eligibility

Evaluation Criteria

- Academic average – 40% - min. 7.00
- English Language Proficienty Certificate/Test – 30% - min 6.00
- Interview – 30% - min 7.00

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Selection Timetable

Timetable	Activities
23.02.2026 – 15.03.2026	Online Candidates Registration
06.03.2026	Online Info Session (Microsoft Teams)
18.03.2026	* English Test
19.03.2026	** Online interview in English
24.03.2026	Results Notification via email

**only for candidates who DO NOT have an English Certificate proficiency / Class and time will be announced by e-mail;*
*** the eligible candidates will receive a reminder via email on March 18 for the interview*

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How to Apply?

- 1. Choose your traineeship destination;
- 2. Prepare your documents:
  - * ID/Passport;
  - Curriculum Vitae (CV);
  - Cover Letter;
  - Statutory Declaration.
  - GPDR Consent;
  - * English Certificate (if you have one)



- 3. Complete the Registration Form (accessible via the QR code, website or by e-mail announcement);



*a copy of the ID/Passport and English Certificate must be brought to the Erasmus+ Office (room 306).

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Language proficiency certificate equivalence system

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.	Oxford Test of English	Advanced C1			10
		Advanced B2			9,50
		B2			9,00
		B1			8,50
10.	RAU Certificates	C1, C2 level			10
		B2 level			9
		B1 level			8

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Other important info



CHECK THE FIELD OF STUDY;



THE VALUE OF THE ALLOCATED GRANT DEPENDS ON THE DESTINATION COUNTRY



WORKING HOURS (IN ACCORDANCE WITH THE AGREED INTERNSHIP PROGRAM)

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Selection Process

1. The final grade is calculated as follows:
   - Academic average (40%);
   - English test (30%) – minimum 6
   - Interview (30%) – minimum 7

2. The results will be shared on March 24th by e-mail and website;

3. The nomination will be sent to the company.

4. The company will share the Application Procedure instructions to you;

5. The final acceptance is given by the company;

6. Final preparation (financial contract, contract of guarantee, grant transfer, health insurance, *visa).

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Erasmus+ Grant – EU Placements

Destination	Monthly Grant (EUR)
Group 1: Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Iceland, Italy, Liechtenstein, Louxemburg, Norway, Sweden, Netherlands	**824**
Group 2: Czech Republic, Cyprus, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain	**824**
Group 3: Bulgaria, Croatia, Lithuania, North Macedonia, Poland, Serbia, Turkey, Hungary	**756**

*80% from the Total Grant will be transferred before the mobility, and 20% at the end (when the file is complete)

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Transport and Green Travel Top-Up

Travel distance	Green travel	Non-green travel
10 – 99 km	56 EUR	28 EUR
100 – 499 km	285 EUR	211 EUR
500 – 1,999 km	417 EUR	309 EUR
2,000 – 2,999 km	535 EUR	395 EUR
3,000 – 3,999 km	785 EUR	580 EUR
4,000 – 7,999 km	1,188 EUR	1,188 EUR
8,000 km or more	1,735 EUR	1,735 EUR

- If at least 50% of the journey is made using: Train, bus, carsharing, or other low-emission transport, you may receive a Green Travel top-up;
- Supporting travel documents are required (boarding passes, bus/train/gas tickets, and/or additional declarations).

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Distance Band Calculator

- To check the distance between the home and host Universities please use the Distance Band Calculator available here:

https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator

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Students with Fewer Opportunities

- Additional top-up support: 250 EUR/month;
- Eligibility is assessed by the Erasmus+ Office, based on supporting documents.
- Categories:

- Students who are an orphan of one or both parents;
- Students who come from a single-parent family (due to death, disappearance, imprisonment or non-recognition on the birth certificate);
- Students whose family did not achieve an average net monthly income per family member higher than the minimum net basic salary in the economy in the 12 months prior to the submission of the supporting documents;

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Students with Fewer Opportunities

- Students who fall into the category of "first student in the family“;

- Students with disabilities which includes physical, mental, intellectual or sensory impairments) or health problems (which includes serious illnesses, chronic illnesses or any other physical or mental health situation that prevents a person from participating in the program);

- Students of Roma ethnicity;

- Students with refugee status.

*The list is not exhaustive; other situations may be considered based on supporting documents.

Students from the above-mentioned categories, willing to participate in an Erasmus+ study or traineeship mobility, are encouraged to contact the Erasmus+ Office (room 306, or outgoing@rau.ro) for more information and evaluation criteria. We assure you that the assessment process will take place in a meticulous and confidential manner.

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Visa and Residence Requirements

- **Depending on your nationality and destination country, different entry and registration requirements may apply.**
- **EU/EEA citizens:** You can generally stay in another EU/EEA country for up to 3 months without registering your residence. If your stay exceeds 3 months, you may be required to apply for a *Certificate of Registration* in the host country. We recommend completing this procedure within the first 60 days after arrival. Your host university will provide guidance on the application process.
- **Non-EU/EEA citizens:** You must obtain the appropriate visa before travelling. After arriving in the host country, you will generally need to apply for a *Residence Permit* to cover the duration of your studies. Your host university will provide information and guidance regarding the application procedure.
- **Important:** Always check the specific immigration requirements of your destination country before travelling.

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USEFUL LINKS

General Inspectorate for Immigration:
http://igi.mai.gov.ro/en

Embassies and consulates in Romania:
https://rb.gy/qniawa

Ministry of Foreign Affairs:
http://mae.ro/en

Ministry of Justice:
https://www.just.ro/

Ministry of Health:
http://www.ms.ro

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Health Insurance & Coverage Abroad

- **Make sure you have valid health insurance coverage for the entire duration of your Erasmus+ mobility!**
- **1. EU/EEA Countries & Other Eligible Destinations**
- If you are insured under the public healthcare system in Romania or another eligible country, you can apply for a **European Health Insurance Card (EHIC)**.
- The card is free of charge and provides access to medically necessary, state-provided healthcare during a temporary stay in the EU, Iceland, Liechtenstein, Norway, Switzerland and the UK.
- Non-EU citizens insured in Romania may also be eligible, subject to applicable restrictions.



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Health Insurance & Coverage Abroad

- **2. Non-EU Destinations**
- A **private health insurance policy is mandatory** for students undertaking mobility in non-EU countries.
- Make sure your insurance is valid in your destination country and covers the entire mobility period.
- **3. Student Mobility for Traineeships (SMT)**
- In addition to health insurance, students undertaking traineeships must also have:
- **Accident Insurance:** Coverage for accidents occurring during the traineeship.
- **Third-Party Liability Insurance:** Coverage for damages caused by the trainee during their professional activities.
- **Important:** The EHIC is not a substitute for comprehensive travel insurance. It does not cover private healthcare, medical repatriation or other travel-related risks.

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Learning Agreement



- The **Erasmus+ Learning Agreement** is a mandatory official document that outlines the study programme or traineeship you will undertake abroad. Its main purpose is to ensure the **recognition of the academic credits (ECTS) earned at the host institution** upon your return.
- The Learning Agreement template is available on the **Erasmus+ Outgoing Traineeship webpage**.

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Academic Coordinators

- School of International Business: Lect. univ. dr. Ramona Grigore;
- School of Computer Science for Business Management: Lect. univ. dr. Andrei Luchici;
- School of Management-Marketing: Conf. univ. dr. Alexandru Ionescu;
- School of Tourism and Hospitality Management: Lect. univ. dr. Camelia Gheorghe;
- School of Law: Conf. univ. dr. Mihai Olariu;
- School of Physical Education, Sport and Kinesiotherapy: Conf. univ. dr. Amelia Stan;
- School of Finance and Accounting: Lect. univ. dr. Mihai Nedelescu;
- School of Medical Sciences: Prof. univ. dr. Galajda Zoltan;
- School of Psychology and Educational Sciences: Lect. univ. dr. Cîrstea Mihaela-Daniela;
- School of Architecture: prof. univ. dr. Căruțașu George.

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After the mobility

- **1. Required Documents**

  Once your mobility is completed, make sure you receive the following documents from your host company:

- **Certificate of Attendance:** Confirms the actual start and end dates of your mobility.
- **Transcript of Work (ToW)**

  Both documents should be issued within **45 days after the completion of your mobility**, in accordance with the applicable procedures.

- **Declaration of Avoiding Double Financing**
- **EU Survey (received by e-mail at the end of the mobility).**
- **2. Academic Recognition**

  Successfully completed traineeships included in your approved Learning Agreement will be recognised by Romanian-American University, in accordance with the agreed study programme.

  Your academic results and ECTS credits will be transferred to your academic records at RAU following the completion of the recognition procedure.

- **3. Learning Agreement for Traineeship (signed by all parties)**
- **4. Don't Forget!**

  Make sure to submit all the required documents to the Erasmus+ Office upon your return to complete your mobility file.

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Companies Presentations

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ERASMUS+ STUDENT CHARTER

- The Erasmus+ Student Charter outlines the rights and obligations of students participating in the Erasmus+ mobility program (for studies or traineeships). It applies across all stages of your exchange.
- For more information, the Erasmus Student Charter can be found on the RAU Outgoing Students webpage, or accessible through here:

  https://shorturl.at/jEXPQ

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Online Language Support



- The Online Language Support (OLS) is designed to help Erasmus+ and European Solidarity Corps participants improve their knowledge of the language in which they will work, study or volunteer abroad so that they can make the most out of this experience.
- Participants who wish to improve their language proficiency have the opportunity to follow online language courses before and during their time abroad. Access to the language course includes a great variety of interactive and tailor-made activities. Participants can follow language courses in any of the available languages on OLS without limitation to the number of languages and study units.
- For more information, please visit the website here: https://shorturl.at/6FAL8

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Erasmus+ App



- The Erasmus+ App will guide you through your mobility journey and allow you to find all the relevant information and services to make your exchange more enriching and smooth.

  Browse through the public feed full of tips and stories from your peers as well as events and deals offered by student organisations!

  Log in and benefit from the Erasmus+ Journey that will offer step by step guidance and information throughout the mobility - before, during and after the exchange.

  https://erasmusapp.eu/

- Google Play
- App Store

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Social Media links

University's page: https://www.rau.ro/?lang=en

Follow our **Erasmus Facebook page**: https://www.facebook.com/RAU.ERASMUS/

Follow our **Erasmus Instagram page**: https://www.instagram.com/erasmus.rau/

Follow our **University Facebook page**: https://www.facebook.com/UniversitateaRomanoAmericana?fref=ts

Follow our **University Instagram page**: https://www.instagram.com/universitatearomanoamericana/?hl=en

Follow our **Youtube page:** https://www.youtube.com/user/UnivRomanoAmericana

Follow our **LinkedIn page:**

https://www.linkedin.com/school/universitatea-rom%C3%A2no-american%C4%83-din-bucure%C8%99ti/

Follow our **TikTok page:** https://www.tiktok.com/@univromanoamericana?_r=1&_t=ZN-9AzWe6CKj8I

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Erasmus+ Office contacts:

Romanian-American University

1B Expozitiei Blv., Bucharest, sector 1, 012101

Tel: +4 0372 120 115

E-mail: outgoing@rau.ro;

erasmus@rau.ro

Web: https://www.rau.ro/study-in-europe-and-beyond/?lang=en



Erasmus+ Office (3rd floor, room 306):

Viorel-Andrei Cojocar, Erasmus+ Students Coordinator – incoming@rau.ro

Lavinia Stanica, **Institutional Coordinator**

lavinia.stanica@rau.ro

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Questions & Answers



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Thank you and good luck! ☺

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