



Universitatea “Alexandru Ioan Cuza” din Iași Departamentul Relații Internaționale Biroul pentru Programme Comunitare	Procedura de sistem Organizarea și derularea mobilităților de studiu și mobilităților de practică ale studenților <i>incoming</i> în cadrul programului LLP-Erasmus	Ediția : I Nr. de ex.:
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1. Lista responsabililor cu elaborarea, verificarea și aprobarea ediției sau, după caz, a reviziei în cadrul ediției procedurii de sistem

	Elemente privind responsabilii/operațiunea	Numele și prenumele	Funcția	Data	Semnătura
	1	2	3	4	5
1.1	Elaborat	Ioana Carmen PĂȘTINARU	Secretar relații internaționale		
1.2	Verificat	Prof.dr. Henri LUCHIAN	Prorector pentru relații internaționale și parteneriate de studii și cercetare		
1.3	Aprobat	BECA			

2. Situația edițiilor și a reviziilor în cadrul edițiilor procedurii operaționale

	Ediția sau, după caz, revizia în cadrul ediției	Componenta revizuită	Modalitatea reviziei	Data de la care se aplică prevederile ediției sau reviziei ediției
	1	2	3	4
2.1	Ediția I	-	-	
2.2	Revizia 1	-	-	-
2.3	Revizia 2	-	-	-
2.4	Revizia 3			
2.5	Ediția a II-a	-	-	-
2.6	Revizia 1	-	-	-
2.7	Revizia 2	-	-	-
2.8	Revizia 3			

3. Lista cuprinzând persoanele la care se difuzează ediția sau, după caz, revizia din cadrul procedurii operaționale

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	Scopul difuzării	Compartiment	Funcția	Nume și prenume	Data primirii	Semnătura
	1	3	4	5	6	7
1.	Aplicare	BPC	Secretar	Ioana PĂȘTINARU		
2.	Aplicare	Facultatea de Biologie	Coordonator Erasmus	Gabriel PLĂVAN		
3.	Aplicare	Facultatea de Chimie	Coordonator Erasmus	Alexandra IORDAN		
4.	Aplicare	Facultatea de Drept	Coordonator Erasmus	Olga URDA		
5	Aplicare	Facultatea de Economie și Administrarea Afacerilor	Coordonator Erasmus mobilități de studiu	Bogdan ZUGRAVU		
6	Aplicare	Facultatea de Economie și Administrarea Afacerilor	Coordonator Erasmus mobilități de practică	Mircea GEORGESCU		
7	Aplicare	Facultatea de Educație Fizică și Sport	Coordonator Erasmus	Alexandru OPREAN		
8	Aplicare	Facultatea de Filosofie și Științe Social-Politice	Coordonator Erasmus mobilități de studiu	Alexandru GRĂDINARU		
9	Aplicare	Facultatea de Filosofie și Științe Social-Politice	Coordonator Erasmus mobilități de practică	Bogdan ȘTEFANACHI		
10	Aplicare	Facultatea de Fizică	Coordonator Erasmus	Liviu LEONTIE		
11	Aplicare	Facultatea de Geografie – Geologie Departamentul Geografie	Coordonator Erasmus mobilități de studiu	Daniela LARION		
12	Aplicare	Facultatea de Geografie – Geologie, Departamentul Geografie	Coordonator Erasmus mobilități de practică	Mihai BULAI		
13	Aplicare	Facultatea de Geografie - Geologie, Departamentul Geologie	Coordonator Erasmus mobilități de studiu și practică	Iuliana BULIGA		
14	Aplicare	Facultatea de Informatică	Coordonator Erasmus	Vlad RĂDULESCU		
15	Aplicare	Facultatea de Istorie	Coordonator Erasmus	Neculai BOLOHAN		
16	Aplicare	Facultatea de Litere	Coordonator Erasmus mobilități de studiu	Gabriela DIMA		

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17	Aplicare	Facultatea de Litere	Coordonator Erasmus mobilități de practică	Mariana VERDEȘ		
18	Aplicare	Facultatea de Litere	Coordonator Erasmus mobilități de predare	Veronica POPESCU		
19	Aplicare	Facultatea de Matematică	Coordonator Erasmus	Ama-Maria MOȘNEAGU		
20	Aplicare	Facultatea de Psihologie și Științele Educației	Coordonator Erasmus	Adina KARNER-HUȚULEAC		
21	Aplicare	Facultatea de Teologie Ortodoxă	Coordonator Erasmus	Dan SANDU		
22	Aplicare	Facultatea de Teologie Catolică	Coordonator Erasmus	Emil DUMEA		
23	Aplicare	Centrul de Studii Europene	Coordonator Erasmus	Gabriela Carmen PASCARIU		
24	Evidenta	Secretariatul Comisiei SCM				
25	Arhivare	BPC Secretariatul Comisiei SCM				
26	Informare	BAPI Direcția Financiar-Contabilă				

4. Scopul procedurii operaționale

Procedura stabilește modul în care se realizează organizarea și derularea mobilităților de studiu și practică efectuate de studenții străini la UAIC în cadrul Programului LLP Erasmus.

5. Domeniul de aplicare a procedurii operaționale

Procedura este utilizată de către personalul facultăților și departamentelor UAIC cu responsabilități în ceea ce privește organizarea și derularea mobilităților de studiu și practică efectuate de studenții străini la UAIC în cadrul Programului LLP Erasmus.

6. Documente de referință (reglementări) aplicabile activității procedurate

- 6.1 Regulamentul Programului LLP-Erasmus – Acțiunea Mobilități
- 6.2 Carta Universitară Erasmus
- 6.3 Contractul cu ANPCDEFP
- 6.4 Acordurile bilaterale încheiate între UAIC și instituțiile partenere în cadrul Programului LLP-Erasmus
- 6.5 Alte documente, inclusiv reglementari interne ale entității publice: RGOF, ROI, Carta UAIC

7. Definiții și abrevieri ale termenilor utilizați în procedura operațională

7.1 Definiții ale termenilor

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Nr. crt.	Termenul	Definiția si/sau, dacă este cazul, actul care definește termenul
1	Programul LLP–Erasmus – Acțiunea Mobilități	Sub-program al Programului de Învățare pe Tot Parcursul Vieții (LLP), finanțat de Comisia Europeană, care finanțează mobilități ale studenților, ale personalului didactic și nedidactic
2	Mobilitate Erasmus de studiu	Perioada de studiu de min. 3 luni și max. 1 an academic, petrecută de studenții străini în UAIC în cadrul Programului LLP-Erasmus în baza unui acord bilateral între universități care dețin EUC
3	Mobilitate Erasmus de practică	Perioada de pregătire practică de min. 3 luni și max. 1 an academic, petrecută de studenții străini dintr-o instituție parteneră (universitate, întreprindere) în UAIC în cadrul Programului LLP-Erasmus în baza unui acord bilateral inter-instituțional
4	Student Erasmus străin/ <i>incoming</i>	Student dintr-o instituție parteneră din UE care efectuează un stagiu de studiu sau de practică cuprins între 3 luni și 1 an academic în UAIC în cadrul programului LLP-Erasmus
5	<i>Learning Agreement (LA)</i>	Contract de studiu care descrie programul de studiu la UAIC și cuprinde lista cursurilor pe care studentul străin le va urma pe perioada stagiului
6	<i>Training Agreement (TA)</i>	Contract de stagiu de practică care cuprinde perioada exactă a mobilității, datele de contact ale supervisorului de la UAIC, cât și activitățile practice
7	<i>Transcript of Records (ToR)</i>	Foaie matricolă care cuprinde rezultatele (note, credite) obținute la UAIC
8	<i>Transcript of Work (ToW)</i>	Document care atestă modul de îndeplinire a obiectivelor din <i>Training Agreement</i> , la UAIC
9	<i>Student Application Form</i>	Formular de înscriere
10	<i>Accommodation Form</i>	Formular de cazare
11	<i>Quality Commitment</i>	Angajament de calitate (anexă la contractul de practică)
12	Coordonator Erasmus instituțional	Coordonatorul Programului Erasmus la UAIC
13	Coordonator Erasmus pe facultate	Coordonatorul Programului Erasmus în cadrul facultății
14	Contractul cu ANPCDEFP	Contractul încheiat între UAIC și ANPCDEFP privind Programul LLP-Erasmus – Acțiunea Mobilități

7.2 Abrevieri ale termenilor

Nr. crt.	Abrevierea	Termenul abreviat
1	UAIC	Universitatea “Alexandru Ioan Cuza” din Iași
2	BPC	Biroul pentru Programe Comunitare
3	DRI	Departamentul Relații Internaționale
4	BECA	Biroul Executiv al Consiliului de Administrație
5	EUC	Erasmus University Charter / Carta Universitară Erasmus
6	LLP	LifeLong Learning Programme / Programul de învățare pe tot parcursul vieții
7	UE	Uniunea Europeană
8	SMS	Mobilități studențești de studiu
9	SMP	Mobilități studențești de practică
10	STA	Mobilități de predare ale cadrelor didactice
11	STT	Mobilități de formare ale personalului
12	LA	Learning Agreement
13	TA	Training Agreement
14	ToR	Transcript of Records
15	ToW	Transcript of Work
16	P.S	Procedura de sistem
17	E	Elaborare
18	V	Verificare
19	A	Aprobare
20	Ap.	Aplicare

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21	Ah.	Arhivare
22	Ev	Evidență

8. Descrierea procedurii operaționale

8.1 Pregătirea mobilităților studenților Erasmus străini

8.1.1 BPC realizează *Erasmus Guide for Incoming Students* pe care îl postează pe site-ul UAIC. De asemenea, pune la dispoziția acestora, prin postarea pe site-ul UAIC, formularele necesare unei mobilități de studiu/practică.

8.1.2 Studenții Erasmus incoming descarcă de pe site-ul UAIC, completează și trimit formularele: *Student Application Form (Anexa 1)*, *Learning Agreement (Anexa 2)/Training Agreement (Anexa 3)* și *Accommodation Form (Anexa 4)* prin fax, e-mail sau poștă la BPC.

8.1.3 BPC centralizează și comunică, în scris, lista studenților Erasmus străini către Direcția Gaudeamus-Akados în vederea rezervării locurilor de cazare.

8.1.4 BPC trimite *Learning Agreement*-urile/*Training Agreement*-urile primite de la studenții Erasmus străini coordonatorilor Erasmus pe facultăți pentru definitivarea lor în funcție de solicitări și de planurile de învățământ ale facultăților.

8.1.5 Studenții Erasmus incoming pot alege discipline din planurile de învățământ ale mai multor facultăți din UAIC.

8.1.6 Coordonatorii Erasmus pe facultăți verifică, definitivează și semnează *Learning Agreement*-urile/*Training Agreement*-urile primite de la studenții Erasmus străini.

8.1.7 Coordonatorii Erasmus pe facultăți înaintează *Learning Agreement*-urile/*Training Agreement*-urile la BPC.

8.1.8 Coordonatorul instituțional ECTS semnează *Learning Agreement*-urile/*Training Agreement*-urile.

8.1.9 La cerere, **BPC** trimite universităților de origine ale studenților Erasmus străini, prin fax, poștă sau e-mail, scrisoarea de acceptare, precum și *Learning Agreement*-urile/*Training Agreement*-urile aprobate.

8.1.10 BPC și coordonatorii Erasmus pe facultăți răspund la întrebările studenților Erasmus străini, atât în perioada premergătoare mobilității, cât și pe durata acesteia, ori de câte ori este nevoie.

8.3 Organizarea mobilităților la UAIC

8.3.1 La sosirea în UAIC, **studenții Erasmus incoming** se prezintă la căminul în care au fost repartizați, își iau în primire camera și semnează **contractual și regulamentul de cazare** (document care conține drepturile și obligațiile acestora pe perioada cazării) (**Anexa 5**);

8.3.2 După sosire, **studenții Erasmus incoming** se prezintă la BPC cu următoarele documente:

- nominalizarea universității de origine/certificatul Erasmus eliberat de universitatea de origine;
- Learning Agreement/Training Agreement*;
- cartea de identitate sau pașaportul;
- cardul/asigurarea de sănătate (opțional).

8.3.3 Studenții Erasmus incoming depun la BPC o **cerere** pentru frecventarea cursului de limba română, (**Anexa 6**), organizat de Facultatea de Litere;

8.3.4 BPC trimite lista solicitărilor de pregătire lingvistică la Facultatea de Litere.

8.3.5 Cursurile de limba română vor fi cotate cu credite ECTS. La sfârșitul mobilității, după evaluare, Facultatea de Litere va elibera **studenților Erasmus incoming** certificate de pregătire lingvistică.

8.3.6 BPC eliberează documentele necesare în vederea eliberării permisului de ședere temporară pentru studenții Erasmus străini.

8.3.7 BPC trimite lista studenților Erasmus străini la cabinetul medical al UAIC, pentru a fi luați în evidență.

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8.3.8 Înainte de finalizarea perioadei inițiale de mobilitate, **studenții Erasmus *incoming*** pot solicita prelungirea stagiului la UAIC pe baza unei scrisori de accept din parte instituției de origine și a aprobării facultății la care sunt temporar înmatriculați la UAIC.

8.4 Înmatricularea studenților Erasmus străini la facultăți

8.4.1 Pe baza a cel puțin următoarelor documente din dosarul fiecărui student: *Learning Agreement/Training Agreement*, semnat de coordonatorii ECTS; *Student Application Form*; nominalizarea din partea universităților de origine care atestă calitatea studentului de beneficiar de mobilitate Erasmus, BPC emite o adresă cu numele și prenumele studenților Erasmus străini, universitatea de origine și perioada preliminară a mobilității lor de studiu/practică, pe care o supune aprobării BECA.

Această adresă va avea statut de decizie de înmatriculare temporară.

8.4.2 Fiecare facultate solicită studenților Erasmus străini următoarele documente: copie după cartea de identitate sau pașaport; 2 (două) fotografii tip buletin; copie după *Learning Agreement/Training Agreement*, semnat de coordonatorii ECTS de la ambele universități. Aceste documente sunt păstrate în dosarul personal al studentului la facultate. În cazul neprezentării extrasului de foaie matricolă până la sfârșitul mobilității, studentul Erasmus își pierde toate drepturile rezultate din statutul său de student al Universității noastre.

8.4.3 Facultatea eliberează studenților străini carnetul de student.

8.4.4 Studenții Erasmus străini sunt înmatriculați temporar numai la facultatea la care au venit pe baza acordului interinstituțional Erasmus.

8.4.5 În cazul studenților care urmează cursuri (și) la alte facultăți, ei au obligația de a depune la secretariatul fiecărei facultăți vizitate o cerere pentru acumulare de credite, cu menționarea denumirilor disciplinelor pe care le vor urma, cerere care trebuie aprobată de către Decan (**Anexa 7**).

8.5 Studenții Erasmus străini nu plătesc taxe de acces la laboratoare, biblioteci, etc.

8.6 Serviciul Bibliotecă eliberează, la cerere, legitimația și permite accesul studenților Erasmus străini la fondul de carte existent, în aceleași condiții ca și pentru studenții români.

8.7 În timpul derulării mobilității, studenții Erasmus străini susțin toate formele de verificare în aceleași condiții ca și ceilalți studenți ai UAIC.

8.8 Eliberarea situațiilor școlare (*Transcript of Records*) studenților Erasmus străini

8.8.1 După ce studenții Erasmus *incoming* susțin examene, rezultatele sunt trecute de către fiecare profesor în **cataloge** pentru fiecare disciplină în parte. Aceste cataloage se păstrează în dosarul personal al studentului de la facultate.

8.8.2 Pe baza cataloagelor, **facultatea** care înmatriculează studenții Erasmus *incoming* trimite o **adresă** la BPC, semnată de secretarul șef al facultății și de Decan, în care se specifică: numele disciplinelor la care studentul a susținut examene; notele obținute; numărul de credite ECTS alocat disciplinelor respective în planul de învățământ (**Anexa 8**).

8.8.3 La facultățile unde studentul Erasmus *incoming* nu este înmatriculat, dar susține examene, rezultatele fiecărui examen sunt trecute de către profesor în **cataloge** pentru fiecare disciplină în parte. Aceste cataloage se păstrează la secretariatul facultății în dosare/bibliorafturi speciale pentru studenți Erasmus străini.

8.8.4 **Facultățile** la care studentul Erasmus *incoming* nu este înmatriculat, dar susține examene, trimit o **adresă** la BPC, semnată de secretarul șef al facultății și de Decan, în care se specifică: numele disciplinelor la care studentul a susținut examene; notele obținute; numărul de credite ECTS alocat disciplinelor respective în planul de învățământ (vezi **Anexa 8**).

8.8.5 Pe baza adreselor primite atât de la facultățile care înmatriculează studenți Erasmus *incoming*, cât și de la facultățile care primesc acești studenți pentru urmarea unor cursuri în vederea completării numărului de

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credite, **BPC** centralizează toate rezultatele și emite fiecărui student Erasmus străin, la sfârșitul mobilității sale de studiu, **situația școlară finală** într-o limbă de circulație internațională.

9. RESPONSABILITĂȚI

9.1 Studenții Erasmus străini au următoarele responsabilități și competențe:

- trimit *Application Form*, *Learning/Training Agreement* și *Accommodation Form* la BPC;
- semnează contractul și regulamentul de cazare;
- se prezintă la BPC, la sosirea în UAIC, cu documentele solicitate;
- depun la BPC cererea pentru frecventarea cursului de limba română;
- depun la BPC cererea de prelungire a stagiului Erasmus, împreună cu scrisoarea de accept din partea instituției de origine și cu aprobarea facultății la care sunt temporar înmatriculați la UAIC;
- întocmesc un nou *Learning/Training Agreement* pentru perioada de prelungire a stagiului.

9.2 BECA are următoarele responsabilități și competențe:

- aprobă înmatricularea studenților Erasmus *incoming* pe baza adresei emisă de BPC.

9.3 BPC are următoarele responsabilități și competențe:

- editează *Erasmus Guide for Incoming Students* și îl postează pe site-ul UAIC;
- centralizează și trimite lista studenților Erasmus străini compartimentelor implicate;
- solicită înmatricularea temporară a studenților Erasmus străini;
- trimite documentele primite de la viitorii studenți Erasmus facultăților la care aceștia vor fi înmatriculați;
- returnează universităților lor de origine documentele aprobate;
- eliberează documentele necesare pentru obținerea permiselor de ședere temporară pentru studenții Erasmus străini;
- eliberează atestatul de ședere la plecarea studenților Erasmus străini de la UAIC.

9.4 Secretariatele facultăților gazdă au următoarele responsabilități și competențe:

- primesc documentele prezentate de studenții Erasmus străini;
- eliberează studenților Erasmus străini carnetul de student;
- întocmesc și eliberează situația școlară la finalul stagiului Erasmus;
- trimit către BPC documentele solicitate.

9.5 Coordonatorii Erasmus pe facultăți au următoarele responsabilități și competențe:

- sprijină studenții Erasmus străini la definitivarea *Learning /Training Agreement*-urilor;
- acordă asistență studenților Erasmus străini pe toată durata desfășurării mobilității.

10. DISPOZIȚII FINALE

10.1 Aprobarea modificărilor prezentei proceduri este de competența BECA al UAIC.

10.2 Prezenta procedură intră în vigoare în momentul aprobării de către BECA al UAIC.

11. Responsabilități și răspunderi în derularea activității

Nr. crt.	Compartimentul (postul)/actiunea (operatiunea)	I	II	III	IV	V	VI
	0	1	2	3	4	5	6

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1	Biroul pentru Programe Comunitare	E			Ap.	Ah.	Ev.
2	Prorector, Coordonator Erasmus Instituțional		V				
3	BECA			A			
4	Coordonatorii Erasmus pe facultăți				Ap.	Ah.	
5	Secretariat Comisie SCM					Ah.	Ev.

12. Anexe, inregistrari, arhivari

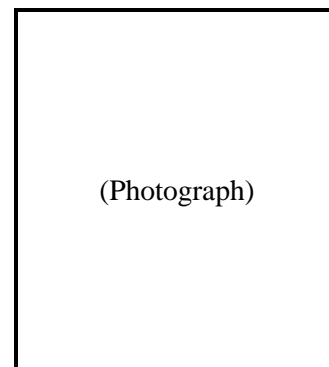
Nr. anexa	Denumirea anexei	Elaborator	Aproba	Nr. de exe	Difuzare	Arhivare		Alte elemente
						Loc	Perioada	
0	1	2	3	4	5	6	7	8
1	Student Application Form	BPC	Prorector	1	BPC	BPC	5 ani	-
2	Learning Agreement	BPC	Prorector	1	BPC	BPC	5 ani	-
3	Training Agreement	BPC	Prorector	1	BPC	BPC	5 ani	-
4	Accommodation Form	BPC	Prorector	1	BPC	BPC	5 ani	-
5	Contractul de cazare	BPC	Prorector	1	BPC	BPC	5 ani	-
6	Cerere curs lb. Română	BPC	Prorector	1	BPC	BPC	5 ani	-
7	Cerere urmare cursuri la altă facultate	BPC	Prorector	1	BPC	BPC	5 ani	-
8	Situația școlară	BPC	Prorector	1	BPC	BPC	5 ani	-

13. Cuprins

Numarul componenteii in cadrul procedurii operationale	Denumirea componenteii din cadrul procedurii operationale	Pagina
	Coperta	
1.	Lista responsabililor cu elaborarea, verificarea si aprobarea editiei sau, dupa caz, a reviziei in cadrul editiei procedurii operationale	1
2.	Situatia editiilor si a reviziilor in cadrul editiilor procedurii operationale	1
3.	Lista cuprinzand persoanele la care se difuzeaza editia sau, dupa caz, revizia din cadrul editiei procedurii operationale	1
4.	Scopul procedurii operationale	3
5.	Domeniul de aplicare a procedurii operationale	3
6.	Documentele de referinta (reglementari) aplicabile activitatii procedurate	3
7.	Definitii si abrevieri ale termenilor utilizati in procedura operationala	3
8.	Descrierea procedurii operationale	5
9.	Responsabilitati si raspunderi in derularea activitatii	7
10.	Anexe, inregistrari, arhivari	8
11.	Cuprins	8

[Aprobat în Ședința Biroului Executiv al Consiliului de Administrație, Hot. nr. Ri 26 din data de 16.04.2014.]

STUDENT APPLICATION FORM



ACADEMIC YEAR 20.../ 20....

FIELD OF STUDY:

This application should be completed in BLACK in order to be easily copied and/or telefaxed.

SENDING INSTITUTION

Name and full address:

Departmental coordinator – name, telephone and telefax numbers, e-mail box:

.....

Institutional coordinator – name, telephone and telefax numbers, e-mail box:

STUDENT'S PERSONAL DATA

(to be completed by the student applying)

Family name: First name(s):

Date of birth:

Sex: Nationality:

Place of birth:

Current address & telephone no.:

Email address:

.....

.....

.....

.....

.....

.....

THE INSTITUTION WHICH WILL RECEIVE THIS APPLICATION FORM

Institution	Country	Period of study		Duration of stay (months)	No. of expected ECTS credits
		from	to		

LANGUAGE COMPETENCE

Mother tongue: Language of instruction at home institution (if different):

Other languages	I am currently studying this language		I have sufficient knowledge to follow lectures		I would have sufficient knowledge to follow lectures if I had some extra preparation	
	Yes	No	Yes	No	Yes	No
.....	#	#	#	#	#	#
.....	#	#	#	#	#	#
.....	#	#	#	#	#	#

WORK EXPERIENCE RELATED TO CURRENT STUDY (If relevant)

Type of work experience	Firm / organization	Dates	Country
.....
.....

PREVIOUS AND CURRENT STUDY

Diploma/degree for which you are currently studying: BAMAPhD.....

Number of higher education study years prior to departure abroad:

Have you already been studying abroad? Yes # No #

If yes, when? At which institution?

The attached Transcript of records includes full details of previous and current higher education study. Details non known at the time of application will be provided at a later stage.

RECEIVING INSTITUTION

We hereby acknowledge receipt of the application, the proposed learning agreement and the candidate's Transcript of records.

The above mentioned student is # provisionally accepted at our institution
not accepted at our institution

Departmental coordinator's signature

Institutional coordinator's signature

.....
Date:

.....
Date:

LEARNING AGREEMENT

ACADEMIC YEAR 20.../20... FIELD OF STUDY:

Semester: 1st / 2nd

Name of student:	
Sending institution:	Country:

DETAILS OF THE PROPOSED STUDY PROGRAMME ABROAD/LEARNING AGREEMENT

Receiving Institution:	Country:
---------------------------------	-------------------

Course unit code (if any) and page no. of the information package	Course unit title (as indicated in the information package)	Number of ECTS credits
.....
.....
.....
.....
.....
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.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

(1) If necessary, continue this list on a separate sheet

Student's signature	Date:
------------------------------	----------------

SENDING INSTITUTION	
We confirm that this proposed programme of study/learning agreement is approved.	
ECTS Faculty coordinator's signature:	ECTS Institutional coordinator's signature:
Date:	Date:

RECEIVING INSTITUTION	
We confirm that this proposed programme of study/learning agreement is approved.	
ECTS Faculty coordinator's signature:	ECTS Institutional coordinator's signature:
Date:	Date:

Name of student:

Sending institution: Country:

CHANGES TO ORIGINAL PROPOSED STUDY PROGRAMME/LEARNING AGREEMENT

(to be filled in ONLY if necessary)

Course unit code (if any) and page no. of the information package	Course unit title (as indicated in the information package)	Deleted course unit	Added course unit	Number of ECTS credits
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
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.....	<input type="checkbox"/>	<input type="checkbox"/>
.....	<input type="checkbox"/>	<input type="checkbox"/>
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.....	<input type="checkbox"/>	<input type="checkbox"/>

If necessary, continue this list on a separate sheet

Student's signature Date:

SENDING INSTITUTION

We confirm that this proposed programme of study/learning agreement is approved.

ECTS Faculty coordinator's signature: ECTS Institutional coordinator's signature:

Date: Date:

RECEIVING INSTITUTION

We confirm that this proposed programme of study/learning agreement is approved.

ECTS Faculty coordinator's signature: ECTS Institutional coordinator's signature:

Date: Date:



Lifelong Learning Programme

Details of the Proposed LLP-ERASMUS Training Programme Abroad

TRAINING AGREEMENT

I. DETAILS OF THE STUDENT

Name of the student:	
Subject area:	Academic year: 2013-2014
Degree:	
Sending institution:	Country:

II. DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD

Host organisation:

Planned dates of start and end of the placement period: from..... to, that is 3 months .

- | |
|--|
| <ul style="list-style-type: none"> - Knowledge, skills and competence to be acquired: - Detailed programme of the training period: - Tasks of the trainee: - Monitoring and evaluation plan: |
|--|

III. INFORMATION on THE PARTNER INSTITUTION in the HOST COUNTRY

<p>Whilst keeping full responsibility for the placement and for any modification to this agreement, the sending institution has a local partnership with [to be filled in with the name of the partner institution] in view of helping with the monitoring of the mobility abroad.</p> <p>All parties will keep the sending institution informed of their exchanges.</p> <p>The student's supervisor in the partner institution is:</p>	
Name:	Function:
Phone number:	E-mail:
Address:	

IV. COMMITMENT OF THE THREE PARTIES

By signing this document the student, the sending institution and the host organisation confirm that they will abide by the principles of the Quality Commitment for Erasmus student placements set out in the document below.

The student	
Student's signature	Date:

The sending institution	
We confirm that this proposed training programme agreement is approved. On satisfactory completion of the training programme the institution will award ECTS credits (number of ECTS credits):	
Relevant for ECTS credits at the following UAIC course(s):	
-	
-	
-	
-	
-	
The institution will record the training period in the Diploma Supplement: Yes	
Faculty Coordinator's Signature:	Institutional Coordinator's Signature:
Date:	Date:

The host organisation	
The student will receive a financial support for his/her placement	Yes <input type="checkbox"/> No <input type="checkbox"/>
The student will receive a contribution in kind for his/her placement	Yes <input type="checkbox"/> No <input type="checkbox"/>
We confirm that this proposed training programme is approved. On completion of the training programme the organisation will issue a Certificate to the student.	
Coordinator's name and function Date:	
Coordinator's signature and stamp:	

QUALITY COMMITMENT for LLP-ERASMUS student placements

This Quality Commitment replicates the principles of the European Quality Charter for Mobility

THE SENDING HIGHER EDUCATION INSTITUTION* UNDERTAKES TO:

- Define the **learning outcomes** of the placement in terms of the knowledge, skills and competencies to be acquired
- Assist the student in **choosing** the appropriate host organisation, project duration and placement content to achieve these learning outcomes
- **Select** students on the basis of clearly defined and transparent criteria and procedures and sign a **placement contract** with the selected students.
- **Prepare** students for the practical, professional and cultural life of the host country, in particular through language training tailored to meet their occupational needs
- Provide **logistical support** to students concerning travel arrangements, visa, accommodation, residence or work permits and social security cover and insurance
- Give **full recognition** to the student for satisfactory completed activities specified in the Training Agreement
- **Evaluate** with each student the personal and professional development achieved through participation in the Erasmus programme

THE SENDING INSTITUTION* AND HOST ORGANISATION JOINTLY UNDERTAKE TO:

- Negotiate and agree a tailor-made **Training Agreement** (including the programme of the placement and the recognition arrangements) for each student and the adequate mentoring arrangements
- **Monitor** the progress of the placement and take appropriate action if required

THE HOST ORGANISATION UNDERTAKES TO:

- Assign to students **tasks and responsibilities** (as stipulated in the Training Agreement) to match their knowledge, skills, competencies and training objectives and ensure that appropriate equipment and support is available
- Draw **a contract or equivalent document** for the placement in accordance with the requirements of the national legislation
- **Appoint a mentor** to advise students, help them with their integration in the host environment and monitor their training progress
- Provide **practical support** if required, check appropriate insurance cover and facilitate understanding of the culture of the host country

THE BENEFICIARY UNDERTAKES TO:

- Comply with all **arrangements** negotiated for his/her placement and to do his/her best to make the placement a success
- Abide by the **rules and regulations** of the host organisation, its normal working hours, code of conduct and rules of confidentiality
- **Communicate** with the sending institution about any problem or changes regarding the placement
- **Submit a report** in the specified format and any required supporting documents at the end of the placement



By signing this document, the student, the sending institution and organisation confirm that they will abide by the principles of the Commitment for LLP-ERASMUS student placements.



ACCOMMODATION FORM

“Alexandru Ioan Cuza” University of Iasi offers accommodation for the Erasmus students in **Gaudeamus Centre** (17 Codrescu Street, tel.: +40 232 201077, Administrator: Mrs. Teodora Tanasa).

Places are available in **double** or **triple** rooms, fully furnished, including a TV set and a refrigerator. Each room has a private bathroom and a little balcony. Access to Internet is possible without making a special request. On each floor there is a kitchen fully equipped for cooking.

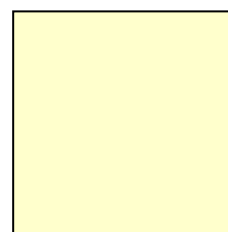
The accommodation fee to be paid is **400 LEI/month** for a place in a **double** room or **triple** room. It is not possible to choose a single room.

***Period of stay:**

From:/...../20....

To:/...../20....

Photo



Personal details of the student:

*Name and surname:

Date and place of birth:

Nationality:

*Sex: M F

Personal address:

*Email address:

Telephone:

Fax:

**Mandatory requested information*



The period of accommodation in "Gaudeamus" is **either for one semester or for the whole academic year.**

For accommodation periods shorter than one month the fee to be paid is 50 LEI/night for a place in a double room or triple room.

Students coming:

- for the first semester **cannot** be accommodated sooner than **28 September**;
- for the second semester **cannot** be accommodated sooner than **15 February**.

Please return the complete form either by **fax** or **email**:

Tel: 0040 232 20 11 13

Fax: 0040 232 201 201

Email: erasmus@uaic.ro

**ACCOMMODATION CONTRACT 2013/2014****“Gaudeamus” and “Akademos” Centres****I. CONTRACTING PARTIES****Art. 1**

Alexandru Ioan Cuza University of Iași, with headquarters in Bd. Carol I, no. 11, as legal **owner**, represented by Prof.dr. Vasile IȘAN, Rector, delegated through authorisation no. ... on.....

and

Mr./Ms., son/daughter of and of, a student at the Faculty of, in the academic year, place of permanent residence in the city of, street no., postal code, country, telephone, Personal Identification Number....., owner of ID series.....number....., issued byon (date), hereinafter referred to as the **tenant**,

agree to the present accommodation contract.

II. OBJECT OF CONTRACT**Art. 2**

The object of this contract is the use of locative space as accommodation place in the “Gaudeamus” and “Akademos” Centre for International Exchanges, room no., located on Codrescu Street no. 17, and Pacurari Street no. 6 respectively, with the afferent facilities and shared locations, as well as of the inventory goods provided in the hand-over protocol, annexed to this contract.

III. DURATION OF CONTRACT**Art. 3**

The accommodation period lasts between 01.10.2013 – 01.08.2014. Once the mentioned period ends, the room will be handed over to the administrator of the Center for International Exchanges based on the affidavit. Students who develop professional activities in their curriculum during the summer period are exempted from this provision.

IV. ACCOMMODATION FEE**Art. 4**

The accommodation fee covers the current expenses for maintenance and functioning.

IV. PAYMENT**Art. 5**

The payment of the accommodation fee shall be made monthly, between the 1st and the 15th of the current month.

Art. 6

If the payment of the accommodation fee is overdue, 1% of the owed sum will be charged as penalty interest per day, beginning with the 16th of the current month, excepting holidays.

VI. OBLIGATIONS OF THE CONTRACTING PARTIES

Art. 7

The owner undertakes to:

1. Hand over the residential premises/room, endowed with the facilities specified in the object of contract, in an appropriate condition for residential purposes, based on the hand-over protocol, mentioning, as the case may be, the contingent irregularities.
2. Provide the necessary services for maintenance and repairs for the CIE shared premises.
3. Provide daily cleaning services (including on Sundays) for the CIE shared premises (lounges, offices, conference rooms, stairways, shared restrooms) and for the adjacent exterior premises, property of the CIE Gaudeamus-Akados.
4. Facilitate the periodic collection of the household waste and maintenance of the waste containers located in the exterior premises.
5. Forbid any modification of the residential premises rented, the alienation of the named premises and their use for other purposes.
6. Monitor the way in which the tenant makes use and maintains the residential premises, the inventory goods provided and the CIE shared spaces.
7. Recover the counter value, overhead charges and installation labour costs of any missing objects / deteriorated goods within 5 working days since the date of their notice, based on the itemized estimate and invoice.
8. Ensure day and night security in the CIE.
9. Ensure weekly delivery of clean linen drapery and waste disposal bags for each room, as well as room cleaning services according to the following schedule:
 - For Gaudeamus:
 - 1st Floor + ground floor – on Mondays
 - 2nd Floor – on Tuesdays
 - 3rd Floor – on Wednesdays
 - 4th Floor – on Thursdays
 - 5th Floor – on Fridays
 - For Akados:
 - Ground Floor – (Tr. A+B+C+D) – on Mondays
 - 2nd Floor – on Tuesdays
 - Loft (Tr. C+Tr. D) – on Wednesdays
 - Underground floor + basement (Tr. A+B+C+D) – on Thursday
 - 1st Floor (Tr. A+B+C+D) – on Fridays, where students are housed.

The washing machines for students benefit shall be used only during working hours. Students are responsible for bringing detergent. The quantity of clothes should not exceed 5 kg.

10. Issue individual accommodation card and facilitate the obtaining of the residence permit for the period of the accommodation agreement.
11. Ensure the disinfection and pest control services every three months, or as needed.
12. Provide repair services for the breakdowns mentioned in the register of breakdowns and damages as soon as possible.
13. Conform to the warm water distribution program established by the Technical Department of the University, which will be announced at the beginning of the period of stay.
14. Refuse to accept as tenants persons without an accommodation order issued by the faculty.
15. Evacuate from the residential premises the tenants penalized for breaching the statutory conditions, as stipulated in the “Gaudeamus – Akados” Regulations and Accommodation Agreement into force, based upon the report made by the security personnel and approved by the Director of the International Exchange Residence “Gaudeamus- Akados”, after a discussion with the tenant guilty of non-compliance.

Art. 8

The tenant undertakes to:

1. Take over the room with the facilities specified in the object of contract, based on the hand-over protocol.
2. Pay the accommodation fee set by the Administration Council.
3. Use responsibly the goods in the inventory of the Department for International Relations, electrical and sanitary equipment provided, and turn off the water taps after using the sink and the shower.

4. Keep the residence premises tidy and clean, refrain from disposing the plastic wraps or household waste in the sanitary equipment, in the CIE shared residential space, on the exterior premises or on the alleys; make use of the single-use ecological waste disposal bags and, when full, take them out on the hallway, placing them next to the door.
5. Keep quiet during resting hours (12 p.m. – 7 a.m.) and during the study/session periods (after 8 p.m.).
6. Allow access to members of the University Senate Board, Faculty members, CIE Administration members and cleaning personnel to inspect the room in order to observe the tenant's way of complying with the accommodation rules stipulated.
7. Hand over the effects in the same condition described in the hand-over protocol at the date of contract conclusion, at the end of contract.
8. Keep intact the living premises and the sanitary equipment and refrain from making modifications to the rented space and to the CIE shared residential spaces, thus using the premises for purposes other than those mentioned in the contract.
9. Not transfer the room intended for residence to other private or public persons.
10. Assume financial responsibility for any missing objects / deterioration of goods in the room. The financial responsibility for any missing objects / deterioration of goods in the room will be assumed by the guilty party. If he/she is not identified, all the tenants residing in the room will share the financial responsibility. In case of damages, the tenants will pay the counter value of the damaged goods. If the guilty person is not identified, the tenants involved (residents of the same room/on the same floor) will share the charge, based on the notice report approved by the CIE committee.
11. Post no notices or advertisements in the rooms or shared spaces, but only on the notice board in the entrance hall.
12. Comply with the hygienic-sanitary standards and the fire prevention regulations.
13. Comply with the CIE access regulations and prevent accordingly any non-residents' access into the rooms, while the contract holders are absent; let no other person stay in the room assigned to him/her between 11 p.m. – 7 a.m., except for 1st or 2nd degree relatives of the contract holders (48 hrs.) visiting from another city (such as a mother visiting her daughter, a father visiting his son, a sister/brother visiting her/his sibling), who can be accommodated in the contract holder's room. Otherwise, the administration will try to find solutions to solve this problem with the approval of the other accommodated persons.
14. Let the Reception Desk know about any possible CIE equipment breakdowns in order to have them repaired.
15. Make no use of the room and the locations for shared use for any commercial activities.
16. Make no use of an electrical appliance of a higher capacity than that established and posted by the institution.
17. Use for cooking only the kitchens on each floor and not the rented room.
18. Make no use of any improvised heating or other electrical improvisations.
19. In case the accommodated person wishes to terminate the accommodation contract prior to the end of the contracted period of time, he/she must inform the administration about their intention. Otherwise the accommodation fee must be paid for the entire contracted period of time.
20. Smoke only in the smoking areas located at the Gaudeamus-Akademios entrance and refrain from throwing cigarette stubs or burning matches at random, otherwise a 500 -1000 RON sanction fee will be applied in accordance with the Government Ordinance no. 349/2002.
21. Not exceed: energy consumption over 50 Kw/person, hot water 5 m³ /person, cold water: 4 m³ / person.
22. Any consumption exceeding these values will be paid directly by the beneficiaries, at the market price for the corresponding month.
23. Leave the key at the reception desk every time he / she leaves the room.
24. Not bring or drink alcoholic beverages in the residential premises. Individuals detected with alcoholic beverages will be evicted with the management's approval.

VI. CONTRACTING RESPONSIBILITY

Art. 9

In case the tenant fails to comply or inadequately complies with the contract obligations, the owner (represented by the CIE administrator) shall proceed to:

1. Cash the updated counter value.
2. Cash accommodation fees for any non-residents in case of violation of rules regarding the access or accommodation in the room.
3. Sanction the guilty party by evacuation from the residential premise, due to violation of Art.8, item 5, 11, 13 and 24.

Art. 10

Should the tenant fail to meet his/her contractual obligations, or comply with Art. 9, item 1, within 5 working days since the date of notice, on the third violation of the contract obligations, the administration of the DIE is entitled to terminate the present Contract and evacuate the residential premises. The University Senate Board will establish the gravity of the fact and decide upon the measure of forced evacuation.

Art. 11

Any other failure to meet the contractual obligations will be settled legally, according to the current Romanian legislation into force.

Art. 12

This Contract is completed according to the provisions of the Residence Regulation and complies with the current Romanian legislation into force.

Art. 13

The present Contract was signed today,, in two copies, one for each contracting party.

Art. 14

The current Contract constitutes an enforceable title.

VII. ACCOMMODATION FEES

- For Romanian and foreign students registered at the *Alexandru Ioan Cuza* University and for students registered at other public universities that request accommodation in the Gaudeamus residence, the monthly cost is **400 RON/place in a room/month**.
- For Romanian and foreign students registered at the *Alexandru Ioan Cuza* University and for students registered at other public universities that request accommodation in the Akademos residence, the monthly cost is **500 RON/place in a room/month**, for the rooms located on the underground floor, ground floor, 1st floor and 2nd floor.
- Loft rooms and rooms located at the basement cost **425 RON/place in a room/month**.
- Romanian and foreign students who request accommodation for less than 30 days: **50 RON/day**.
- For students leaving the residential complex before the 30th of their last month of stay, the monthly accommodation fee will be evenly divided by 30 calendar days, thus obtaining the accommodation fee due per day.
- Students with parents working in the field of Education benefit from a discount of **100 RON**.
- Students with special needs benefit from a 50% deduction of the accommodation fee.

OWNER

Alexandru Ioan Cuza University

Represented by

Ec. Teodora TANASA

Director of DIE Gaudeamus

TENANT,



ACCOMMODATION REGULATION

“Gaudeamus-Akados” Centre for International Exchange

The present Regulation is in accordance with the *Alexandru Ioan Cuza* University Charter and establishes the administrative functions, the organization, and functioning of the Department for International Exchanges *Gaudeamus-Akados*, lays down the rights and obligations of the tenants accommodated in the Residential Centre as well as the University’s responsibilities, together with the responsibilities of the personnel responsible for the good functioning of dormitories and cafeterias.

Chapter I. General Dispositions

Article 1

Gaudeamus-Akados Centre for International Exchange is property of the *Alexandru Ioan Cuza* University, offering accommodation to students and members of the faculty enrolled at the *Alexandru Ioan Cuza* University throughout the academic year and otherwise, for students and faculty members requesting accommodation in a hotel-like system.

Article 2

Gaudeamus-Akados Centre for International Exchanges is property of the *Alexandru Ioan Cuza* University and is a self-financing institution (with funding from accommodation fees paid by the students and fees from room rentals in the hotel-like accommodation system, as well as overhead expense fees from the 2 cafeterias), as well as funding coming from budgetary subsidies. The Centre functions under the supervision of the General Administrative Department.

Article 3

The Department for International Exchanges is headquartered in Codrescu Street, no. 1.

Article 4

The Department for International Exchanges functions throughout the year, with the exception of the summer holiday period, when residence halls close for cleaning and repairs.

Article 5

The Centre for International Exchanges has available rooms for accommodation in a hotel-like system, used by both students in a placement mobility and faculty members, for various manifestations that are programmed under the direct coordination of the General Administrative Department.

Chapter II. Organisational Structure

Article 6

The Centre’s Administration is directly responsible for the manner in which the cafeterias and assets of the *Gaudeamus-Akados Centre* are managed, as well as for their maintenance services. The *Gaudeamus - Akados*

Centre for International Exchange is responsible also for keeping the interior and exterior premises clean, and for ensuring the safety of residence halls and cafeterias.

Article 7

The Management of the *Gaudeamus-Akados Centre* submits to the General Administrative Department the organisational chart of personnel needed for all the activities developed in the centre, drafts an income and expenditure budget, and manages the 2 residence halls, the cafeterias, the company housing and the University Guest House.

Article 8

The Head of the *Gaudeamus-Akados Centre* drafts the plan for the Centre's investment, development and endowment, and submits it for approval to the University Senate Board.

Article 9

The Head of the *Gaudeamus-Akados Centre* manages the Centre with the help of 4 financial administrators.

Article 10

According to the University Senate Office's decision of September 2011, the organisational structure is annexed to the present Regulation (see annex 1).

Article 11

- (1) The *Gaudeamus - Akados Centre* for International Exchange is organised in the following components:
1. Gaudeamus-Akados Centre – offers accommodation for students and rents rooms in a hotel-like accommodation system;
 2. Gaudeamus-Akados Centre – offers meals;
 3. Guest houses – offers accommodation for guest lecturers.
- (2) The structure of personnel and the number of employees for each location are presented in annex 2 of the present Regulations.

Article 12

The employment procedure is done on the basis of a vacancy contest organized by the *Alexandru Ioan Cuza* University of Iasi.

Article 13

The payment of the personnel under contract from the budgetary sector is made in accordance with the Government Ordinance no. 24/2000 on the system of establishing the basic salaries for the personnel under contract from the budgetary sector, approved by law no. 1/2012, with the subsequent amendments and completions.

Chapter III. The organisation of the accommodation activity (Accommodation Regulation)

At the *Gaudeamus - Akados Centre* for International Exchanges accommodation is offered annually or per semester, for students that come with LLP-Erasmus and Erasmus Mundus exchanges.

Accommodation in a hotel-like system is granted based on the approval of the University Senate Board, based on the number of applications and spaces available.

Article 1

Students of the *Alexandru Ioan Cuza* University, exchange students and students enrolled at partner universities may benefit from accommodation in the *Gaudeamus - Akados Centre* for International Exchanges, as well as doctoral students and members of the faculty under contract with the University.

The accommodation is done based on the student applications, after a written application has been submitted to the secretariat office of the student's faculty.

The accommodation for exchange students is done based on the options at the Department of International Relations that draws up a draft and submits it to the Senate Board for approval.

Article 2

Under direct guidance from the General Administrative Department, the Director of the Centre, after consultation with the Dean's offices of each faculty, allots a number of places per faculty.

Article 3

Accommodation in the *Gaudeamus - Akademos* Centre for International Exchanges for persons other than those mentioned in Art.1 is strictly forbidden.

Article 4

For Romanian students, the allotment of places is done based on merits.

Article 5

At the level of the management board, an accommodation committee is formed, having as members the following:

- The Director
- Financial Administrator
- 3 student representatives, from the faculties with the largest number of students.

The committee has the responsibility to organize the student accommodation procedure, and to draft the forms needed by the students in the Accommodation Regulation.

Article 6

The accommodation of the students is done based on the accommodation orders issued by each faculty (for students of the *Alexandru Ioan Cuza* University), for students enrolled at other universities, the accommodation is done based on written requests approved by the Executive Board, and for exchange students, based on the table sent by the Department for International Relations.

Article 7

Accommodation is done at the beginning of the academic year, according to the following schedule:

- September 26: 8.00 – 17.00
- September 27: 8.00 – 17.00
- September 28: 8.00 – 17.00
- September 29: 8.00 – 17.00.

Article 8

Students can request accommodation personally, with the ID card. For special cases, the accommodation committee may take responsibility for accommodating a student.

Article 9

Transfers between the two residence halls can be made only based on the approval of the Director of the Centre, at the written request of the students, taking into account the students' options.

Article 10

The accommodation fee is established annually, with the approval of the Senate Board, and is subsequently provided in the Accommodation Regulation and Contract.

Article 11

In order to obtain accommodation, the student is bound to do the following:

- On the day of the accommodation allotment procedure, the student must have the Accommodation Order, issued by the accommodation committee of each faculty, and the ID card;
- The student must fill in 2 copies of the accommodation forms;
- Receives the room inventory;
- Pays the accommodation fee;
- Registers at the *Gaudeamus - Akademos* Centre and fills in his/her personal data, including the licence plate number, if the student owns a car.
- Fills in the evidence sheet for residence assignation for the requested period of residence.

Article 12

Students whose parents are working in the field of education benefit from a **100 RON** discount, and must compile and submit a file with the following documents:

- A written request, which shall contain the following paragraph: “I, the undersigned, hereby take full responsibility for the validity of the data provided in the present documents in copy submitted, and I hereby declare that I am fully aware that the inaccurate declaration of truth is a crime that falls under the incidence of the Romanian laws.”
- Copy of the ID card.
- Copy of the birth certificate.
- Copy of the school report.
- Certificate of employment issued by the appropriate County Board of Education .
- Legalized copy of the Record of Employment of the parent who works in the field of Education, that proves the son/daughter kinship of the student submitting the request.
- Legalized copies of other relevant documents (e.g. divorce decision).

Chapter IV. The Organization of the “Gaudeamus-Akademos” cafeteria activity

Article 1

Only students who are accommodated in the *Gaudeamus-Akademos* Centre, local and exchange, faculty members who are lodged in a hotel-like system, and administrative and teaching staff of UAIC can benefit from the services of the Gaudeamus Restaurant, with the allowances for food and expenses approved by the Executive Board of the Administration Council.

Article 2

The meal can only be served on the basis of the identification permit issued at the beginning of the academic year for the Romanian students, and with an employee identification card for the teaching and administrative staff.

Article 3

The allowance amount will be established annually by the University’s Executive Board of the Administration Council.

Article 4

For the proper development of the cafeteria activities, the Director of the Centre provides, by means of the acquisition service, the procurement of food, according to the purchase plan, and supervises the proper storage and use of the food supplies.

Article 5

The necessary quantities of food will be solidly accounted for, according to the number of persons who benefit from meals at the cafeteria, to the storage space, to the usage rate and the financial availabilities, and they will take all measures for having permanent knowledge of the existing reserve and its legitimate exploitation, to the purpose of improving the quality and quantity of the served meals.

Article 6

The cash registers available in both serving units take the serving order and provide the waiter with the bill, who has the obligation of serving the clients in due time.

Article 7

The hired personnel, the serving personnel including, of both serving units are under obligation to respect the food serving regulations, to avoid producing damage, and are not allowed to take the goods outside the premises of the cafeteria. When certain losses cannot be accounted for, the hired personnel will be held financially accountable for them.

Article 8

Students benefitting from meals at the cafeteria have the following rights: to make use of the cafeteria goods available, to make suggestions and give feedback regarding the menus, the quality of the meals served, regarding the opening hours, the hygiene and other aspects concerning the functioning of the cafeteria.

Article 9

The students benefitting from meals at the cafeteria have the following obligations: to use carefully the cafeteria goods available, not to take tableware and cutlery outside the premises of the cafeteria, to respect the organisation of services, and the opening hours respectively, to keep from entering the food premises, to have a proper dress and behaviour at the table and to have a civilised behaviour towards the colleagues and the cafeteria employees.

Article 10

In days when meals are not served, the Managements of the Gaudeamus Centre may rent the space for events such as conferences, symposiums or doctoral dissertations defences, for a certain price established by the Executive Board of the Administration Council, in accordance with the current legislation in effect.

Chapter V. The rights and obligations of the students benefitting from accommodation in the Gaudeamus – Akademos Centre for International Exchange

The *Gaudeamus-Akademos* Center for International Exchange Iasi, represented by its delegates, undertakes to:

1. Ensure best conditions of living and study, in accordance with the legal provisions.
2. Take all the necessary measures in order to optimize the activities developed during the accommodation process.
3. Hand over the residential premises/room, endowed with the facilities specified in the object of contract, in an appropriate condition for residential purposes, based on the hand-over protocol.
4. Provide the necessary services for maintenance and repairs for the CIE shared premises.
5. Provide daily cleaning services (including on Sundays) for the CIE shared premises (lounges, offices, conference rooms, stairways, shared restrooms) and for the adjacent exterior premises, property of the CIE Gaudeamus-Akademos.
6. Ensure day and night security in the CIE.
7. Ensure weekly delivery of clean linen drapery and daily delivery of the waste disposal bags for each room.
8. Issue individual accommodation cards and facilitate the obtaining of the residence permit for the period of the accommodation agreement.
9. Ensure the disinfection and pest control services every three months, or as needed.
10. Provide repair services for the breakdowns mentioned in the register of breakdowns and damages in maximum 24 hours.
11. Refuse to accept as tenants persons without an accommodation order issued by the faculty.

Article 1

The *Gaudeamus-Akademos* Center for International Exchange, represented by its delegates, has the right to verify the way in which the tenant makes use of and maintains the rented premises and the offered room inventory.

Article 2

The persons benefitting from accommodation in the *Gaudeamus-Akademos* Center for International Exchange undertake to:

1. Pay the accommodation fee set by the Administration Council between the 1st and 15th of every month, and also the fee for contingent damages.
2. Use responsibly the goods in the inventory of the Department for International Relations, electrical and sanitary equipment provided in the shared spaces, offices and cafeteria.
3. Keep quiet during resting hours (12 p.m. – 7 a.m.) and during the study/session periods (after 8 p.m.).
4. Allow access to members of the University Senate Board, Faculty members, CIE Administration members and cleaning personnel to inspect the room in order to observe the tenant's way of complying with the accommodation rules stipulated.
5. The visiting persons shall identify themselves at the reception office of the Gaudeamus-Akademos Centre.

6. The visiting hours must be respected: all visits will be paid before 11 p.m. Ask for the roommate's permission if the visiting person wishes to stay overnight.
7. Once a week (each floor has a day set for laundry, according to the timetable), students must take their laundry to the laundry room, and provide the necessary quantity of detergent as well. The weight limit per wash should not exceed 5 kg/person.
8. The clean laundry will be taken out as soon as the washing program ends.
9. Each balcony is endowed with a clothes rack that is to be used for drying (there is no need for improvised devices).
10. In the *Gaudeamus-Akademios* Centre, smoking is strictly forbidden, both in the individual rooms and in the shared living spaces. Students seen doing so will receive a fine that may amount from **200 RON** to **1000 RON**, in accordance with the legislation in effect.
11. After using the offices and the office's equipment, the student has the obligation to clean the premises.
12. The kitchen shall not be used later than 09.45 p.m.
13. Bringing and drinking alcohol in/within the living premises is strictly forbidden. The students caught infringing this rule shall be punished with expulsion from the *Gaudeamus-Akademios* Centre, and the student shall lose his/her right to benefit from accommodation in the *Gaudeamus-Akademios* Centre for International Exchanges.
14. The student has the obligation to surrender the room's key at the reception desk anytime he/she leaves the premises.
15. Tenants must not use electrical devices with a capacity that exceeds the established norms.
16. Tenants are not allowed to bring/raise pets in the room.
17. Any deviation from the regulation must be notified to the *Gaudeamus-Akademios* Centre Management Department.

Article 3

Services offered at the *Gaudeamus-Akademios* Restsaurant

1. Only students accommodated in the *Gaudeamus-Akademios* Centre may benefit from the restaurant services.
2. Access to the restaurant is possible only on the basis of the residence identification card.
3. Meals are served between:
 - **Breakfast: 7.30 – 10.30 a.m.**
 - **Lunch: 12.30 – 03.45 p.m. (for the Gaudeamus Restaurant)**
- **01.00 – 04.00 p.m. (for the Akademios restaurant)**
 - **Dinner: 06.00 p.m. – 08.00 p.m.**

The food-VAT added for lunch and dinner is as follows:

- 40% for students,
- 60% for teaching and administrative staff;
- 100% for visitors and persons accommodated in a hotel-like system.

Chapter VI. Sanctions

Article 1

Any violation of the provisions of the present Regulations shall be sanctioned, depending on the grossness of the violation. If the violation consists of deterioration or breakage of the provided goods from cafeterias and residential premises, the value of the damaged goods shall be claimed from the guilty party.

The following sanctions will be applied in case of disobedience of the Centre rules and:

- Written notice of eviction;
- Removal from the centre for: use of alcohol, drugs and other forbidden substances, transferring the individual accommodation to a different person, not paying the accommodation fee;

Article 2

The sanctioned students shall receive the Order of Sanction.

The warning sanction shall be issued by the Director of *Gaudeamus-Akademios* Centre, at the suggestion of the *Gaudeamus- Akademios* Cafeteria/Residence administrator or of the students' representatives.

The notice of eviction shall be approved by the Director of *Gaudeamus*, at the suggestion of the *Gaudeamus-Akademios* Cafeteria/Residence administrator, with the approval of the University Officials, or of the Department of International Relations, and they may be appealed within three working days at the University registrar's office. The appeals will be solved by the Senate Board of the University.

Article 3

Student appeals against imposed penalties shall be submitted within 3 days of the sanction, at the University Registration office, and will be resolved within 5 days by superiorsto those who imposed the sanction

Chapter VII. Accommodation Fees

For Romanian and foreign students registered at *Alexandru Ioan Cuza* University and for students registered at other public universities living in Gaudeamus residence: **400 RON / place in a room / month.**

For Romanian and foreign students that request accommodation at the Akademos residential complex: **500 RON / place in a room / month.**

Students staying in the attic and basement: **425 RON/ place in a room / month.**

Romanian and foreign students who request accommodation for less than 30 days: **50 lei / place in a room / day**

Students leaving the Gaudeamus Centre before the 30th of their last month of stay, the monthly accommodation fee will be evenly divided.

Students whose parents work in the field of education shall benefit from a discount of 100 RON.

Students with special needs benefit from a 50% deduction of the accommodation fee.

**CENTRE ADMINISTRATOR,
Ec. Teodora TANASA**



Anexa 6

Alexandru Ioan Cuza University, Iași, Romania
Academic year 2013-2014
Intensive Romanian Language Course
APPLICATION FOR ERASMUS INCOMING STUDENTS

Student's personal data

First name(s):..... Last name(s):.....

Gender: *M (male)* *F (female)*

Nationality:.....

Date and place of birth:.....

Contact Information:

A. Mobile phone number (with country and area codes):

B. Email:

Sending Institution

Home university:

City: Country:.....

Field of study:

Faculty/ Department.....

Receiving Institution for exchange period

Receiving Institution:

City: Country:.....

Field of study:

Faculty/ Department.....

Exchange Programme (e.g. Erasmus, Comenius, etc., if applicable)

Beginning of exchange (dd/mm/yy).....

End of exchange (dd/mm/yy).....

Romanian language skills

	READING	WRITING	SPEAKING
GOOD			
SUFFICIENT			
ELEMENTARY			

Do you want to register for the Intensive Romanian Language Course during the

1st semester (October – December: 12 hours/week for 10 weeks)?

or

2nd semester (March – May: 12 hours/week for 10 weeks)?

Participation certificate with 6 ECTS credits will be awarded.

Requirements: regular attendance, active participation, homework and final test.



A group requires a minimum number of 10 participants.

Please return the complete form either by **fax** or **email until September 2nd for the 1st semester:**

Tel: 0040 232 20 11 13

Fax: 0040 232 201 201

Email: erasmus@uaic.ro

To the Dean of the Faculty of
Alexandru Ioan Cuza University of Iasi

I hereby request to attend the following courses (title of the course and number of ECTS credits):

-
-
-

in the Faculty of
during the 1st / 2nd semester of the academic year

Name of the student:, coming from the University of
..... (city, country), temporarily registered at the Faculty of,
Alexandru Ioan Cuza University of Iasi.

Date:

UNIVERSITATEA ALEXANDRU IOAN CUZA DIN IAȘI
FACULTATEA DE

SITUAȚIE ȘCOLARĂ

Prin prezenta se adeverește că d-ra/d-l (numele și prenumele), student/a al/a universității (numele universității, localitatea, țara), a efectuat o mobilitate de studiu în cadrul programului LLP-Erasmus în semestrul 1/2 al anului academic

În cadrul facultății noastre, d-ra/d-l (numele și prenumele) a participat la cursurile de mai jos, a susținut examenele și a obținut următoarele rezultate (note și credite ECTS):

Nr.c rt.	Titlul cursului	Nota	Numărul de credite ECTS
1.			
2.			
3.			

Decan:
 (numele, prenumele, semnătura și ștampila facultății)

Data: