



**UMFT**

Universitatea de  
Medicină și Farmacie  
„Victor Babes”  
din Timișoara

**Departamentul de Relații Internaționale**

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Nr. înregistrare 285/AB/21. 01. 2019

## **METHODOLOGY FOR THE COMPLETION AND RECOGNITION OF ERASMUS+ STUDY/TRAINEESHIP MOBILITY PERIODS**

**academic year 2019 - 2020**

Guidelines and recommendations for the Erasmus+ students who have been selected to participate in a study/traineeship mobility in one of the partner universities of the Victor Babes University of Medicine and Pharmacy, Timisoara.

1. The minimum duration is 3 months (90 days) for a study mobility and 2 months (60 days) for a traineeship mobility. Failure to observe the minimum duration of a mobility may lead to the full or partial reimbursement of the Erasmus grant by the student;
2. The maximum duration of a mobility in the field of „Medicine” (according to the Erasmus Programme Guide) is 24 month. A student may initially apply only for a mobility of an academic year. The student’s participation in a second mobility (up to 24 months) is conditioned by the following: the first mobility was successfully completed, the results obtained during the mobility have been validated by the validating committee, and the students has passed into the next study year;
3. In the case of partner universities that have an online application form, students have to fill in the online application and submit it in due time;
4. Based on the curricula of the two universities (home university and receiving university), students fill in their *learning agreements* (LA) which has to be signed by: the student , the institutional coordinator of the home university (Prof. univ. dr. Dr. Mihai Gafencu), the departmental coordinator of the home university, (Faculty of Medicine - Conf. univ. dr. Adrian Vlad; Faculty of Dental Medicine –

Prof. univ. Dr. Cosmin Sinescu; Faculty of Pharmacy – Ș. L. Dr. Tudor Olariu), as well as by the receiving university.

5. Before submitting their learning agreements to be signed, students have to draw up a draft agreement and consult the partner university to see if the draft agreement is acceptable and the subjects included in it are available;
6. In the LA, in the section "**Before the mobility**", Table A will contain the subjects available at the receiving university (with their original names and number of credits); Table B will contain the equivalent of the subjects in Table A, with the codes, names and number of credits as stipulated in the curriculum of the home university (UMPhT);
7. In the section "**During the mobility**" students can operate **EXCEPTIONAL CHANGES, after the actual start of the mobility**, i.e., certain subjects can be deleted or added. Any change made "**During the mobility**" is submitted to the home university for approval;
8. Before the start of the mobility, students submit the following documents to the Erasmus Office: declaration of double financing, affidavit, signed copy of the learning agreement.
9. For the individual financial agreement, students have to open a bank account (in euros) and submit all banking documents to the financial office of the university. The financial agreement can be signed only by the participant in the mobility; if the participant cannot sign, then the financial agreement can be signed by a person having an official/notarized mandate allowing him/her to represent the participant;
10. As soon as they arrive at the receiving university, students have the following obligations:
  - to contact immediately the Erasmus office and submit the *Certificate of arrival and departure* and the *Learning/Traineeship Agreement*;
  - to send an e-mail to [relint@umft.ro](mailto:relint@umft.ro) with the exact ACTUAL period of their mobility (ask the Erasmus officer of the partner university);
11. Students who wish to participate in a mobility for the entire academic year have

to fill in a *Request for the extension of the mobility period*. The Request must be sent to the Erasmus Office by e-mail ([relint@umft.ro](mailto:relint@umft.ro) ) no later than 15th December 2019, and it has to contain clear and detailed explanations regarding the reason why such an extension is necessary; **the university CANNOT guarantee financial support for the extended period** as this depends strictly on the financing received from the National Agency. If the university does not receive sufficient funds to fully cover a mobility period, students have to submit an affidavit stating that they are willing to extend their mobility period **WITHOUT FINANCING**.

12. **Before the start of the mobility**, students have to take an OBLIGATORY language test organized by the European Commission (OLS); after having taken the test, students must send the results by e-mail to the Erasmus Office [relint@umft.ro](mailto:relint@umft.ro) . Students who do not obtain a minimum score of B2 HAVE TO follow an online language course. The only students who can be exempt from the online language test are those whose native language coincides with the language of the receiving country;
  13. **AFTER THE MOBILITY** students have to submit the following documents to the Erasmus Office: **LEARNING AGREEMENT, CERTIFICATE OF ARRIVAL - DEPARTURE, CERTIFICATE OF ATTENDANCE, TRANSCRIPT OF RECORDS** – all these documents have to bear the ORIGINAL stamp and signature of the receiving university;
  14. **At the end of the mobility period**, students will receive a link from the European Commission, for the **narrative report**. The narrative report is OBLIGATORY. Students fill in the narrative report, save it as a draft and send it to the Erasmus Office ([relint@umft.ro](mailto:relint@umft.ro) ) to be checked. Once the report has been checked, students have to submit it online. Besides the narrative report from the European Commission, students also have to submit to the Erasmus Office a **narrative report/success story** in which they describe their experience and impressions during the mobility. The report must be signed and sent by e-mail to [relint@umft.ro](mailto:relint@umft.ro) as a PDF document. These reports (success stories) will be made public and will be posted on the website of the university to disseminate the
- A. B.

programme;

15. **After the mobility**, students have the obligation to come to the Erasmus Office in a maximum of 15 days since the end of the mobility period, and submit the documents specified at point 13; some of these documents have also to be submitted to the secretary of the faculty in order to be forwarded to the validating committee for the validation and recognition of the results;
16. For the recognition and validation of the results obtained during the mobility, participants have to submit to the validation committee documents proving that the subjects studied at the partner university correspond, both in contents and in the number of hours, with the subjects studied in our university. The subjects studied at the partner university which cannot be found in our curriculum are automatically recognized and introduced in the Diploma supplement.
17. In the case of subjects studied at the partner university but for which there were no exams scheduled during the mobility period, students can sit for the respective exams in our university, **in the legally established exam sessions**, on condition they:
  - a. submit a written request to the Validation Committee asking for the committee's approval to take the exams for the respective subjects in the home university
  - b. To submit official documents proving that the student has completed all the practical works for the respective subject(s) and that the contents of the practical works coincides with the contents of those studied in our university.
18. The transfer of the remaining 20% of the Erasmus grant is conditioned by the student having fulfilled **ALL** the obligations stipulated at (13), (14), (15) and on having received the whole funding from the National Agency;
19. Any failure to observe the obligations stipulated in the learning/traineeship agreement, or failure to observe the period of mobility as stipulated in the financial agreement, may lead to the cancellation of the mobility and the total/partial reimbursement of the Erasmus grant;
20. Besides the documents presented above, students have the obligation to submit any other documents requested by the receiving institution.
  - A. B.

21. Placement/traineeship mobility programmes can take place only in state/private higher education institutions/hospitals on the basis of an invitation or letter of acceptance and of a traineeship agreement signed by both institutions.
22. In the case of higher education institutions/hospitals which do not have a bilateral agreement signed with our university, candidates have to provide a document stating that the respective institution is accredited by the Ministry of Education/Ministry of Health in the respective country.
23. The university does not approve mobilities carried out in private medical or dental practices.
24. The participation in any type of mobility is conditioned by the participant's having signed the Affidavit (Annex 4) in which they state that they are aware of their rights and obligations and that they take full responsibility for any changes that might appear during their mobility or as the consequence of having failed to respect their obligations as stipulated in their contracts/agreements.

Prof. Mihai GAFENCU, MD, Ph.D.  
Erasmus Institutional Coordinator



The image shows a handwritten signature in blue ink, which appears to be 'Mihai Gafencu'. To the right of the signature is a circular official stamp. The stamp contains the following text: 'Universitatea de Medicină și Farmacie Victor Babeș' around the top inner edge, 'DEPARTAMENTUL RELAȚII INTERNAȚIONALE' in the center, and '\* Timișoara \*' around the bottom inner edge. The number '1' is printed at the bottom center of the stamp.