



ANNEX TO THE RULES OF PROCEDURE OF THE
DEPARTMENT OF INTERNATIONAL RELATIONS

PROCEDURE

**REGARDING THE RECOGNITION OF THE STUDY PERIODS CARRIED OUT BY
DIMITRIE CANTEMIR UNIVERSITY STUDENTS GOING IN ERASMUS MOBILITIES**

I. General provisions

1.1 This procedure regulates the recognition of teaching activities carried out abroad by students of *Dimitrie Cantemir* University of Târgu Mureş within *Erasmus*-type mobility.

In this sense, didactic activities mean all the activities carried out by students during their university studies: studies, placements, practice, etc.

1.2 This procedure is drawn up in compliance with the provisions of the National Education Law no. 1/2001, of the Order no. 3223/2012 for the approval of the Methodology for recognizing periods of study conducted abroad (published in the Official Gazette 118 of February 16th, 2012), of Order no. 5140/2019 for the approval of the Methodology on academic mobility of students (published in the Official Gazette no. 744 of September 12th, 2019) as well as in accordance with the principles of the Erasmus Charter and the obligations taken by *Dimitrie Cantemir* University of Târgu Mureş within the ERASMUS Program and the Regulation on student activity, namely the provisions on the application of the European Credit Transfer System (ECTS).



1.3 Taking into account the fact that both the ERASMUS Program and the European Credit Transfer System (ECTS -) aim to promote interuniversity cooperation, creating a system for the recognition of study periods completed by students abroad, the following procedure for validating study periods and school results obtained during the SMS mobility is adopted (student mobility for study), it is decided to apply this procedure in order to recognize the study periods carried out abroad, applying the following **PRINCIPLES** :

1. Erasmus study or placement periods are recognized *in full* and automatically, including the total number of transferable credits accumulated by the student during the internship by the management of the faculty where the student is enrolled;

2. the credits certified in the transcripts are recognized as being obtained by the student at the institution/institutions visited;

3. Erasmus study or placement periods are equivalent to the recognition referred to at point 1 of the grades obtained in the subjects covered during the traineeship, by clear, transparent and competence-based conversion rules and not on the names based on a correspondence between the scoring systems of the two countries.

4. The Erasmus mobility study/training agreement is the basis for recognizing the internship period.

5. The rights earned as a student at the home university, namely the study grant, scholarships, social scholarships, scholarships of excellence and other rights or facilities, may not be withdrawn during the Erasmus internship or due to participation in the Erasmus Program.





1.4 In the event that, exceptionally, there are disciplines that cannot be included in the *learning agreement*, the Erasmus offices and coordinators involved will take measures to regulate them through a learning agreement, so as to comply with the principle of full recognition of activities carried out under study or placement periods.

1.5 Academic mobility gives rise to the right of participating students to have their transferable credits acquired, in accordance with the law, recognized by other accredited/provisionally authorized higher education institutions, partners or participants in Erasmus programs.

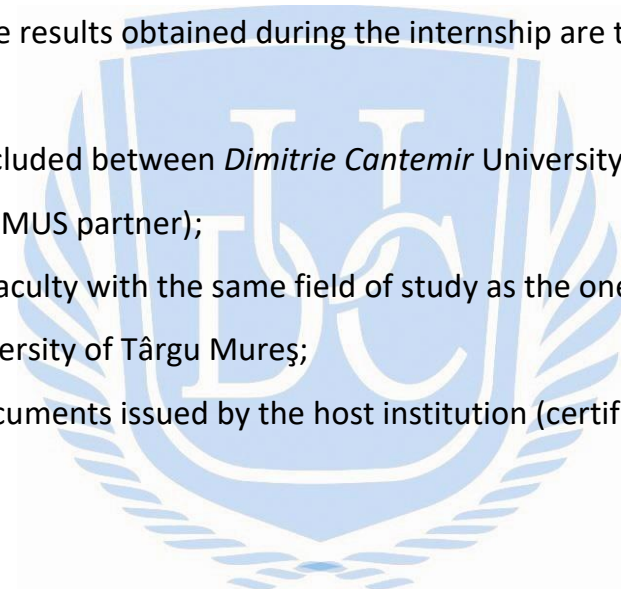
1.6 The quality of student of Dimitrie Cantemir University of Târgu Mureş is maintained during the internal and international mobilities, keeping valid all the rights and obligations assumed by study contract or those deriving from the University Charter, from the law or from the internal regulations of the institution.

II. Conditions for recognition of results

2.1 *Dimitrie Cantemir* University students on mobility are recognized for both the period of study during the internship and the results obtained.

2.2 The conditions for recognizing the results obtained during the internship are the following:

- a. the existence of an agreement concluded between *Dimitrie Cantemir* University of Târgu Mureş and the host institution (ERASMUS partner);
- b. the mobility to be carried out at a faculty with the same field of study as the one followed within the *Dimitrie Cantemir* University of Târgu Mureş;
- c. the period to be attested by the documents issued by the host institution (certificates of attendance);





d. the results to be attested by the documents issued by the host institution (*transcript of records and learning agreement*);

2.3 The recognition of transferable credits in the case of international academic mobility is carried out by the higher education institutions for the person who proves the completion of the mobility internship with documents issued by the higher education institution they attended.

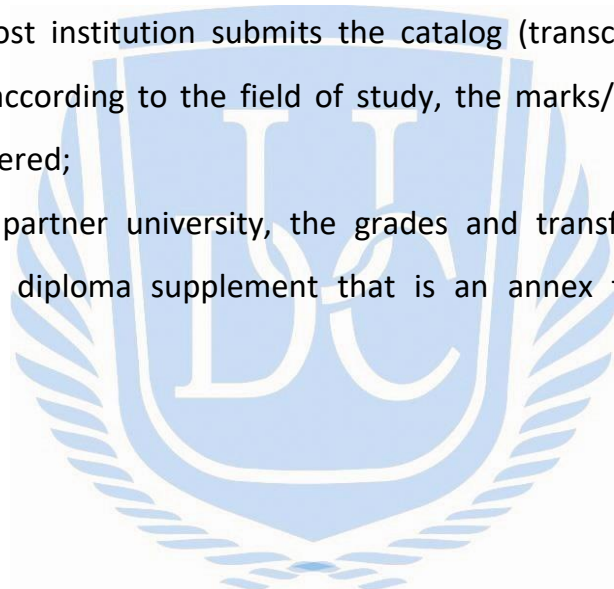
2.4 The actual recognition procedure is as follows:

a. for the semester in which the mobility takes place, the partner universities draw up a common curriculum, which will be followed by the student at the host institution (*learning agreement*).

b. The curriculum includes common or equivalent subjects from the two institutions, without imposing an identical name or content. The compatibility of the curriculum for the recognition of transferable study credits is established prior to the mobility period and the recognition of transferable study credits is made after the completion of the mobility, in accordance with the interinstitutional agreement and regulations of the higher education institutions involved.

c. at the end of the mobility, the host institution submits the catalog (transcript of records) in which the disciplines studied according to the field of study, the marks/grades obtained and the number of credits are entered;

d. The curriculum followed at the partner university, the grades and transferable credits obtained will be included in the diploma supplement that is an annex to the graduation diploma;





e. students in the last year of education have the opportunity to take - based on a separate prior agreement between the educational institutions involved - the bachelor's thesis or dissertation at the partner university, being recognized for supporting the project.

2.5 Given the fact that obtaining credits at the host institution attests, according to the ECTS principles, the work submitted by the student without themselves measuring the quality of student training is assessed by grades or grades awarded within the host institution. This principle also applies when mobility is carried out at a non-EU higher education institution that does not use the transferable credit system.

2.7 The ERASMUS Office and the institutional coordinators within the International Relations Department are actively involved in the management of the school situation of students on ERASMUS mobility, with the following responsibilities:

- (a) establishing the curriculum with the equivalent offices/departments within the partner institutions;
- (b) communicating the results obtained by students to each faculty, in order to grant transferable credits related to the internship;
- (c) the communication to the faculties of the marks / grades obtained by the students during the internship, together with the documents attesting them.
- (d) due to the fact that a longer period of time may pass from the end of the internship to the official arrival of documents (*transcript of records and learning agreement*) from partner universities (for objective reasons, such as due to differences in the structures of the year ERASMUS Office will obtain data on the school situation of students during the ERASMUS internship directly from the equivalent departments of the partner universities, establishing by a reasoned decision the number of credits and grades of each student gone to the internship, so that their current school situation is not affected;



(e) The appropriations thus obtained are integrated into the current programs either by *acceptance* procedures (if the differences in content are noticeable but tolerable) or by those of recognition (differences in content are noticeable but the purposes are identical) or by *equivalence* (the content is identical).

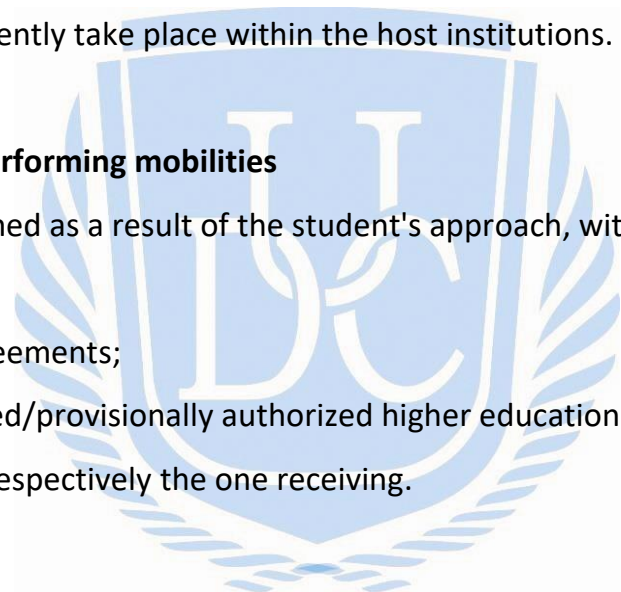
(f) Registration in the Mobility Tool of the mobilities performed by the students based on the documents attesting them.

(g) Students' participation in the activities organized within the program attests to their implicit consent to the use - free of charge - of personal data for the purposes and records required by the Project and of images/recordings (regardless of media) in which the participant is caught during the activities, the agreement being given also for the use of these images in order to popularize the program or of the institutions involved. In this sense, promotion and information sessions will be organized periodically, meetings in which the participants in the mobilities have the obligation to give presentations in which to show the activities carried out in the mobility, the obtained results, the problems encountered and suggestions for the mobilities. will subsequently take place within the host institutions.

III. Performing mobilities

3.1 Academic mobility can be performed as a result of the student's approach, with the fulfillment of the following conditions:

- a) the existence of inter-institutional agreements;
- b) the acceptance of the higher accredited/provisionally authorized higher education institutions, as the case may be, of origin, respectively the one receiving.





3.2 The interinstitutional agreements establish the conditions for carrying out mobility between higher education institutions accredited/provisionally authorized: type of mobility, duration of mobility, number of mobilities, field, study program, financing of temporary mobility, language of study, accommodation conditions, etc.

3.3 The inter-institutional acceptance consists in completing and signing the standard documents established by the Department, as follows:

a) the student submits the mobility application to the higher education institution where they want the mobility (the host institution), in order to obtain the acceptance;

b) after obtaining the mobility acceptance, the candidate requests the consent of the Department of International Relations;

c) The Department verifies the fulfillment of the conditions for carrying out the mobility and gives its consent or rejects the mobility request. In order to approve the application, additional relations may be requested from the structures within the University;

d) After completing the above steps, the contract is drafted and signed, the guarantees are presented and the indemnity is transferred.

3.4 Temporary academic mobility on one's own is a mobility carried out outside the inter-institutional agreements of academic mobility, at the request of the student who has identified a possible host university. This is done in compliance with the provisions of this Regulation.

3.5 Academic mobility can be achieved after completing the first year of study.

3.6 Temporary international academic mobility through international programs is carried out in accordance with the regulations regarding the respective programs.

IV. Final Academic Mobility



4.1 The final academic mobility can be carried out in compliance with the legal provisions regarding the schooling capacity and financing of higher education and with the acceptance of the accredited/provisionally authorized higher education institutions involved and in accordance with their own regulations regarding the professional activity of students.

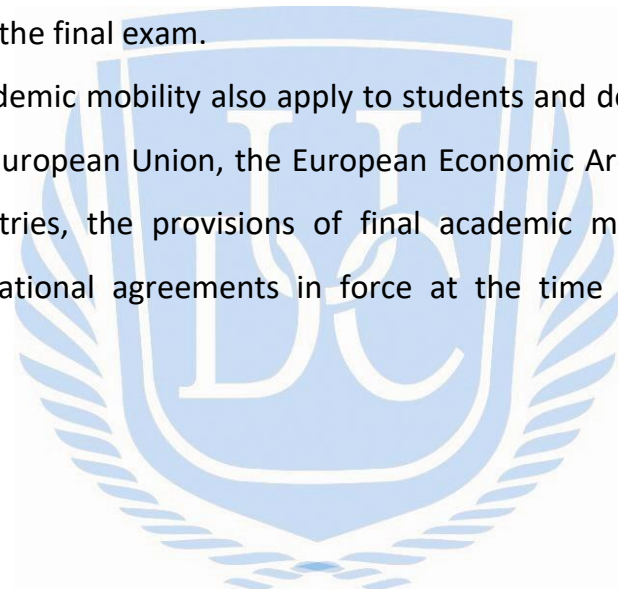
4.2 Final academic mobility can also be achieved within the University, within the study programs with the same total number of compulsory transferable study credits, from the same branch of science, based on the agreement of the Senate.

4.3 The final academic mobility can be achieved only at the beginning of the semester, after the first semester and until the end of the second to last semester, between study programs with the same total number of compulsory transferable study credits, from the same branch of science.

4.4 Enrollment is made in compliance with the provisions of the regulation of professional activity of students on the recognition and equivalence of transferable study credits and the conditions for promotion of years of study, in accordance with the legal requirements for registration of changes in the single enrollment register.

4.5 In the case of final academic mobility, the diploma is issued to the graduate by the higher education institution that organizes the final exam.

4.6 The provisions on permanent academic mobility also apply to students and doctoral students from the Member States of the European Union, the European Economic Area and the Swiss Confederation. For third countries, the provisions of final academic mobility, bilateral agreements and relevant international agreements in force at the time of the mobility shall apply.





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This procedure is an integral part of the Regulation on the organization and functioning of the Department of International Relations, being approved in the meeting of the university senate in 2020.

Approved

in the Senate meeting
from _____

University Rector,

Univ. Prof. Dr. Mircea
SIMIONESCU

