



Erasmus +
made easy

ERASMUS DAY

12 June 2018

**"Victor Babeş" University of Medicine and Pharmacy,
Timișoara**



Erasmus +

made easy

- **BEFORE THE
MOBILITY**



Erasmus +

made easy

- **NOMINATION BY THE HOME UNIVERSITY**
- **APPLY ONLINE (WHERE REQUESTED) AND WAIT FOR THEIR OK**
- **DO NOT MISS THE DEADLINE**



Erasmus +

made easy

- **Fill in declaration of double financing**
- **Fill in declaration by which you take responsibility for any changes in your LA and you bear the consequences of not having fulfilled your obligations as they are stipulated in your LA and in your financial agreement**



Erasmus +

made easy

- **Fill in your LA; sign the LA; bring it to the IO to be signed by the departmental and institutional coordinators**
- **Send the signed LA to the partner university (scanned, by e-mail) in order to have it signed by them too**
- **If requested by the partner university, send the original LA by post as well**



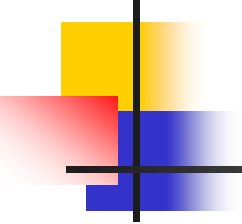
Erasmus +

made easy

- **Open an account in euro with the Transilvania Bank**
- **About 2 weeks before the start of the mobility, go to the Erasmus+ accountant (Mrs. Mirela Breaz, main building, ground floor, room #2) and ask her to draw up your financial agreement**

Erasmus +

made easy

- 
-
- **You will receive a copy of your financial agreement once it has been signed by all relevant parties**
 - **The accountant will transfer 80% of your grant into your account. the remaining of 20% will be transferred into your account after the return provided you have fulfilled ALL the requirements**



Erasmus +

made easy

- **Take the online language test (those who get only B1 are automatically enrolled in an online language course, which is OBLIGATORY)**
- **Send the results of your online language test by mail to relint@umft.ro**



Erasmus +

made easy

**DURING
THE MOBILITY**



Erasmus +

made easy

- **After your arrival in the home university, go to their IO immediately and register; ask them to fill in your certificate of arrival and send it to us by e-mail relint@umft.ro**
- **Ask them to give you the EXACT period of your mobility (holidays included) and send this information to relint@umft.ro no later than **1 week** after the start of your mobility**



Erasmus +

made easy

- If you wish to apply for the prolongation of your mobility period, you have to do it no later than **December 1st**
- Any request for prolongation must be supported by **OBJECTIVE** reasons



Erasmus +

made easy

- **The request for prolongation has to be signed by the departmental and institutional coordinators of our university and afterwards it has to be approved by the partner university as well**



Erasmus +

made easy

- **Absolutely any change in the LA has to be introduced in the LA (Changes during the mobility – Added/Deleted courses) and MUST be approved by our coordinators**



Erasmus +

made easy

- **Before returning**, go to the IO of the partner university and collect your documents:
 - **LEARNING AGREEMENT,**
 - **CERTIFICATE OF ATTENDANCE,**
 - **TRANSCRIPT OF RECORDS** (if available),
 - **CERTIFICATE OF ARRIVAL – DEPARTURE,**
 - any other certificates issued by the partner uni; all certificates must bear the **original signature and stamp of the issuing university**



Erasmus +

made easy

AFTER THE MOBILITY

Upon return, the following documents have to be submitted to the IO no later than 15 days after your return:

- **Learning agreement** with all the original signatures
- **Transcript of records** (original)
- **Certificate of attendance** with the exact period and the number of credits obtained
- **Certificate of arrival - departure**



Erasmus +

made easy

- Come to the IO with all your documents
- Go to the accountant and let her know that you have completed your mobility
- Take copies of your documents to your secretary
- **FILL IN THE ONLINE NARRATIVE REPORT**



Erasmus +

made easy

ATTENTION!!!!!!!

- To facilitate the recognition of your studies, bring back the syllabus of the respective subject.
- Make sure that the subject studied abroad is identical (almost identical) in contents with the subject studied in our university
 - Be extra careful with multidisciplinary subjects as they might not be recognized in our university as independent subjects



Erasmus +

made easy

- If you are in doubt as to whether a subject will be validated in our university, it is advisable to contact the tenured professor and the dean of the faculty and discuss the possibilities **BEFORE** the end of your mobility.
- If you have attended lectures and have completed ALL your practical hours, and have the document proving it, you may try and sit for the exam in our university.



Erasmus +

made easy

REMEMBER

- NUMBER OF CREDITS: 20 – 4 MONTHS;
30 – WHOLE SEMESTER;
60 – WHOLE ACADEMIC YEAR
- The credits must belong to the study year you are currently enrolled in
- If you have more than 10 missing credits from your current study year, you **FAIL THE YEAR**



Erasmus +

made easy

- READ CAREFULLY THE ERASMUS STUDENT CHARTER

**ALWAYS CONTACT US
WHEN IN DOUBT!!!!!!!!!!!!**

relint@umft.ro

+40 256 434418