



## **Information guide for Erasmus+ mobility with partner countries**

Erasmus+ program represents an EU program designed to support transnational partnerships among Education, Training, and Youth institutions and organizations to foster cooperation and bridge the worlds of Education and work in order to tackle the skills gaps we are facing in Europe.

Transilvania University of Brasov is part of the program by yearly submission of applications, to receive EU Erasmus+ funds. In the relation with partner countries, Transilvania University of Brasov is the institution responsible for the funds management, and provides the financial support for the participants.

The Inter-Institutional Agreement (IIA) signed by the two universities, Transilvania University of Brasov and the partner university, specifies the number of mobility, their type and duration. The IIA are the basis of the application submitted by the Transilvania University of Brasov and approved by the Romanian National Agency. Each annual application for funding may result in accepting all the required mobility, accepting only a reduced number of mobility (less than required) or even no financial support for that year. Regularly, the application time is at the beginning of each February, and the results are available usually on late July. Based on the approved mobility, the universities from the partner countries are required to organize selection for all types of mobility hosted by Transilvania University of Brasov.

The required documents should comply with the rules for the Erasmus+ program.

### **A. In case of mobility hosted by Transilvania University of Brasov (incoming mobility)**





- nomination letter of the persons who will participate at the mobility issued and signed by the home university, in original; (**Attention:** for study mobility for students it is mandatory that the student will be enrolled at least in his/her second year of study at the time of mobility).
- Application form and Learning/ Training/ Teaching agreement (see [www.unitbv.ro/orien/](http://www.unitbv.ro/orien/)); these documents must include the signature of the responsible person and an official institutional stamp;
- passport with the required visa;
- 3 passport photos;
- copy of the private health insurance (in case of the students mobility);
- travel documents;
- the online EU survey filled in after the completion the mobility.

For the incoming participants the payments will be made after the participant arrival at Transilvania University of Brasov as follows:

#### **a. For the students**

Students will receive the first tranche (50% of the grant) in a bank in Romania (BRD Groupe Société Générale). If the student requests payment in a bank other than the one indicated by the Institution he will assume all incurring bank charges for the transfer from the Institution's account to the one specified by the student.

The first payment, after arrival, will include the travel grant. The student will provide at the Erasmus+ office the travel documents (boarding pass/ travel tickets/ bills for car fuel). If the student will not provide the supporting documents in time, according to the Institution's timeline, a later payment of the pre-financing can exceptionally be accepted.

The second tranche (30% of the grant) is paid after half of the mobility period has passed.

The remaining 20% of the financial support will be paid in the last week of the mobility.

All the bank charges involved will be borne by the student.

After the mobility is completed, the student will send to the Erasmus+ office of Transilvania University of Brasov the travel documents for the return journey in the home country (boarding pass, transport tickets, bills for car fuel) and will fill in the online EU survey, saving the proof of the submission.

The deadline for submission of these documents to the Erasmus+ Office of Transilvania University of Brasov is 30 days from the mobility ending.

#### **b. For the academic and administrative staff**

The participant will receive 100% of the financial support from Erasmus+ EU funds, in cash (EUR), upon arrival and registration at the Erasmus+ Office of Transilvania



University of Brasov. The travel grant will be paid after arrival. The participant will provide at the Erasmus+ office the travel documents (boarding pass/ travel tickets/ bills for car fuel).

The participant should send after departure to the Erasmus+ office the following documents:

- travel documents for the return journey in the home country (boarding pass, transport tickets, bills for car fuel);
- the submission of the online EU survey.

The deadline for submission of these documents to the Erasmus+ Office of Transilvania University of Brasov is 30 days from the mobility ending.

**B. In case of mobility hosted by universities from partner countries (outgoing mobility):**

- invitation letter issues by the university from the partner country;
- Application form and Learning/ Training/ Teaching agreement (see [www.unitbv.ro/orien/](http://www.unitbv.ro/orien/)); these document must include the signature of the responsible person and an official institutional stamp;
- certificate of attendance issued and signed by the university from the partner country;
- Transcript of records (in case of students' mobility).

**Additional information**

There are funds available as organizational support. The amount received by the partner university for each mobility will be decided as soon as Transilvania University of Brasov will sign the financial contract with the Romanian National Agency. A separate financial contract between Transilvania University of Brasov and the partner university will be signed in this respect.

The official teaching language at Transilvania University of Brasov is Romanian, but a growing number of courses are taught in English, German or French. As not all the incoming students are sufficiently proficient in Romanian language, at the beginning of their study, Transilvania University of Brasov requires good knowledge of English/French language, in order to be able to communicate within the academic context. If the student wants to enroll for a Romanian language course, please fill in the relevant form which can be found in the Application form.

Erasmus students and academic/ non-academic staff may benefit of accommodation in the university campus, on request, monthly costs being estimated at 70 EUR/ person/ month.