



# Erasmus+ Programme

## Key Action 1

### – Mobility for learners and staff – Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> agreement 2014-20/21<sup>2</sup> between programme countries

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

#### A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details <sup>3</sup> (email, phone)	Website (e.g. of the course catalogue)
Universitatea Spiru Haret (Bucharest)	<b>RO BUCURES20</b>	Prof.Dr.Gheorghe Duda, Institutional Coordinator  Str.Ion Ghica nr.13,Bucuresti, 030045  T/F: +40 213120036  E-mail: erasmus@spiruharet.ro	www.spiruharet.ro

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

## B. Mobility numbers<sup>4</sup> per academic year

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.]

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Total number of students	Total number of months
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[\*Optional: subject area code & name and study cycle are optional. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training *
				Total number of days of teaching period	Total number of days of training period
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## C. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

<sup>4</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*:  
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

Receiving institution [Erasmus code]	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>5</sup>	
			Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
RO BUCURES20	Romanian	English (limited courses)	B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

#### D. Additional requirements

Additional requirements at the **Spiru Haret University**:

Orientation Week is advisable for incoming students.

Winter term – last week of September

Summer term – 1<sup>st</sup> week of February

*[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]*

#### E. Calendar

1. Applications/information of nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
RO BUCURES20	May	November

*[\* to be adapted in case of a trimester system]*

2. The receiving institution will send its decision within 4 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement

This bilateral agreement may be amended by mutual written consent of the two parties during the agreement period. In the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to

<sup>5</sup> For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

## F. Information

### 1. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
RO BUCURES20	Erasmus Office Str.Ion Ghica nr.13 Bucuresti, 030045 <a href="mailto:erasmus@spiruharet.ro">erasmus@spiruharet.ro</a> T/F :+40 213120036	<a href="http://www.spiruharet.ro/erasmus.html">http://www.spiruharet.ro/erasmus.html</a>

### 2. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
RO BUCURES20	Erasmus Office Str.Ion Ghica nr.13 Bucuresti, 030045 <a href="mailto:erasmus@spiruharet.ro">erasmus@spiruharet.ro</a> T/F :+40 213120036	<a href="http://www.spiruharet.ro/erasmus.html">http://www.spiruharet.ro/erasmus.html</a>

### **3. Housing**

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
RO BUCURES20	Erasmus Office Str.Ion Ghica nr.13 Bucuresti, 030045 <a href="mailto:erasmus@spiruharet.ro">erasmus@spiruharet.ro</a> T/F :+40 213120036	<a href="http://www.spiruharet.ro/erasmus.html">http://www.spiruharet.ro/erasmus.html</a>

### **G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

<b>Institution [Erasmus code]</b>	<b>Name, function</b>	<b>Date</b>	<b>Signature<sup>6</sup></b>
RO BUCURES20	Erasmus Coordinator Prof.Gheorghe Duda		

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<sup>6</sup> Scanned signatures are accepted