


'GRIGORE T. POPA' UNIVERSITY OF MEDICINE AND PHARMACY OF IAȘI

	<b>WORK PROCEDURE FOR THE SELECTION OF ERASMUS STUDENTS</b>  <b>CODE:PL - 97</b>	Edition: 2
		Revision: 0
		Page: 1 of 14


## **SELECTION OF ERASMUS STUDENTS**

**CODE: PL - 97**

Document in full force and effect since 12/11/2019




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	<b>WORK PROCEDURE FOR THE SELECTION OF ERASMUS STUDENTS</b>  <b>CODE:PL - 97</b>	Edition: 2
		Revision: 0
		Page: 2 of 14

**INDICATOR OF EDITIONS AND REVISIONS**

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	<b>WORK PROCEDURE FOR THE SELECTION OF ERASMUS STUDENTS</b>  <b>CODE:PL - 97</b>	Edition: 2
		Revision: 0
		Page: 3 of 14

**TABLE OF CONTENTS**

<b>Section</b>	<b>Name</b>
<b>0</b>	<b>Table of contents</b>
<b>1</b>	<b>Aim</b>
<b>2</b>	<b>Scope</b>
<b>3</b>	<b>Reference Documents</b>
<b>4</b>	<b>Definitions and Abbreviations</b>
<b>5</b>	<b>Procedure Description</b>
<b>6</b>	<b>Duties</b>
<b>7</b>	<b>Records and Appendices</b>



	<p align="center"><b>WORK PROCEDURE FOR THE SELECTION OF ERASMUS STUDENTS</b></p> <p align="right"><b>CODE:PL - 97</b></p>	Edition: 2
		Revision: 0
		Page: 4 of 14

### 1. AIM

The procedure describes a set of unitary and explicit rules regarding the selection of students for the Erasmus Study and Placement Mobility Programme within 'Grigore T. Popa' University of Medicine and Pharmacy of Iasi.

### 2. SCOPE

This procedure applies to 'Grigore T. Popa' University students who are interested in Erasmus study and placement mobility programmes.

### 3. REFERENCE DOCUMENTS

**SR EN ISO 9000:2015** – Quality Management Systems. Basic Principles and Definitions.

**SR EN ISO 9001:2015** – Quality Management Systems. Requirements.

**SR EN ISO 9004:2018** – *Quality Management. Quality of an Organization. Guidelines for a Long-Lasting Success.*

Order of the Secretary General of the Government no. 600/2018 approving the Internal Management Control Code for Public Entities, with later amendments

Order of the Ministry of Education, Research and Sports no. 4238/17.06.2015 regulating the functioning of Erasmus offices

Extended Erasmus Charter for Higher Education

Erasmus+ Programme Guide developed by the European Commission

Erasmus financial institutional contract concluded on a yearly basis between 'Grigore T. Popa' University of Medicine and Pharmacy of Iași and A.N.P.C.D.E.F.P. Bucharest

Erasmus+ Office Organization and Functioning Regulations of 'Grigore T. Popa' University of Medicine and Pharmacy of Iasi

PL-87 work procedure: 'Recognition and Equivalence of Bachelor's Degree Education'

### 4. DEFINITIONS AND ABBREVIATIONS

SMC – quality management system

PL – work procedure

R – Rector

PR – Vice-Rector

CA – Management Board

NA – file classification

SMS – study mobilities.


SMP – placement mobilities.

ECHE – Erasmus Charter for Higher Education.

ECTS – European Credit Transfer and Accumulation System.

ANPCDEFP – National Agency for Community Programmes in the Field of Education and Vocational Training



	<p style="text-align: center;">WORK PROCEDURE FOR THE SELECTION OF ERASMUS STUDENTS</p> <p style="text-align: right;">CODE:PL - 97</p>	Edition: 2
		Revision: 0
		Page: 5 of 14

**Erasmus study mobility** = study period of minimum 3 months and maximum 12 months spent by the students of 'Grigore T. Popa' University of Medicine and Pharmacy of Iasi in a partner ECHE university.

**Erasmus placement mobility** = practical training period of minimum 2 months and maximum 12 months spent by the students of 'Grigore T. Popa' University of Medicine and Pharmacy of IASI in a partner institution (university, organization, etc).

## 5. PROCEDURE DESCRIPTION

### 5.1. General

According to the ERASMUS mobility funding contract concluded with the National Agency for Community Programs in the Field of Education and Vocational Training (ANPCDEFP), 'Grigore T. Popa' University of Medicine and Pharmacy of Iași has implemented study and placement mobilities based on inter-institutional agreements concluded with universities holding an ERASMUS Charter for Higher Education.

The organization and conduct of student mobilities at 'Grigore T. Popa' University of Medicine and Pharmacy of Iași are based on the principles set out in the Extended Erasmus Charter for Higher Education, and on the recommendations of the National Agency for Community Programmes in the Field of Education and Vocational Training (ANPCDEFP). Student mobility within the Erasmus + programme may be study mobilities (SMS) or placement mobilities (SMP).

The minimum duration of student mobilities is 3 months for study mobilities (SMS) and 2 months for placement mobilities (SMP), and the maximum duration is 12 months for both.

The mobilities may be conducted only in universities in the programme countries with which UMF has concluded inter-institutional agreements, and which hold the Erasmus + Charter (ECHE).

**The study or placement mobilities may be funded or not. Mobilities with no Erasmus funding ('zero' grant' students)** are allowed and may be encouraged and financially supported by the faculties, within the precise framework defined by the inter-institutional agreements.

In this case, students may also benefit from the Erasmus status (which means they are exempted from tuition fees at the host university during the Erasmus internship).


### I. Selection organisation

5.2. In March, the Erasmus+ Office registrar posts on the university's website, in the International Relations tab, the **selection ad**, which includes:

- the list of destinations/institutions where teaching mobilities are available for that academic year;
- selection schedule;




**'GRIGORE T. POPA' UNIVERSITY OF MEDICINE AND PHARMACY OF IAȘI**

	<b>WORK PROCEDURE FOR THE SELECTION OF ERASMUS STUDENTS</b>	Edition: 2
	<b>CODE:PL - 97</b>	Revision: 0
		Page: 6 of 14

- selection and score calculation criteria (described under 5.6.);
- conditions for participation, namely:
  - full-time Romanian or foreign students. Foreign students must also include in their application file their Registration Certificate (proving they have the right to reside in Romania);
  - for study mobilities, students must be enrolled at least in the second year of study; this condition does not apply to placement mobilities;
  - the student must have good academic results in the previous academic year (lowest average grade: 8) and to have passed all his/her exams, including in the last exam session;
  - fresh graduates may go on a practical training internship (placement) if they were selected while they were 6<sup>th</sup> year students (the duration of the mobilities already attended during that education cycle will be taken into account and it should not exceed 12 months);
  - the total duration of the study and placement mobilities that a student may attend shall not exceed 12 months (study + placement) per course of study (bachelor's degree, master's degree, doctoral school);
  - former beneficiaries of a study traineeship of the prior generations of Socrates and LLP-Erasmus programmes, provided they meet the above-mentioned criteria and provided the total duration of the traineeships (Socrates/LLP-Erasmus and Erasmus+) does not exceed 12 months/course of study;
  - the ERASMUS student must be enrolled in a programme of study awarding a bachelor's, master's or Ph.D. degree in the university providing the mobilities;
  - the mobility should be part of the exchange of students proposed by the home university based on the Bilateral Agreement signed with the partner university;
  - the ERASMUS student must have acquired sufficient knowledge of the language in which the courses are taught at the partner university - B1/B2 language certificate (according to the agreement concluded);
- list of documents to be included in the student's **application file** for an ERASMUS mobility, namely:
  - (a) Motivation (intention) letter
  - (b) Curriculum Vitae
  - (c) Certificate with the average grade of the previous years (from the secretariat) and, where applicable, certificate attesting that he/she is the beneficiary of a need-based grant
  - (d) Recommendation from a member of the teaching staff who has worked with the student directly
  - (e) Application sent to the faculty Dean containing the applicant's mobility options ranked according to his/her preferences
  - (f) Official certificate attesting the B1/B2 level of knowledge of the teaching language of the partner university (according to the agreement concluded) (e.g. for French: DALF, for English: TOEFL, CAMBRIDGE, for Spanish: DELE, delivered either by



## 'GRIGORE T. POPA' UNIVERSITY OF MEDICINE AND PHARMACY OF IAȘI

	<p style="text-align: center;">WORK PROCEDURE FOR THE SELECTION OF ERASMUS STUDENTS</p> <p style="text-align: center;">CODE:PL - 97</p>	Edition: 2
		Revision: 0
		Page: 7 of 14

the foreign language departments from the Faculty of Letters of 'Al.I.Cuza' University of Iasi or by a Cultural Centre of the country of destination).

**Remarks:**

1. The documents described under (a), (b), (d) shall **also** be submitted by the applicant in the teaching language of the partner university.
2. The inclusion in the application file of **certificates, diplomas, published papers** may constitute an advantage for that applicant
3. Proof of the **student's contribution to forms of local cooperation**, in students' organisations, **or to forms of interuniversity cooperation at national and/or European level**, is another relevant differentiating criterion.

5.3. The student submits to the faculty secretariat the application addressed to the Dean, which includes the ranking of the universities to which he/she wishes to apply, as well as the application file to the Erasmus+ Office of the university, before the competition date mentioned in the selection ad.

5.4. The faculty head registrar remits the student's application for registration to the Erasmus+ Office secretariat, which submits it for analysis by the Erasmus+ Office. The latter checks the file and, if the file is incomplete, the secretary of the Erasmus+ Bureau contacts the applicant and requests the missing documents.

**II. Selection board composition**

5.5. Selection is carried out at the central level (Erasmus+ Office) in April and May (for the first semester or for an entire academic year) and, depending on the available funds, in October only for mobilities that will take place in the second semester.

The competent vice-rector proposes to the CA the appointment of a selection board composed of:

- Chairperson (Vice-Rector in charge of international relations)
- 1-3 members from each faculty (faculty Dean/Vice-Dean/Erasmus coordinator)
- Erasmus institutional coordinator of the University
- Representatives from the Foreign Languages Department of UMF „Gr. T. Popa”
- Board registrar (Erasmus+ Office representative)

and submits this proposal for analysis and endorsement by the Management Board. Depending on the CA's opinion, the rector issues the selection board appointment decision.


**III. Selection criteria setting**

5.6. In order to be selected for an ERASMUS teaching internship, the applicant must meet the following **selection criteria**, according to the CALCULATION OF THE SCORE OF AN APPLICANT:





## 'GRIGORE T. POPA' UNIVERSITY OF MEDICINE AND PHARMACY OF IAȘI

	<b>WORK PROCEDURE FOR THE SELECTION OF ERASMUS STUDENTS</b>  <b>CODE:PL - 97</b>	Edition: 2
		Revision: 0
		Page: 8 of 14

Distinctions shall be made between students and Ph.D. candidates/residents by adding up the following categories of points to get a GENERAL SCORE:

For students: GENERAL SCORE = A + B + C + D

For Ph.D. candidates: GENERAL SCORE = A + B + C + D + E + F + G + H

**A** = 10 x general average grade (for students – general average grade of the passed years)

**B** = 1.5 x (B1 + B2 + B3 + B4)

B1 = 2 x No. of papers published in Romania (first author)

B2 = 5 x No. of paper published abroad (first author)

B3 = 0.50 x No. of papers communicated in Romania first author)

B4 = 0.75 x No. of papers communicated abroad (first author)

**C** = C1 + C2 + C3 + C4

C1 = 1.5 x No. of papers published in Romania (co-author)

C2 = 4 x No. of paper published abroad (co-author)

C3 = 0.30 x No. of papers communicated in Romania (co-author)

C4 = 0.5 x No. of papers communicated abroad (co-author)

**D** = 10 x No. of research contracts of which he/she is a participant

**E** = E1 + E2

E1 = 20 x No. of published books (first author)

E2 = 15 x No. of published books (co-author)

**F** = 25 points for one graduated faculty

**G** = 15 points for one graduated master's degree programme

**H** = 10 x (No. of PU courses, summer schools)

#### IV. Student selection for ERASMUS study or placement mobilities

5.7. The selection board checks the contents of the files based on the selection criteria (described in section 5.6.) and determines each applicant's score.

Former Erasmus students also have the right to participate, but priority shall be given to first timers.

The board provisionally ranks the applicants based on their scores (in descending order) and on the available places in the universities chosen by the applicants, according to the data provided in the inter-institutional agreements.

After the provisional ranking has been completed, the applicants take an interview.


The interview will be conducted in the teaching language, as the board will test the applicant's medical language knowledge and the ability to have a conversation in that language.

The interview is conducted in public, according to the appointment, so that the entire board can hear each applicant and avoid complaints regarding the level of foreign language knowledge.

After the interview, at a later date, the choice of openly expressed mobility options takes place in a public meeting, where all the applicants are present. The specific destination (University) is allocated according to the position in the ranking of the applicant's learning language.





	<b>WORK PROCEDURE FOR THE SELECTION OF ERASMUS STUDENTS</b>	Edition: 2
	<b>CODE:PL - 97</b>	Revision: 0
		Page: 9 of 14

Eligibility does not guarantee the funding of the mobility that will be decided, depending on the available funds, at the time of signing the institutional Erasmus contract for the academic year during which the mobility will take place.

5.8. An applicant may fail the interview, regardless of his/her general score, if the board finds that he/she does not have sufficient knowledge to take an exam in the foreign language for which he/she applies. The grade of the language interview is the arithmetical average grade of the grades granted by the interview board (ranging from 1 to 10). The applicant is considered eligible if his/her language interview grade is at least 5.

5.9. The board ranks the eligible candidates according to the general criteria, to the score of their application file and language interview results, in decreasing order and in accordance with the applicant's option.

The board secretary drafts the minutes (PV), which includes the lists of admitted, rejected and reserve applicants.

All selection board members undertake responsibility for the PV under binding signature.

5.10. An applicant may move up from the reserve list to the selected applicants list following a withdrawal or additional funding.

In the case of withdrawal from the mobility without a valid reason, due to force majeure (death or illness in the family, etc.), the students declared admitted will not have the right to apply for a study or placement mobility the following year.

5.11. There is no objections procedure to the board decisions.

5.12. Any change occurring during the academic year (changes on the lists, change of the university of destination, etc.) is registered in the Erasmus+ Office records.

5.13. All students have equal opportunities.

'Grigore T. Popa' University of Medicine and Pharmacy of Iași ensures transparency by displaying all information and available Erasmus mobilities both on the notice boards and on the university's website, under the International Relations tab.

The list of admitted students is displayed on the RECTOR'S office notice board and on the university's website, under the International Relations tab, by the Erasmus Office registrar, within 48 hours of the finalization of the rankings.


5.14. The Erasmus Office registrar also informs each admitted student, as soon as possible, about the application at the chosen university and the conditions for the recognition of the exams.

## **V. Conduct of Erasmus study and placement mobility**

5.15. **Erasmus mobility organisation** begins after the final list confirmation and publication stage for the drafting of the application files to be sent to the partner universities has ended.



## 'GRIGORE T. POPA' UNIVERSITY OF MEDICINE AND PHARMACY OF IASI

	<p style="text-align: center;"><b>WORK PROCEDURE FOR THE SELECTION OF ERASMUS STUDENTS</b></p> <p style="text-align: right;"><b>CODE:PL - 97</b></p>	Edition: 2
		Revision: 0
		Page: 10 of 14

5.16. Students complete and submit the registration, accommodation, and language courses forms at the partner universities by the deadline set by the latter. Most universities have these forms on their own web page, whereas our university's website hosts the list of partner universities and links to their websites.

### 5.17. Learning Agreement

The learning/vocational training agreement pertaining to the Erasmus mobility is the basis for the recognition of the traineeship period.

a) In order to prepare the mobility, the admitted students complete the learning agreements (Learning Agreement for Studies or Learning Agreement for Traineeships), which include the disciplines that will be studied during the mobility and the related number of credits (20 credits for a quarter, 30 credits for a semester and 60 credits for one academic year, respectively). It must be signed by the faculty Dean and/or Erasmus Institutional Coordinator.

b) In case of learning agreement changes, it is recommended that the student modify the agreement within 4 weeks of the beginning of the Erasmus mobility, by completing the Learning Agreement Changes form, which needs to be approved by both universities.

## VI. Funding, fund distribution and financial agreement

a) The specific activities of the Erasmus+ program are funded from funds allocated to 'Grigore T. Popa' University of Medicine and Pharmacy of IASI by ANPCDEFP (based on the financial agreement signed by the two institutions); the amount granted by ANPCDEFP is divided equally by the number of Erasmus mobilities, according to the number of months of each mobility. If the amount does not cover all mobilities, the Management Board will decide how to allocate the available funds.

b) Foreign students may enjoy Erasmus funding in conditions similar to those applying to Romanian students.

c) The financial agreements are concluded after the confirmation of admission to the partner university have been received and after the learning agreement have been approved.

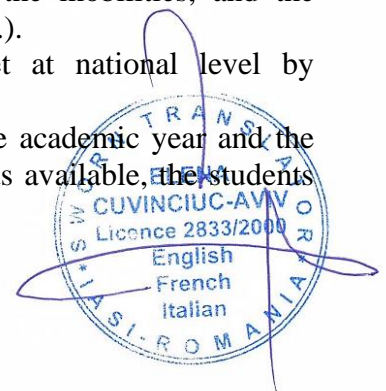
d) The students receive 80% of the whole amount at the beginning of their mobility, while the remaining 20% is received upon their return. If the Erasmus funds are already in the University's bank account, they will be transferred to each student 3 days before their departure, and the funds have not reached the university's bank account, they will be transferred when received from ANPCDEFP.

e) Any bank fees shall be deducted from the beneficiary's grant.


The ERASMUS programme ensures the **partial funding** of the mobilities, and the applicants must identify additional funding sources (sponsorships, etc.).

The monthly amount of Erasmus + study mobilities is set at national level by ANPCDEFP, as shown in Appendix no. 1.

If the need-based grants are approved after the beginning of the academic year and the student has started his/her mobility, depending on the Erasmus funds available, the students may receive that additional grant throughout their mobility.



## 'GRIGORE T. POPA' UNIVERSITY OF MEDICINE AND PHARMACY OF IAȘI

	<b>WORK PROCEDURE FOR THE SELECTION OF ERASMUS STUDENTS</b>  <b>CODE:PL - 97</b>	Edition: 2
		Revision: 0
		Page: 11 of 14

The duration of a study mobility, ranging from 3 to 12 months, corresponds to the duration of the semester (including the first exam session) at the host University. The financial support is granted only for the time that the partner university was actually attended.

The duration of a placement mobility ranges from 2 to 12 months and the grant is the study grant plus an additional 200 euros/month.

ERASMUS students are exempted from paying tuition fees at the partner university; however, he/she may be required to pay for some services (e.g.: photocopies, various insurances, students' union membership fee, etc.); if the student pays tuition fees at his/her home university, he/she will continue to pay them during his/her ERASMUS mobility.

The scholarships granted to students by their home university will continue to be paid to them during their ERASMUS mobility at the partner university.

Students may have access to study or placement mobilities within the **'zero grant'** ERASMUS programme, which entails the same selection process, yet **with no funding**.

At least two weeks before their departure, admitted students submit the following documents to their faculty dean's office:

1. Request for travel abroad (for its endorsement by the faculty Dean)
2. Acceptance letter / Invitation

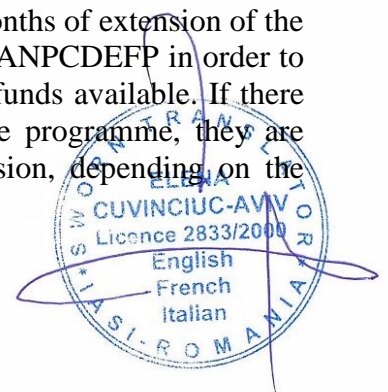
After the request has been endorsed by the Dean, the faculty head registrar sends the documents filed by the applicants to the Erasmus+ Office through the university registrar office.

At the end of the ERASMUS mobility, the student submits the following documents to the Erasmus+ Office of the university, which confirm his/her attending the courses in the host institution:


- a) Learning Agreement signed and sealed and mobility form
- b) Academic records (transcripts of grades and credits) and, where appropriate, other forms of assessment (testimonials from professors about the students' work – traineeship reports)
- c) Certificate from the host university (from the faculty or international relations department) attesting that the student did a traineeship during that period
- d) Travel tickets to the destination (plane, train, bus), accommodation invoices/receipts for each month and return tickets.

## VII. Mobility extension

- a) Depending on the number of students and on the number of months of extension of the mobility, the university may request additional funding from ANPCDEFP in order to extend mobilities, provided that the ANPCDEFP have extra funds available. If there are funds left after some students have withdrawn from the programme, they are equally shared between all the students who request extension, depending on the monthly amount per country and available funds.



## 'GRIGORE T. POPA' UNIVERSITY OF MEDICINE AND PHARMACY OF IAȘI

	<b>WORK PROCEDURE FOR THE SELECTION OF ERASMUS STUDENTS</b>  <b>CODE:PL - 97</b>	Edition: 2
		Revision: 0
		Page: 12 of 14

- b) An Erasmus mobility student may have his/her mobility extended (study/practice) with 'zero' grant (i.e. without Erasmus funding), even if the funds for financing that period are insufficient or non-existent, provided that his/her request for extension is approved by the CA.
- c) The mobility may be extended up to 12 months, without exceeding the academic year end date (30 September)
- d) Mobility extension needs to be approved by both universities. Extension approval must be requested at least one month before the end of the initially approved mobility and it must be a continuation of it. No interruptions of a mobility are accepted.

**VIII. End of Erasmus mobility**

At the end of the Erasmus mobility, the beneficiary submits the following documents at the headquarters of 'Grigore T. Popa' University of Medicine and Pharmacy of Iași within 5-10 days of his/her return to the country:

- a) Learning Agreement signed by the departmental coordinator and by the institutional coordinator of the host university and changes;
- b) academic records (transcripts of grades and credits), other forms of assessment (testimonials from the professor coordinating the mobility) or Transcript of Records;
- c) mobility confirmation certificate;
- d) travel tickets, boarding passes;
- e) accommodation receipts / lease agreements;
- f) he/she will complete and send online the UE questionnaire after his/her return;
- g) affidavit concerning the use of additional funding sources (co-funding)

**IX. Recognition and equivalence of study and placement mobility education**

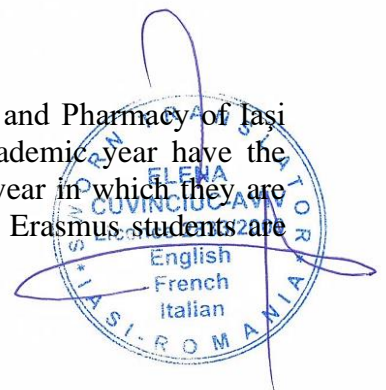
The recognition and equivalence of the studies of Erasmus Plus students who attended study and placement mobilities shall observe the PL-87 work procedure in force entitled 'Recognition and Equivalence of Bachelor's Degree Education'.

**X. Failure to fulfil obligations**


The home institution is entitled to request from the beneficiary (the student) the reimbursement of the amounts not spent in accordance with the provisions of the contract. The beneficiary's failure to fully satisfy the conditions of the programme may be grounds for requesting full or partial reimbursement of the allocated grant. The reimbursement will not be claimed if the student was prevented from satisfying the conditions of the study programme at the partner institution by a case of force majeure notified to the Erasmus+ Office Coordinator of the institution and approved in writing by A.N.P.C.D.E.F.P.

**XI. Incoming Erasmus students**

Students who come to 'Grigore T. Popa' University of Medicine and Pharmacy of Iași (incoming students) for an Erasmus mobility of 1 semester or 1 academic year have the obligation to attend all the subjects included in the curriculum of the year in which they are enrolled, and to attend both the courses and the internships. Incoming Erasmus students are



## 'GRIGORE T. POPA' UNIVERSITY OF MEDICINE AND PHARMACY OF IAȘI

	<p style="text-align: center;"><b>WORK PROCEDURE FOR THE SELECTION OF ERASMUS STUDENTS</b></p> <p style="text-align: right;"><b>CODE:PL - 97</b></p>	Edition: 2
		Revision: 0
		Page: 13 of 14

assessed just like the other students, and they will take the exams with the course professor and the teaching staff in charge of the practical course (tutor assistant).

During their summer practice, incoming students at the Faculty of Dental Medicine have the opportunity to collect specific points for the discipline of the Erasmus programme for which they failed to reach the minimum score for a practical course during the academic year.

Practical training includes two stages - work on a simulator and actual work on patients - and the students must go through both stages to complete the training.

## 6. DUTIES

### 6.1. Applicant:

- the student files the Request addressed to the Dean at the faculty secretariat and the application file to the Erasmus+ Office of the university;
- if he/she passes the selection stage, he/she files all the documents required before departure at the Erasmus+ Office of the university;
- at the end of the ERASMUS mobility, he/she files at the Erasmus+ Office of the university the documents confirming his/her attending the host institution.

### 6.2. Selection board:

#### 6.2.1. Board chairperson

- manages the selection board
- draws up the selection report and submits it to CA for endorsement/approval

#### 6.2.2. Board members:

- check the contents of the files based on the selection criteria, as well as the availability of places in the universities for which applicants are selected, according to the data provided in the inter-institutional agreements.

### 6.3. Competent vice-rector

- proposes the appointment of the selection board

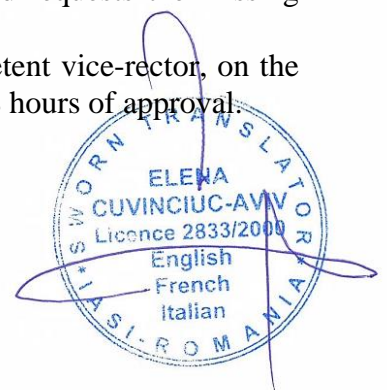
### 6.4. Erasmus+ Office:

- analyse the composition of the application files

### 6.5. Erasmus+ Office secretariat


- posts **the selection ad** on the university website, under the International Relations tab
- if the application file is incomplete, it contacts the applicant and requests the missing documents.
- posts the lists endorsed by the board chairman, who is the competent vice-rector, on the university website, under the International Relations tab, within 48 hours of approval.

### 6.6. CA/ Rector





'GRIGORE T. POPA' UNIVERSITY OF MEDICINE AND PHARMACY OF IAȘI

	<b>WORK PROCEDURE FOR THE SELECTION OF ERASMUS STUDENTS</b>  <b>CODE:PL - 97</b>	Edition: 2
		Revision: 0
		Page: 14 of 14

Endorses/approves the composition of the board, and lists of admitted, rejected and reserve applicants.

**7. APPENDICES AND RECORDS**

No.	Name of record	Code	Drafted by:	Approved by:	No. of copies:	Disseminated:	Kept for (years)	Kept by	Archiving (years)
1.	Applicant files	-	Applicant student	-	1	Erasmus+ Office	5	Erasmus+ Office	Acc. NA
2.	Selection PV	-	Selection board	CA/R	1	Erasmus+ Office	5	Erasmus+ Office	Acc. NA
3.	Lists of selected applicants	-	Selection board	CA/R	1	Erasmus+ Office	5	Erasmus+ Office	Acc. NA
4.	List of reserve applicants	-	Selection board	CA/R	1	Erasmus+ Office	5	Erasmus+ Office	Acc. NA
5.	List of rejected applicants	-	Selection board	CA/R	1	Erasmus+ Office	5	Erasmus+ Office	Acc. NA

**Appendix no. 1** – Amount of the monthly Erasmus+ grant set at national level by ANPCDEFP

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I, CUVINCIUC-AVIV ELENA, certified translator and interpreter for English, French and Italian, according to the license no. 2833 of 14 May 2000, issued by the Ministry of Justice, certify hereby the accuracy of the translation **from Romanian to English**, that the presented text was translated completely, without omissions and that, by translating it, the contents and the meaning of the document were not changed.

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