



Regulation on mobility for higher education students and staff participating in the ERASMUS + / KA2 Special Mobility Strand

"Introducing Problem Based Learning in Moldova: Toward Enhancing Students' Competitiveness and Employability" PBLMD project

Project number: 561884-EPP-1-2015-1-DK-EPPKA2-CBHE-JP (2015 - 3283 I 001 - 001)

I. LEGAL FRAMEWORK

Article 1. The mobility of students and staff (teaching staff, support staff and research and non-teaching staff) from **Technical University of Moldova** in the European Erasmus program are governed by the requirements contained in:

- a) Regulation (EU) no. 1288/2013 of the European Parliament and of the Council of 11 December 2013 establishing "Erasmus +": the Union program for education, training, youth and sport and repealing Decisions no. 1719/2006 / EC, no. 1720/2006 / EC and no. 1298/2008 / EC;
- b) Erasmus + Programme Guide;
- c) Guidelines for the Special Mobility Strand: For grants awarded in 2015 under Call EAC/A04/2014

II. TYPES OF MOBILITY

Article 2 (1) The Special Mobility Strand (hereafter referred to as SMS) represents an additional support provided by the EU to the selected Erasmus+ Capacity Building in Higher Education (hereafter referred to as CBHE) Joint and Structural projects in order to finance international mobility of students and staff for studying, training and teaching purposes. In particular, it aims to foster interchange, cooperation and mobility between education and training within the European Union so that they become a world quality reference.

(2) **The Special Mobility Strand is dedicated for** higher education and includes the following types of actions:

- a) Student mobility for learning;
- b) Student mobility for internships;
- c) Staff mobility for teaching;
- d) Staff mobility for training.

(3) Mobility of staff, auxiliary teaching and research and non-teaching staff - with the purpose of training supports the professional development of teaching and non-higher education institutions in the form of training events abroad (except lectures) and direct observation periods at

work / training in a higher education partner institution or another relevant organization abroad and includes:

a) the mobility of higher education institutions to an enterprise and mobility of staff from an enterprise to a higher education institution in order to allow the beneficiaries to learn by sharing knowledge and skills to gain practical skill. Activities may vary greatly: seminars, workshops, courses and conferences, periods of practical training, short periods of secondment, etc;

b) mobility of teaching staff, auxiliary and research and non-teaching staff of higher education institutions of to a higher education institution partner in order to allow beneficiaries to learn from the experience and best practice of the partner institution and improve skills required for current job. The main activity is a short stay in the partner institution and can have various names: short secondment period, study visits, etc.

c) mobility of teaching staff in a higher education institution by a partner institution for training purposes.

(4) Mobility of staff for periods of teaching allows teachers in higher education institutions or enterprise staff to teach at a partner institution of higher education abroad. Staff mobility for teaching purposes can take place in any field / academic discipline.

III. ELIGIBILITY CRITERIA

Article 3. According to **Erasmus + Programme Guide**, students submit their application at their own higher education institution that carries out the selection of participants in mobility actions. In the **PBMLD project**, selection of students for mobility actions for studies and / or internships is made taking into account the following eligibility criteria:

- a) Students enrolled in a higher education institution and study programs leading to a degree or other recognized tertiary qualifications (up to doctorate level inclusive). For mobility activities for bachelor studies, students must be enrolled at least in the second year of university studies.
- b) Graduates of higher education can participate in internships. Graduates may be selected by the higher education institution to which they belong during their last year of study and must carry out and complete the internship abroad within one year of graduation.
- c) The same student can benefit from mobility grants up to 12 months for each study cycle, regardless of the number and type of mobility activities. For graduates is taken into account in calculating the maximum period of 12 months the cycle in which the application to take up training was done.

Article 4 (1) Actions for teaching staff mobility: staff in a higher education institution of or in any public or private organization on the labor market or in education, training and youth (including doctoral employees).

(2) Priority is given to staff that leave for the first time under this program and those that contribute to enhancing mobility and extend links between departments, centers / offices and faculties and prepare new cooperation projects.



(3) Applicants, students or staff who withdraws their candidacy after being accepted for Erasmus mobility + loses priority in the selection of the next three academic years.

IV. SELECTION OF CANDIDATES

Article 5 (1) The activities of the organization and conduct of mobility will consider the following steps:

- Enrollment and selection of participants in mobility;
- Preparation of mobility;
- Carry out mobility;
- Completion and capitalizing of mobility.

(2) The selection of students and staff for mobility will take place at Faculties for the inter-institutional agreements signed in departments and / or faculties or in a centralized manner at University level for inter-institutional agreements signed at University level.

(3) To enter the competition, each candidate for mobility will submit an application.

Article 6. (1) The Selection Committee appointed by Rector's decision is approved by the Board of Directors and serves to organize and carry out the selection of participants in Erasmus and is responsible for correctly applying the requirements hereof on the selection

(2) For the selection of students participants in mobility, the Selection Committee will be composed of Dean of the Faculty - as president, respectively Coordinator of Institutional Erasmus, representatives from at least three different departments (of the coordinators or guardians Erasmus), a student representative - in as members. An employee of the Department of International Cooperation will act as secretary. Each member of the Commission shall sign an official declaration that they are not in conflict of interest.

(3) For the selection of teaching staff, support staff and research and non-teaching staff, selection committee will be composed of Vice-Rector for Scientific Research, International Relations, Financing and Investments - As President - Institutional Erasmus Coordinator, representatives from at least three different Faculties (Erasmus coordinators) as members. An employee of the International Cooperation Department will act as secretary. Each member of the Commission shall sign an official declaration that they are not in conflict of interest.

(4) The committees have the following duties:

- Receive, register and check the candidates' application;
- Verify their eligibility;
- Establish selection criteria
- Carry out the selection;
- Rank candidates;
- Draw up lists of admitted, reserves and rejected;
- Communicate the results of the candidates
- Receive and resolve complaints.



V. SCHEDULE OF SELECTION

Article 7. For ERASMUS mobilities, the selection is made according to the following schedule:

- Mobilities valid for each academic year and other information on the organization of Erasmus mobility will be presented on the UTM website and Facebook, the DCI, the faculties and departments, as well at notice boards of faculties, departments in order to be consulted by interested applicants (minimum 2 weeks);

- Enrollment in the selection (minimum 2 weeks);
- Selection contest (1 day);
- Results, submitting and settling complaints (1-2 days);
- Final results with the list of selected, rejected and reserves;
- Drafting of documents related to the selected Erasmus candidates at DCI (application form type requested by the partner university, the agreement Study - Learning Agreement - and the agreement for recognition of Erasmus study period and transcript - if any -) ;
- Sending documents to partner universities.

In case the number of available positions is not filled during selection, another selection will be organized, as required.

Article 8. Regarding staff mobility, selection timetable is as follows:

- Display of available positions on UTM web sites and Facebook, the DCI, the faculties and departments and at notice boards of faculties, departments in order to be consulted by interested applicants (minimum 2 weeks);

- Enrollment in the selection (minimum 2 weeks);
- Selection contest;
- Results, submitting and settling complaints;
- Final results list selected teachers and reserves.

In case the number of available positions is not filled during selection, another selection will be organized, as required.

VI. - APPLICATION

Article 9. (1) The selection of candidates for student mobility under Erasmus is a public activity, transparent and includes preliminary selection, interview selection and results. The selection of students is carried decentralized at faculties / departments level.

Selection of student candidates for mobility is based on the results of teaching, scientific-professional work and of the selection interview.

The student will submit the application folder for Erasmus+ mobility, on whose cover is included as appropriate:

- Faculty ...
- Specialization ...



- Student (name and surname)
- Bachelor / Master / Doctorate, study year (current) ...
- ERASMUS partner university's code ...
- Data ...
- Contact information (phone, e-mail) ...

The folder must contain:

- Copy of the Identity Card.
- Request for the contest to the dean, stating the type of mobility under Annex 4.
- The school situation, including the media (M) of previous semesters (where M should be ≥ 8.00) requested from the faculty secretariat. Postgraduate students will attached all previous transcripts (from bachelor and eventually master).
 - Presentation of scientific professional activity, awards, diplomas, innovations or other relevant results in scientific projects, competitions, olympiads etc., including during high school, the local / national / international.
 - Certificate of knowledge of a language of international communication or the official language of the host country, issued by Modern Languages Department from UTM or by an authorized institution.
 - Motivation letter (typed in Romanian and in English or the official language of the host country).
 - Europass model CV (typed in Romanian and in English or the official language of the host country).

(2) The submission of incomplete application or after the deadline eliminates the candidate.

Article 10. (1) For the nomination of staff for ERASMUS mobility contains:

- the application form,
- Europass curriculum vitae format in the language in which the mobility will take place;
- a motivation letter written in the language in which the mobility will take place;
- letter of recommendation from the direct supervisor;
- foreign language proficiency certificate issued by authorized specialized institutions (optional);
- photocopies of diplomas and professional qualifications obtained by the candidate considered useful in support of the application (optional);
- copy of identity document (if applicable);
- proposal for mobility program at the host institution, in the language in which the mobility will take place;
- description of scientific research describing the activities.

(2) The submission of incomplete files or after the deadline set eliminates the candidates.

VII. SELECTION CRITERIA

Article 12. The evaluation criteria, scoring criteria and associated indicators for their student mobility are as follows:



Evaluation criterias	Code	Score (max value, points)
Quality of teaching / Media, M, prior to the semester of study	D	80
Professional-quality of scientific / Participation, awards, diplomas, innovations or other relevant achievements in scientific projects, competitions, Olympiads etc. , including during high school	S	10
Motivation, skills and other items	M	10
TOTAL	T	100

The selection of candidates' Erasmus student mobility for study must achieve:

- after the interview with each candidate and based on data from the file, determining scores D, S, F or T;
- proposes ranking of the candidates in descending order of total points T;
- determines the ranking of the candidates admitted (A), reserves (Z) or rejected (W) using the following table:

The list of candidates' Erasmus student mobility + for study / placement									
Nr.crt.	Student	Nr.tel., e-mail	The course (Bachelor, Master, Doctorate)	Year of study	score attained				Result selection (A, R, or W)
					D	S	M	T	
1	Name, Surname								

Selection results are recorded in a report signed by all committee members.

Documents from the *Selection Committee for assessment of candidates' Erasmus student mobility for study* + (minutes, files) are transmitted DCI.

Article 15. Delimitation of staff for mobility will be based on a score calculated as follows:

- Submission of a plan that will capitalize the mobility - 10 points;
- Activity coordination or tutoring incoming or outgoing of Erasmus students -10 points;
- Scoring on scientific research, describing synthetic activity, maximum 10 points.
- Recommendation from the direct supervisor - 5 points.
- The content applications - to achieve maximum 5 points the clear teaching objectives in the plan, describing how to exploit the teaching and professional and scientific description of activity contributions.



g. Assessment of the candidate's language skills - eliminatory examination marked with PASS / FAIL.

Article 17. (1) The Selection Committee will proceed to ranking candidates according to the criteria announced. The lists will include selected candidates (depending on the results and order of preference by letter of motivation), candidates on the reserve list, the rejected candidates, having to appeal within 24 hours. The appeal is examined within 48 hours by a commission appointed by the Rector and consists of an Erasmus coordinator and a representative of the Department of International Cooperation, other than the one that made the score calculation.

Article 18. The selection board will draw up a report of the selection results, which will be attached to the result list (admitted, reserves, rejected). The admitted candidates will confirm the grant obtained. If one will withdraw from the competition, it will submit a written request. The vacant place may be occupied by only one of the reserves for the respective selection. If not all the seats were occupied in the contest, another selection will be organized.

VIII. PREPARING MOBILITY

Article 19. (1) After the announcement of the selection results, successful candidates will complete the documentation required by the partner institution in the language in which mobility will be held, namely the application form (Student Application Form) university partner demand for accommodation, the request to attend some language courses, etc. Also, students who were selected for a learning mobility will fill with departmental coordinator, Learning Agreement (Learning Agreement), the Agreement on recognition of studies in the University of origin, Transcript of Records, application of travel (to the Rector) after case.

(2) Department of International Cooperation International will submit students completed folders at partner universities following to receive an invitation / acceptance from the University and partner information pack (if applicable).

Article 20. (1) Before leaving for mobility, grantees sign **Erasmus Financial Agreement** and its annexes, which will be granted. Participants in mobility will be supervised by the Department of International Cooperation, during the development of mobility, contractual conditions regarding the period of mobility, duration, area of study / training / teaching and reporting to the institution.

(2) The amount of Erasmus financial support will be completed when signing the financial contract, candidates must be informed of the need to co-finance part of the cost of mobility. Grant Erasmus for mobility Erasmus is not meant to cover all costs mobility but It represents only a contribution to the cost of travel and subsistence.

(4) Erasmus grant is expressed and paid in Euro to the beneficiary.



IX. MOBILITY IN TRAINING PERIOD

Article 21. (1) The minimum period of mobility is 3 months and maximum 12 months / cycle studies. There is the possibility of combined mobility, whether it was planned, consisting of months of study and months of placement, properly funded with grant mobility study. For this type of mobility will apply the rules set out for study mobility.

(2) For students who enjoy mobility in the last year of studies, mobility of one semester of 3-5 months the first semester of the academic year is allowed.

Article 22. Any revision to an Agreement of study / placement, which is considered necessary when the student first arrives at the host institution / organization shall be finalized within one month of the student's arrival. Any subsequent changes to the Agreement of study / placement, which are required to be agreed by all three parties (the institution / organization, institution / host organization and beneficiary) and executed promptly. The disciplines of learning agreement that will be dropped and those that will be chosen will be mentioned again on the second page of the Agreement (Changes to the original the proposed study program / learning agreement).

Article 23. Erasmus student grant beneficiary from UTM will continue to receive full scholarship while studying abroad, if is still entitled to receive it.

Won rights as a student at the University of origin or grant study scholarships, social scholarships, scholarships for excellence, other rights or facilities will not be withdrawn during the Erasmus mobility because of participation in the Erasmus programme.

Article 24. (1) Objectives for teaching mobility of teachers are:

- a. Allowing students who can not participate in a mobility plan to benefit from the knowledge and expertise of academic staff from universities in other European countries;
- b. To promote exchange of expertise and experience in terms of teaching methodology;
- c. Encourage universities to expand and enrich the content of courses they offer.

(2) The institutions involved in the exchange of teaching staff must have previously concluded an inter-institutional agreement specifying both the number of teachers who will travel and the number of teachers that will be received during the academic year concerned.

(3) The institutions involved in the exchange of university teaching staff must agree with each teacher individually, on a teaching program well-established before its departure abroad. At the end of each period of instruction, the host institution must provide the teacher and his home institution a certificate confirming that the agreed program has been completed.

(4) The minimum requirement for a teaching mobility is 8 hours teaching. A minimum duration of one week – 5 working days is strongly recommended to ensure a significant contribution to the teaching program and the evaluation of programs of study in UTM. The maximum duration is 2 months.

Article 25. (1) The staff mobility for training purposes is based on an agreement between the University of origin and the host institution. The essential condition for the granting of any mobility is of respecting a work plan agreed by partners, the host institution or enterprise and UTM. The plan should include at least: overall aim and objectives, expected results in terms of training or learning activities that are to be achieved and the program of training.

(2) Duration of mobility for training includes a minimum of 5 days and a maximum of 2 months.

Article 26. (1) Students, teachers, teaching aids and research and non-teaching staff can not use, to cover the same eligible costs, different funding sources. In other words, grants can not be used to finance expenditure already covered by other EC programs. Beneficiary declares that uses a single source of funding to cover the same expenses.

(2) The host institution may require the beneficiary to pay a sum to cover certain costs, such as those for health insurance, use of materials and various facilities (photocopiers, laboratory products etc.) under identical conditions applied to local students or staff.

X. RETURN FROM MOBILITY

Article 27. Upon returning from mobility study, students will submit, within 15 days, to the Department of International Cooperation, the following documents:

a) Learning Agreement (Learning Agreement) signed by both Dean and institutional coordinator of the partner university and the home university, including on the modifications made in the program of study at the host institution;

b) The school situation (notes + credits obtained - Transcript of Records) or other forms of assessment (assessment from the teacher coordinator) of the work performed by the student.

c) Certificate from the host university (faculty or department of international relations) stating that the student has performed during the period referred an Erasmus mobility, covering all activities provided for in the Learning agreement (courses / seminars / practical laboratory);

d) Final report on the work performed during the study period through the Instrument Mobility - Mobility Tool. According to the Erasmus + Guide students who fail to submit the report may be required by the higher education institution of origin to reimburse part or all EU grant received;

e) Official declaration on the eventual use of funds from other sources and avoidance of double financing as defined in the financial contract;

f) All documents related to travel (tickets, invoices and receipts for accommodation, etc.) - the real travel itinerary must be justified with tickets or other invoices specifying the exact place of departure and destination.

Article 28. Upon returning from mobility, staff will submit, within 15 days, to the Department of International Cooperation, the following documents:

a) certificate from the host institution (University, department of international relations, etc.) stating that the Beneficiary has performed the Erasmus mobility, covering all activities in the schedule, noting the number of days and hours;

b) Final report on activities during the mobility via Instrument Mobility - Mobility Tool. In accordance with the Erasmus + Programme Guide staff who fails to submit the report may be ordered by sending higher education institution to reimburse part or all EU grant received;

c) Official declaration on the eventual use of funds from other sources (financing);

d) All documents related to travel (tickets, invoices and receipts for accommodation, etc.) - the real travel itinerary must be justified with tickets or other invoices specifying the exact place of origin and place of destination.

Article 29. Based on these documents, responsible people from the Faculties (Erasmus coordinators, secretaries, Dean, etc.) and the International Cooperation Department will finalize and validate the funded Erasmus mobility .

Article 30. (1) The student shall to return home only after fulfillment of obligations study and not earlier than three months, according to the schedule set by the host university, except in cases of force majeure;

(2) If the student or the staff did not realize the full schedule, he shall, jointly with the guarantor to repay part or all funds received as ERASMUS mobility grant. Force majeure will be brought to the management of the University, which will analyze them and will require the approval of the management of UTM .

XI. ACADEMIC RECOGNITION OF THE ERASMUS MOBILITY

Article 31. (1) If are concluded satisfactorily, periods of study and the placement which is part of the curriculum will be automatically and entirely be recognized by the university using the ECTS credit transfer system. In the particular case of a period of placement that is not part of the curriculum, the University will provide recognition at least by enrolling in the Diploma Supplement;

(2) The recognition of periods of study Erasmus, following the recognition referred to in paragraph (1), grades / marks obtained in the subjects taken during the internship will be achieved through rules Conversion clear, transparent and focused on competence and not on name disciplines based on a correlation between the grading systems of the two countries, according to the scale of equivalence of the marks, from the inter-institutional agreement. This equivalence does not prejudice the position in the ranking college student home for the academic year following that in which the student participated in Erasmus, provided that the student acquire the minimum number of 30 credits per semester at the home university. The difference up to 30 credits will be complemented by the difference exams at the University of origin, after returning from mobility to the end of the current academic year;

(3) Equivalence of periods for Erasmus placement, after recognition referred to in paragraph (1), of the grades obtained by assessing the internship period in company / institution will be achieved according to equivalence grid from the inter-institutional agreement.

(4) The student has the right, based on a specific procedure, described in Article 32 of this Regulation, for reclassification, non-discriminatory, to sustain in the next academic year or until graduation, any examinations that failed as a result of participation in the Erasmus mobility.

(5) The institution will provide academic recognition of studies conducted by the beneficiary at the host institution as part of his final diploma. Academic recognition may be withdrawn only if the beneficiary fails to achieve the required level study program of the host institution, or fails to fulfill another condition required by the participating institutions for academic recognition.

Article 32. Recognition is based on the following documents, which the Department of Cooperation International provides to the faculties.

(1) To study mobility:

a) Learning Agreement signed by the Dean and institutional coordinator, both from the partner university and the home university, including on the modifications made in the program of study at the host institution;

b) The school situation (notes + credits obtained - Transcript of Records) or other forms of assessment (assessment from the teacher coordinator) of the work performed by the student.

c) Recognition Agreement signed by the student studies, Erasmus coordinators, Head of Department, Dean of the Faculty and Vice-rector for educational quality and institutional strategy.

d) information package ECTS University host the content subjects studied at the University host.

(2) For mobility training:

a) Agreement Training (Training Agreement) signed by the recipient, the institutional coordinator of the home university and the coordinator of the host institution;

b) certificate issued by the host organization, which confirms the fulfillment of the training program and results;

c) recognition of the placement agreement signed by the student, Erasmus coordinators, Head of Department, Dean of the Faculty and Vice-rector for educational quality and institutional strategy.

Article 33. (1) The recognition of studies and placement is made by a committee of departmental or faculty coordinator of origin of the student, Erasmus Institutional Coordinator and Dean of the Faculty. Holders disciplines to be recognized and coordinator of practice will be consulted by the Commission equivalence in order to establish disciplines to be equated or practical activities to be undertaken by the student. The committee elaborate a Statement of Recognition for program of study / training the student in making equivalence subjects and grades or qualifications obtained by the student using the credit transfer system ECTS, applied in UTM and, as a landmark, grid equivalence of inter-institutional agreement .

(2) Subjects studied in Erasmus mobility are equalized with subjects in the curricula of the current year or future years, taking into account the coverage of subject content covered equivalence of the recognition agreement, following analysis by departmental coordinator responsible, and the number of hours allocated of transferable credits. Students will take exams or colloquia on subjects not covered in the home university until graduation.

(3) For situations where the university has signed bilateral mobility, which can not be equated disciplines can be considered optional subjects and included in the curricula. These changes will be targeted by the Vice-Rector in charge of education and will be subject to Senate approval.

(4) examinations in the subjects not covered by the agreement of studies / training for the Erasmus mobility and failed exams within the Erasmus mobility period are sustained at the home university during exam sessions approved by the university;

(5) Diploma Supplements will contain information about mobility study or practical study done by students through this program.



IX. FINAL PROVISIONS

Article 36. (1) REGULATION on the mobility of students and staff participating in the program Erasmus + *Key Action 2 – special mobility strand* enter into force upon adoption by the Senate Decision .

(2) The amendment to this regulation can be made by Senate Decision.



ANNEXES

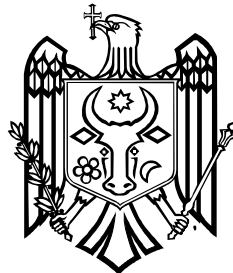
Annex 1

**MINISTRY OF EDUCATION
REPUBLIC OF MOLDOVA**

MD-2033, Chişinău

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Tel.23-33-48, fax: (373-22) 23-34-74



**TECHNICAL UNIVERSITY OF
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Av. Ştefan cel Mare, 168

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DECISION FOR APPOINTING OF THE SELECTION COMMISSION FOR ERASMUS + PROGRAMME KEY ACTION 1 – STUDENTS AND ACADEMIC STAFF MOBILITIES FOR NON-EU PARTNER COUNTRIES FIRST SEMESTER, 2016-2017 ACADEMIC YEAR

In order to implement the outgoing study mobilities through ERASMUS+ programme for students from Technical University of Moldova, Faculty _____ and based on official decisions of the partner university _____ (ERASMUS code _____) is appointed the following *Selection Commission of candidates for Erasmus+ student mobility for study*:

1. _____, Dean _____, president
2. _____, Head of Department _____, vice president
3. _____, Head of Department _____, member
4. _____, Head of Department _____, member
5. _____, student of _____, member
6. _____, International Relations Office, secretary

The Commission will analyse the applications and decide on the opportunity of the mobility.
The Commission members will ensure avoiding situations which could lead to conflicts of interest.

Prof.dr.hab. Viorel BOSTAN,
Rector of Technical University of Moldova



Annex 2

**MINISTRY OF EDUCATION
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**TECHNICAL UNIVERSITY OF
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**DECISION
FOR APPOINTING OF THE SELECTION COMMISSION
FOR ERASMUS + PROGRAMME KEY ACTION 1 –
STUDENTS AND ACADEMIC STAFF MOBILITIES
FOR NON-EU PARTNER COUNTRIES
FIRST SEMESTER, 2016-2017 ACADEMIC YEAR**

In order to implement the mobility action through ERASMUS+ programme for Teachers - Staff Training of Technical University of Moldova, and based on official decisions of partner university, for mobilities

- X teacher training, 5 days at ____ (ERASMUS code ____), ISCED code ____
- X teacher training, 8 days at ____ (ERASMUS code ____), ISCED code ____

is appointed the following *Selection Commission of candidates for training mobilities*:

1. _____, Vice Rector Technical University of Moldova, president
2. _____, Head of Department _____
3. _____, Head of Department _____
4. _____, International Relations Office, secretary

The Commission will analyse the applications and decide on the opportunity of the mobility.
The Commission members will ensure avoiding situations which could lead to conflicts of interest.

Prof.dr.hab. Viorel BOSTAN,
Rector of Technical University of Moldova



Annex 3

DECLARATION REGARDING LACK OF CONFLICT OF INTEREST

concerning participation in the selection contest for Erasmus mobilities from _____
Faculty_____

I the undersigned _____, as a participant in the selection process of ERASMUS student mobilities from _____ at the Faculty of _____, Technical University of Moldova, declare that I don't have conflicts of interest and that I commit that during the ERASMUS+ project to avoid conflicts of interest in all phases of the project.

In case of a conflict of interest, I will bring to the University management aware this fact within 48 hours.

I am aware of the provisions of Law no. 16 from 15.02.2008 regarding the conflicts of interest published on 30.05.2008 in Monitorul Oficial no. 94-96 and further amendments.

Thank you!

Date

Signature



Annex 4

DEAR DEAN,

I the undersigned, _____, student of the Faculty _____, in the ___ year of study, group _____, kindly ask you to approve my participation in the selection contest for obtaining an Erasmus grant for the academic year ____, ____ semester.

Please find attached the curriculum vitae, letter of intent, certificate of language skills and certificate of student.

Thank you!

Date

Signature

To the Dean of Faculty _____,
Technical University of Moldova



Annex 5

Dear Rector,

I the undersigned, (academic degree, name surname) _____, employee of the Faculty _____, identified with _____, series ____, no._____, IDNO _____, born on _____, in _____, residing in _____, _____ street, no_____, ap._____, phone no _____(home), _____(mobile), e-mail address: _____,

hereby ask you to approve my registration at the contest organized by the Technical University of Moldova, in order to obtain an Erasmus mobility for the 2016-2017 academic year, at the following partner Universities:

No	Name of Host University	Erasmus code of the University ¹	ISCED ¹ Code	Mobility duration ¹ (days)	Period I want to go on mobility ²
1.	<i>University of Patras, Grecia</i>	<i>G PATRA01</i>	<i>0914</i>	8	<i>1 - 8 August 2016</i>
2.					
3.					

I have to mention that on previous academic years I have benefited from a number of ____ Erasmus mobilities, at the following University/ies:

No	Name of University	Type of mobility	No of weeks which was assigned for the mobility
1.			
2.			

¹ According to the mobility offer

² Please indicate the semester of the academic year.



Annex 6

Regarding the selection criteria of the candidates in this contest, I mention that from my self-evaluation, I fulfil the criteria as follows (the score resulted after self-evaluation will be completed only in the last column):

No	Criteria	Criteria code	Maximum possible score	Personal score after self-evaluation
	The candidate is the holder of bilateral agreement signed with the partner University/Faculty and submitted a request in order to benefit of mobility.	C1.1	Max 80 p.	
	If the candidate is not the holder of the bilateral agreement signed with the partner University/Faculty and submitted a request in order to benefit of the mobility and the holder of the bilateral agreement has not requested that mobility, then:	C1.2	Max 80 p.	
	2.1 Knowledge of English or language of the destination country at the minimum level C1, proven during the interview and or previous Erasmus mobilities.	C1.2.1	Max 20 p.	
	2.2 Hasn't benefited from Erasmus mobilities so far and is a permanent teacher	C1.2.2	30 p.	
	Traditional relationships between the candidate and the destination University of the mobility, proven by previous mobilities at the same destination, papers, projects or activities jointly published/developed by UTM and partner University/Faculty, inter-university scientific exchanges etc.	C2	Max 20 p.	
Total:			Max 100 p.	

I am aware of the following:

The minimum score required for gaining the right to go into mobility is 30 points.

Candidates ranking will be done on the principle: the candidate with the highest score takes priority.

Hoping for favourable solution of this request, I undertake to submit all the required documents on term for departure into mobility in accordance with the announcement made in this regard.

Chişinău, _____

Signature

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