



Erasmus+ outgoing students guide

The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the National Agency and Commission cannot be held responsible for any use which may be made of the information contained therein.

CONTENT

| | |
|---|-----------|
| ERASMUS+ PROGRAMME | 2 |
| ERASMUS+ GRANT | 4 |
| STUDENT SELECTION | 6 |
| BEFORE THE MOBILITY | 7 |
| Types of traineeship mobilities | 7 |
| Learning Agreement for Studies (LAS) | 8 |
| Learning Agreement for Traineeships (LAT) | 9 |
| European Health Card/Insurances | 10 |
| Visa | 11 |
| Financial Agreement (FA) and grant transfer | 11 |
| Online Linguistic Support (OLS) | 13 |
| DURING THE MOBILITY | 13 |
| Section During the Mobility (LAS/LAT) | 13 |
| Mobility extension | 14 |
| AFTER THE MOBILITY | 15 |
| Recognition of the study/traineeship period | 15 |
| CONTACT | 16 |



ERASMUS+ PROGRAMME

It is a European Union programme with a budget of €26.27bn allocated for 2021-2027 period to support education, training, youth and sport in Europe.

Student mobility for studies or traineeship is possible only based on inter-institutional agreements that "Dunarea de Jos" University of Galati has signed with partner universities/institutions/firms etc.

Through study and traineeship mobilities abroad, students from bachelor, masters, PhD programmes and recent graduates can acquire new communicative, linguistic, intercultural and non-technical skills, which are net advantages.

Erasmus+ Programme has been declared the European Commission's most successful programme supporting education, training, youth and sport in Europe, it has a flexible structure and offers simple and clear conditions for participation and funding.

OBJECTIVES

- exposing students to different points of view, knowledge, teaching and research methods, as well as to different working practices in their field of study, in a European and international context;
- developing their transversal competences, such as communication skills, language skills, critical thinking, problem solving, intercultural competences and research skills;
- developing their future-oriented competences, such as digital competences and green competences, which will help them to face present and future challenges;
- facilitating personal development such as adaptability to new situations and self-confidence.

DURATION

Long-term mobility (Bachelor, Master, PhD)

- min. 2 months (**traineeship/study**)
- max. 12 months (24 months for one-cycle study programmes, such as Medicine)

Short-term mobility (PhD)

- min. 5 days (**traineeship**)
- max. 30 days

ADVANTAGES

- full recognition of the mobility period and credits obtained;
- free tuition at the host university;
- **long-term mobility grants:** between 606 and 1074 euro/month, depending on the type of mobility and the host country;
- **short-term mobility grants:** 79 euro/day (up to the 14th day of activity), 56 euro/day (between the 15th and 30th day of activity);
- maintaining the status of DJUG scholar;
- **supplementary financial support** of 250 euro/month for Romanian students (beneficiaries of social scholarships or with an eligible file submitted to the faculty); for "Romanian students everywhere", international, recent graduates, included into one of the categories mentioned at point 5.2 from the Operational Procedure, approved by ACD on 25.1.2024; for students with refugee status or Romani;
- **supplementary financial support** for students with special needs (medical scholarship), depending on the recommendations in the medical report;
- acquiring new communicative, linguistic, intercultural and non-technical skills, a clear advantage in professional life;
- observing and directly experiencing an educational, social and cultural multicultural environment.

“Outside the comfort zone is where miracles happen.”



ERASMUS+ GRANT

The mobilities will be carried out only in **PHYSICAL** format. **Study mobilities will be carried out on the basis of existing inter-institutional agreements.**

The grant for **long-term** mobilities consists of a **subsistence grant** and a **travel grant**. It is determined according to the type of mobility, host country and travel distance as follows:

SUBSISTENCE GRANT

Mobilities for studies

| | |
|----------------------------|--|
| 674 Euro/ month | Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Iceland, Italy, Liechtenstein, Luxembourg, Norway, Sweden, Netherlands, Czech Republic, Cyprus, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain, Andorra, Monaco, San Marino, Vatican City State, Switzerland, Faroe Islands, United Kingdom |
| 606 Euro/ month | Bulgaria, Croatia, Lithuania, North Macedonia, Poland, Serbia, Türkiye, Hungary |

Mobilities for traineeships

| | |
|----------------------------|--|
| 824 Euro/ month | Austria, Belgium, Denmark, Finland, France, Germany, Ireland, Iceland, Italy, Liechtenstein, Luxembourg, Norway, Sweden, Netherlands, Czech Republic, Cyprus, Estonia, Greece, Latvia, Malta, Portugal, Slovakia, Slovenia, Spain, Andorra, Monaco, San Marino, Vatican City State, Switzerland, Faroe Islands, United Kingdom |
| 756 Euro/ month | Bulgaria, Croatia, Lithuania, North Macedonia, Poland, Serbia, Türkiye, Hungary |

TRAVEL GRANT

“Travel distance” is the distance between the place of origin and the place of activity, while “amount” is the grant for travel to and from the place of activity.

In order to determine the applicable distance band, use the distance calculator available on the European Commission's website at <https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>.

| Travel distance | “green travel” means of transportation - Amount per participant in euro | “non-green travel” means of transportation - Amount per participant in euro |
|-----------------|---|---|
| 10 – 99 km | 56 | 28 |
| 100 – 499 km | 285 | 211 |
| 500 – 1999 km | 417 | 309 |
| 2000 – 2999 km | 535 | 395 |
| 3000 – 3999 km | 785 | 580 |
| 4000 – 7999 km | 1188 | 1188 |
| 8000 km or more | 1735 | 1735 |

Students and recent graduates using “**green travel**” means of transportation (bus, train, car - together with another mobility participant) can receive up to a maximum of 6 days of additional individual support for the transport days needed to make the round trip.

For study and traineeship mobilities, students included in one of the following categories can get a supplementary financial support (top-up) of 250 euro/month:

- a) Romanian students (beneficiaries of social scholarship or with an eligible file submitted to the faculty);
- b) International students, Romanian students everywhere and recent graduates (file submitted at the Erasmus Office);
- c) students with legal refugee status or Romani;
- d) students registered in medical institutions with the diseases mentioned in art. 30, paragraph 1, letter b) of the DJUG Methodology for granting scholarships

Students with special needs (**medical scholarship**), receive **supplementary financial support** from the National Agency for Community Programs in the Field of Education and Vocational Training (**ANPCDEFP**), depending on the recommendations in the medical report.

The grant for **short-term doctoral** mobility consists of a **subsistence grant** as follows:

| Physical duration of mobility | EUR/day |
|---|---------|
| Until the 14th day of activity | 79 |
| Between the 15th day and the 30th day of activity | 56 |

PhD students using “**non-green travel**” means of transportation may receive up to a maximum of 2 days of supplementary individual support (for one day of transportation before the activity and one day of transportation after the activity) necessary to make the round trip, if applicable.

PhD students using “**green travel**” means of transportation (bus, train, car together with another mobility participant) can receive up to a maximum of 6 days of additional individual support for the transport days, necessary to make the round trip.

PhD students with **reduced opportunities** may receive a top-up of:

- 100 euro (single contribution) for mobilities with a total duration between 5-14 days or
- 150 euro (single contribution) for mobilities with a total duration of 15-30 days.

STUDENT SELECTION

PARTICIPATION CONDITIONS

- DJUG student (1st, 2nd, 3rd study cycle);
- good and very good academic results;
- maximum mobility period per study cycle: 12 months (24 months for students from Medicine)
- no overdue debits in DJUG's records.

SELECTION PROCEDURE

- the selection takes place at university level;
- students are ordered descending by academic result for the previous semester (1st year bachelor students)/previous academic year or admission average for the 1st year master/doctoral year. The credit weighted average must be higher than 7,00;
- applicants will be declared selected (holders and reserves) within the limit of the number of student mobilities in the interinstitutional agreements and within the limit of the financial funds available.

Registration and selection are carried out in two sessions:

- first session - during **March-April** of the current academic year, according to a timetable which is made known to potential beneficiaries by various means of publicity, and will cover study and traineeship mobility for the entire following academic year;
- second session (supplementary) can be organized during **October-**

November if funding is available for the second semester of the academic year. First year bachelor students cannot participate in the supplementary session.

STUDENT REGISTRATION

Registration is done by filling in an online form available at: <https://www.ugal.ro/relatii-internationale/biroul-erasmus/programul-erasmus-2/selectia-studentilor>

STUDENTS RANKING

Students ranking is realized in the strictly decreasing order of the credit-weighted average of the academic results of the previous year/semester.

BEFORE THE MOBILITY

In the case of **study** mobilities, the student:

- is **nominated** by the Erasmus Office at the host university (contact and academic details of the student are sent),
- **receives** from the host university the **information** necessary for the application stage (also available on the respective university's website, in the International Relations/Erasmus section),
- **fills in and sends** the required application documents **to the host university** (by email, online, etc.) by the indicated deadline.

In the case of **traineeship** mobilities, the student:

- **decides the type of the traineeship mobility**: embedded in the curriculum/ voluntary/ recent graduate (details below),
- **looks for** the institution/firm/organization/NGO/hospital, etc. where to carry out the mobility, depending on the type of the traineeship chosen,
- after **receiving** a favorable response, **notifies** the Erasmus Office in order to conclude the inter-institutional agreement with it, on the basis of which the mobility is possible.

There are **3 types of Erasmus+ traineeships/internships**:

1. **Embedded in the curriculum traineeship** (the field of activity of the institution/firm/clinic is the same as the student's field of study):
 - a. the internship and credits earned are recognized by DJUG faculty upon the student's return,
 - b. the internship replaces the practice from the student's study plan,
 - c. the mobility starts immediately after the end of the exam session.
2. **Voluntary traineeship** (the field of activity of the institution/firm/clinic may

be different or the same as the student's field of study):

- a. no credit is awarded,
 - b. the mobility starts after the end of the practice period at DJUG.
3. **Recent graduate traineeship** (field of activity of the institution/firm/clinic may be different or the same as the student's field of study):
- a. no awarded credits,
 - b. the graduate can start the mobility whenever he/she wishes, mandatory within 12 months from the moment he/she was declared recent graduate (the student is declared recent graduate when he/she passes successfully the last exam).

We recommend students, when sending emails to the institutions/organizations where they want to carry out their traineeship mobility, to specify that they are DJUG students and that they will receive an Erasmus+ grant.

ErasmusIntern.org aims to bring together internship providers and students looking for an internship opportunity abroad, details at: <https://erasmusintern.org/>

Preparing for mobility involves the following steps:

- a) The student fills in the Learning Agreement for Studies/Traineeship (LAS/LAT), sends it to the Erasmus Office of DJUG to do the administrative verification, to obtain the signatures (academic coordinator and DJUG dean) and to send the documents to the host university/institution, in order to receive the invitation and the LAS/LAT signed by the host university/institution.
- b) The student makes his/her European Health Card/private health insurance.
- c) The student identifies accommodation possibilities.
- d) The student obtains visa, if applicable.
- e) The Erasmus Office drafts the Financial Agreement (FA) based on which the student receives the Erasmus+ grant/scholarship.
- f) The student is preparing for the departure.

LEARNING AGREEMENT FOR STUDIES (LAS)

SECTION BEFORE THE MOBILITY

The student will fill in the Before the Mobility section in accordance with the study plan of the programme in which he/she is enrolled, following the choice of similar or compatible disciplines/topics in terms of content, objectives and learning outcomes, as well as acquired competences.

The Learning Agreement (LAS) will stipulate a **minimum** of 30 ECTS credits/semester and 60 ECTS/academic year, both in Table A (host university) and Table B (home university).

- In **table B**, the subjects to be taken at DJUG during the mobility, in an international language (English);
- In **table A**, a preliminary selection is made of the subjects to be taken at the host university.

The LAS is sent for administrative verification to the email address of the Erasmus Office (erasmus@ugal.ro), after which the EO sends it to the academic coordinator and to the dean of the faculty to verify the correctness of the choice of disciplines at the host university and to approve it.

LEARNING AGREEMENT FOR TRAINEESHIPS (LAT)

SECTION BEFORE THE MOBILITY

Embedded in the curriculum traineeship

The LAT will be filled in according to the study plan, in an international language (English), considering:

- the selection of similar or compatible practical topics/activities in terms of content, objectives and learning outcomes;
- the competences, knowledge and skills to be acquired/developed by the learner during traineeship period;
- the tasks that the student will have to perform in the institution where the traineeship will take place;
- the manner, monitoring and evaluation plan of the student during the placement.

For filling the LAT, the student consults the practice coordinator of the faculty where he/she is enrolled.

The LAT will stipulate the number of ECTS credits allocated to the discipline in the curriculum and will be signed by the student, the academic coordinator, the dean of the faculty where the student is enrolled and the host institution (company, clinic, university, etc.).

Voluntary traineeship/with recent graduate status

Students/recent graduates can benefit from mobilities in any field, not only in their field of study.

The LAT will be filled in accordance with the activities the student/recent graduate intends to carry out at the host institution, in an international language (English), considering:

- the competences, knowledge and skills the student/recent graduate is aiming for;
- the tasks he/she will be expected to perform in the host institution;
- the manner, monitoring and evaluation plan for the work during the placement.

In this case, the LAT will not stipulate ECTS credits and will be recognized as an extracurricular activity in the Diploma Supplement, the document being verified and approved by the Erasmus Office.

EUROPEAN HEALTH CARD/INSURANCES

For **study** mobility, the student has the exclusive obligation to obtain the European Health Card before starting the mobility. In order to obtain it, the Erasmus Office issues a certificate confirming the Erasmus+ student status.

For more details: <http://www.casan.ro/casgl/page/card-european.html>

Students with a permanent address in another county should contact the County Health Insurance Office of the county where they have their home address.

For traineeship mobility, the following insurances are compulsory (with any insurance broker):

- liability insurance (covers damage caused during the stay abroad);
- accident insurance (covers at least injuries resulting from workplace accidents).

Students/recent graduates without a permanent address in Romania have the exclusive obligation to obtain a private insurance from the country where they have their home address.

ACCOMMODATION

Student accommodation is provided in the host university's own dorms or in rented premises if there are no campuses. To confirm your reservation, you may be asked to pay rent or a deposit in advance.

Further information will be provided by the host university/institution.

VISA

DJUG students of other nationalities participating in the Erasmus+ Programme must verify the visa requirements for their study/traineeship mobilities in the countries where they wish to carry them out.

DJUG students of other nationalities holding a residence permit in Romania may contact the respective country's embassy/consulate in their home country or in Romania.

Students from the Cross-Border Faculty who do not have a Romanian residence permit should contact the embassy/consulate of the respective country in the Republic of Moldova.

In order to facilitate the obtaining of the visa, the Erasmus Office issues certificates to the students, specifying the place, the period and the amount of money the student will receive for the mobility.

FINANCIAL AGREEMENT (FA) AND ERASMUS+ GRANT TRANSFER

Study mobility: starts on the first day of the semester or, if applicable, of the foreign language course/welcome and orientation event organized by the host university and ends on the date of the last exam, according to the planned exam session of the host institution.

Traineeship mobility: the period is mutually agreed by the student with the host institution/firm/clinic etc.

The days allocated for international transportation to and from the host country are not included in the mobility period.

The rights and obligations of students who will benefit from Erasmus+ grants are included in the FA drafted by the Erasmus Office prior to the mobility.

The FA is signed after receiving the confirmation of acceptance by the partner institution, i.e. after LAS/LAT approval. Two original copies of the FA are signed, one for the beneficiary (DJUG) and one for the participant (student).

Necessary documents to draft the FA:

- **LAS/LAT** with all signatures (student, DJUG, host university/institution);
- identity documents (ID card/passport/residence permit) of the student;
- **bank statement in euro** (any bank, including Revolut). If the account is opened at a bank other than BCR, the student covers the interbank transfer fee;
- **identity documents** (identity card or passport) of the **guarantor** (the person who is liable with his/her own assets if the student fails to respect his/her contractual obligations to DJUG. Guarantors can be Romanian or Moldavian citizens working in Romania or in the Republic of Moldova);
- **income certificate** of the guarantor;
- **data collector form** (document provided by the Erasmus Office).

Signing of the financial agreements is done physically at the Erasmus Office, so the student and the guarantor will have to come at the administrative building of *Dunarea de Jos* University of Galati, 47 Domneasca St., 800008, Galati, Romania.

Location: <https://maps.app.goo.gl/UVW8ZvxAAAdBB4Bcf7>

IMPORTANT!

In order to obtain the Erasmus+ grant/scholarship for mobilities, students' personal and academic data is introduced into the European Commission's Beneficiary Module platform. The platform generates the amount for each mobility according to the type of mobility, host country, period of mobility, etc.

The Beneficiary Module platform calculates each month of 30 days and determines the grant the student will receive for the Erasmus+ mobility.

The grant is paid in two installments:

- **80%** within 5 calendar days before the start of the mobility;
- **20%** after validation of mobility.

The period of long-term mobility is a minimum of 60 days (study/traineeship). The period of short-term mobility is a minimum of 5 days (traineeship).

If the Attendance Certificate, issued by the host university/institution, mentions a shorter period than the minimum one, the student will have to return the entire amount received.

The Online Language Support (OLS) is designed to help Erasmus+ and European Solidarity Corps participants improve their knowledge of the language in which they will work, study or volunteer abroad, so that they can make the most of their experience.

As a lack of language skills remains one of the main barriers to participation in European education, training and mobility opportunities for young people, OLS makes language support accessible in a flexible and easy way.

OLS also contributes to a specific objective of Erasmus+, which is to promote language learning and linguistic diversity.

- User profile/account can be created at: <https://academy.europa.eu/local/euacademy/pages/course/community-overview.php?title=learn-a-new-language>
- Introductory tutorial to guide you in creating an account available at: <https://academy.europa.eu/courses/welcome-to-the-eu-academy>

DURING THE MOBILITY

As the **Attendance Certificate** confirms the period for which the Erasmus grant is awarded, the student/recent graduate must present him/herself **as close as possible to the starting date of the mobility** to the International Relations/Erasmus Office of the host university/institution in order to be registered and to be provided with the necessary information regarding the mobility (classrooms, timetable, academic coordinator - in case of study mobility; locations, activity program, responsible person - in case of traineeship mobility).

Since the student preserves his/her status as a UDJG student during the mobility period, having the quality of a UDJG ambassador, he/she must comply with the regulations in force at the host university/institution.



DURING THE MOBILITY SECTION OF THE LAS

If changes to the original study plan are necessary (e.g. the courses originally chosen overlap, are in a different language of instruction than initially planned, no longer exist in the curriculum, etc.), the LAS can be modified by filling in the section During the Mobility (Table A).

Students have a maximum of 4 weeks from the beginning of the semester of the host university to make these changes with all signatures obtained.

Before signing the document, it is sent in editable format to the Erasmus Office for administrative verification.

The changes will be approved, in order, by the responsible person at the host university, then by the academic coordinator and the dean of the DJUG faculty where the student is enrolled.

DURING THE MOBILITY SECTION OF THE LAT

For all types of traineeship mobility (embedded in the curriculum, voluntary, recent graduate), the LAT can be modified if there have been changes to the initial traineeship plan/period and should be solved as close as possible to the start of the mobility.

The changes will be approved, in order, by the responsible person at the partner institution, the academic coordinator and the dean of the DJUG faculty where the student is enrolled.

Exceptions are voluntary and recent graduate traineeships, where the document will be checked and approved by the Erasmus Office.

MOBILITY EXTENSION

The extension of the mobility can be requested at least one month before the last day of the mobility, by sending a request to the Erasmus Office of DJUG. The request is approved according to the study plan (in case of study mobility) of the student and the available Erasmus+ funds.



AFTER THE MOBILITY

The student will come at the Erasmus Office within **15 working days after the end of the mobility** (according to the Attendance Certificate) and submit the following documents:

- **Attendance certificate** - certifies the duration of the mobility. The document is filled in, signed and stamped by the host university/institution, in original. If the document is digitally signed, it has to be sent by the host university/institution by email to the Erasmus Office (erasmus@ugal.ro).
- **Important: No corrections/erasures/ doodles are allowed.**
- **Transcript of Records** – In the case of **study** mobility, the host university will issue, within a maximum of 4-5 weeks after the end of the exam session, the Transcript of Records, which attests the grades/qualifications and credit obtained, as well as other forms of evaluation of the activity carried out at the host university. If the document is digitally signed, it has to be sent by host university by email to the Erasmus Office (erasmus@ugal.ro).
- **Traineeship certificate** (After the Mobility section of the LAT) - In the case of traineeship mobility, the host institution registers the competences acquired and the results of the evaluation of the practical activity carried out by the student and gives it to the student at the end of the mobility. If the document is digitally signed, it has to be emailed by the host institution to the address of the Erasmus Office (erasmus@ugal.ro).
- Mobility validation questionnaire and the Declaration of own responsibility (**Annex 7**);
- **Documents** for international transport (plane/bus/train/car) and proof of payment for the accommodation;
- **Erasmus+ Participation Report** - After the last day of mobility, the student receives the EU online questionnaire by email (check also spam). **After filling it in, select "SAVE AS DRAFT" and send the link to erasmus@ugal.ro for verification.**

RECOGNITION OF STUDY/TRAINEESHIP PERIOD

Upon return from mobility, DJUG ensures the recognition of the mobility period and the equivalence of academic results, according to the provisions of the *Own Regulation on the recognition of study or placement periods carried out within the Erasmus+ mobilities.*

More information:

<https://www.ugal.ro/relatii-internationale/biroul-erasmus/programul-erasmus-2/regulament-propriu-erasmus>

CONTACT

Institution name: ***Dunarea de Jos University of Galati***
Erasmus code: **RO GALATI01**

ERASMUS OFFICE TEAM

Institutional Coordinator

Assoc. Prof. Steluța STAN

Student mobility coordinators

Adriana PETRESCU

Tatiana COJAN

Bianca-Elena DAMICIUC

Address: 47 Domneasca St., room 108, 800008 Galați

Web: <https://www.ugal.ro/relatii-internationale/biroul-erasmus/programul-erasmus-2>

Phone: +4 0756 063 672

E-mail: erasmus@ugal.ro

Facebook: @erasmusDJUG

Instagram:@erasmus_DJUG