


UNIVERSITATEA DIN CRAIOVA 	PROCEDUR		DEPARTAMENTUL DE RELAȚII INTERNAȚIONALE	
	Organizarea și derularea mobilităților studenților <i>incoming</i>, în cadrul programului Erasmus		Cod:	P_DRI_01
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PROCEDUR

Condiții de organizare și desfășurare a mobilităților *incoming*,
în cadrul programului ERASMUS

	Numele și prenumele	Funcția	Data	Semnătura
Elaborat	Anca Gabriela MIC	Asistent Biroul pentru programe comunitare Departamentul de Relații Internaționale	30.09.2013	
Verificat	Lect. univ. dr. Monica TILEA	Director Departamentul de Relații Internaționale	30.09.2013	
Avizat	Prof. univ. dr. Cristiana TEODORESCU	Prorector Relații Internaționale și Imagine Academică	30.09.2013	
	Prof. univ. dr. Dan Claudiu DANIȘOR	Rector	30.09.2013	



Craiova, 6309/ 30.09.2013

Procedur
Organizarea și derularea mobilităților de studenți incoming
în cadrul Programului Erasmus

1. Scopul procedurii

Procedura stabilește modul în care se realizează derularea mobilităților de studiu și plasament, efectuate de studenții străini la Universitatea din Craiova, în cadrul Programului Erasmus.

2. Domeniul de aplicare

Procedura este utilizată de către Departamentul de Relații Internaționale al Universității din Craiova, de către coordonatorii Erasmus ai facultăților/departamentelor, precum și de alte structuri instituționale implicate în organizarea și derularea mobilităților studenților incoming Erasmus la Universitatea din Craiova.

3. Documente de referință :

- ✓ Regulamentul programului Erasmus;
- ✓ Carta Universitar Erasmus;
- ✓ Regulamentul de organizare și funcționare al Departamentului de Relații Internaționale al UCv;
- ✓ Acordurile bilaterale Erasmus încheiate între UCv și universități partenere semnatare ale Cartei Erasmus;
- ✓ Reglementările Agenției Naționale de Programe Comunitare în Domeniul Educației și Formării Profesionale.

4. Abrevieri

ANPCDEFP - Agenția Națională de Programe Comunitare în Domeniul Educației și Formării Profesionale

ECTS - Sistemul European de Credite Transferabile

DRI - Departamentul de Relații Internaționale al Universității din Craiova

UCv - Universitatea din Craiova

5. Pregătirea mobilităților

În vederea pregătirii mobilităților Erasmus și pentru atragerea unui număr cât mai mare de studenți străini la UCv, DRI redactează și actualizează următoarele documente:

- Ghidul Erasmus pentru studenții străini;
- Fișa informativă a Universității din Craiova;
- Descrierea procedurii de candidatură;
- Descrierea cursului de limba română organizat în colaborare cu Departamentul de Limbi Moderne Aplicate.

DRI solicit Direcției Administrative C mine i Cantine descrierea condițiilor de cazare, locul în care va fi asigurat aceasta precum și prețul pentru anul universitar respectiv. Aceste informații trebuie transmise de către Direcția Administrativ C mine i Cantine înainte de începutul anului universitar.

Coordonatorii Erasmus ai facultăților/departamentelor realizează prezentarea programelor de studii în limbile străine și alte documente utile pentru informarea partenerilor în legătură cu desfășurarea mobilităților studenților Erasmus la UCv (planuri de învățământ/cod discipline/număr credite, modalitatea de desfășurare a mobilității de studiu, respectiv a plasamentului).

DRI centralizează toate documentele și le trimite partenerilor în prima săptămână a semestrului al doilea al anului universitar în curs.

DRI redactează și afișează, pe site-ul UCv, formularele necesare viitorilor studenți Erasmus:

- *Application Form*
- *Learning agreement/Training agreement*
- Cerere cazare cîmin (*Hostel Reservation Form*)
- Cerere pentru înscrierea la cursul de limba română (*Registration Form for the Romanian Language Courses*)

DRI primește de la universitățile partenere listele cu studenții selectați pentru a efectua o mobilitate Erasmus la UCv. DRI confirmă primirea acestor nominalizări.

DRI centralizează candidaturile și informează coordonatorii Erasmus ai facultăților/departamentelor.

Studenții străini trimit prin email la DRI următoarele documente:

- *Application Form*
- *Learning agreement/Training agreement* – se completează după contactarea coordonatorului Erasmus al facultății/departamentului
- *Transcript of records*

Studentul Erasmus *incoming* poate alege discipline din planurile de învățământ din anii de studiu diferiți de cel în care este înscris la universitatea sa.

DRI centralizează aceste documente și le trimite coordonatorilor Erasmus de la nivelul facultăților/departamentelor. Coordonatorii Erasmus comunică DRI acceptul sau refuzul (motivată) al candidaturilor.

DRI trimite studentului prin email, după ce acesta este acceptat de către coordonatorul Erasmus al facultății/departamentului unde urmează să aibă loc mobilitatea, următoarele documente:

- *Letter of Acceptance* (semnat de coordonatorul Erasmus al facultății/departamentului și de prodecanul cu relații internaționale)
- alte documente solicitate de partener

Studenții străini completează și trimit prin email către DRI:

- Cererea de cazare în cîminele UCv (*Hostel reservation form*)
- Cererea pentru înscrierea la cursul de limba română (*Registration Form for the Romanian Language Courses*)

DRI transmite către directorul Departamentului de Limbi Moderne Aplicate listele cu studenții care doresc să frecventeze cursul de limba română. La sfârșitul mobilității, după evaluarea finală, studentul Erasmus *incoming*, înscris la cursurile gratuite de limba română, primește fie un certificat de competență lingvistică, eliberat de Departamentul de Limbi Moderne Aplicate, fie 5 credite ECTS care se vor regăsi în foaia matricolă.

DRI transmite către Direcția Administrativ C mine i Cantine listele cu studenții care solicită cazare. Rezervarea camerelor de cîmin pentru studenții Erasmus *incoming* se face pe baza informațiilor comunicate de către studentul Erasmus *incoming* în cererea de cazare. În cazul în care informațiile furnizate de către studentul Erasmus *incoming* sunt false sau eronate, DRI este scutit de orice fel de responsabilitate în acest sens.

DRI comunică studentului adresa cîminului unde va fi cazat și prețul camerei conform informațiilor trimise de Direcția Administrativ C mine i Cantine.

DRI transmite c tre ANPCDEFP listele cu studen ii care au nevoie de viz si scrisorile de invitație ale acestora (dac este cazul).

DRI trimite studen ilor care au nevoie de viz (dac exist) invita iile necesare pentru ob inerea acesteia.

6. Derularea mobilit ii

La sosire, studentul Erasmus *incoming* prezint coordonatorului Erasmus al facult ii/departamentului i responsabilului din cadrul DRI urm toarele documente:

- *Learning agreement/Training agreement* în original (dac acesta nu a fost deja trimis prin po t înainte de începerea mobilit ii);
- Pa aportul sau cartea de identitate;
- Cardul european de s n tate/Asigurarea de s n tate.

Cererile de înmatriculare, pentru fiecare student *incoming*, cu men ionarea perioadei de mobilitate (zi/lun /an), universitatea de origine, ciclul de înv mânt, tipul de mobilitate vor fi transmise c tre Direcția Juridic de c tre coordonatorul Erasmus al facult ii/departamentului în termen de trei zile lucr toare de la sosirea studentului la facultatea respectiv în vederea declan rii procedurilor de înmatriculare.

Dup aprobarea cererilor de înmatriculare de c tre Rectorul UCv, Direcția Juridic va emite *Decizii de înmatriculare* i le va transmite, în copie xerox, c tre DRI, secretariatele facult ilor/ departamentelor implicate, Serviciul Contabilitate, Biblioteca Central a UCv, Direcția Administrativ C mine i Cantine, Policlinica UCv etc. Decizia de înmatriculare a studentului *incoming* Erasmus va fi p strat de c tre Direcția Juridic , în original.

Studentul Erasmus înmatriculat beneficiaz de acela i statut i are acelea i drepturi i obliga ii ca i studentul român înmatriculat la UCv.

Secretariatul facult ii la care este înmatriculat studentul Erasmus *incoming* îi elibereaz acestuia documentele necesare atest rii calit ții de student.

DRI completeaz dosarul personal al studentului *incoming* cu copii xerox ale tuturor documentelor prezentate de acesta.

7. Finalizarea mobilit ii

Coordonatorul Erasmus de la nivelul facult ii/departamentului va înmâna studentului *incoming* la terminarea mobilit ii urm toarele documente:

- Atestatul cu prezen a în original (*Certificate of departure*) semnat i stampilat la nivelul facult ii (pe baza acestui document, DRI asigur completarea celorlalte documente solicitate de partener, dac este cazul)
- *Learning agreement/training agreement* în original, semnat i tampilat

Dup finalizarea mobilit ii, secretariatul facult ții/departamentului va emite foaia matricol cu notele i creditele ECTS ob inute de studentul Erasmus *incoming*.

Pentru mobilit ile de plasament, în loc de foaie matricol , se va emite un *transcript of work*, confirmând realizarea planului de practic stipulat în *training agreement*-ul studentului.

Coordonatorul Erasmus de la nivelul facult ii/departamentului va transmite c tre DRI, cel mai târziu la o lun dup finalizarea mobilit ii, *Foaia matricol* sau *Transcript of work*, în original.

DRI va transmite partenerului, prin email, *Foaia matricol* . La cererea partenerului, *Foaia matricol* va fi transmis i prin po t .

Departamentul de Limbi Moderne Aplicative trimite facult ii gazd unde are loc mobilitatea i la DRI adrese cu rezultatele evalu rii studentului Erasmus *incoming* la cursul de limba român imediat dup finalizarea acestuia, dac studentul opteaz pentru cele 5 ECTS care urmeaz a fi trecute în foaia sa matricol , sau înmâneaz studentului *incoming* Certificatul de competen lingvistic ob inut la finalizarea cursului.

8. Prelungirea mobilității Erasmus

Studentul Erasmus *incoming* depune la DRI cu o lună înainte de încheierea mobilității cererea de prelungire a mobilității, aprobată de către coordonatorul Erasmus de la facultatea/departamentul gazd, precum și un nou *Learning Agreement*.

DRI trimite la universitatea de origine a studentului Erasmus *incoming* scrisoarea de accept din partea UCv, precum și noul *Learning Agreement*.

Universitatea de origine a studentului Erasmus *incoming* trimite la DRI acordul de prelungire a mobilității, precum și noul *Learning Agreement*, semnat și aprobat.

DRI trimite documentele coordonatorului Erasmus al facultății/departamentului din cadrul UCv.

Coordonatorul Erasmus de la nivelul facultății/departamentului depune la DRI solicitarea scrisă de înmatriculare pe perioada de prelungire a mobilității.

Direcția Juridică a UCv emite *Decizia de înmatriculare*, care va fi transmisă compartimentelor implicate în desfășurarea mobilității studentului Erasmus *incoming*.

9. Responsabilități din partea UCv

Departamentul de Relații Internaționale:

- Asigură redactarea și actualizarea materialelor adresate studenților *incoming*;
- Stabilește termenii limită de trimitere a aplicațiilor pentru studenții *incoming*;
- Publică pe site-ul UCv toate informațiile legate de procedura de aplicație, termenii limită și asigură disponibilitatea formularelor pentru studenții străini la secțiunea dedicată acestora;
- Întocmește un dosar pentru fiecare student *incoming* Erasmus, în care prezintă toate documentele referitoare la student, în copie sau în original;
- Redactează scrisorile de acceptare la studii (*Letter of Acceptance*) și le trimite universității partenere sau studentului, după caz;
- Redactează scrisorile de invitație (*Letter of Invitation*) pentru studenții *incoming* ce provin din țări terțe UE;
- Transmite către Direcția Administrativă Cămine și Cantine lista completă și detaliată a studenților *incoming* Erasmus ce solicită cazare în campusul UCv;
- Informează directorul Departamentului de Limbi Moderne Aplicate cu privire la numărul de studenți *incoming* înscriși la cursul de română și îi transmite formularele de înscriere la curs, în original;
- Sprijină studentul Erasmus *incoming* pe toată durata desfășurării mobilității;
- Transmite către universitatea partener foaia matricolă a studentului, în original și înregistrează, cu seriile și numerele, fiecare foaie matricolă pentru studenții *incoming*;
- Asigură completarea celorlalte documente solicitate de partener, numai pe baza atestatului cu prezență (*Certificate of Departure*), eliberat în prealabil, de către coordonatorul Erasmus al facultății/departamentului;
- În caz de prelungire a mobilității Erasmus, DRI trimite la universitatea de origine a studentului Erasmus *incoming* scrisoarea de accept din partea UCv, precum și noul *Learning Agreement*.

Coordonator Erasmus al facultății/departamentului:

- Realizează prezentarea programelor de studii în limbi străine și alte documente utile pentru informarea partenerilor în legătură cu desfășurarea mobilităților studenților Erasmus la UCv;

- Întocmeste un dosar pentru fiecare student *incoming* Erasmus, în care p streaz toate documentele referitoare la student, în copie sau în original. Acest dosar trebuie s conțin :
 - *Learning Agreement*-ul semnat i tampilat i eventualele modific ri referitoare la cursurile alese inițial, în copie;
 - Student Application Form, în copie;
 - Foaia matricol a studentului, eliberat de universitatea de origine, în copie;
 - Letter of Acceptance, în copie;
 - Copie a C rții de Identitate/ Pa aportului studentului i a Cardului European de S n tate/ Asigurare de s n tate;
 - Foaia matricol liberat de Secretariatul facult ții/ departamentului dup finalizarea mobilit ții studentului la UCv, în copie.
- Sprijin studentul Erasmus *incoming* pe toat durata desf ur rii mobilit ii;
- Completeaz , cu data sosirii (zi/lun /an) i data plec rii (zi/lun /an) studentului Erasmus, atestatul privind perioada de mobilitate efectuat ;
- Sprijin studentul Erasmus *incoming* în definitivarea *learning agreement/ training agreement*-ului si a schimbarilor aduse *Learning Agreement*ului initial.
- Îi acord studentului sprijinul necesar pentru alegerea orarului i realizarea modific rilor aduse *learning agreement/ training agreement*-ului inițial;
- Asigur accesul studentului în Biblioteca UCv;
- Transmite c tre DRI, cel mai târziu la o lun dup finalizarea mobilit ii, *Foia matricol* sau *Transcript of work*, în original.

Secretariatul facult ii:

- Întocme te cererea de înmatriculare pentru fiecare student *incoming*, cu men ionarea perioadei de mobilitate (zi/lun /an), universitatea de origine, ciclul de învă mânt înscris si o transmite Direcției Juridice, în vederea declan rii procedurilor de înmatriculare;
- Elibereaz studentului documentele necesare atest rii calit ții de student;
- Emite foaia matricol general cu notele i creditele ECTS ob inute de studentul Erasmus *incoming*.

Direcția Administrativ C mine i Cantine

- Înainte de începutul anului universitar i pe baza listei cu studenți ce solicit cazare, transmis de responsabilul din cadrul DRI, informeaz în scris Departamentul de Relații Internaționale cu privire la condi iile i locul de cazare al studenților str ini, menționând i pre ul/ camer pentru anul universitar respectiv);

Direcția Juridic :

- Emite *Decizii de înmatriculare* pe baza cererilor de inmatriculare trimise de Seretariatul facultatii/ coordonatorul Erasmus al facultatii/ departamentului i le transmite, în copie xerox, c tre DRI, secretariatele facult ilor/ departamentelor implicate, Serviciul Contabilitate, Biblioteca Central a UCv, Direcția Administrativ C mine i Cantine, Policlinica UCv etc.
- Pastreaza Deciziile de înmatriculare, în original.

Departamentul de Limbi Moderne Aplicate:

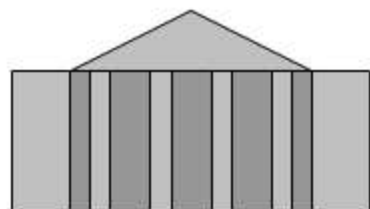
- Transmite facultății gazdului DRI rezultatele evaluării studentului Erasmus *incoming* la cursul de limbă română imediat după finalizarea acestuia, dacă studentul optează pentru cele 5 ECTS;
- Înmânează studentului *incoming* Certificatul de competență lingvistică obținut la finalizarea cursului, dacă studentul optează pentru acesta.

ANEXE

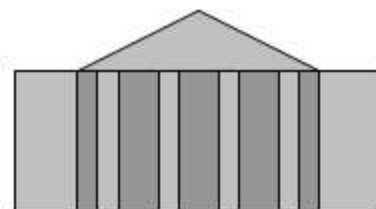
Anexa 1	Student Application form
Anexa 2	Learning agreement
Anexa 3	Cerere de prelungire a mobilității Erasmus
Anexa 4	Model contract de cazare
Anexa 5	Situație studenți Erasmus <i>incoming</i>
Anexa 6	Lista solicitărilor de pregătire lingvistică
Anexa 7	Hostel Reservation Form
Anexa 8	Training Agreement
Anexa 9	Letter of acceptance
Anexa 10	Letter of invitation
Anexa 11	Formular de înscriere pentru cursul de limbă română
Anexa 12	Foaia matricolă
Anexa 13	Certificate of arrival
Anexa 14	Certificate of departure

Incoming ERASMUS Student

A. How to apply



Home Institution



Host Institution
(UCv)

1. Nominates student

DRI

2. Acknowledges receipt

DRI

Faculty

4.

Sends:

- Letter of acceptance, signed and sealed
- Letter of invitation (non-EU countries)

DRI

3. Submits application documents:
Learning Agreement, Student Application
Form, Transcript of Records

Student

Source: website UCv Relatii Internationale

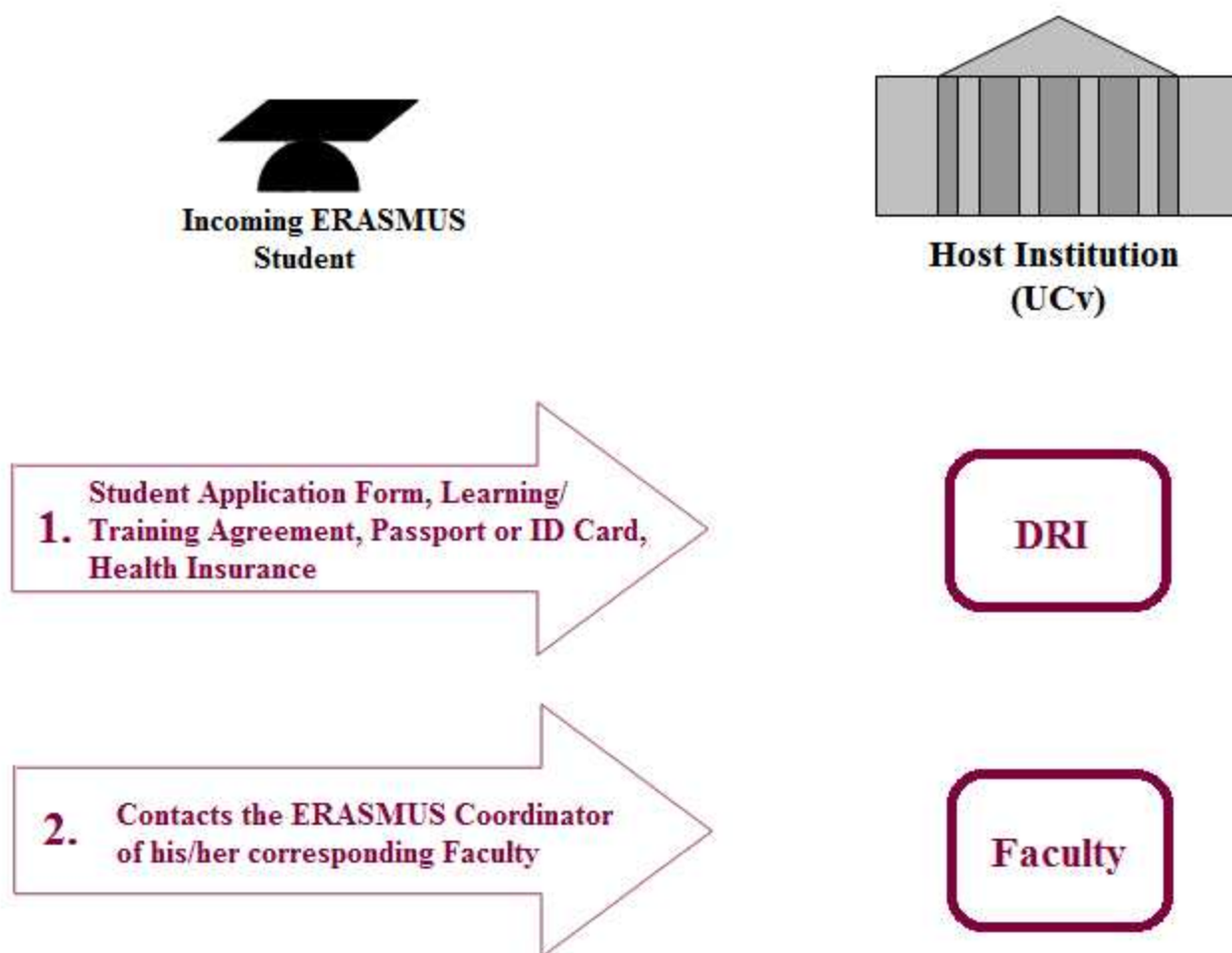
5. Sends Hostel reservation form and
Registration form for Romanian language
courses, duly filled-in

Student

Source: website UCv Relatii Internationale

Incoming ERASMUS Student

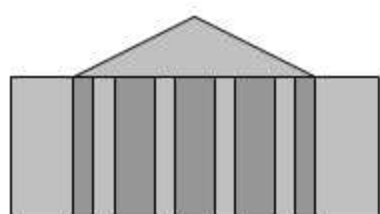
B. Upon arrival



Note: The International Relations Department provides assistance with: student's enrolment, student's accommodation, information on Romanian language courses, details on the university and the city
The ERASMUS Coordinator at the corresponding Faculty provides support for the student during his/her mobility

Incoming ERASMUS Student

C. Before departure



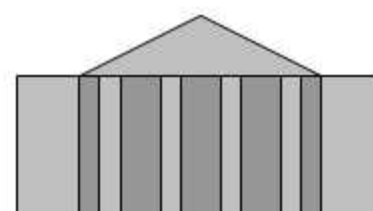
**Host Institution
(UCv)**



Faculty



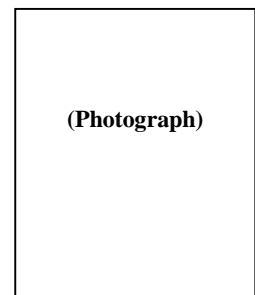
Student



Home Institution

ANEXE

STUDENT APPLICATION FORM



ACADEMIC YEAR: _____
FIELD OF STUDY: _____ (subject area: _____)

This application should be completed in BLACK in order to be easily copied and/or telefaxed.

SENDING INSTITUTION

Name			
Full address			
Department coordinator	Name		
	Telephone		Fax
	E-mail		
Institution coordinator	Name		
	Telephone		Fax
	E-mail		

STUDENT'S PERSONAL DATA *(to be completed by the student applying)*

Family name (surname)			
First name (given name)			
Sex	male	female	
Current nationality			
Place of birth (country, town)			
Date of birth (dd/mm/yy)			
Current address			
	Valid until		
	Telephone		
Permanent address (if different)			
	Telephone		
E-mail			

LIST OF INSTITUTIONS, WHICH WILL RECEIVE THIS APPLICATION FORM

(In order of preference):

Institution	Country	Period of study		Duration of stay (months)	N° of expected ECTS credits
		From	To		

Briefly state the reasons why you wish to study abroad?

.....

.....

.....

Do you wish to apply for a mobility grant to assist towards the additional costs of your study period abroad?

Yes No

LANGUAGE COMPETENCE

Mother tongue						
Language of instruction at home institution (if different)						
Other languages	I am currently studying this language		I have sufficient knowledge to follow lectures		I would have sufficient knowledge to follow lectures if I had some extra preparation	
	yes	no	yes	no	yes	no
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

WORK EXPERIENCE RELATED TO CURRENT STUDY (if relevant)

Type of work experience	Firm/organisation	Dates	Country

PREVIOUS AND CURRENT STUDY

Diploma/degree for which you are currently studying		Number of higher education study years prior to departure abroad
Have you already been studying abroad?	If Yes, when? At which institution?	
Yes <input type="checkbox"/> No <input type="checkbox"/>		

The attached Transcript of records includes full details of previous and current higher education study. Details not known at the time of application will be provided at a later stage.

Student's signature	Date:
---------------------	-------

SENDING INSTITUTION

Departmental coordinator's signature	Institutional coordinator's signature
_____	_____
Date:	Date:

RECEIVING INSTITUTION

We hereby acknowledge receipt of the application, the proposed Learning Agreement and the candidate's Transcript of Records.

The above-mentioned student is:	<input type="checkbox"/> Provisionally accepted at our institution
	<input type="checkbox"/> Not accepted at our institution

Departmental coordinator's signature	Institutional coordinator's signature
_____	_____
Date:	Date:



University of Craiova

LLP Office

13, Al. I. Cuza St.
200585 Craiova, Romania
tel./fax: +40 251 419030
e-mail: giuroiu@central.ucv.ro

LEARNING AGREEMENT

ACADEMIC YEAR: / - **FIELD OF STUDY:**

Name of student:	
Sending institution:	Country:

DETAILS OF THE PROPOSED STUDY PROGRAMME ABROAD / LEARNING AGREEMENT

Receiving institution:	Country:
------------------------	----------

Course unit code (if any) and page no. of the information package	Course unit title (as indicated in the information package)	Number of ECTS credits

(If necessary, continue this list on a separate sheet)

Student's signature: _____	Date: _____
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SENDING INSTITUTION

We confirm that this proposed programme of study / learning agreement is approved.

Departmental coordinator's signature	Institutional coordinator's signature
_____	_____
Date:	Date:

RECEIVING INSTITUTION

We confirm that this proposed programme of study / learning agreement is approved.

Departmental coordinator's signature	Institutional coordinator's signature
_____	_____
Date:	Date:



ERASMUS PERIOD OF STUDIES PROLONGATION REQUEST

I, undersigned, _____ (name and surname), student at
_____ (host institution), beneficiary of an Erasmus mobility of
_____ months at the _____ (home institution), during the academic year
_____/_____, hereby request approval for the prolongation of the period of studies with
_____ months, from ____/_____/_____ to ____/_____/_____ (dd / mm/ yyyy).

Reason for requesting prolongation of study period: _____

Date: ____/____/_____

Student's signature: _____

Host university approval

Name and function of the person in charge

--

(signature and official seal)

Date: ____/____/_____

LEASE CONTRACT

No. _____ of _____

THE CONTRACTING PARTIES:

The hereby Lease Contract is made between the University of Craiova, headquartered in Craiova, 13 A. I. Cuza street, rightful manager of state-owned student hostels for accommodation purposes, as the Lessor, represented by its Rector, Professor Dan Claudiu DANISOR, PhD and _____, student of the Faculty of _____, _____ year, state-budgeted/tuition fee-paying student, with the stable residence in _____ address: _____ country _____ holder of the identity card/passport series _____ no. _____ Personal Identification Number _____, phone _____, e-mail _____, as the Lessee.

SCOPE

Art. 1. The scope of the contract consists of the lease for the academic year _____ of a residential area (place) in the hostel _____ room _____, of related installations and joint areas, as well as any inventory included in delivery and acceptance protocols which are a part of the hereby contract.

TERM

Art. 2. The lease term starts _____ and ends _____. After this date, the contract is terminated and the Lessee shall be evicted from the residential area with no interim measures.

After the completion of the discharge procedure, the Lessee checks out with the administration, based on a protocol, with a complete and fully operational inventory of the room and no damages.

PRICE

Art. 3. a) The monthly lease for the current academic year, as established by the University management and student representatives, is _____ lei/place/month, depending on the hostel category. In improved hostels, the lease is supplemented by the payment of utilities, depending on monthly consumption;

b) The monthly lease may be amended annually, depending on the subsidy/student equivalent and expenses, pursuant to the agreements between the representatives of the University of Craiova and student representatives. Utility consumptions shall be recorded by the administrative staff and the representatives of the students accommodated in the hostel.

Art. 4. The lease for the current month and the utilities for the previous month (in improved hostels) shall be made by the 20th of the current month, except for October, when the lease shall be paid in advance, when checking in at the hostel and the utilities shall be paid by November 20 (for improved hostels).

In case of failure to pay the lease and utilities by the above mentioned deadline, the Lessor's representative shall establish a penalty of 0.5% per each day of delay, until the last day of the current month.

In case of failure to pay the lease, utilities and any damages in the rooms for 10 business days, as well as in case of any intentional failure to meet the obligations in the hereby contract, the latter shall be terminated automatically, with no interim procedures, as of the first day of the following month, and the Lessor shall evict the Lessee from the residential area and shall bring a legal action against him/her.

The settlement record of graduate students shall not be signed until the latter have documented the settlement of all their debts to the University hostels.

Art. 5. The accommodation fee is paid for a natural month, with no refunds or partial payments for less than 15 days.

THE OBLIGATIONS OF CONTRACTING PARTIES:

Art. 6. The Lessor's Obligations:

1. Providing the room with the equipment mentioned in the contract, in a proper state for being used for residential purposes, based on a delivery and acceptance protocol;
2. Providing for the performance of maintenance and repair works for the use of joint areas, according to available funding;
3. Permanently providing for the cleanliness of joint hostel areas (hallways, offices, lecture rooms, staircases, joint restrooms, waste chutes) and outdoor areas, as well as the daily disposal of domestic waste;
4. Providing for the cleaning of each room, by means of dedicated staff, according to the planning drawn up by the administration and the student hostel committee;
5. Restoring any losses and damages to the goods in the room and the joint areas of the hostel, within 10 business days from the date when such losses and damages were found;
6. Checking the Lessee's use of the leased residential area, the inventory and the joint areas of the hostel;
7. Securing the hostel entrance, ensuring the fulfilment of hygiene and sanitation guidelines and fire prevention regulations;
8. Providing for the change of the bed sheets provided to the Lessee, twice a month;

9. Issuing hostel cards, performing their monthly validation and supporting the Lessee in his/her application for a temporary residence, for the entire duration of the lease contract;
10. Performing actions, controls in cooperation with public order bodies, with a view to checking the observance of the Regulation of the Organization and Operation of the Student Campus and Canteens and the Lease Contract.

Art. 7. The Lessee's Obligations:

1. Accepting the room with the related facilities, as mentioned in the scope of the contract, in a proper state for being used for residential purposes, based on a delivery and acceptance protocol (room inventory);
2. Paying the lease and utilities in improved hostels, by the deadlines established in the hereby contract;
3. Properly using the goods of the hostel inventory, the supplied power and sanitation facilities;
4. Keeping the assigned area clean and tidy, not disposing of packaging and domestic waste around the hostel and along the complex alleys;
5. Not moving from his/her room without notification to and written approval from the hostel manager and the student hostel committee;
6. Keeping silence during rest hours, with visits (including students accommodated in other student hostels) being allowed until 11 p.m. based on a valid student card, hostel card or identity card (the data in such documents are recorded by the security staff in the entrance register);
7. The Lessee shall be liable for any deeds or damages caused by individuals visiting him/her;
8. Not damaging outdoor areas and facilities, where any type of parking is prohibited;
9. Allowing the access of university and faculty management staff, members of the student hostel committee and the management of the Convention of Student Associations, for room checking, with a view to determining the observance of the hereby contract and providing them with his/her identity card, hostel card, student card;
10. Allowing the access of the administration (the manager of the goods in the facility) whenever at least one occupant of the room is present, in order to check the compliance with the hereby contract and the use of leased goods;
11. Allowing the access of public security bodies, with a view to identifying individuals who are illegally occupying hostel rooms or whenever this is required for preventing criminality and antisocial deeds;
12. Showing his/her identity card, student card and hostel card to public security bodies;
13. Allowing the access of the staff performing cleaning, according to the planning;
14. Not changing the locking system of the leased area without previously notifying the administration, and, in case of force major, providing the corresponding key(s) to the administration after such change;
15. When checking out, providing a 5 days' notice to the administration and returning any goods (the room inventory) in a proper state, according to the delivery and acceptance protocol;
16. Not altering the provided area and related facilities, the joint hostel areas and not changing their use to other purposes;
17. Not subletting or alienating the assigned residential area to natural or legal entities;
18. Being materially liable for any losses and damages to the goods in the room, within 10 business days;
19. Not posting notices and posters outside the areas designated to this purpose;
20. Complying with the guidelines for access to the hostel, hygiene, sanitation and fire prevention regulations;
21. Notifying the administration on any faults, directly or by means of a fault register, with a view to performing any required repairs;
22. Not using the room, the joint hostel areas and the facilities of the student campus for any commercial activities;
23. Not using improvised electrical appliances or any other improvisations;
24. Not smoking and using open fire. Smoking is only allowed in specially marked areas;
25. Not using electrical appliances which are not provided by the campus, in improved hostels; in hostels without improvements, using standard electrical appliances, whose power does not exceed 5 kW/room/day (1 TV set - 500 W, 1 desktop computer - 400 W, 1 refrigerator - 2,000 W, audio devices no more than 100 W), uniformly divided across two sockets;
26. Not using gas bottles or other means to prepare food with liquid or gas fuel, or storing flammable or dangerous substances in the rented area;
27. Not organizing parties and other actions disturbing silence, both in the hostel and in the surrounding areas;
28. The introduction and consumption of alcoholic beverages and drugs within hostels and related facilities (yard, hallways, lecture rooms, etc.) is forbidden;
29. Not disturbing public order and silence by verbal or physical violence within the hostel and in the neighbouring areas;
30. Providing a written notice to the administration, in case he/she no longer wants to reside in the hostel;
31. Incurring any damages caused in the room or in joint areas within 10 business days and, for unidentified authors, damages shall be equally incurred by all the occupants of the room (floor), by the previously mentioned deadline;
32. Not cooking in the room and not having the right of possessing electrical devices for cooking and heating;

33. After using sanitary facilities (showers and basin faucets), shutting down water in order to prevent flooding or excessive consumption;
34. Not sheltering animals or birds in the leased area;
35. Incurring the sanctions provided for in the hereby contract, in case of failure to observe the latter;
36. Complying with the Regulation of the Organisation and Operation of the Student Campus (this information and other additional data can be found on www.ucv.ro i www.cosucv.ro);
37. Notifying the hostel administration on the overnight visit of 1st degree relatives;
38. Checking out by the deadline mentioned under art. 2, when the room or the hostel are subject to repair, rehabilitation or reinforcement works, and the University of Craiova agrees to provide replacement accommodation;
39. Compensating any prejudices caused to the University of Craiova pursuant to any deeds perpetrated within the student hostel or the student campus. To this purpose, the student (lessee) shall provide the hostel manager with a civil liability insurance, within 15 days from the check-in date.

CONTRACTUAL LIABILITY

Art. 8. Any failure to perform contractual obligations or any improper performance thereof by the lessee shall result in the following:

- verbal warning in case of infringement of the obligations provided for under art. 7 paragraphs 21 and 30;
- written warning and eviction from the hostel upon the 2nd infringement, in case of infringement of the obligations provided for under paragraphs 3, 4, 5, 6, 8, 9, 10, 11,13, 14, 19, 20, 24, 25, 32, 33, 34, 36 and 37 of art. 7;
- in case of paragraphs 7, 15 and 31 of art. 7, the equivalent value of damages is collected;
- any failure to meet the obligations under art. 7 item 18 and any failure to pay taxes, penalties, the amounts required for covering the damages caused by the lessee, shall result in the automatic termination of the contract, without putting into default, and the lessor shall evict and launch legal proceedings against the perpetrator, in order to recover the prejudice;
- direct eviction from the hostel shall be performed in the case of paragraphs 11, 12, 16, 17, 22, 23, 26, 27, 28, 29 and 38 of art. 7.

Art. 9 The proposal of the written warning or eviction from the hostel is drawn up by the hostel manager and the chairman of the hostel student committee, based on a documented administrative research (statements of the individuals involved, event report of the security staff), then submitted to the University management, for decision;

Art. 10 1. – Students who alienate their residence or use their identity card for accommodating other persons lose their residence right for the entire study period and shall be held liable materially, administratively or criminally, as the case may be;

2. – Students who leave the hostel illegally lose the right of being accommodated in the hostels of the University of Craiova for the entire study period.

Art. 11 The hereby contract shall be correspondingly supplemented by the provisions of the internal rules of the University of Craiova and the legislation in force, and is made in two copies, one for each party.

The appendixes are an integral part of the contract and are made in two copies as well.

Signed as of _____

LESSOR,
UNIVERSITY OF CRAIOVA
R E C T O R,
Professor Dan Claudiu D NI OR, PhD

GENERAL ADMINISTRATIVE DIRECTOR
Senior Lecturer Daniel CÎRCIUMARU, PhD

LESSEE

DIRECTOR OF THE ADMINISTRATIVE DIRECTORATE
FOR CAMPUS AND CANTEENS,

Economist Marian SELI TEANU

ENDORSED FOR LEGALITY,

HOSTEL MANAGER,



Universitatea din Craiova
DEPARTAMENTUL DE RELATII INTERNATIONALE
Craiova, Str. Al. I. Cuza, nr. 13, 200585,
tel./ fax: +40-251-419030
e-mail: relint@central.ucv.ro, ucv.relatiinternationale@yahoo.com
www.ucv.ro



SITUAȚIE INCOMING ERASMUS STUDENTS
anul universitar ____/____

Nr. Crt.	Nume și Prenume	Nr. luni	Universitatea partener	Facultatea gazd	Data începerii stagiului	Data finalizării stagiului	Observații
1.							



Universitatea din Craiova
DEPARTAMENTUL DE RELATII INTERNATIONALE

Craiova, Str. Al. I. Cuza, nr. 13, 200585,
tel./ fax: +40-251-419030

e-mail: relint@central.ucv.ro, ucv.relatiinternationale@yahoo.com
www.ucv.ro



SITUAȚIE SOLICITĂRI DE ÎNSCRIERE
- CURSURI DE LIMBA ROMÂNĂ PENTRU STUDENȚII STRĂINI -
anul universitar ____/____

Nr. Crt.	Nume și Prenume	Nr. luni	Universitatea partener	Facultatea gazd	Data începerii stagiului	Data finalizării stagiului	Observații
1.							



ROOM RESERVATION FORM
INCOMING STUDENT
2012-2013

Please return this form duly filled in:

- by mail to: Mrs. Anca Gabriela MIC, mic.gabriela.anca@gmail.com
- by post to: University of Craiova, International Relations Office, room 439, A. I. Cuza, nr. 13, 200585 Craiova, Romania.

Deadline: December, 20

N.B.: PLEASE USE CAPITAL LETTERS

Personal data

Form with fields for: First name and middle name, Family name (Surname), Date of birth, Place of birth, Gender, Contact details, Nationality, Name and Country of Your Home University, Contact person, Duration of the exchange programme, Field of Study, and accommodation requirements.

Note:

- Please inform us if you have a disability that requires special accommodation
• Price/person/month in a double room: 245 Lei (4,53 lei=1 Euro) + utilities (electricity/cold water/warm water)

DECLARATION: I agree to pay all fees/rents and charges in respect of any period I may be resident in the University of Craiova hosting facilities. I understand that upon signing the contract I am committed to the accommodation for the stated period.

Date

Applicant's Signature

TRAINING AGREEMENT

I. DETAILS OF THE STUDENT

Name of the student:

Subject area:

Academic year :

Degree :

Sending institution:

II. DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD

Host organisation:

Planned dates of start and end of the placement period: from till , that is months

- Knowledge, skills and competence to be acquired:

- Detailed programme of the training period:

- Tasks of the trainee:

- Monitoring and evaluation plan:

III. COMMITMENT OF THE THREE PARTIES

By signing this document the student, the sending institution and the host organisation confirm that they will abide by the principles of the Quality Commitment for Erasmus student placements set out in the document below.

The student

Student's signature

..... Date:

The sending institution

We confirm that this proposed training programme agreement is approved. On satisfactory completion of the training programme the institution will award ECTS credits or will record the training period in the Diploma Supplement.

Coordinator's signature

..... Date:

The host organisation

We confirm that this proposed training programme is approved. On completion of the training programme the organisation will issue a Certificate to the student

Coordinator's signature

..... Date:



ROMANIA
MINISTRY OF EDUCATION, RESEARCH,
YOUTH AND SPORTS
University of Craiova



RECTOR'S OFFICE
Craiova, 13 A.I. Cuza Street, 200585,
tel: +40-251-414398, fax:+40-251-411688, www.ucv.ro, e-mail: rectorat@central.ucv.ro

No. _____,

LETTER OF ACCEPTANCE

To whom it may concern,

Within the framework of LLP/Erasmus Programme Student Mobility and in line with the Bilateral Agreement between _____ (*name of home university*), _____ (*country*) and the University of Craiova, Romania, we hereby declare that Mr./ Mrs. _____ is accepted and invited to study as an Erasmus student at the University of Craiova, Faculty of _____, during the first/ second semester of the academic year _____, from _____ to _____

Date

Prof. _____

Vice-dean for International Relations

Faculty of _____



ROMANIA
MINISTRY OF EDUCATION, RESEARCH,
YOUTH AND SPORTS
University of Craiova



RECTOR'S OFFICE
Craiova, 13 A.I. Cuza Street, 200585,
tel: +40-251-414398, fax:+40-251-411688, www.ucv.ro, e-mail: rectorat@central.ucv.ro

No. _____,

To whom it may concern,

We hereby confirm that Mr./ Mrs. _____, born on _____, student at _____, _____, has been awarded a _____-month grant within the framework of the LLP/ Erasmus Programme Student Mobility at the University of Craiova, Romania, Faculty of _____ for the academic year _____, starting from _____ to _____.

The financial support will be provided by the Erasmus monthly subsistence grant payable to the student from EU funds. The student will benefit from proper accommodation in the campus of the University of Craiova, Hostel Residence no. _____, located on _____ Street.

Yours faithfully,

Rector,
Prof. univ. dr. Dan Claudiu D NI OR



REGISTRATION FORM ROMANIAN LANGUAGE COURSES

To be submitted to Mrs. Anca Gabriela MIC, Department of International Relations (mic.gabriela.anca@gmail.com), 13, A.I. Cuza Street, 200585, Central Building, Room 439.

• STUDENT PERSONAL DATA

Family name	
First name	
Gender	<input type="checkbox"/> F (female) <input type="checkbox"/> M (male)
Date of birth	
Place of birth	
Nationality	
Personal e-mail address (or fax number if the e-mail is not available)	E-mail: _____ @ _____ (Fax:)
Additional e-mail address to be used in case of need (e.g. Erasmus office address, etc.)	E-mail: _____ @ _____

• OTHER PERSONAL INFORMATION

Current address (in Romania) (valid until ___/___/_____)	Street: _____ City: _____ Postal code: _____ Country: _____
Telephone number of current address (in Romania)	+___/_____/_____

• STUDENT'S HOME UNIVERSITY

Name	
Faculty/Department	

• ERASMUS HOST UNIVERSITY (IN CASE OF STUDIES)

COUNTRY: _____

Name	
Faculty/Department	

- **ERASMUS HOST ORGANISATION (IN CASE OF PLACEMENTS)** **COUNTRY:.....**

Name	
Contact person (Name/Surname)	
E-mail/Tel./Fax of Contact person	E-mail: _____@_____ Tel. : +___/___/_____ Fax: +___/___/_____

- **ERASMUS STUDY/PLACEMENT PERIOD**

Number of months of Erasmus period	
Starting date of Erasmus period (day/ month/ year)	___/_____/___
Main subject of studies	

- **LANGUAGE COMPETENCE**

Language	
Level of competence I (beginner); II (intermediate)	
Why do you want to learn the language?	

*I confirm that the information provided in this application is true and accurate.
In case I have to withdraw from the course, I will inform the person in charge as soon as possible, and
no later than _____.*

Student's confirmation (full name and surname)

Date: _____

Exemplu de foaie matricolă generată de sistem

ROMÂNIA
MINISTERUL EDUCAȚIEI NAȚIONALE
Universitatea din Craiova
RECTORAT
 Str. Al.I.Cuza, nr.13

Tel./Phone: +40 251 414398; Fax: +40 251 411688; E-Mail: rectorat@central.ucv.ro

SISTEMUL EUROPEAN DE CREDITE TRANSFERABILE ECTS - EUROPEAN CREDIT TRANSFER SYSTEM

SITUAȚIE ȘCOLARĂ TRANSCRIPT OF RECORDS

Nume student
 Name of student

BALLA

Prenume student
 First name

ENISA

Data nașterii (ziua/luna/anul)
 Date of birth (day/month/year)

25 | 03 | 1990

Locul nașterii
 Place of birth

IUSHNJE, ALBANIA

Numărul matricol
 Student enrollment number

I/1

Anul înmatriculării
 Year of enrollment

2013

Durata stagiului
 Period of stay

01-03-2013 - 31-07-2013

Numele instituției partenere
 Name of sending institution

Technological Educational Institute (T.E.I.) of Larissa, G-LARISSA 02, Larissa, Greece

Facultate/Departament
 Faculty/Department

Department of Plant Production

Coordonator
 ECTS departmental coordinator

Associate Professor PAPACHATZIS ALEXANDROS
 E-Mail: papach@teilar.gr

Numele instituției
 Name of receiving institution

Universitatea din Craiova, RO CRAIOVA 01, Craiova, Romania
 University of Craiova

Facultate/Departament
 Faculty/Department

Facultatea de Agricultură și Horticultură
 Faculty of Agriculture and Horticulture

Coordonator
 ECTS departmental coordinator

VLADU MARIUS
 E-Mail: mariusvladu@yahoo.fr

DETALII ALE PROGRAMULUI DE STUDIU ȘI NOTELE OBTINUTE DETAILS OF THE STUDY PROGRAMME ABROAD AND GRADES

Nr. crt.	Denumirea disciplinei Subject	Sem Sem	1) Total ore/sem Hours/Sem				2) Nota Grade	ECTS
			C	S	LP	P		
1	Genetică Genetics	2	28	-	28	-	8	4
2	Botanică horticolă Horticultural botanics	2	28	-	28	-	9	4
3	Fitopatologie Phytopathology	2	28	-	28	-	8	4
4	Ameliorarea plantelor horticole Horticultural plants amelioration	2	28	-	28	-	8	3
5	Arboretură ornamentală și arhitectura peisajului Ornamental arboriculture and landscaping architecture	2	14	-	14	14	7	3

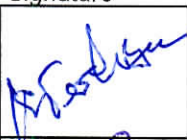



Nr. crt.	Denumirea disciplinei Subject	Sem Sem	1) Total ore/sem Hours/Sem			2) Nota Grade	ECTS
			C	S	P		
6	Oenologie Oenology	2	28	-	28	-	4
7	Viticultură generală General viticulture	2	28	-	28	-	4
8	Ampelografie Ampelography	2	28	-	28	-	4
Total credite Total ECTS							30

**LEGALITATEA DOCUMENTULUI
CERTIFICATION OF THE DOCUMENT**

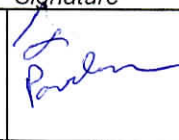
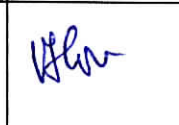
Funcția
Position

Semnătura
Signature

RECTOR RECTOR	
Prof.univ.dr. Dan Claudiu DANIȘOR	
DECAN DEAN	
Prof. univ. dr. Marin SOARE	

Funcția
Position

Semnătura
Signature

Secretar șef universitate University Registrar	
Conf.univ.dr. Mircea ZĂVĂLEANU	
Secretar șef facultate Faculty Registrar	
Ilov Valerica	

3) Nr. și data eliberării
No., dated.

..... /

Acest document conține un număr de
2 pagini
This document contains a number of
2 pages

Ștampila sau sigiliul original
Official stamp or seal

L.S.



1) Se va menționa numărul total de ore din care: numărul total de ore curs (C); numărul total de ore seminar (S); numărul total de ore lucrări practice (LP); numărul total de ore proiect (P); etc.

To mention total number of hours, of which: total number of courses (C), total number of seminars (S), total number of work courses (LP), total number of projects (P) etc.

2) Notarea unei discipline se face pe o scală de la 1 la 10, notele acordate fiind numere întregi; nota minimă de promovare este 5, iar nota maximă este 10. Disciplinele notate cu calificative pot lua valorile: Adm (Admis), Rsp (Respins), Exc (Exceptional), FB (Foarte Bine), B (Bine), Satisfăcător (S), Nesatisfăcător (NS), Scutit (Sc)

Grades are integer numbers given on a scale from 1 (the lowest grade) to 10 (the highest grade). The lowest passing grade is 5. Subjects marked with qualifiers can take values: Adm (Admitted), Rsp (Rejected), Exc (Exceptional), FB (Very Good), B (Good), S (Satisfactory), NS (Unsatisfactory), Sc (Exemption)

3) Se va completa de către instituția care a asigurat școlarizarea titularului, care va menționa în continuare numărul de pagini pe care le conține documentul.

To be filled out by the institution which provided enrollment of the holder and will further mention the number of pages of the present document.



University of Craiova
DEPARTMENT OF INTERNATIONAL RELATIONS
Craiova, Al. I. Cuza Street, no. 13, postal code: 200585,
Phone/ Fax: +40-251-419030
e-mail: relint@central.ucv.ro, ucv.relatiinternationale@yahoo.com
www.ucv.ro



No. _____

LLP/ERASMUS
Academic year /

Certificate of Arrival

It is hereby certified that Mr./Ms. _____

(student's name and surname)

home university _____

has arrived at our institution on ___/_____/_____ (*dd / mm / yyyy*)

Name of host institution: _____

Erasmus code of the host institution: _____

Name of signatory: _____

Function: _____

Date: ___/_____/_____

Signature:

Stamp:

--



University of Craiova
DEPARTMENT OF INTERNATIONAL RELATIONS
Craiova, Al. I. Cuza Street, no. 13, postal code: 200585,
Phone/ Fax: +40-251-419030
e-mail: relint@central.ucv.ro, ucv.relatiinternationale@yahoo.com
www.ucv.ro



No. _____

LLP/ERASMUS
Academic year /

Certificate of Departure

It is hereby certified that Mr./Ms. _____

(student's name and surname)

home university _____

was enrolled as an ERASMUS student at our institution

from ___/_____/_____ to ___/_____/_____ (*dd / mm / yyyy*)

Name of host institution: _____

Erasmus code of the host institution: _____

Name of signatory: _____

Function: _____

Date: ___/_____/_____

Signature:

Stamp:

--