ERASMUS+ OFFICE

Regulations on Student Mobility

The organization of student mobilities at the Romanian-American University from Bucharest rely on the principles set out in the Erasmus Charter for Higher Education 2021-2027 and the Erasmus Policy Statement 2021-2027, is in accordance with the ECTS Guidelines of the European Commission and is compliant with the national normative acts. Other reference documents: Higher Education Law No. 199/2023, the RAU Charter, and the RAU Regulations on Students' Academic Activities; Financial Contracts for Erasmus+ mobility projects concluded between RAU and ANPCDEFP; Erasmus+ Program Guide; National Call for Erasmus+ applications; Order of the Minister of Education no. 4262/2024 for the approval of the Methodology regarding the academic mobility of students.

Chapter 1 Organizational framework

Art. 1 This regulation refers to student mobilities organized within the framework of the ERASMUS+ Program, other similar programs, or mobilities organized based on interinstitutional agreements, unless otherwise established.

Academic mobility of students represents their right to have their transferable credits acquired, under the law, at other higher education institutions recognized.

Art. 2 Within the *ERASMUS+* Program, the following types of mobilities can be organized: study mobilities (SMS) and placement mobilities (SMT). Study or placement mobilities rely on interinstitutional agreements of the Romanian-American University. Any study or placement period abroad, regardless of its duration, can be carried out as blended mobility. Blended mobility combines the physical mobility with a virtual component that facilitates learning exchange and collaborative online teamwork. Blended mobilities can also be carried out within the framework of participation in a Blended Intensive Programme (BIP). The long-term 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, usually). Blended mobilities may also be organised as short-term mobilities, with a physical mobility period of between 5 and 30 days, which must be combined with a virtual component. During the university studies, a student may benefit from mobilities for both studies and traineeship, without restriction on the number of mobilities, but without exceeding 12 cumulative months per study cycle.

Art. 3 Interinstitutional Agreements

a) Bilateral *Agreements (Interinstitutional Agreement)* 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.

b) To facilitate student mobilities, at the student's request, the university may decide to conclude interinstitutional agreements with another university/ institution, if there is no agreement between the two institutions.

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

Art. 5 The organization and conduct of the selection for Erasmus+ mobilities are within the competence of the Erasmus+ Office, and the Selection Committee(s) which will enforce the methodology herein.

Art. 6 The students of the Romanian-American University from Bucharest, enrolled in bachelor's or master's degree programmes, 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. By exception, recent graduates may also participate in traineeship mobilities.

a) Temporary study or traineeship mobility may be undertaken during the semesters permitted by the mobility programme and by the partner institutions, including the final semester, provided that the graduation requirements are fulfilled. The limitation concerning the period between the first and the penultimate semester applies to permanent academic mobility, in accordance with Article 15 of the Methodology approved by Order No. 4262/2024.
b) Students who participated in the selection for study mobilities in their final year can benefit from study mobilities in the second semester of the following academic year only if, at the time of signing the contract, they are enrolled in a master's degree program at RAU Bucharest.
c) Students in the last year of study at the time of selection for traineeship mobility, can benefit from mobility as recent graduates. Recent graduates must complete the internship abroad within one year of their 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 undertake a mobility in the final year of study, their participation in the bachelor's examination or dissertation examination 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 in 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 participants 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 enrolment at the Romanian-American University

a) In the academic year of the mobility, the participant must be enrolled in a bachelor or a master program within the Romanian-American University. If the mobility begins before the opening of the enrolment period in the following year, the participant will be enrolled by default in the next year of study;
b) The participant's student status is maintained throughout the mobility period.
c) During the mobility, the participant 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;
d) If the student will participate in mobility for one semester, then the participant 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 mobilities is made by selection process, 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:

- Be enrolled in a study program at RAU, bachelor's or master's degree.
- To comply with the citizenship or residency criteria established yearly by the European Commission or by the National Agency.
- Have a grade point average of at least 7.00 and no more than two failed examinations at the time of application. For students receiving social scholarships, no academic performance eligibility requirements shall apply, in accordance with Article 13(2) of the Methodology approved by Order No. 4262/2024; language requirements and mobility-specific criteria shall remain applicable.

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 – President, 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 (participant with a grant, participant 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 selection process.

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, or in the official language of the mobility; knowledge of the official language of the receiving country is an advantage;
- ability to communicate orally in foreign languages;
- the relevance of the programme for which the student is applying in relation to their educational pathway;
- 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.)

2.A. Selection of candidates for long-term mobilities (2-12 months)

Art. 17 The selection calendar is established by the Erasmus+ Office and announced at the Schools level and on the institutional website. The selection calendar includes: the application period; the date of the language test; the date of the interview; the date of announcement of results.

Usually, the main selection for student mobilities is organized at the beginning of the second semester of each academic year. In case of the availability of fundings or if not all the places were occupied, the Selection Committee may decide to organize additional selection sessions.

Art. 18 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);
   assessment of academic results – the first stage.
2. language test – the second stage
3. interview – the third stage

Art. 19 Registration for the selection for Erasmus mobilities is subject to the following terms:

a) Online submission of the file through the application form. The file will contain the following mandatory documents:
   a) Application form (to be filled in online);

b) Copy of the identity document;
c) Curriculum Vitae, Europass model, with a photo (in English);
d) motivation letter (detailing the study and / or professional objectives pursued during the mobility);

Relevant optional documents:

- language certificate
- additional recommendation letters;

The identity document and, where applicable, language proficiency diplomas/certificates shall be submitted to the Erasmus+ Office as copies bearing the statement "true copy of the original", accompanied by the holder's signature, within 5 working days from the online submission of the application file.

b) The Selection Committee can decide on an alternative method of submitting the applications;
c) 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 Erasmus+ Office;
d) Incomplete files in terms of documents will be eliminated from the selection process;
e) Candidates who do not meet the eligibility conditions will be eliminated from the selection process; the file is kept at the Erasmus + Office.
f) Documents that cannot be uploaded through the online registration form may be submitted subsequently by e-mail to outgoing@rau.ro.

Art. 20 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 cumulative average for all study periods (whole year or semester), considering the grades obtained in all examinations taken up to the date of application for the selection process. For students enrolled in the first semester of the first year of study, the average obtained in the entrance exam is considered. 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. 21 Testing language skills.

a) Language skills are usually tested for English, as a written test. If the study program is in another international 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 the competent academic structure within RAU (*Annex BE-107*), 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) 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 attempted fraud is sanctioned by elimination from the selection process.
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 a member of the academic staff designated by the competent academic structure within RAU.

Art. 22 Selection interview

a) The selection interview is organized centrally, attended by members of the Selection Committee; and representatives of the students' schools of origin may also be invited. The interview schedule is grouped by schools, in alphabetical order by student full name.

b) The interview will primarily aim to assess the candidates' oral speaking ability in English or in the official language of the mobility, 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 7.00 out of 10.00 points must be obtained.
d) The selection committee can decide on the organization of the interview in online format by using video conference software solutions.

Art. 23 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 selection process 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 a 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 won following the selection is guaranteed if the candidate does not submit a withdrawal request, and the provisions of these regulations are respected.

Art. 24 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 mobilities**)
    - 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 mobilities not allocated 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 participant selected for mobilities 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" participant 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 selection process score, and according to their options. In case of equal selection process scores, distribution follows the criterion of academic results;

f) In the case of the selection for **Erasmus Traineeships**, places left vacant by participants selected for Erasmus financial support will be redistributed to candidates on the reserve list, in the descending order of their general selection process score and according to their options. In case of equal selection process 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 appeals may be submitted to the Erasmus+ Office or online by email to the Office at erasmus@rau.ro, within 24 hours of the publication of the provisional results. Appeals shall be reviewed and decided upon, with reasons provided, by a committee whose members were not involved in evaluating the contested application. The final results shall be published following the resolution of the appeals.

2.B. Selection of candidates for short-term mobilities (5-30 days)

Art. 25 Selection calendar

a) For short-term blended student mobilities in Programme Countries, the selection committee can decide that the selection remains open for the entire duration of the academic year. The application files must be submitted online through the application form at least 4 weeks before the planned mobility starts. The selection committee will meet periodically, in order to interview the candidates and evaluate the application files submitted in the previous period.
b) For short-term blended student mobilities in Partner Countries / Third Countries not associated to the Programme, the selection calendar is established by the Erasmus+ Office and announced at the Schools level and on the institutional website.
c) In addition, the selection committee can decide to organize specific selection calls for certain programs offered by partner universities / institutions.

Art. 26 Stages of the selection process. Selection occurs following the stages below:

1. Submission of the application file – the first stage
   This stage involves the verification of compliance with the eligibility conditions, as well as the assessment of academic results.
2. Interview in English / international language – the second stage
   The interview aims to motivate the application, the relevance of the mobility program, as well as the assessment of language and communication skills.

Art. 27 Registration for the selection for Erasmus short-term blended mobilities is subject to the following terms:

a) Online submission of the file through the application form.
   A file containing the following documents will be submitted:
   a) Application form – which must specify the university / institution and the blended (intensive) programme for which the student applies (to be filled in online);
   b) Copy of the identity document;
   c) Curriculum Vitae, Europass model, with a photo (in English);
   d) motivation letter (detailing the study and / or professional objectives pursued during the mobility and the expected results);

   Relevant optional documents:
   - language certificate
   - additional recommendation letters;

The identity document and, where applicable, language proficiency diplomas/certificates shall be submitted to the Erasmus+ Office as copies bearing the statement "true copy of the original", accompanied by the holder's signature, within 5 working days from the online submission of the application file.

b) The Selection Committee can decide on an alternative method of submitting the applications or whether to allow the online registration.
c) The application file should be submitted at least 4 weeks before the start of the planned mobility. In exceptional cases, it is accepted that the period until the start of the planned mobility is shorter, but not less than 2 weeks.
d) Throughout the selection period, the file remains at the Erasmus+ Office;
e) Incomplete files in terms of documents and files that do not meet the deadline of at least 4 weeks before the start of the planned mobility, will be eliminated from the selection process;
f) Candidates who do not meet the eligibility criteria will be eliminated, and the file will be kept by the Erasmus+ Office.
g) Documents that cannot be uploaded through the online registration form may be submitted subsequently by e-mail to outgoing@rau.ro.

Art. 28 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 cumulative average for all study periods (whole year or semester), considering the grades obtained in all examinations taken up to the date of application for the selection process. For students enrolled in the first semester of the first year of study, the average obtained in the entrance exam is considered. 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. 29 Selection interview

a) The selection interview is organized centrally, attended by members of the Selection Committee, as appropriate; representatives of the students' faculties of origin may also be invited.
b) In the case of open selections, each candidate will be notified of the details of the interview at least 24 hours before the event.
c) The interview will assess the relevance of the mobility programme to the student's educational path, the student's ability to communicate orally in English or in the language of instruction of the mobility programme, as well as their motivation and personal interest. It will also assess other basic knowledge and skills considered necessary for the successful completion of the mobility.
d) To pass this stage, a minimum score of 7.00 out of 10.00 points must be obtained.
e) The selection committee can decide on the organization of the interview in online format by using video conference software solutions.

Art. 30 Candidates' final assessment

a) The final average of the selection is calculated based on the weighting of the two selection tests, as follows:
    - Academic results (cumulative average of the years of study) – 50%
    - Interview score – 50%

   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 selection process 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 a 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 thacademic results.
e) The place obtained following the selection is guaranteed if the candidate does not submit waiver request, and the provisions of the present methodology are respected.

Art. 31 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
    - 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 may result from an increase in the number of places accepted by partner universities for certain study programmes, from places that remained unallocated during the first selection stage, or from places that became available as a result of the respective holders withdrawing from the mobility. Vacancies become available to all the candidates regardless of their school of origin;
d) In case some participant selected for mobilities with Erasmus financial support waive their places, they will be redistributed to candidates on the reserve list, in the descending order of their general selection process score, and according to their options. In case of equal selection process scores, distribution follows the criterion of academic results;
e) Any appeals may be submitted to the Erasmus+ Office or online by email to the Office at erasmus@rau.ro, within 24 hours of the publication of the provisional results. Appeals shall be reviewed and decided upon, with reasons provided, by a committee whose members were not involved in evaluating the contested application. The final results shall be published following the resolution of the appeals.

Chapter 3 Outgoing student mobilities for STUDIES

Art. 32 Establishing the study program during the mobility period

After the selection and the posting of the final list of beneficiaries, the participants 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. 33 *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. **Otherwise, 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. 34 Institutional acceptance

The institutional acceptance consists of receiving, from the partner institution, a letter of acceptance for the mobility.
The letter must specify the exact period of the mobility, insofar as this has been established at the time of its issuance.
If the exact period of the mobility is not known at the time the acceptance letter is issued, the letter shall specify the estimated period or a timeframe during which the mobility is expected to take place, with the exact period to be confirmed subsequently by the partner institution.

Art. 35 Financial contracts

a) After the National Agency 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 have 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) The financial contracts are concluded subsequent to receiving the acceptance confirmation from the partner university, after the approval of the learning agreement for studies, and after obtaining the visa (if applicable).
c) The financial contract will be registered in the register of the Erasmus+ Office and will be signed in two copies, in Romanian or English (if applicable): one for the participant and one for the participant's mobility file which is kept at the Erasmus+ Office.
d) Upon signing the financial contracts, the participants 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 participant, 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 participant and the banc account.
    - Copy of the medical insurance (travel insurance or European health card)
    - „Online Language Support" Certificate, for the mobilities that are higher than 14 days.
e) The amounts corresponding to the grant will be transferred to the participants after these are received from the NA, according to the contractual terms, in 15 days from the submission of all justifying documents at the Erasmus+ Office.

f) If the mobility period is longer than one semester, the payment of the grant will be divided into 3 instalments as follows: a first instalment as an advance payment before leaving for mobility, the second instalment after the end of the first semester and the last instalment (balance) at the end of the mobility.
g) 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 on the payment note drawn up by the Erasmus+ Office in case of the balance amount.
h) In addition to the financial agreement, an addendum shall be concluded, establishing the obligation to repay any undue amounts in accordance with the financing agreement and Erasmus+ rules, based on the actual eligible period completed and any force majeure situations approved in accordance with the Programme rules; failure to complete the mobility shall not automatically entail full repayment.
i) As a rule, in case of long-term mobilities, a contract of guarantee will also be concluded. The participant undertakes to present a person (guarantor) able to take over his obligation to reimburse the amounts received as financial support if he does not complete the mobility. The guarantor must be a Romanian citizen domiciled in Romania.

Art. 36 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 mobility are permitted.
c) The extension request (*BE-106*) 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. 37 The end of the ERASMUS mobility

a) At the end of the ERASMUS mobility, the participant 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:
    - The *Learning agreement for studies* signed by the representatives of both universities, and the potential modifications brought to it;
    - 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.
    - 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;
    - Report on the activity from the study period, generated by the *Beneficiary Module* system;
    - Declarative statement regarding the potential use of funds from other sources (co-financing).
    - Travel documents associated to the mobility.
b) Upon returning from the mobility, students will receive a feedback form to evaluate the quality of the academic mobility internship carried out at the host university.

Art. 38 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 participant 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 participant at the host institution, as part of his diploma supplement. The entire period of studies at another university is recognized in full 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). The recognition of transferable study credits is carried out after the completion of the mobility, based on the mobility documents referred to in Article 37. 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 participant 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. For courses assessed with the grade "Passed," the credits earned and the grade 10 shall be recorded in the academic record, the matriculation register, and the Diploma Supplement. 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 (*Form BE-101, the Equivalence Sheet*), that is issued by the Erasmus+ 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), The recognition and conversion of grades/ qualifications obtained at the partner university is carried out in accordance with the Equivalence Grid (*Annex BE-102 - Equivalence Grid*).

d) Activities successfully completed and certified by the host institution, as included in the approved Learning Agreement and any amendments thereto, shall be recognized in accordance with the applicable recognition and credit transfer rules. For activities that have not been successfully completed, the RAU academic regulations governing the completion of outstanding academic requirements shall apply. Any refusal to recognize such activities shall be justified in writing.

e) 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. The compatibility of the curriculum for the purpose of recognizing transferable study credits is established prior to the mobility period, while the recognition of the credits obtained is carried out after the completion of the mobility.

In view of the constraints of the national regulations, the Commission may determine the difference exams (see *Form BE-103*) that the student will have to take, 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. If students are unable to attend the usual assessment sessions, as a result of participating in an Erasmus internship, students may be offered alternative assessment methods and dates for certain subjects, or special exam sessions may be organized (for example, if the mobility starts before the session preceding the mobility period or ends after the completion of the arrears session).
g) Also, if the study plan abroad contains disciplines that are part of the curriculum that the participant 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 (*Form BE-104 – Advance equivalency report*). 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 decision regarding the recognition of studies completed abroad shall be issued within a maximum of 10 working days from the date on which the student submits the recognition file, in accordance with Article 9(4) of the Methodology approved by Order No. 4262/2024. The Erasmus+ Office shall promptly request the completion of the file, where necessary.

Chapter 4 Unfolding the outgoing student mobilities for TRAINEESHIPS

Art. 39 Establishment of the mobility traineeship program

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

Art. 40 Learning Agreements for Traineeships

a) In order to prepare the mobility, the Erasmus+ Office will establish with the partner institutions and with each participant, the training program that will be the object of the mobility and will prepare the Learning Agreement for traineeship;
b) The learning agreement is concluded in a copy signed by all parties involved.

Art. 41 Institutional acceptance

The institutional acceptance consists of receiving, from the partner institution, a letter of acceptance for the mobility.
The letter must specify the exact period of the mobility, insofar as this has been established at the time of its issuance.
If the exact period of the mobility is not known at the time the acceptance letter is issued, the letter shall specify the estimated period or a timeframe during which the mobility is expected to take place, with the exact period to be confirmed subsequently by the partner institution.

Art. 42 Financial Contracts

a) After the National Agency 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 have 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) 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 Erasmus+ Office and will be signed in two copies: one for the participant and one for the participant's mobility file which is kept at Erasmus+ Office.
d) When signing the financial contracts, the participants will submit the following documents to the Erasmus+ Office:
    - copy of the invitation / confirmation of the placement from the partner institution,
    - copy of the *Learning Agreement for Traineeships* signed by the RAU representatives,
    - document regarding the financial identification of the participant, which should include: IBAN code of the bank account in euro, bank unit, address of the bank unit. The document will contain the participant's first and last name and bank account.
    - copy of medical insurance (travel insurance or European Health Card)
    - "Online Language Support" Certificate, for the mobilities that are higher than 14 days.
e) The grant amounts will be transferred to the participants after receiving them from National Agency, according to the contractual provisions, within 15 days of submitting all supporting documents to the Erasmus+ 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 on the payment note drawn up by the Erasmus+ Office in case of the balance amount.
g) In addition to the financial agreement, an addendum shall be concluded, establishing the obligation to repay any undue amounts in accordance with the financing agreement and Erasmus+ rules, based on the actual eligible period completed and any force majeure situations approved in accordance with the Programme rules; failure to complete the mobility shall not automatically entail full repayment.
h) As a rule, in case of long-term mobilities, a contract of guarantee will also be concluded. The participant undertakes to present a person (guarantor) able to take over his obligation to reimburse the amounts received as financial support if he does not complete the mobility. The guarantor must be a Romanian citizen domiciled in Romania.

Art. 43 Extension of traineeship period

a) The initially approved traineeship period can be extended up to 12 months, without exceeding the end date of the academic year in which the mobility takes place (September 30).
b) By way of exception to the provisions of point a), placement mobilities of recent graduates may exceed the end date of the academic year (September 30), but must be finalized within a maximum of 12 months from the date of graduation.
c) The extension of the placement mobility must be approved by both the Romanian-American University and the host institution. The approval of the extension period must be requested at least 30 days before the end of the initially approved mobility period and must be a continuation of it. No interruptions during mobility are permitted.
d) The extension request (*BE-106*) will be accompanied by a new Learning agreement for traineeship for the additional period.
e) The extensions of the traineeship 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, the applicants must have their own financial means to cover the customary expenses.

Art. 44 Ending of the ERASMUS Mobility

a) At the end of Erasmus mobility, the participant will go to the Erasmus+ 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:
   - The Learning Agreement for Traineeships signed by the representatives of all institutions involved;
   - Traineeship Certificate and Confirmation letter issued by the host institution attesting the period during which the traineeship program was carried out, in original;
   - Report on the activity from the traineeship period, generated by the *Beneficiary Module* system;
   - Declarative statement regarding the potential use of funds from other sources (co-financing).
   - Travel documents associated to the mobility

   b) Upon returning from mobility, students will receive a feedback form to evaluate the quality of the academic mobility internship carried out in the host institution.

Art. 45 Recognition of the mobility period and validation of the academic results

a) At the end of the placement period abroad, the host institution must provide the mobility participant and the Romanian-American University of Bucharest with a certificate/attestation confirming the completion of the training program.
b) Romanian-American University will assure the academic recognition of the traineeship period carried out by the participant at the host institution. Therefore, the traineeship period will be recognized and registered in the diploma supplement.
c) Recognition of the internship period abroad is carried out after the completion of the mobility, based on the mobility documents mentioned in Art. 44.
d) In addition, at the academic level, the recognition and transfer of credits shall be carried out for students undertaking mobility during the academic year in which the practical activity is scheduled or during a previous academic year. Where the mobility covers the duration and learning outcomes required for the compulsory practical activity, the corresponding credits shall be recognized, and the grade shall be determined based on the documented assessment and RAU's recognition and credit transfer rules, without automatically assigning the grade "10". The grade shall be recorded in the grade register by the Dean of the faculty, with the notation "recognized, international mobility".
e) The decision regarding the recognition of studies completed abroad shall be issued within a maximum of 10 working days from the date on which the student submits the recognition file, in accordance with Article 9(4) of the Methodology approved by Order No. 4262/2024.

Chapter 5 Organization of Mobilities of Incoming Students

Art. 46 According to the ***Interinstitutional Agreements*** signed with the foreign partner universities, the Romanian-American University will assure the receipt of the number of students agreed with them. The Erasmus+ Office will take the necessary steps to increase the number of incoming students in order to balance the mobilities. **The Erasmus+ Office is responsible for organizing the mobilities of the incoming students.**

Art. 47 Registering and monitoring the activity of incoming students:

a) The registration of incoming students is made by the Erasmus+ Office;

b) The incoming students have the right to choose courses from any School of the Romanian-American University.
c) The incoming students can choose courses depending on their level of study: bachelor or master, except for students in higher years (3/4/5) who can also choose both bachelor's and master's courses.
d) The evidence of their academic results (academic records) will be organized at the School where most of their courses are taken;
e) The incoming "ERASMUS" students will get a standard student ID with the mention "*Erasmus student*" at the School where the academic results are kept.

Art. 48 The Erasmus or exchange students who study at the Romanian-American University may be accommodated on the campus (if rooms are available), or in other locations, based on the students' acceptance. The monthly fee charged for accommodation in the university dormitory shall be equal to the fee paid by RAU students, in accordance with the provisions of the Erasmus Charter.

Art. 49 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. 50 Ending of the ERASMUS mobility

At the end of the study period at the Romanian-American University, following the fulfilment of their professional obligations, the Erasmus students will receive the following documents issued by the Erasmus+ Office:

- Transcript of Records (school status), based on transcript catalogues – for study mobilities, or Transcript of Work, for traineeship mobilities.
- Certificate of Attendance, stating the arrival / departure dates
- Other diplomas and certificates (if applicable)

Chapter 6. Organizing incoming mobilities for students from Partner Countries / Third Countries not associated to the programme (KA171 / KA131)

Art. 51 Number of incoming mobilities financed

a) In the case of mobility with Partner Countries (KA171 / KA131), 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. 52 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. 53 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. 54 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 AN, MEN, MAE, Embassy).

Art. 55 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 Learning Agreement for Study. 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 learning agreement for study 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 KA171 / KA131 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 each module, based on its approval by both universities. Amendments to the study agreement cancel and replace disciplines from the list originally proposed.

Art. 56 Financial contracts for incoming student mobility under KA171 / KA131 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 Beneficiary Module), 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 instalments, according to the contractual provisions.
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 on the payment note drawn up by the Erasmus+ Office in case of the second instalment and the balance amount. The balance is paid at the end of the mobility, if the student has complied with the contractual terms.

Art. 57 Mobility unfolding

a) The provisions of Articles 47-50 remain valid also in the case of incoming mobilities from Partner Countries (KA171 / KA131)
b) Incoming students from Partner Countries will have a place in the RAU Campus only if they will apply for accommodation.

Art. 58 Ending of the ERASMUS Mobility

a) At the end of the study period at the Romanian-American University, following the fulfilment of the assumed professional obligations, the students will receive the following documents, prepared by the Erasmus+ Office:
    - Transcript of Records (transcript of records), made based on the transcript catalogues – for study mobilities, or Transcript of Work, for traineeship mobilities.
    - Certificate of Attendance, stating the arrival / departure dates
    - Other diplomas and certificates (if applicable)
b) At the end of the mobility, a final evaluation is carried out, 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 their home university. At the same time, students will receive a feedback form to evaluate the quality of their academic mobility at RAU.

Chapter 7 Organization of Blended Intensive Programmes (BIP)

Art. 59 Blended intensive programmes (BIP) are short-term, intensive study programmes that use innovative ways of learning and teaching, including online cooperation. The Blended Intensive Programmes seek for collaboration between transnational and transdisciplinary teams to address societal challenges identified in regions, cities or enterprises.

Blended Intensive Programmes allow groups of higher education institutions to jointly develop short-term educational programs and blended mobility activities for both students and academic and administrative staff.

Art. 60 In case of organizing of such programs, RAU, as coordinator, requests organizational support on behalf of the group of institutions that jointly organize the blended intensive programme. RAU also submits the grant application for the mobility project, signs and manages the grant agreement and reporting.

A blended intensive programme must be developed and implemented in partnership with at least 2 other ECHE holding institutions from at least 2 other different Programme countries.

Art. 61 The minimum number of participants in a blended intensive programme for it to be eligible is set by the mobility project through which the funding was obtained.

Blended intensive programmes are also open to participants from partner/third countries not associated to the programme, as well as students/staff of the coordinating organisation, but they will not be counted in determining the number of eligible participants. At the same time, teaching staff involved in the implementation of the programme are not taken into account in determining eligibility.

Art. 62 Home universities are responsible for the selection of students and staff to participate in a blended intensive programme, as well as the payment of grants (for those in the participating countries), preparation, monitoring and automatic recognition of the mobility period.

Art. 63 The host university is responsible for receiving students and staff to participate in a blended intensive programme, as well as offering a study / traineeship program or a teaching / training program, as applicable.

Art. 64 Blended intensive programmes for students and staff must contain a period of short-term physical mobility abroad, combined with a compulsory virtual component that facilitates learning exchange and collaborative online teamwork. The virtual component must bring online learners together to work collectively and simultaneously on specific tasks that are integrated into the blended intensive programme and must be considered when calculating the overall learning outcomes.

Art. 65 The physical mobility can take place for a period of at least 5 days and no more than 30 days of the duration of the programme. No eligibility criteria are set for the duration of the virtual component, but by combining the virtual and physical mobility, for completing the programme the students must receive at least 3 ECTS credits.

Art. 66 Before the start of the mobility period, the home university and the host university conclude a Learning Agreement for Studies / Traineeships together with the student, respectively a Mobility Agreement for Teaching / Training with the employee who wants to participate in the blended intensive programme. These agreements define the target learning outcomes for the study abroad period and specify the formal recognition of each party.

Art. 67 In order to participate in a blended intensive programme, RAU students and staff could benefit from financial support from European Commission funds for living expenses and transportation expenses. The Erasmus+ grant is calculated for the period of short-term physical mobility spent abroad.

Art. 68 A blended intensive programme should have added value compared to existing courses or training offered by participating higher education institutions and may be multi-year. The objective of blended intensive programmes, which allow new and more flexible mobility formats by combining physical mobility with a virtual component, is to be accessible to all categories of students from all backgrounds, fields of study and cycles.

Chapter 8 Final provisions

Art. 69 Any complaints related to the process of organizing student mobility will be sent in writing to the Erasmus+ Office and will be resolved according to internal procedures.

Art. 70 ***Participation in the mobility program implies the full acceptance, by the candidates, of these regulations.***

This Regulation shall be submitted for approval to the Senate of the Romanian-American University of Bucharest. The number and date of the Senate Resolution shall be completed following its adoption.

The Regulation shall enter into force on the date established by the Senate Resolution, while respecting acts already issued and rights already acquired.

Upon its entry into force, the previously approved "Regulation on Student Mobility" shall be repealed.

RECTOR

Professor PhD. Iliuță-Costel Negricea

Annexes

Form BE-101 – Equivalence sheet

Annex BE-102 – Grade equivalence grid

Form BE-103 – Difference exams form

Form BE-104 – Advance equivalence report

Form BE-105– Traineeship Period Recognition Report

Form BE-106 – Application for extension of the mobility period

Annex BE-107 – Equivalence system for language proficiency certificates

Form BE-101

ROMANIAN-AMERICAN UNIVERSITY

EQUIVALENCE SHEET

OF THE RESULTS OBTAINED IN MOBILITY

Student: *<Father's Initial First Name Last Name>*

Faculty:

Form of education: *<full-time / part-time>*

Level of education: *<bachelor / master>*

Specialization / Study program:

Mobility program: Erasmus+

Host university: *<Name of the university, Country>*

Year / semester in which the mobility took place:

Period of physical mobility: <dd.mm.yyyy – dd.mm.yyyy>

Period of virtual mobility: <dd.mm.yyyy – dd.mm.yyyy>

(Periods of physical and virtual mobility will be mentioned in the student's diploma supplement)

Nr. crt.	Discipline promoted at the partner university (cf. the school situation)	Translation of the name of the discipline in Romanian	Translation of the name of the discipline into English (If it's necessary)	Grade obtained (local grade)	Credit Points ECTS	Equivalent grade (RAU grid)	Equivalent discipline in advance *
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

** Enter "-" or if it is equivalent in advance, "YES", followed by the dean's signature*

Total credit points: ..... ECTS

Simple arithmetic mean .....

Attached documents:

- Copy of the study contract / modifications of the study contract
- Copy of the school situation issued by the partner university

Institutional Coordinator,

Annex BE-102

ROMANIAN-AMERICAN UNIVERSITY

EQUIVALENCE 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 Britain**	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.	**Portugal**	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.	**Turkiye**	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

Annex BE-102 - Extra EU

ROMANIAN-AMERICAN UNIVERSITY

EQUIVALENCE GRID

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 System	Number of credit points in National System	ECTS Number Equivalent
USA	1 credit point / credit hour	2 ECTS
Japan	1 credit point	2 ECTS
Republic of Korea	1 credit point	2 ECTS
Jordan	1 credit point	2 ECTS
Taiwan	1 credit point	2 ECTS

Form BE-103

ROMANIAN AMERICAN UNIVERSITY

EXAMINATION DATA SHEET

OF DIFFERENCE OF INTERNATIONAL MOBILITIES

Student: <Last Name First Name>

Faculty:

Form of education: <*full-time / part-time*>

Level of study: <Bachelor/Master>

Specialization / Study program:

Mobility program: Erasmus+

Host university: <Name of university, Country>

Mobility period: <Year / semester of mobility, virtual mobility period>

Considering the national regulatory constraints and the need for the graduates of the said study program to acquire the same competences regardless of the mobility programs in which they have participated, the following difference examinations shall be established to be taken by the participant

Nr.crt.	**Name of discipline**	**Observations** ***(year of study and semester in which it is taken*****)**
1.		
2.		
3.		

Date:

Academic Recognition Commission

President:

Dean,

Form BE-104

ROMANIAN-AMERICAN UNIVERSITY

ADVANCE EQUIVALENCE REPORT

Student: <Last Name First Name>

Faculty:

Form of education: <*full-time / part-time*>

Level of study: <bachelor/master, day>

Specialization / Study program:

Mobility program: Erasmus+

Host university: <Name of university, Country>

Mobility period: <Year / semester of mobility, virtual mobility period>

Given that the structure of the curriculum is different at the host university compared to RAU, we propose the equivalence of disciplines according to the equivalence of grades presented in the table.

Nr. Crt.	Subjects studied at the Host University	ECTS	Grade obtained	Equivalent subjects	Year of study	ECTS	Grade awarded
1.							
2.							
3.							

Academic Recognition Committee

President:

Dean,

Form BE-105

ROMANIAN-AMERICAN UNIVERSITY

TRAINEESHIP PERIOD RECOGNITION REPORT

Student: <*First Name Last Name*>

Faculty: <*Faculty*>

Mode of study: <*Full-time/Part-time*>

Study level: <*Bachelor's/Master's*>

Field of study / Study programme: <*Study programme*>

Mobility programme: *Erasmus+ Traineeships*

Taking into consideration the activities carried out by the student <First Name Last Name> within the ERASMUS+ Traineeships Programme, we propose the recognition of the traineeship period completed abroad as equivalent to the activities carried out within the "Specialised Traineeship" course included in the study plan for the second year of the Bachelor's/Master's degree programme <Study programme>, as the competencies and skills acquired during the traineeship are similar to those corresponding to the course.

Details regarding the traineeship completed by the student are provided below:

Host institution/company	*<Institution name>*
Country	<*country*>
Traineeship field	<field>
Period	Physical mobility period: <*dd.mm.yyyy – dd.mm.yyyy*> Virtual mobility period: <*dd.mm.yyyy – dd.mm.yyyy*>

The physical and virtual mobility periods shall be indicated in the student's Diploma Supplement.

Institutional Coordinator,

Form BE-106

ROMANIAN-AMERICAN UNIVERSITY

ERASMUS PERIOD OF STUDIES / TRAINEESIPS 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 / traineeship.

Student's signature

Date:

Host university / institution approval

Name and quality of the responsible person

(Signature and official seal)

Date:

Romanian-American University approval

Institutional Coordinator,

Date:

Annex BE-107

ROMANIAN-AMERICAN UNIVERSITY

Language proficiency certificate equivalence system

LIST OF LANGUAGE PROFICIENCY CERTIFICATES EQUIVALENT TO THE ERASMUS MOBILITY LANGUAGE PROFICIENCY 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.	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