



Erasmus+ Step by Step

A Guide to Erasmus Traineeship Mobilities for the Students of the Faculty of Medicine, Faculty of Pharmacy, and Faculty of Dental Medicine

Application

1. Read the announcement for Erasmus mobilities posted on the university website – International Relations, at <https://www.umfst.ro/universitate/relatii-internationale/erasmus.html>
2. Fill in the necessary documents needed for the application. The documents for the application file can be found at:
<https://www.umfst.ro/universitate/relatii-internationale/erasmus/outgoing-students/documents.html>
3. Submit the application file to the Erasmus Office within the time period specified in the announcement.

Selection

1. Follow the website for the selection scores.
2. If you have a problem with your score, you can file a complaint at the university Registry within 48 hours.
3. Follow the website for the final selection results.
4. Contact possible destination institutions for your mobility and send them the acceptance letter you can find at https://www.umfst.ro/fileadmin/relatii_internationale/forms/SMS-SMP_outgoing/2019-2020/st/Erasmus.Traineeship.Acceptance.Letter.docx
5. Carefully and responsibly choose the receiving institution for your Erasmus traineeship mobility.

Before the mobility

1. Submit to the Erasmus Office the acceptance letter from the receiving institution of your Erasmus traineeship mobility, duly signed and stamped.
2. If signatures from your university are needed, print the document and submit it to the Erasmus Office.
3. Fill in the Learning Agreement for Traineeships under the guidance of the Faculty Erasmus Coordinator, sign it yourself and submit it for the Coordinator's signature at the Erasmus Office -
https://www.umfst.ro/fileadmin/relatii_internationale/forms/SMS-SMP_outgoing/2019-2020/Learning_Agreement_SMP.doc





4. Send the L.A. you and your Coordinator previously signed to the receiving institution. It needs to be approved and signed at least one month before the start of your mobility. Send the Erasmus Office the L.A. with the signature of your mentor from the receiving institution.
5. Prepare the mobility file with the following documents:
 - Copy of your ID/ passport;
 - Statement from Banca Transilvania (Transilvania Bank) with the IBAN of your Euro account, and IBAN Lei account;
 - Warranty statement from a notary public;
 - Statement for prior participation to Erasmus mobilities;
 - Copy of your European Health Card or private health insurance, as well as copies of your accident and civil liability Insurance.
6. Submit your mobility file to the Erasmus office and wait to be notified when you can sign your financial contract.
7. Look for accommodation for the period of your mobility. If the receiving institution offers places in its dorms, follow the application procedure. If you choose private accommodation, you can also seek the support of the Erasmus Student Network from the city of your destination.
8. Look for means of transportation. Your tickets will not be reimbursed, but you have to submit the original tickets to the Erasmus Office upon your return from the mobility. The dates for your trip to and from the receiving institution needs to be outside the mobility period.
9. If you receive the email from the Online Linguistic Support (OLS) Platform regarding the linguistic evaluation, take the first language test.
10. Come to the Erasmus Office in order to collect the documents for your mobility.

During the mobility

You cannot interrupt your mobility unless you are affected by *force majeure* exceptionally approved by ANPCDEFP.

After the mobility

1. After the end of your mobility, you have 10 days to submit your documents to the Erasmus Office:
 - L.A. – original copy signed and stamped by the receiving institution;
 - Erasmus Attendance Certificate;
 - Transportation documents.
2. Fill in the E.U. Survey – at the end of your mobility, you will receive an email from the European Commission, with a link for the mandatory survey.

