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**Erasmus+**

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CLUJ-NAPOCA

P01-PARTNER/ 18.11.2016

**Erasmus + Programme****Key Action 1****International Credit Mobility Projects**

The Programme ERASMUS+ runs in Europe for almost 30 years.

Since 2015, there are financed mobility projects that focus on the exchange of students and staff between European Higher Education Institutions (Programme Countries) and universities outside Europe (Partner Countries).

The mobility projects are administrated by the higher education institution from Programme Countries.

This is the

**Procedure for implementing the mobility projects with Partner Countries at UAD Cluj-Napoca.**

<b>Operation</b>	<b>Responsible institution</b>
Registration on the URF platform and obtaining the <b>PIC</b> (Participant Identification Code)	Partner institution
Finishing the process of <b>signing in original the Erasmus+ Inter-institutional Agreement</b>	Partner institution; UAD Cluj-Napoca
<b>Publishing the information</b> for students and staff on the institutional sites (eligibility criteria)	UAD Cluj-Napoca; Partner institution.
<b>Establishing the participant departments</b> in the mobility project together with the contact person for each partner	UAD Cluj-Napoca, the contact person who initiated the inter-institutional agreement with partner institution.
<b>Publishing the announcement for</b>	UAD Cluj-Napoca;

<b>selection</b> (application form, content of the file, selection criteria, deadline)	Partner institution.
<b>Establishing the Selection Commission</b>	Partner institution
<b>Making the selection of the students and staff</b>	Partner institution
<b>Sending the selection documents to UAD Cluj-Napoca:</b> the structure of the Selection Commission; the files of the applicants, the minutes of selection process, declarations of honour	Partner institution
<b>Issuing the acceptance letter</b>	The Erasmus+ Office of UAD Cluj-Napoca
<b>Sending the list of selected students and staff</b> to the National Ministry of Education and Scientific Research in Romania and their acceptance letters, as soon as the application process is complete	The Erasmus+ Office of UAD Cluj-Napoca
<b>Applying for visa</b> <ul style="list-style-type: none"> <li>the online portal to apply for a Romanian visa and make an appointment for the receipt: <a href="http://evisa.mae.ro/">http://evisa.mae.ro/</a></li> </ul>	Students / staff from the Partner institution
	Please be very careful to apply for the correct type of visa (multiple entries). It should state that they are not a tourist. Entry is through a European country and then Bucharest, usually by plane.  The visa for Romania does not cover European countries in the Schengen area.
<b>Concluding an agreement for payment 50% of the unit financial Support for Organizing the Mobilities (SOM) to the Partner institution on the base of number of incoming mobilities.</b>	UAD Cluj-Napoca
<b>Payment of 50% of the unit financial Support for Organizing the Mobilities (SOM) to the Partner institution on the base of number of incoming mobilities.</b>	UAD Cluj-Napoca

<p><b>Organizing the mobilities of the selected students and staff:</b> initiating the process of concluding the grant agreement; concluding the grant agreement; payment of the individual grant to the participants.</p>	<p>UAD Cluj-Napoca</p>
<p><b>Providing the certificate of attendance and the Transcript of records, in case of the students</b> (Section "After the mobility" of the Learning Agreement) for the participants</p>	<p>UAD Cluj-Napoca</p>
<p><b>Supervising the process of recognition the mobility results at the Partner institution,</b> according to the Erasmus+ Charter for Higher Education.</p>	<p>UAD Cluj-Napoca</p>
<p><b>Providing the recognition documents of the mobility</b></p>	<p>Partner institution</p>