



## Erasmus+ Step by Step

### A Guide to Erasmus Study 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. Look for the programs of study on the official websites of the partner universities. Pick the universities which best correspond with your program of study.
5. Participate to the meeting where places are allocated and responsibly choose the receiving university for your Erasmus study mobility. At the same meeting, inform the Erasmus officer about the desired period of your mobility: first semester, second semester or full academic year.

#### Before the mobility

1. Check the official website of your receiving university for the programs of study and accommodation options.
2. Check the official website of your receiving university for the application procedure for incoming Erasmus students/ Erasmus exchange students.
3. If you need signatures from our university, print the document and submit it to the Erasmus Office.





4. Fill in the Learning Agreement for Studies 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\\_SMS.doc](https://www.umfst.ro/fileadmin/relatii_internationale/forms/SMS-SMP_outgoing/2019-2020/Learning_Agreement_SMS.doc)
5. Send the L.A. you and your Coordinator previously signed to the receiving university, in order for it to be approved and signed.
6. Submit the application documents to the partner university within their deadline.
7. Ask the receiving university for the invitation/ acceptance letter stating the exact period of your mobility (start date "dd/mm/yyyy" – end date "dd/mm/yyyy").
8. Submit the invitation letter to the Erasmus Office.
9. 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.
10. Submit your mobility file to the Erasmus office and wait to be notified when you can sign your financial contract.
11. 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 your receiving city.
12. 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.  
If you receive the email from the Online Linguistic Support (OLS) Platform regarding the linguistic evaluation, take the first language test.
13. Come to the Erasmus Office in order to collect the documents for your mobility.

### During the mobility

1. You can change your Learning Agreement (add or delete courses) using the page *During the mobility* within the first month of your mobility, by consulting the Erasmus Coordinator of your home faculty. You need the approval of your receiving university for the changes to the L.A.
2. Send the changes to the L.A. to the Erasmus Office, in order for them to be approved and signed at your university as well.
3. If your mobility is for the first semester and you want to extend it for the second semester as well, notify the Erasmus Office by writing an email to [rel.int@umfst.ro](mailto:rel.int@umfst.ro). You will afterwards receive the Prolongation Form.
4. Fill in the Learning Agreement for the second semester, and send it to the Erasmus Office for approvals and signatures.





5. 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;
  - *During the mobility page*, if you had changes to the initial L.A., in original;
  - 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.

