



Universitatea “Alexandru Ioan Cuza” din Iași Departamentul Relații Internaționale Biroul pentru Programe Comunitare+	Procedura de sistem Organizarea și derularea mobilităților de studiu și mobilităților de practică ale studenților <i>incoming</i> în cadrul programului SEE	Ediția : I Nr. de ex.:
	Cod: UAIC DRI – BPC – PS 10	Revizia 1 Nr. de ex. : _____ Pagina 1 din 24

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

	Scopul difuzarii	Compartiment	Funcția	Nume si prenume	Data primirii	Semnat ura
	1	3	4	5	6	7
1.	Aplicare	BPC	Secretar	Ioana PĂȘTINARU		
2.	Aplicare	Facultatea de Biologie	Coordonator SEE	Gabriel PLĂVAN		
3.	Aplicare	Facultatea de Chimie	Coordonator SEE	Alexandra IORDAN		
4.	Aplicare	Facultatea de Drept	Coordonator SEE	Olga URDA		
5	Aplicare	Facultatea de Economie și Administrarea Afacerilor	Coordonator SEE mobilități de studiu	Bogdan ZUGRAVU		
6	Aplicare	Facultatea de Economie și Administrarea Afacerilor	Coordonator SEE mobilități de practică	Mircea GEORGESCU		
7	Aplicare	Facultatea de Educație Fizică și Sport	Coordonator SEE	Alexandru OPREAN		
8	Aplicare	Facultatea de Filosofie și Științe Social-Politice	Coordonator SEE mobilități de studiu	Conțiu ȘOITU		
9	Aplicare	Facultatea de Filosofie și Științe Social-Politice	Coordonator SEE mobilități de practică	Bogdan ȘTEFANACHI		
10	Aplicare	Facultatea de Fizică	Coordonator SEE	Liviu LEONTIE		
11	Aplicare	Facultatea de Geografie – Geologie Departamentul Geografie	Coordonator SEE mobilități de studiu	Daniela LARION		
12	Aplicare	Facultatea de Geografie – Geologie, Departamentul Geografie	Coordonator SEE mobilități de practică	Mihai BULAI		
13	Aplicare	Facultatea de Geografie - Geologie, Departamentul Geologie	Coordonator SEE mobilități de studiu și practică	Iuliana BULIGA		
14	Aplicare	Facultatea de Informatică	Coordonator SEE	Vlad RĂDULESCU		
15	Aplicare	Facultatea de Istorie	Coordonator SEE	Gabriel LEANCA		
16	Aplicare	Facultatea de Litere	Coordonator SEE mobilități de studiu	Gabriela DIMA		
17	Aplicare	Facultatea de Litere	Coordonator SEE mobilități de practică	Mariana VERDEȘ		
18	Aplicare	Facultatea de Litere	Coordonator SEE mobilități de predare	Veronica POPESCU		
19	Aplicare	Facultatea de Matematică	Coordonator SEE	Ana-Maria MOȘNEAGU		
20	Aplicare	Facultatea de Psihologie și Științele Educației	Coordonator SEE	Adina KARNER-HUȚULEAC		

21	Aplicare	Facultatea de Teologie Ortodoxă	Coordonator SEE	Dan SANDU		
22	Aplicare	Facultatea de Teologie Catolică	Coordonator SEE	Emil DUMEA		
23	Aplicare	Centrul de Studii Europene	Coordonator SEE	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 SEE.

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 SEE.

6. Documente de referință (reglementări) aplicabile activității procedurate

6.1 Ghidul Programului SEE – Proiecte de Mobilitate

6.2 Carta Universitară Erasmus

6.3 Contractul cu ANPCDEF

6.4 Acordurile bilaterale încheiate între UAIC și instituțiile partenere în cadrul Programului SEE

6.5 Alte documente, inclusiv reglementări interne ale entității publice: RGO, ROI, Carta UAIC

7. Definiții și abrevieri ale termenilor utilizați în procedura operațională

7.1 Definiții ale termenilor

Nr. crt.	Termenul	Definiția și/sau, dacă este cazul, actul care definește termenul
1	Programul SEE	Programul de burse și cooperare inter-instituțională în domeniul învățământului superior finanțat prin mecanismul financiar al Spațiului Economic European 2009-2014 – Proiecte de mobilitate, care finanțează mobilități ale studenților, ale personalului didactic și nedidactic
2	Mobilitate SEE de studiu	Perioada de studiu de min. 3 luni și max. 1 an academic, petrecută de studenții dintr-un SD la UAIC în cadrul Programului SEE în baza unui acord bilateral între universități care dețin EUC
3	Mobilitate SEE de practică	Perioada de pregătire practică de min. 2 luni și max. 1 an academic, petrecută de studenții dintr-un SD la UAIC în cadrul Programului SEE în baza unui acord bilateral inter-instituțional
4	Student SEE <i>incoming</i>	Studentul dintr-un SD care efectuează un stagiu de studiu sau de practică cuprins între 3 luni, respectiv 2 luni, și 1 an academic la UAIC în cadrul programului SEE
5	<i>Learning Agreement (LA)</i>	Contract de studiu care descrie programul de studiu și cuprinde lista cursurilor pe care studentul le va urma pe perioada stagiului la UAIC
6	<i>Training Agreement (TA)</i>	Contract de stagiu de practică care cuprinde perioada exactă a mobilității, datele de contact ale supervisorului, cât și creditele ECTS care se vor

		recunoaște la întoarcerea din mobilitate (lista cursurilor ce vor fi recunoscute)
7	<i>Transcript of Records (ToR)</i>	Foaie matricolă care cuprinde rezultatele (note, credite, calitative) obținute la UAIC
8	<i>Transcript of Work (ToW)</i>	Document care atestă modul de îndeplinire a obiectivelor din Training Agreement, la UAIC
9	<i>Student Application Form</i>	Formular de înscriere
10	<i>Accommodation Form</i>	Formular de cazare
11	Quality Commitment	Angajament de calitate (anexă la contractul de practică)
12	Coordonator SEE instituțional	Coordonatorul Programului SEE la UAIC
13	Coordonator SEE pe facultate	Coordonatorul Programului SEE în cadrul facultății
14	Contractul cu ANPCDEFP	Contractul încheiat între UAIC și ANPCDEFP privind Programul SEE
15	Contractul financiar cu UAIC	Contractul încheiat între studentul SEE outgoing și UAIC care menționează obligațiile care revin Universității în calitate de ofertant de mobilitate și cele care îi revin studentului beneficiar de o mobilitate în cadrul Programului SEE
16	State Donatoare	Regatul Norvegiei, Islanda, Principatul Liechtenstein
17	Stat Beneficiar	Romania
18	Operator de Program	Agentia Nationala pentru Programe Comunitare in Domeniul Educatiei si Formarii Profesionale
19	Punct National de Contact	Ministerul Fondurilor Europene

7.2 Abrevieri ale termenilor

Nr. crt.	Abrevierea	Termenul abreviat
1	UAIC	Universitatea "Alexandru Ioan Cuza" din Iași
2	BPC	Biroul Erasmus+
3	DRI	Departamentul Relații Internaționale
4	BECA	Biroul Executiv al Consiliului de Administrație
5	EUC	SEE University Charter / Carta Universitară SEE
6	SEE	Spatiul Economic European
7	SMS	Mobilități studențești de studiu
8	SMP	Mobilități studențești de practică
9	STA	Mobilități de predare ale cadrelor didactice
10	STT	Mobilități de formare ale personalului
11	LA	Learning Agreement
12	TA	Training Agreement
13	ToR	Transcript of Records
14	ToW	Transcript of Work
15	P.S	Procedura de sistem
16	E	Elaborare
17	V	Verificare
18	A	Aprobare
19	Ap.	Aplicare
20	Ah.	Arhivare
21	Ev	Evidență

8. Descrierea procedurii operaționale

8.1 Pregătirea mobilităților studenților SEE străini

8.1.1 BPC postează pe site-ul UAIC informațiile și formularele necesare unei mobilități de studiu/practică.

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

8.1.3 BPC centralizează și comunică, în scris, lista studenților SEE străini către Direcția General-Administrativă în vederea rezervării locurilor de cazare.

8.1.4 BPC trimite *Learning Agreement*-urile/*Training Agreement*-urile primite de la studenții SEE străini coordonatorilor SEE pe facultăți pentru definitivarea lor în funcție de solicitări și de

planurile de învățământ ale facultăților.

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

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

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

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

8.1.9 BPC și coordonatorii SEE pe facultăți răspund la întrebările studenților SEE 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 SEE *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 4**);

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

- a. *Learning Agreement/Training Agreement*;
- b. cartea de identitate sau pașaportul;
- c. cardul/asigurarea de sănătate (opțional).

8.3.3 Studenții SEE *incoming* depun la BPC o **cerere** pentru frecventarea cursului de limba română, (**Anexa 5**), organizat de Facultatea de Litere (opțional).

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 SEE *incoming*** certificate de pregătire lingvistică.

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

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

8.3.8 Înainte de finalizarea perioadei inițiale de mobilitate, **studenții SEE *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 SEE străini la facultăți

8.4.1 Pe baza următoarelor documente din dosarul fiecărui student: *Learning Agreement/Training Agreement*, semnat de coordonatorii ECTS; *Student Application Form (optional)*; nominalizarea din partea universităților de origine care atestă calitatea studentului de beneficiar de mobilitate SEE, BPC emite o adresă cu numele și prenumele studenților SEE 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 SEE 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 SEE 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 SEE străini sunt înmatriculați temporar numai la facultatea la care au venit pe baza acordului bilateral SEE.

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 6**).

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

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

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

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

8.8.1 După ce studenții SEE *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 SEE *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 7**).

8.8.3 La facultățile unde studentul SEE *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 SEE străini.

8.8.4 **Facultățile** la care studentul SEE *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 SEE *incoming*, cât și de la facultățile care primesc acești studenți pentru urmarea unor cursuri în vederea completării numărului de credite, **BPC** centralizează toate rezultatele și emite fiecărui student SEE străin, la sfârșitul mobilității sale de studiu, **situația școlară finală** într-o limbă de circulație internațională.

9. RESPONSABILITĂȚI

9.1 Studenții SEE străini au următoarele responsabilități și competențe:

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

9.2 BECA are următoarele responsabilități și competențe:

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

9.3 BPC are următoarele responsabilități și competențe:

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

9.4 Secretariatele facultăților gazdă au următoarele responsabilități și competențe:

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

9.5 Coordonatorii SEE pe facultăți au următoarele responsabilități și competențe:

- sprijină studenții SEE străini la definitivarea *Learning /Training Agreement*-urilor;
- acordă asistență studenților SEE 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
1	Biroul Erasmus+	E			Ap.	Ah.	Ev.
2	Prorector, Coordonator SEE Instituțional		V				
3	BECA			A			
4	Coordonatorii SEE pe facultăți				Ap.	Ah.	
5	Secretariat Comisie SCM					Ah.	Ev.

12. Anexe, inregistrari, arhivari

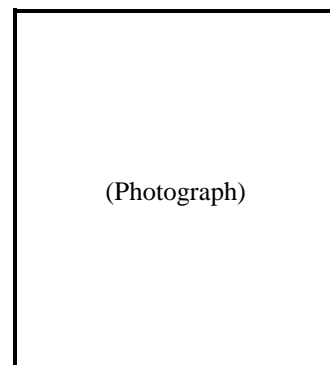
Nr. anexa	Denumirea anexei	Elaborator	Aproba	Nr. de exe	Difuzare	Arhivare		Alte elemente
						Loc	Perioada	
0	1	2	3	4	5	6	7	8
1	Student Application Form	BPC	Prorector	1	BPC	BPC	5 ani	-
2	Learning Agreement	BPC	Prorector	1	BPC	BPC	5 ani	-
3	Training Agreement	BPC	Prorector	1	BPC	BPC	5 ani	-
4	Contractul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



EEA Programme – RO 015

ECTS - EUROPEAN CREDIT TRANSFER AND ACCUMULATION SYSTEM

LEARNING AGREEMENT

Academic year 20.../20...
 Study period: from to
 Field of study:

Name of student: Sending institution: Country:
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DETAILS OF THE PROPOSED STUDY PROGRAMME ABROAD/LEARNING AGREEMENT

Receiving institution: Country:

Course unit code (if any) and page no. of the course catalogue	Course unit title (as indicated in the course catalogue)	Number of ECTS credits
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<p>.....</p> <p>.....</p> <p>.....</p>	<p>..... if necessary, continue the list on a separate sheet</p> <p>.....</p> <p>.....</p>	<p>.....</p> <p>.....</p> <p>.....</p>
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Fair translation of grades must be ensured and the student has been informed about the methodology

<p>Student's signature *</p> <p>.....</p> <p>.....</p>	<p>Date:</p> <p>.....</p>
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<p>SENDING INSTITUTION</p> <p>We confirm that the proposed programme of study/learning agreement is approved.</p>	
<p>Departmental coordinator's signature</p> <p>.....</p>	<p>Institutional coordinator's signature</p> <p>.....</p>
<p>Date:</p>	<p>Date:</p>

<p>RECEIVING INSTITUTION</p> <p>We confirm that this proposed programme of study/learning agreement is approved.</p>	
<p>Departmental coordinator's signature</p> <p>.....</p>	<p>Institutional coordinator's signature</p> <p>.....</p>
<p>Date:</p>	<p>Date:</p>

* The student keeps the document with the original signatures, the sending and receiving institutions have to keep a copy or a scan.



EEA PROGRAMME – RO-015

TRAINING AGREEMENT and QUALITY COMMITMENT

I. DETAILS OF THE STUDENT

Name of the student:	
Subject area:	Academic year :
Degree:	
Sending institution:	

II. DETAILS OF THE PROPOSED TRAINING PROGRAMME ABROAD

Host organisation:

Planned dates of start and end of the placement period: from till , that is months

- Knowledge, skills and competences to be acquired:
- Detailed programme of the training period:
- Tasks of the trainee:
- To be able to perform the tasks, the minimum level of language competence expected from the trainee in the main working language(s)¹ that the trainee will use at the host department/ organisation (as define under point IV) is:
- Is this placement fully integrated in the curriculum of the trainee's degree: Yes/No
- [In case the placement takes place in a representation or public institution of the home country of the student (e.g. cultural institutes, schools) please indicate the additional transnational benefits the student will obtain as compared to a

¹e.g., basic/intermediary/advanced/fluent in reading/speaking/writing. More precise references may be used, notably CEFR.

similar placement in his or her home country. Placements in a national diplomatic representation (embassy and consulate) of the home country of the student are not authorised]:

- Monitoring and evaluation plan:

III. INFORMATION on THE PARTNER HIGHER EDUCATION INSTITUTION in the HOST COUNTRY or on the coordinator of the consortium (OPTIONAL)

Whilst keeping full responsibility for the placement and for any modification to this agreement, the sending institution has a [local] [strike out if not applicable for the consortium which might provide support without having a local branch in the host country] partnership with [to be filled in with the name of the partner higher education institution/ name of the coordinator of the consortium] in view of helping with the monitoring of the mobility abroad.

All parties will keep the sending institution informed of their exchanges.

The contact person in the partner institution is:

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. The placement is part of the curricula Yes/No (*). On satisfactory completion of the training programme the institution will [please indicate how the placement will be recognised. There should at least be one positive answer]:

- award ECTS credits Yes/No (*) If yes: number of ECTS credits:

and/or (*)

- record the training period in the Diploma Supplement Yes/No (*) or if not possible, record it in the student's transcript of records Yes/No

In addition, the placement mobility period will be documented in the Europass mobility document Yes/No (*)

Coordinator's name and function	Date:
Coordinator's signature *	
(*) (please strike out the non applicable answer)	

The host organisation

Name and position of the **mentor**:

Number of permanent staff in the department (team) hosting the student:

Number of other students/trainees hosted at the same time in the department (team) hosting the student:

Normal working hours /week (overtime should no be the rule):

The student will receive a financial support for his/her placement: Yes No

The student will receive a contribution in kind for his/her placement: Yes No

Is the student covered by the accident insurance of the host organisation (covering at least damages caused to the student at the workplace):

Yes (optional: accident insurance nr: _____ insurer: _____) No

If yes, please specify if it covers also:

- accidents during travels made for work purposes: Yes No
- accidents on the way to work and back from work: Yes No

Is the student covered by a liability insurance of the host organisation (covering damages caused by the student at the workplace): Yes (optional: liability insurance nr: _____ insurer: _____) No

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 *

.....

* The student keeps the document with the original signatures, the sending and host organisations have to keep a copy or a scan.

QUALITY COMMITMENT
For 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 STUDENT 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

* In the event that the higher education institution is integrated in a consortium, its commitments may be shared with the coordinating organisation of the consortium



ACCOMMODATION CONTRACT 2014/2015

I. CONTRACTING PARTIES

Art.1.

Alexandru Ioan Cuza University of Iași, headquartered in Bd. Carol I, no. 11, as legal **Lessor (Owner)**, represented by _____, ADMINISTRATOR, delegated through authorisation no. on

and

Mr./Ms. _____, son/daughter of _____ and of _____, 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 by _____ on (date) _____, hereinafter referred to as the **Lessee (Tenant)**,

Agree to the present accommodation contract.

II. OBJECT OF CONTRACT

Art.2. The Object of the present contract is the commissioning of locative places as living quarters in the student dorm _____, room _____, located in _____, with the afferent facilities and shared living spaces, 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 from _____ to _____. At checkout, the room will be vacated based on the affidavit handed over to the building's administrator.

IV. ACCOMMODATION PRICE

Art.4. The accommodation price covers the current utilities expenses and all expenses related to the management and safekeeping of assets for each room. At the beginning of each semester and the beginning of the summer period, the Executive Board of the University Administration Council establishes the accommodation fee per room, according to the projected expenditures and on the subvention distributed by the Romanian Ministry of Education. The decision of the Executive Board of the University setting the accommodation prices is "Annex" to the present contract and is part of the present contract.

V. PAYMENT

Art.5. The payment of the accommodation price is made monthly, in advance for the each following month, between the 1st and the 5th of the current month.

Art.6. In case of non-payment of the price within the limit period/term established in art. 5, the owner (legally represented by the administrator), shall receive 0,5% penalty from the due amount, for each day of delay, starting with the 1st day of the month for which the payment was due, until the payment is made.

VI. OBLIGATIONS OF THE CONTRACTING PARTIES

Art.7. The lessor, represented by the members of the personnel under the supervision of the DSSS director, has the obligation:

- 1 – to deliver the room with all the afferent endowments specified in the object of contract in conditions fit for use for housing purposes, based on the handover protocol;
- 2 – to ensure the execution of the necessary maintenance and repair works for proper utilization of the shared living spaces of the student residence;
- 3 – to ensure permanently (except on Sundays) the cleaning in the shared living spaces of the hostel (lounges, offices, conference rooms, stairways, shared restrooms) and for the adjacent exterior premises;
- 4 – to ensure the daily evacuation of the garbage containers located in the nearby premises of the student residence;
- 5 – to prohibit any change in the space provided in the related installations, subletting of the space or its use for purposes other than the ones intended;
- 6 – to monitor the way in which the lessee (tenant) uses and maintains the rented housing area, the inventory given for use and the shared housing spaces of the student residence;
- 7 – to recover, within 5 working days from noticing the missing or deterioration of the room's goods, their equivalent value, the overhead charges and installation labor costs, based on the itemized estimate and the invoice;
- 8 – to provide security of the student residence according to the Executive Board of the University Administration Council;
- 9 – to ensure, under signature, the monthly distribution of clean linen drapery and waste disposal bags for each room;
- 10 – to issue the dorm badge and to perform all the necessary steps in obtaining the residence permit for the entire accommodation period;
- 11 – to post, monthly, at the bulletin board of each student residence, the inventory with the quantities of cleaning materials used for the residence's maintenance and cleaning; these lists must be countersigned by the head student responsible for the student residence;
- 12 –to ensure regularly the disinfection and pest control services, or as needed;
- 13 – to meet the deadline of the disinfection and pest control service program which shall be posted one week before their implementation;
- 14 – to fix the malfunctions in maximum 24 hours of their notification in the record book of breakdowns, the record books shall be reference numbered and registered;
- 15 – to comply with the hot water distribution program established with the student representatives; the program shall be displayed on the start date of the accommodation period;
- 16 – to not accept as tenants persons without an accommodation order issued by his/her faculty;
- 17 – to evict the tenants with debts, in accordance with art. 9, sec. 3 of the present contract;

18 – to evict from the housing spaces the tenants sanctioned for misconduct in accordance with the Regulations of Alexandru Ioan Cuza University of Iași in force (Accommodation Regulation, Accommodation Contract, etc.);

Art.8. The lessee (tenant) undertakes:

1 – to take over the room with the associated facilities, based on the handover protocol;

2 – to comply with all the provisions of the Accommodation Regulation of Alexandru Ioan Cuza University of Iași;

3 – to pay the fixed rate for accommodation set by the Executive Board of the University Administration Council, in accordance with art. 5;

4 – to use properly the property of the home inventory and the sanitary and electrical installations made available;

5 – to keep quiet at sleeping hours (between 23.00-07.00) and during exams;

6 – to allow access to members of Alexandru Ioan Cuza University's Board of Executives, to faculty and members of the student residence Administration Office, to inspect the room in the presence of a student representative in order to establish the compliance with the provisions stipulated in the Accommodation Regulations and the Accommodation Contract;

7 – to return, at the end of contract, the received goods and the property taken, in the same state recorded in the handover protocol upon the signing of the contract;

8 – not to make any changes in the provided space and the related installations; in the shared housing premises and not to change their use for purposes other than the ones initially intended;

9 – not to rent the provided housing space to other individuals or companies;

10 – to pay compensatory fee for the loss or deterioration of the goods provided: the payment of the compensatory fee for the loss or destruction of the provided goods falls under the obligation of the guilty party, and if the guilty party is unknown, the compensatory fee shall be equally divided among the persons involved (room/ floor/ student residence/ residential complex), based on the ascertainment report, signed by the Student Residence Committee;

11 – to post announcements only in the spaces specially designed for such purposes;

12 – to comply with the rules of access to the student residence premises and to ensure, by taking the necessary precautions against room trespassing, that foreign persons do not have access to the room in the absence of the contract holder; not to allow access and the overnight stay (between 23.00 and 07.00) of other persons than the contract holders of the room; excepting the stipulations of par. 6 and 1st or 2nd degree relatives of the contract holders coming from a distance (for 48h) thus: mother visiting daughter, sister visiting sister, father visiting son, brother visiting brother will be accommodated in the room of the contract holder, otherwise the administration shall find the suitable solution with the mutual consent of the room's tenants;

13 – to notify the Administration in writing, in the record book of breakdowns, about all the residence's installation malfunctions in order to get them fixed;

14 – not to use the room and the shared housing premises for commercial activities;

15 – not to use household electrical appliances of a higher voltage than the one set by the protection norms and posted in the residence and not to use LPG cylinders;

16 – not to use improvised electric devices and cooking appliances (electric stoves, etc.);

17 – to notify the administration if, before the expiry date of the accommodation contract, the room holder wants to give up the accommodation provided. Otherwise, the accommodation price shall be paid until the expiry date stipulated in art. 9, sec. 3;

18 – not to give up his accommodation place (with or without payment) to other persons;

19 – to open a bank account at one of the banks with which Alexandru Ioan Cuza University is affiliated;

20 – to smoke only in specially provided places under the residence's entrance canopy and not to throw cigarette butts and burning matches at random; smoking is strictly forbidden inside the student residence;

21 – to declare to the Administrative Office all the electric and household appliances brought for personal use, 24 hours before their installation into the room; the energy consumption of the mentioned devices in a student residence room/ complex must fall under the grid capacity of the room/complex, only the use of the declared appliances which are not indicated as being restricted/forbidden by the student residence Administration office is allowed;

22. – upon expiry of the contract, the contract holders must not leave in rooms or the shared housing spaces, refrigerators or other pieces of furniture; The University and its employees do not take responsibility if these items are not taken by the student owners;

23. – to respect the health regulations, the fire prevention and extinction norms and the rules for using the electricity and water grids, as well as the Regulations annexed to the present contract (Rules for kitchen and refrigerator use; Rules for bathroom, shower and Laundromat use, and the Sanitation rules for shared housing premises).

24. – not to bring and drink alcoholic and hallucinogenic drinks on the premises of the student residence; not to come to the student residence in an advanced state of intoxication and not to disturb the public peace due to heavy drinking; not to display aggression, either physical or verbal aggression, towards the security and service personnel.

25. – to switch rooms or residencies only with the written permission of the Chief Administrator of the student residence complex.

VII. CONTRACTUAL LIABILITY

Art.9. For the non-performance or breach of contractual obligations of the lessee, the lessor (represented by the Administrator) shall act in the following way:

1 – In accordance with the 8th and 9th article, the lessor shall collect the equivalent, updated value of the damages.

2 – In case of the violation of the 8th article, sec. 12, regarding the access or overnight stay in the room, the lessor shall collect, based on receipt, the hotel charge fee for the out comer, from the contract holders present in the room.

3 – In case of delay in paying the accommodation price with more than 15 days, the lessor shall terminate the accommodation contract and forcibly evict tenant from the premises. For evacuation, the student shall be notified by written notice, displayed on the door of the lessee's room, at the bulletin board of the student residence building and at the bulletin board of the faculty. If within 24 hours from receiving the written notice, the student had not paid his/her debts (including the late fee penalty), the lessee shall be evicted from the residence premises (together with all the belongings pertaining to the lessee). If the lessee cannot be found, all of his/her personal belongings shall be taken and stored by the administrator of the student resident complex based on a minutes signed by the named party and by two witnesses (students residents of the same complex), belongings that shall be released once the debts are paid. If, regardless of the measures taken, the students do not pay their debts, the administrators of the student complexes shall send written notices to the student's home address and shall notify by written notice the faculty's management, that will help the administrators with recovering the debts, namely by not allowing the students with debts to the student residence complex to take part in the final examination session of the academic year from when the debts are dated, until the debts are paid.

Recovery of the outstanding accommodation fees shall be made by the lessor of the housing property using any means possible (prohibiting the participation in the examination sessions, expulsion, or by acting in a lawsuit).

4 – The violation of Art. 8, sec. 18 will be penalized by expulsion.

5 - The breach of art. 8, sections 1-8, 10-13, 17, 22, 25, will be sanctioned by warning.

6 – The breach of art. 8, sections 9, 14, 15, 16, 20, 21,23, and 24, and of art. 16 shall be punished by eviction.

Art.10. (1) For the serious violation of the provisions in the present contract, in case of non-payment stipulated in art. 9, section 1, within 5 working days from the date of issuance and at the third violation of the contractual provisions, the lessor, being notified by the student residence administrator, may proceed with termination of the contract and eviction of the lessee from the residence premises ;

(2) the sanctions are approved by the head of the Department of Student Welfare Services, at the request of the student residence administration office or of the members of the board of trustees of the university/faculty where the lessee is registered. The established term for submitting at the university's Registers office the appeals regarding the applied sanctions is of three working days after application. The analysis of the appeals is to be examined by the Executive Board of the University Administration Council.

Art.11. If the provisions set out shall not be complied with, the following measures will be taken:

1 – In case of breach of art. 7 sec. 8, the Department of Student Welfare Service will take all the necessary measures to sanction the security personnel of the providing company, depending on the seriousness of the situation created by the out comers.

2 – In the situation of breach of the provisions of art. 7 sec. 14 and 15, the lessee shall notify the Department of Student Welfare Services, which will provide a solution to the situation and shall display the resolution with the measures taken within one week.

Art.12. Any other violations of the contractual provisions shall be legally solved, based on the law in force.

Art.13. This contract is to be completed in accordance with the provisions of the Accommodation regulation and with the provisions of the legislation in force.

VIII. OBLIGATIONS OF THE STUDENTS, FOREIGN CITIZENS

Art.14. In order to obtain the Residence permit, students that are foreign citizens shall present the accommodation contract duly signed and stamped by the Department of Student Welfare Services to the Romanian Immigration Office, Immigration Services Iași.

Art.15. The present agreement was concluded today, _____, in three copies, two for the owner, one for the lessee, **together with the “Rules” from art. 8, sec. 23.**

Art.16. The present contract constitutes an enforceable title.

I, the undersigned, _____ declare at my own risk that :

1. am___/am not___ as student the son of a faculty member
2. am___/am not___ a state funded student, Romanian
3. am___/am not___ orphaned by both parents.

Lessor,

Lessee,

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-Akademios 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-Akademios 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 - Akademios Centre* for International Exchange is organised in the following components:
1. Gaudeamus-Akademios Centre – offers accommodation for students and rents rooms in a hotel-like accommodation system;
 2. Gaudeamus-Akademios 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 - Akademios Centre* for International Exchanges accommodation is offered annually or per semester, for students that come with SEE and SEE 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 - Akademios 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 - Akademios 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-Akademios” cafeteria activity

Article 1

Only students who are accommodated in the *Gaudeamus-Akademios* 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-Akados* 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-Akados* 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-Akados* 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-Akados* 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-Akados* Centre, and the student shall lose his/her right to benefit from accommodation in the *Gaudeamus-Akados* 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-Akados* Centre Management Department.

Article 3

Services offered at the *Gaudeamus-Akados* Restsaurant

1. Only students accommodated in the *Gaudeamus-Akados* 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 Akados 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-Akados* Centre, at the suggestion of the *Gaudeamus- Akados* 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-Akados* 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**



Alexandru Ioan Cuza University, Iași, Romania
Academic year 2013-2014
Intensive Romanian Language Course
APPLICATION FOR SEE 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. SEE, 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 SEE 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: