

## **REGULATION REGARDING STUDENT MOBILITIES WITHIN THE ERASMUS+ PROGRAMME AND OTHER SIMILAR PROGRAMS**

The organization and conduct of student mobility within the Erasmus+ Programme are based on the principles contained in the Erasmus Charter for Higher Education, the European Commission's Guide regarding the Erasmus+ Programme, the Guide on using ECTS, the Applicant's Guide within the Erasmus+ Programme, Key Action 1 – Mobility projects, elaborated by the National Agency for Community Programs in the field of Education and Training (hereinafter ANPCDEFP) and the provisions of the Order of the Minister of Education, Youth and Sports no. 3223/08.02.2012 regarding the methodology for recognizing study periods abroad.

Erasmus similar programs are mobility programs which are financed from sources other than the European Commission which function under principles similar to the Erasmus+ Programme (Joszef Grant, EES Grant etc.).

### **CHAPTER I GENERAL PRINCIPLES**

**Art. 1.** Student mobility are destined for study, internships or mixed periods (including periods of study and internship).

**Art. 2.** Study mobilities are based on inter-institutional agreements between Erasmus+ Programme participating institutions which hold an Erasmus Charter for Higher Education. Internship mobilities can be carried out within universities holding an Erasmus Charter or eligible public or private organizations from countries participating in the program.

**Art. 3.** Study mobilities are destined for periods from 3 to 12 months within a single academic year. The study mobility period may include an internship (mixed mobility) and cannot exceed the end of the academic year (30<sup>th</sup> of September).

**Art. 4.** Internship mobilities are destined for periods from 2 to 12 months within a single academic year and cannot exceed the end of the academic year (30<sup>th</sup> of September).

**Art. 5.** During a course of study (bachelor, master or doctorate), a student can benefit from mobility grants for a maximum period of 12 months, regardless of the number and type of mobility. Multiple participation to mobilities is allowed, but during different courses of study.

**Art. 6.**

a) The distribution of study mobility for each faculty will be as follows: 50% of places available within cooperation agreements are destined for the faculty who initiated that agreement, and 50% of mobility are open to all ASE students, provided they meet the eligibility criteria. Exception to this

rule are the agreements which provide a narrow field of study, which are destined exclusively to students studying that field/specialization.

b) The selection for placement mobilities will be organized by the promoting faculty, according to the specific specialization of their own fields of study. Upon completing the selection process, the candidates' files will be submitted to the Department for International Relations, which will manage the mobilities from an administrative point of view.

**Art. 7.** Depending on partnerships within the Erasmus+ Programme, the Erasmus mobilities may benefit from Erasmus financial support or can be "zero grant" mobilities, with all the rights and obligations enshrined in the Erasmus Student Charter. Establishing the type of mobility – with or without grant – is determined according to the priorities of internationalization of the Bucharest University of Economic Studies, to the ANPCDEFP and European Commission allocation of funds' estimates by the European Commission and the results of previous mobilities.

**Art. 8.** The mobility offer will be presented on linguistic areas, depending on the language of instruction used at the partner institutions, as follows: English area, French area, German area, Italian area, Spanish area. If the language of instruction is other than the five listed above, students undertake to learn the language at a satisfactory level until the beginning of their mobility.

**Art. 9.** The organization and conduct of the selection process for Erasmus mobilities falls under the competence of the Department for International Relations and the selection commission within the faculties, which are responsible for the correct application of this methodology.

**Art. 10.** The selection for Erasmus mobilities is open to all students of the Bucharest University of Economic Studies, Romanian or foreign citizens, enrolled in the full-time course of study, according to the legislation in force.

**Art. 11.** Students participating to study mobility must be enrolled at ASE both at the time of selection and during their mobility within bachelor, master or doctorate courses of study. Candidates may participate exclusively to the mobilities corresponding to the course of studies in which they are enrolled. In order to participate to study mobilities, students must have completed at least two semesters of study before the start of their mobility.

**Art. 12.** Students enrolled in the final year during their mobility may benefit from study periods of one academic year. Participation at the graduation exam at the end of the mobility depends on the equivalence of the professional results obtained at the partner university before the end of the re-evaluation session; otherwise, they may participate in future sessions of the bachelor/dissertation exam.

**Art. 13.**

a) Students enrolled in the final year during the selection process can benefit from Erasmus mobilities of one or two semesters during the following academic year, provided they enroll in a full-time master or doctoral program in ASE in the following academic year. Re-registering for the selection process will be based on a declaration of commitments (as illustrated in Appendix 1).

b) Students enrolled in the final year during the selection process can benefit from internship mobilities during the following academic year, provided their mobility is finalized within 12 months since graduation.

**Art. 14.** Candidates may submit up to seven options for universities from the same linguistic area for places with or without Erasmus grant funding. A candidate may participate in the selection for a single linguistic area.

**Art. 15.** For all activities related to the selection process (submission of application, attending selection interviews, withdrawal), the presence of the candidate is mandatory

**Art. 16.** The selection is done in strict order of decreasing overall score, according to the order of preferences expressed by the candidate, subject to available places.

**Art. 17.** Information on the selection organization and results for Erasmus mobilities will be published on the Internet by the Department for International Relations at [www.international.ase.ro](http://www.international.ase.ro).

## **CHAPTER II**

### **SELECTION OF CANDIDATES FOR STUDENT MOBILITIES WITHIN THE ERASMUS+ PROGRAMME AND OTHER SIMILAR PROGRAMS**

**Art. 18.** The selection of candidates for Erasmus student mobilities is by competition based on cumulated professional results, language proficiency test results and selection interview

**Art. 19.** Registering for the selection process is subject to the following conditions:

a) The applicant shall submit to the Department for International Relations a single file (transparent cover plastic file) containing the following mandatory documents:

- Application Form, specifying the options (up to 7 options within a single linguistic area),
- Letter of intent (written in the foreign language in which the studies will be carried out),
- Curriculum vitae (written in the foreign language in which the studies will be carried out),
- Study project (written in the foreign language in which the studies will be carried out), detailing the educational and professional goals set during mobility (1-2 pages).

Optional documents relevant to the requested mobility:

- Language Certificates (copy),
- Professional Certifications (copy),
- Diplomas, certificates, certificates on results of scientific student research, internship, participation to extracurricular projects etc. (copy),
- Letters of recommendation from teachers / coordinators of internship (original).

b) Registering for the selection is done once, for all expressed options. The candidate's file remains at the Department for International Relations throughout the selection process.

c) After the registration period is over, no changes to the Application Form are allowed.

d) Incomplete files (missing mandatory documents) or with incorrect options will be eliminated from the selection process.

**Art. 20.** Professional results

a) The professional results will be collected in a centralized manner from each faculty secretariats by the Department for International Relations after the registration period is over.

b) In order to meet the eligibility criteria, each candidate must have passed all previous exams with an overall of minimum 7 at the moment of selection.

c) The candidates have the obligation to verify the accuracy of information comprised in the nominal lists and to notify any inconsistencies to the Department for International Relations.

**Art. 21.** The language proficiency test

a) The language proficiency test is conducted centrally, in the form of a written eliminatory test with the duration of 2 hours.

- b) The written test is conducted for 5 foreign languages, according to the mobility areas: English, French, German, Italian, and Spanish. A candidate can only take on language test, according to the option expressed upon registration.
- c) Distribution of candidates in exam rooms will be displayed at least 48h before the written test by the Department for International Relations.
- d) When entering the exam room, candidates must present a valid ID. Access with mobile devices, dictionaries, books and any other equipment is strictly forbidden.
- e) Before starting the written test, the presence of the candidates in the room is noted, examination materials are distributed to all present candidates and explanations on how to complete them are given.
- f) Candidates which are not present when examination materials are distributed lose the right to take the test. Also, candidates may not temporarily leave the exam rooms unless they have handed the exam paper.
- g) Fraud and fraud attempts, including discussions between candidates lead to elimination from the selection process.
- h) The evaluation scales will be listed within 24h since the written test on the display panel of the Department for International Relations and online.
- i) In order to pass the language proficiency test, a minimal score of 5 out of 10 (maximum possible) is necessary.
- j) ASE, are exempted from taking the written test (see Appendix 2). In case they decide to take the written test, then the score they obtain is the one taken into account for the selection process.

**Art. 22.** The selection interviews

- a) The selection interviews will take place at the faculty which signed the respective student mobility agreement, irrespective of the candidates' faculty of origin.
- b) The selection commission will have at least 3 members, as follows: the dean or vice-dean of the faculty as president, a students' representative and a member of the Department for Modern Languages and Business Communication. Other members may be included in the interview commission.
- c) The schedule of the interviews will be established by the interview commission and the Department for International Relations and will be displayed at each faculty's panel and online.
- d) The interview will assess the oral expressing capacity of the candidate, the motivation, interest in the mobility and also basic knowledge of the field of study. The selection interview is eliminatory. In order to pass the interview a minimal score of 5 out of 10 (maximum possible) is necessary.
- e) The interview results will be available within 48h the at the display panel of the Department for International Relations (centralized results).

**Art. 23.** Selection of candidates

- a) The average selection score is determined by weighting the three selection criteria as follows:
  - Professional results (cumulated score of the years of study) 50%
  - Language proficiency test results 30%
  - Interview score 20%

The score will be truncated to two decimals.

- b) An overall selection score of minimum 5.00 is necessary for eligibility.
- c) The candidates' ranking will be based on the overall selection score and the options expressed upon registration.
- d) In the event that several candidates obtain the same overall selection score, the tie breaker is based on the rank of the respective option within the hierarchy expressed upon registration. If the equality persists, the tiebreaker will take into consideration the decreasing order of the overall score of the years of study, truncated at three decimals.

- e) A candidate will be selected for mobility to only one university, regardless of the number of expressed options.
- f) The place obtained within the selection process is guaranteed for as long as the candidate does not file a withdrawal request.

**Art. 24.** Display of the selection results

- a) The selection results will be displayed on the following lists:
  - List of selected candidates for places which benefit from Erasmus financial support or for zero-grant places, distributed according to the destination university,
  - List of waiting candidates, which have obtained an overall selection score of minimum 5.00 and which can candidate again in case of redistribution of available places,
  - List of rejected candidates, not eligible for mobility.
- b) Ulterior redistribution of available places is based exclusively on the waiting list, without changing the general ranking.

**Art. 25.** Confirmation of the selection results is implicit. Candidates who wish to give up their place must submit a withdrawal request within 5 working days from the posting of the final lists.

**Art. 26.** Redistribution of available places

- a) Available places are unallocated mobilities in the first stage of the selection process or the ones which holders have given up. Available places for general competition become available to all candidates on the waiting list regardless of their faculty of origin. In the case of restrictive places due to certain specialization or field of study, the places remain available only for the students of the faculty which concluded the respective agreement.
- b) Redistribution of seats available after the first stage of the selection process is made between the candidates on the waiting list for the respective linguistic area, in decreasing order of overall scores and strictly in accordance with the options expressed. If the overall scores are equal, the tie breaker is based on the rank of the respective option within the hierarchy expressed upon registration. If the equality persists, the tiebreaker will take into consideration the decreasing order of the overall score of the years of study, truncated at three decimals.
- c) The candidates who have passed the first stage of the selection process and decide to give up their place, but wish to participate in the redistribution process, are moved to the reserves list and may strictly candidate for the options expressed upon registration.
- d) Candidates on the reserve list displayed in the first stage of the selection process may submit options for all places available at this stage, regardless of the options expressed upon registration.
- e) Any places which became available after the redistribution stage will be allocated to candidates on the reserves list of reserve in decreasing order of overall scores.

**Art. 27.** Right to contestation

- a) Any contestation regarding the selection process will be submitted within 24h after the display of the results lists and will be resolved by the Department of International Relations, the faculty selection commissions or the exam commissions .. The contestation deadline will be indicated along with the display of results lists.
- b) The score obtained at the selection interview cannot be challenged.
- c) The candidate whose contestation has been admitted becomes an Erasmus student if the overall score is higher than the one of the last candidate admitted initially. In case the overall scores are equal, tiebreaker criteria apply, but without modifying the situation of the candidates initially admitted.

**Art. 28.** Other provisions

The files of the rejected candidates or of the ones who wish to withdraw are returned on request, within 3 months from the display of final selection lists.

### **CHAPTER III**

## **CONDUCT OF STUDENT MOBILITY WITHIN THE ERASMUS+ PROGRAMME AND OTHER SIMILAR PROGRAMS**

**Art. 29.** After the display of final results list, the candidates will get in touch with partner universities for administrative formalities related to their enrollment in the following academic year. The students proposed for study mobilities will prepare application files and will provide all documents requested by the partner university for admission to studies.

**Art. 30.** Learning agreements

- a) In preparation for mobility, the students will establish learning agreements, which will be approved by the faculty's Erasmus coordinator (dean or vice-dean) and then by the institutional coordinator. Subsequently, learning agreement will be submitted for approval to the partner universities as part of the student's mobility file.
- b) The choice of subjects to be studied during mobility must be in accordance with the specialization within ASE, by taking into consideration the choice of identical or compatible disciplines.
- c) The learning agreement must comprise 30 ECTS/semester or 60 ECTS/year and must be filled employing an international language.
- d) The learning agreement can be modified within 15 days since the beginning of the academic year at the partner university and such modifications must be accepted and signed by both universities (ASE and host university).
- e) The learning agreement and the changes to the Learning agreement are signed in three originals: one for the beneficiary, one for the host university and one for ASE.

**Art. 31.** Financial agreements

- a) Once ANPCDEFP informs ASE on the amounts allocated for the academic year in which the the mobility activity takes place, the ASE Board of Directors will approve the monthly amount for the mobility grants.
- b) The grant represents a contribution to the costs of transport and living during the mobility period and is determined by dividing the total grant by the number of months×students.
- c) Beneficiaries with disabilities or coming from disadvantaged social environments may require grant supplementation, which will be subject to a separate agreement between ASE and ANPCDEFP within the limits set by the program budget. Requests of this kind will be accompanied by supporting documents and will be filed with the Department for International Relations within the shortest time after the display of the selection results.
- d) Financial contracts are concluded after receiving the confirmation of admission at the partner university and after the approval of the learning agreement.
- e) The financial agreement is signed in three originals: one for the beneficiary, one for the home university and one for student's mobility file (kept at the Department for International Relations)
- f) When signing the financial agreements, the selected students will submit at the Department for International Relations the following documents: copy of the invitation/confirmation of admission at the partner university, copy of the learning agreement signed by ASE representatives, financial identification of the beneficiary, copy of ID (identity card/passport), copy of medical insurance.
- g) When signing the financial agreement, the beneficiary will also receive an Erasmus certificate stating the Erasmus student status, period of studies and the grant's amount.
- h) The amounts related to the grant will be paid to the beneficiaries after receipt from ANPCDEFP as follows: 80% of the total grant at the start of the mobility and 20% of the total grant within 30

days after completion of the mobility period and submission of all supporting documents to the Department for International Relations.

**Art. 32.** Extension of the period of studies

- a) The initial study period can be extended for up to 12 months, without exceeding the 30th of September. The purpose of the extension can be a new period of study or an internship.
- b) The extension of the study period must be justified and approved by both ASE and the host university. Approval of the extension must be requested at least one month before the completion of the mobility initially approved and must be continuous. Interruptions of mobilities or extensions in different academic years are not permitted.
- c) The extension request must be accompanied by a learning agreement for the new period of study or a certificate/contract of internship.
- d) Extended periods of studies are funded only in the case of funding supplements from ANPCDEFP or redistribution of amounts in the program at institutional level. At the time of application for extension, applicants must have the financial means of self-support over that period.

**Art. 33.** Finalizing Erasmus mobility

At the end of the Erasmus mobility, the beneficiary will come in person at the Department for International Relations in ASE within 15 days from returning and will submit the following documents:

- The Learning agreement signed by the department coordinator and the institutional coordinator both at ASE and the host university;
- The Transcript of records stating the grades and the credits obtained (original and copy, the copy will remain in the student's file);
- The Certificate of attendance from the faculty/department for international relations of the host university, certifying that the Erasmus mobility has been correctly fulfilled;
- A narrative report over the period of study written by the beneficiary;
- Affidavit on mobility co-financing.

If the transcript of records is transmitted by the host university after completion of the period of study, the beneficiary shall submit to the Department for International Relations all other reporting documents. The mobility file will be considered complete upon receipt of all documents referred to in the previous paragraph.

**Art. 34.** Recognition of the mobility and equivalence of academic results

- a) At the end of the period of study abroad, the host institution must provide the beneficiary and ASE a certificate confirming the fulfillment of the program of study and an excerpt from the transcript of records.
- b) ASE will provide recognition of studies undertaken by the beneficiary at the host institution as part of his diploma in accordance with the recommendations of the European Commission in this area and provisions of O.M.E.C.T.S. 3223/08.02.2012 regarding the methodology for recognition of study periods abroad. The entire period of study carried out in another university replaces by recognition a period of the same length and the same workload (measured by ECTS credits) that the student would perform in the home institution.
- c) The equivalence of academic results obtained abroad is based on ECTS. The diploma supplement will include the professional results obtained abroad and information on the host institution and duration of studies. In case the host university mentions a local grade and an ECTS grade, the most favorable system for the student will be taken into consideration for equivalence. In case of disciplines evaluated by "Fail" and "Pass", the diploma supplement will mention the number of credits obtained and the mark.

For the disciplines for which the student did not obtain the minimum passing mark in the local system, but are part of modules or special study formations, if the partner university validates the entire module and grants transferable credits related to the respective disciplines, the equivalent final grade will be 5.

The titles of the disciplines studied at the partner university will be filed in the diploma supplement in the form in which they were approved in the Learning agreement. The document by which the recognition of studies abroad is the (see Appendix 4), drawn up at the Department for International Relations, based on the transcript of records issued by the partner institution and the learning agreement approved by the three parties participating in mobility (the student, the student's home university and the host university).

d) Recognition may be withdrawn only if the beneficiary fails to carry out the program of study at the level required by the host institution or fails to fulfill another condition for academic recognition required by the participating institutions.

**Art. 35.** ASE related registration formalities

a) The beneficiary of the mobility must be registered as a student at the Bucharest University of Economic Studies during the mobility year, as a full-time student at bachelor, master or doctoral course of study. If the mobility starts before the beginning of the academic year in ASE, the beneficiary of the Erasmus mobility is registered automatically into the next academic year.

b) The beneficiary retains financial obligations towards ASE during the mobility period (pay tuition fees within the deadlines set by the Regulation), being exempt from paying tuition fees at the partner university.

c) During mobility, the beneficiary retains the right to scholarship, provided the criteria for the allocation of scholarships is met.

d) In the case of one-semester mobilities, the beneficiary benefits from a reserved place in ASE dormitories, without having to pay maintenance costs. ASE reserves the right to allocate the respective place to other beneficiaries, according to necessities.

e) For the academic year following the mobility period, housing of mobility beneficiaries is performed according to existing accommodation procedure within ASE, taking into account the overall score of the 1st semester. If the applicant's transcript of records is delayed by the host university, the distribution of students is done during redistribution stage in September, based on recognized overall scores, from the pool of available places at this stage.

#### **CHAPTER IV CANDIDATES' SELECTION FOR INTERNSHIPS WITHIN THE ERASMUS+ PROGRAMME**

**Art. 36.** The selection of candidates for Erasmus mobilities for internships is achieved by competition based on transparent selection criteria set out in the promoting faculties.

**Art. 37.**

Registering for the selection process for Erasmus internships, the candidates must submit to the promoting faculty a single file (transparent cover plastic file) containing at least the following mandatory documents:

- Application Form, specifying the options,
  - Letter of intent (written in the foreign language in which the studies will be carried out),
  - Curriculum vitae (written in the foreign language in which the studies will be carried out),
- Optional documents relevant to the requested mobility:
- Language Certificates (copy),
  - Professional Certifications (copy),
  - Diplomas, certificates, certificates on results of scientific student research, internship, participation to extracurricular projects etc. (copy),
  - Letters of recommendation from teachers/coordinators of internship (original),
  - Other relevant documents.

**Art. 38.** The selection results will be displayed on the following lists:

- List of selected candidates distributed according to the destination organization,
- List of waiting candidates, which have obtained an overall selection score of minimum 5.00 and which can candidate again in case of redistribution of available places,
- List of rejected candidates, not eligible for mobility.

**Art. 39.** Redistribution of available places

- a) Available places are unallocated mobilities in the first stage of the selection process or the ones which holders have given up.
- b) Redistribution of seats available after the first stage of the selection process is made between the candidates on the waiting list, in decreasing order of overall scores and strictly in accordance with the options expressed.
- c) Any places which became available after the redistribution stage will be allocated to candidates on the reserves list of reserve in decreasing order of overall scores.

**Art. 40.**

Right to contestation

- a) Any contestation regarding the selection process will be submitted within 24h after the display of the results lists and will be resolved by the organizing faculty. The contestation deadline will be indicated along with the display of results lists.
- b) The candidate whose contestation has been admitted becomes an Erasmus student if the overall score is higher than the one of the last candidate admitted initially. In case the overall scores are equal, tiebreaker criteria apply, but without modifying the situation of the candidates initially admitted.

**Art. 41.** Other provisions

The files of the successful candidates will be forwarded to the Department for International to start their registration and administrative procedures related to the organization of mobility.

## **CHAPTER V**

### **CONDUCT OF STUDENT MOBILITY FOR INTERNSHIPS WITHIN THE ERASMUS+ PROGRAMME AND OTHER SIMILAR PROGRAMS**

**Art. 42.** After the display of final results list, the candidates will get in touch with the host organization for administrative formalities related to their mobility.

**Art. 43.** Professional training agreements

- a) In preparation for mobility, the students selected for internships will prepare professional training agreements, which will be approved by the faculty's Erasmus coordinator (dean or vice-dean) and then by the institutional coordinator. Subsequently, the agreements will be submitted for approval by the internship coordinator to the host organization.
- b) The training objectives and the internship schedule must be in accordance with the specialization within ASE.
- c) The professional training agreement is signed in three originals: one for the beneficiary, one for the host organization and one for ASE.

**Art. 44.** Financial agreements

- a) Once ANPCDEFP informs ASE on the amounts allocated for the academic year in which the the mobility activity takes place, the ASE Board of Directors will approve the monthly amount for the mobility grants.
- b) The grant represents a contribution to the costs of transport and living during the mobility period and is determined by dividing the total internship grant by the number of months×students.
- c) Beneficiaries with disabilities or coming from disadvantaged social environments may require grant supplementation, which will be subject to a separate agreement between ASE and ANPCDEFP within the limits set by the program budget. Requests of this kind will be accompanied by supporting documents and will be filed with the Department for International Relations within the shortest time after the display of the selection results.
- d) Financial contracts are concluded after receiving the confirmation of admission at the partner organization.
- e) The financial agreement is signed in three originals: one for the beneficiary, one for the home faculty and one for student's mobility file (kept at the Department for International Relations)
- f) When signing the financial agreements, the selected students will submit at the Department for International Relations the following documents: copy of the professional training agreement signed by all parties, financial identification of the beneficiary, copy of ID (identity card/passport), copy of medical insurance.
- g) When signing the financial agreement, the beneficiary will also receive an Erasmus certificate stating the Erasmus student status, period of internship and the grant's amount.
- h) The amounts related to the grant will be paid to the beneficiaries after receipt from ANPCDEFP as follows: 80% of the total grant at the start of the mobility and 20% of the total grant within 30 days after completion of the mobility period and submission of all supporting documents to the Department for International Relations.

**Art. 45.** Extension of the period of internship

- a) The initial internship period can be extended for up to 12 months, without exceeding the 30th of September.
- b) The extension of the study period must be justified and approved by both ASE and the host organization. Approval of the extension must be requested at least one month before the completion of the mobility initially approved and must be continuous. Interruptions of mobilities or extensions in different academic years are not permitted.
- c) The extension request must be accompanied by a professional training agreement for the new period of internship.
- d) Extended periods of studies are funded only in the case of funding supplements from ANPCDEFP or redistribution of amounts in the program at institutional level. At the time of application for extension, applicants must have the financial means of self-support over that period

**Art. 46.** Finalizing Erasmus mobility

At the end of the Erasmus mobility, the beneficiary will come in person at the Department for International Relations in ASE within 15 days from returning and will submit the following documents:

- The professional training agreement signed by the beneficiary, the department coordinator and the institutional coordinator in ASE and by the internship coordinator in the host organization;
- The Certificate of attendance from the host organization, certifying that the Erasmus mobility has been correctly fulfilled;
- A narrative report over the period of internship written by the beneficiary;
- Affidavit on mobility co-financing.

The mobility file will be considered complete upon receipt of all documents referred to in the previous paragraph.

**Art. 47.** Recognition of the internship mobility

- a) At the end of the period of study abroad, the host organization must provide the beneficiary and ASE a certificate confirming the fulfillment of the program of professional training.
- b) ASE will provide recognition of internships undertaken by the beneficiary within the timeframes and under the terms provided in ASE's regulations regarding internships as part of his diploma in accordance with the recommendations of the European Commission in this. The entire period of internship carried out abroad replaces by recognition a period of the same length and the same workload (measured by ECTS credits) that the student would perform in the home institution.
- c) Recognition may be withdrawn only if the beneficiary fails to carry out the program of study at the level required by the host institution or fails to fulfill another condition for academic recognition required by the participating institutions.
- d) In cases the internship is not recognized as part of the course of study to which the beneficiary is registered, the internship will be mentioned as a distinct period in the diploma supplement issued upon completion of the program.

**Art. 48.** ASE related registration formalities

- a) The beneficiary of the mobility must be registered as a student at the Bucharest University of Economic Studies during the mobility year, as a full-time student at bachelor, master or doctoral course of study. If the mobility starts before the beginning of the academic year in ASE, the beneficiary of the Erasmus mobility is registered automatically into the next academic year.
- b) The beneficiary retains financial obligations towards ASE during the mobility period (pay tuition fees within the deadlines set by the Regulation).
- c) During mobility, the beneficiary retains the right to scholarship, provided the criteria for the allocation of scholarships is met.
- d) For the academic year following the mobility period, housing of mobility beneficiaries is performed according to existing accommodation procedure within ASE.

## **CHAPTER VI FINAL PROVISIONS**

**Art. 49.** Participation in the Erasmus+ mobility programme and similar programs implies full acceptance of this Regulation by all candidates.

Approved in the university Senate meeting on 07.02.2014.

President of the Senate,  
Prof. Răzvan Zaharia, PhD

**COMMITMENT STATEMENT**

The undersigned .....,  
student in the 3rd year at the Faculty .....,  
candidate for an Erasmus mobility at master level during the academic year  
20.../20..., I am aware that my eligibility for the respective mobility is determined  
by admission to one of the master programs in ASE and the compatibility between  
the curricula in ASE and available subjects at the host university.

In the event that I will not be admitted to a master program, I declare that I am  
aware of my ineligibility for an Erasmus mobility and I commit to support all  
material consequences determined by my candidacy (accomodation expenses paid  
in advance at the university of destination, travel arrangements etc.).

Date: .....

Signature: .....

**LIST OF CERTIFICATES OF LANGUAGE PROFICIENCY EQUIVALENT  
TO THE LANGUAGE PROFICIENCY TEST FOR ERASMUS MOBILITIES**

**Equivalents for English language certificates**

No.	Certificate	Score/grade			Equivalent grade
1.	GMAT	-			10
2.	Cambridge Certificate of Proficiency in English	Grade A, B			10
		Grade C			9,75
3.	BEC - Higher	Grade A			9,75
		Grade B			9,00
		Grade C			8,75
4.	Cambridge Certificate in Advanced English	Grade A			9,50
		Grade B			9,00
		Grade C			8,75
5.	Cambridge First Certificate	Grade A			8,75
		Grade B			8,50
		Grade C			8,00
6.	BEC - Vantage	Grade A			8,75
		Grade B			8,50
		Grade B			8,00
7.	T.O.E.F.L	Internet- based	Computer-based	Paper-based	-
		114 - 120	281 - 300	650 - 667	10
		105 - 113	261 - 280	617 - 647	9,75
		94 - 104	241 - 260	587 - 613	9,50
		83 - 93	221 - 240	557 - 583	9,00
		72 - 82	201 - 220	533 - 553	8,75
		64 - 71	181 - 200	507 - 530	8,50
		59 - 63	170 - 180	497 - 503	8,00
8.	IELTS	Level 9			10
		Level 8			9
		Level 7			8

**Equivalents for German language certificates**

No.	German language certificate	Equivalent grade
1.	Baccalaureate diploma from the special section of the German Highschool ( <i>Deutsches Abitur</i> )	10
	Sprachzeugnis Oberstufe (ZOP)	
2.	Sprachdiplom (I – II) or <i>Gut/Sehr Gut</i>	9,75
3.	ZMP	
4.	Prüfung Deutsch für den Beruf	
5.	Zertifikat Deutsch	9,5
6.	Zertifikat DaF	

### **Equivalents for French language certificates**

No.	Certificate	Level	Equivalent grade
1.	DALF-Diplôme Approfondi de Langue Française	C2, C1	10
2.	DFA – Diplôme de Français d’Affaires Nivel 2	B2	9,75
3.	Certificate of judicial French	B2	9,50
4.	DELFF - Diplôme d’Etudes en Langue Française	B2	9,50
5.	DELFF - Diplôme d’Etudes en Langue Française	B1	9,00
6.	DFA – Diplôme de Français d’Affaires Nivel 1	B1	9,00
7.	Certificate of Professional French	B1	8,50
8.	French Certificate for Tourism and Industry	B1	8,50
9.	Diplôme de Langue de l’Alliance Française de Paris	B2	8,00
10.	Diplôme d’Etudes de Langue Française	A2	8,00
11.	Diplôme d’Etudes de Langue Française	A1	7,00

### **Equivalents for Italian language certificates**

No.	Certificate	Level	Equivalent grade
1.	CELI 5 / CILS QUATTRO C2 / PLIDA C2	C2	10
2.	Italian Baccalaureate	C2	10
3.	CELI 4 / CILS TRE C1 / PLIDA C1	C1	9,50
4.	CELI 3 / CILS DUE B2 / PLIDA B2	B2	9,00
5.	CELI 2 / CILS UNO B1 / ELE.IT / PLIDA B1	B1	8,50
6.	CELI 1 / CILS A2 / PLIDA A2	A2	8

### **Equivalents for Italian language certificates**

No.	Certificate	Level	Equivalent grade
1.	DELE Superior	C2	10
2.	DELE Intermedio/Basico	B2	9,50
3.	DELE Inicial	B1	8,50

**EQUIVALENCE TABLE FOR GRADES OBTAINED BY THE STUDENTS  
WHO STUDIED AT FOREIGN UNIVERSITIES**

Romania	1 – 4	5	6	7	8	9	10
ECTS Scale	FX, F Fail	E Sufficient	D Satisfactory	C Good	C Good	B Very Good	A Excellent
Austria	5	-	4	-	3	2	1
Bulgaria	2 Слаб	3 Среден	-	-	4 Добър	5 Много добър	6 Отличен
Belgium	7, 8, 9	10	11	12	13, 14	15, 16, 17	18, 19, 20
Czech Republic	> 3 nevyhověl	-	-	-	3 dobře	2 velmi dobře	1 výborně
Croatia	1 nedovoljan	2 dovoljan	-	-	3 dobar	4 vrlo dobar	5 izvrstan
Denmark	0, 3, 5	6	7	8	9	10	11, 13
Switzerland	< 3,5	3,5 – 3,99	4,0 – 4,49	4,5 – 4,99	5,0 – 5,49	5,5	5,51 – 6,0
Estonia	0 puudulik	1 kasin	2 rahuldav	-	3 hea	4 väga hea	5 suurepärane
Finland	-	1	1½	-	2	2½	3
France	Insuffisant (< 10)	Passable (10 – 10,49)	Passable (10,5 – 10,99)	Assez bien (11,0 – 11,49)	Assez bien (11,5 – 12,49)	Bien (12,5–14,49)	Très bien (14,5–20,0)
Germany	> 4,01	4,00 – 3,51	3,5 – 3,01	3,00 – 2,51	2,50 – 2,01	2,00 – 1,51	1,50 – 1,00
Greece	2, 3, 4	5	6	-	7	8, 9	10
Ireland	< 25% Fail	25% – 39% Pass	40% – 44% 3 <sup>rd</sup> pass	45% – 54% -	55% - 69% 2 <sup>nd</sup> / II	70% - 84% 2 <sup>nd</sup> / I	85%-100% I
Iceland	Fail	5	-	6	7	8	9, 10
Italy	≤ 17	18, 19	20 – 22	23-24	25-26	27, 28	29,30, 30+
Latvia	< 4	4	5	6	7	8	9, 10
Lithuania	< 4	5	6	7	8	9	10
UK	0 – 39% (Fail)	40 – 49% (3 <sup>rd</sup> )	50 – 54% (2ii)	55 – 59% (2ii)	60 – 64% (2i)	65 – 69% (Upper 2i)	70 – 100% (First)
Norway	6 - 4,1	4 - 3,5	3,5 - 3	2,9 - 2,4	2,3 - 2	1,9 - 1,2	1,1 - 1,0
Netherlands	1 – 4	5 – 5,49	5,5 – 6,49	-	6,5 – 7,49	7,5 – 8,49	8,5 - 10
Poland	< 3,00	3,00	3,01 – 3,49	-	3,50 – 3,99	4,00 – 4,49	4,50 - 5,00
Portugal	1 - 9	10	11, 12	13	14, 15	16, 17	18, 19, 20
Slovakia	5	-	4	-	3	2	1
Slovenia	1 - 5,9	6	6,1 - 6,9	7 - 7,5	7,6 - 7,9	8 - 9,9	10
Spain	< 5 Suspenso	5,0 – 5,49 Aprobado	5,5 – 6,49 Aprobado	6,5 – 7,49 Notable	7,5 – 8,49 Notable	8,5 – 9,49 Sobresaliente Excellent	9,5 - 10 Matricula de Honor
Hungary	1,00 -1,99 elégtelen	-	2,00 – 2,50 elégséges	-	2,51 – 3,50 közepes	3,51 – 4,50 jó	4,51 – 5,00 jeles, kiváló
Turkey	1 - 4 Noksan/ Pek Noksan	4,5 – 4,99	5,00 – 6,49 Orta	6,5 – 6,99 Orta	7,00 - 7,99 Lyi	8,00 – 8,99 Lyi	9,0 – 10,0 Pek iyi

Nr. DIR ..... / .....

**FIȘĂ DE RECUNOAȘTERE / ECHIVALARE  
A REZULTATELOR OBȚINUTE ÎN MOBILITATE**

**SHEET RECOGNITION / EQUIVALENCE OF RESULTS OBTAINED IN MOBILITY**

**Student:** <Surname Father's initial Given name>

Date and place of birth: <dd.mm.yyyy, place>

Faculty:

Form of study: fulltime

Specialization:

Mobility program:

Host university: <Official name of the institution, country>

Mobility period: <Semester, Academic year (dd.mm.yyyy – dd.mm.yyyy)>

No.	Subject passed at partner university (according to the Transcript of records)	Translation of the subject in Romanian	Translation of the subject in English	Total number of hours		Grade (local grade)	ECTS credits	Equivalent grade (according to ASE's equivalence table)
				Lecture	Sem.			
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

**Total credits:** ..... ECTS

**Simple arithmetic average:** .....

**Weighted average:** .....

Enclosed documents:

- Copy of the Learning agreement/Changes to the learning agreement,
- Copy of the Transcript of records.

Director International Relations ,

Reviewer,