



## **REGULATIONS**

### **for the recognition of students' Erasmus+ studies and practical stages**

Transilvania University of Braşov applies the following laws and regulations for the recognition of studies or practical stages abroad within the Erasmus+ mobilities framework:

- Law No. 1 of 2011;
- Order No. 3223 /16.02.2012 of the Ministry of Education, Research, Youth and Sports (Chapter II, articles 11-17), published in the Official Gazette of Romania, part I, No. 118 / 16.02.2012;
- Erasmus Charter for Higher Education (ECHE), signed by Transilvania University of Braşov;
- European Commission ECTS User Guide and its subsequent amendments, issued by the European Commission;
- Erasmus students' rights, a document issued by the European Commission and correlated with the guiding documents of Transilvania University of Braşov;
- Code of student rights and liabilities;
- Regulations on students' professional activity;
- Regulations on the general framework for organizing and conducting students' practical stage;
- Regulations on granting scholarships and other forms of material support;
- Methodology for recognizing periods of study abroad.

**Art. 1 (1)** Transilvania University of Braşov, through the management of the faculty where the student is enrolled, recognizes in full and automatically the period of Erasmus+ studies or practical stages satisfactorily completed, by equating all transferable credits accumulated by the student during the Erasmus+ mobility studies or practical stages, as follows: a. if the student has accumulated 30 credits per semester of mobility, respectively 60 credits per academic year of mobility, the subjects promoted and, respectively, the number of corresponding credits is fully equivalent for the respective period. Existing subjects in the curriculum can be equivalent to other semesters than the one in which the student completed the mobility; b. if the student has accumulated less than 30 credits per semester, respectively 60 credits per academic year, all the credits certified by the transcript obtained from the host university will be equivalent. The student has the right to participate in examination sessions, including additional sessions, to complete the minimum number of credits for the promotion of the semester of the academic year; if the Erasmus+ student has received credits at the host university for certain courses that cannot be equivalent at Transilvania University of Braşov, they will be registered in the Diploma Supplement at Chapter 4, "Information on the study programme and the results obtained", as optional subjects.

(2) The practical activity performed by the Erasmus+ student attending a practical stage mobility at partner institutions is equivalent differently, depending on the number of weeks (hours) of attendance, as follows: the period of the number of transferable credits corresponding to the number of practice hours is equivalent in the curriculum; the rest of the practical stage period is recognized according to the same criteria, with or without credits and will be registered in the "Diploma Supplement" in Chapter 4, "Information on the study programme and the results obtained", as an optional discipline.



(3) The credits certified in the transcripts are recognized and equivalent as being obtained by the student at the institution where s/he completed the Erasmus+ mobility.

(4) Following the recognition mentioned in Art. 1 par. (1) of these Regulations, the grades obtained in the subjects completed during the Erasmus+ mobility period are equivalent by clear, transparent and competence-focused conversion rules, not by the names of the disciplines, based on a correspondence between the grading systems of the two partner universities.

(5) The recognition of the period of study or practice of Erasmus+ provided in Art. 1 of the present Regulations is carried out at faculty level, by the Commission for selection, equivalence and recognition of the period of study or practice (C-SER), based on supporting documents submitted by the student.

**Art. 2** The document counting for the recognition of the mobility period is the Learning Agreement Student Mobility for Studies / Learning Agreement Student Mobility for Traineeships, issued upon departure in mobility or modified during the mobility (See section "During the mobility"), which is agreed on and signed by the Erasmus+ coordinator at faculty / department level, as well as the transcript or its equivalent issued by the partner university where the student completed the mobility.

**Art. 3** The rights earned as a student at Transilvania University of Braşov, respectively the study grant, scholarships, social scholarships, scholarships of excellence, other rights or facilities cannot be withdrawn during the Erasmus+ mobility or due to participation in the Erasmus+ Programme.

**Art. 4 (1)** The equivalence mentioned in Art. 1 of the present Regulations is made so as not to prejudice the student's position in the semester after the period of mobility as per the position the student held at the time of leaving for the Erasmus+ mobility in the faculty ranking.

(2) If the Erasmus+ student has obtained results that allow him/her to rise in the faculty ranking, the student has the right to reclassification, based on a request sent to the Faculty Scholarship Commission. In this case, the grades registered in the transcript obtained from the partner university will be taken into account by C-SER, provided that the respective disciplines are equivalent in the semester corresponding to the mobility period.

(3) Based on a specific non-discriminatory reclassification procedure, the Erasmus+ student has the right to take any remaining exams as a result of participating in Erasmus+ mobility in the following semester / academic year. In this case, when establishing the ranking, the grades obtained in the exams at Transilvania University of Braşov will be taken into account.

**Art. 5 (1)** The exams for the disciplines that are not included in the study / training agreement related to the Erasmus+ mobility (including the changes agreed on and signed for during the mobility), as well as the exams not promoted during the mobility period are held at Transilvania University of Braşov in the exam sessions approved at University level, including in additional sessions organized according to the Regulations on the students' professional activity.

(2) Students who are in the Erasmus+ mobility during the re-examination sessions may take the remaining exams in additional sessions, upon request, until September 30 of the current academic year.

(3) If a student returning from the Erasmus+ mobility wants to improve his/her grades after the equivalence of the studies abroad, s/he can participate in teaching activities and exams related to those disciplines according to the calendar of activities at Transilvania University of Braşov. By September 30 of the current academic year, Erasmus+ students may request a rise in grade for any discipline included in the study / training agreement for which the equivalence was operated, by submitting an application to the faculty secretariat, so that he can regain the position held before participating in Erasmus+ mobility. The re-examination for increasing the grade is carried out under the conditions provided in the Regulations on the students' professional activity.



**Art. 6** (1) The recognition of the Erasmus+ study / practical stage period provided in Art. 1 of the present Regulations is made at the faculty, by (C-SER).

(2) C-SER is appointed / reconfirmed by the decision of the Dean at the beginning of each academic year and consists of at least 3 members.

(3) The faculty may decide on the number of C-SER members for undergraduate and master's degree programmes, as follows: (a) a single commission; (b) several commissions, in accordance with the number of study programmes.

(4) C-SER consists of: in case (3.a): the Dean of the faculty or another representative of the faculty management, the Erasmus+ coordinator of the faculty / department, a representative of the coordinators of the study programmes; in case (3.b): the Dean of the faculty or another representative of the faculty management, the Erasmus+ coordinator of the faculty / department, the coordinator of the study programme.

(5) For doctoral study programmes, C-SER consists of: the Dean of the faculty or another representative of the faculty management, the Erasmus+ coordinator of the faculty / department, the doctoral supervisor.

(6) When the situation requires it (the Dean / representative of the faculty management, or the Erasmus+ coordinator or the study programme coordinator / doctoral coordinator occupies another position within C-SER), the commission is completed by at least 3 members with another representative of the faculty, appointed / reconfirmed by the decision of the Dean.

(7) The dean's decision mentions who is responsible for register the grades in the grade catalogue: the representative of the study programmes, the coordinator of the study programme or the Erasmus+ coordinator of the faculty / department. This person registers and signs in the catalogue the results obtained by the Erasmus+ student following the recognition of the study / practical stage period.

**Art. 7** The reference document for the equivalence of the period of studies or practical stage within the Erasmus+ mobilities programme at Transilvania University of Brasov is Appendix 1 of the present Regulations.

The present Regulations were discussed and approved in the meeting of the Senate of the Transilvania University of Braşov of 19.12.2018.

Prof. Dr. Eng. Mircea Horia Țierean,  
President of the Senate of Transilvania University of Braşov





### EQUIVALENCE OF RESULTS OBTAINED DURING THE STUDIES / PRACTICAL STAGE ABROAD THROUGH THE ERASMUS+ PROGRAMME

Student's last name and first name: \_\_\_\_\_

Faculty: \_\_\_\_\_

Study programme: \_\_\_\_\_

Year: \_\_\_\_\_

Type of Erasmus+ mobility:  Studies  Practical stage

Host institution: \_\_\_\_\_

Period (day/month/year - day/month/year): from \_\_\_\_\_ to \_\_\_\_\_

Host institution				Transilvania University of Braşov		
Name of course	Grade	ECTS grade	ECTS credits	Name of discipline	Grade	ECTS credits
			Total:.....			Total:.....

Equivalence Commission (C-SER):

Dean/ representative of Faculty management: \_\_\_\_\_

Coordinator of study programme: \_\_\_\_\_

Faculty / department Erasmus+ coordinator: \_\_\_\_\_