

## SHORT GUIDE FOR ERASMUS+ OUTGOING STUDENTS

Dear Erasmus students,

Below you will find a short guide meant to help you with organizing your upcoming mobility.

1. Fill in the online application (where applicable) and submit it.
2. Based on the curricula of both partner universities, fill in your Learning Agreements (LA). The LA has to be signed by you, by our institutional coordinator (Dr. Mihai Gafencu), by the departmental coordinator of each faculty (for the faculty of medicine – Ass. Prof. Dr. Adrian Vlad), and eventually it has to be approved by the host university. We recommend that you start with a draft LA and see if it can be accepted by the host university before having it signed by our coordinators.
3. In the LA, in the section “Before the Mobility”, Table A should contain the subjects in the language of your host university; Table B should contain the corresponding subjects, with the code of the subject and the number of ECTS, IN ROMANIAN, exactly as they appear in our curriculum.
4. In the section “During the Mobility”, after you start your mobility, you can make changes to your original LA, by deleting or adding subjects. Every change to the original LA has to be approved by our coordinators.
5. Before departure, you have to submit the following documents to the International Office: request to the dean of the faculty, declaration of double financing, affidavit, a copy of your financial agreement.
6. Before the actual start of your mobility, each of you has to take an OBLIGATORY online language test organized by the European Commission, and send the results by mail to the Erasmus Office [relint@umft.ro](mailto:relint@umft.ro).
7. As soon as you arrive at the host university, you should contact their Erasmus Office and submit the following documents: certificate of arrival and departure and LA. At the same time, you should contact our Erasmus Office and inform us about the EXACT period of your mobility (this period must correspond to the period that will appear on your Certificate of Attendance).
8. Students who intend to stay for an entire academic year have to fill in and submit a Request for the extension of the Erasmus period (this is the only way in which we can later apply for extra funding for the second semester).
9. ATTENTION!!!!!! Upon your return, you MUST bring the following documents: LEARNING AGREEMENT, CERTIFICATE OF ARRIVAL – DEPARTURE, CERTIFICATE OF ATTENDANCE, TRANSCRIPT OF RECORDS – all these documents have to bear the original signatures and stamp of the host university.
10. As soon as you finish your mobility, you will receive an e-mail from the European Commission inviting you to fill in a Narrative Report. It is OBLIGATORY to fill in this report. Before submitting the report, send it to the Erasmus Office to be checked.

11. Upon your return, you have to come to the Erasmus Office with all the documents specified at point 9, and after that take some of the documents to the secretary of your faculty.
12. Failure to fulfill your assignments as specified in your LA, or failure to observe the period of your mobility as stipulated in your financial agreement, may lead to the cancellation of your mobility by your home university and your obligation to refund the entire grant received.
13. Besides the documents mentioned above, you have to provide any other document required by the host university.

In order to avoid any potential problems, it is advisable that you should print these recommendations and use them as a guide for your upcoming mobility.

And last but not least: should you have any questions or aspects that you do not understand, ASK !!!!!!!

We wish you “Good luck”!

THE ERASMUS TEAM