

REGULATIONS FOR DEPLOYMENT OF ERASMUS INCOMING MOBILITIES

TABLE OF CONTENTS

- **Chapter 1.** General provisions
- **Chapter 2.** Responsibilities
- **Chapter 3.** Method of deployment of mobilities Erasmus incoming
- **Chapter 4.** Final provisions
- **Annex 1** - Transcript of Records
- **Annex 2** - ECTS Grading Scale

Chapter 1

GENERAL PROVISIONS

Article 1. These Regulations establish the conditions for deployment of study/placement mobilities performed by the incoming students in the University of Medicine and Pharmacy "Carol Davila" of Bucharest from higher education institutions from abroad, based on bilateral agreements ERASMUS+ signed with them and with observance of provisions of ERASMUS Charter.

Article 2. The references based on which these regulations were drawn up are: The Guidelines of Erasmus Programme* ver.3/2015, Guidelines for use of ECTS of the European Commission, ERASMUS Charter, University Charter and regulations and procedures in force in the University of Medicine and Pharmacy "Carol Davila" of Bucharest.

Article 3. During the study periods the incoming student will be enrolled as student in University of Medicine and Pharmacy "Carol Davila" Bucharest for the whole mobility period, the student will benefit from all the rights and obligations he/she has according to this status.

Article 4. The mobility periods in the Erasmus+ programme for incoming students will be carried out based on interinstitutional agreement signed with the partner university and

**UNIVERSITY OF MEDICINE AND PHARMACY "Carol Davila"
BUCHAREST**

the Learning Agreement signed prior to the start of mobility period, including based on the changes of Learning Agreement made during the mobility period.

CHAPTER 2

RESPONSIBILITIES

Article 5. The responsibilities for these regulations are allotted as follows:

- a) University Senate:
 - Approves the regulations.
- b) University Rector:
 - Imposes the application of regulations;
 - Allocates resources for process deployment and application of regulations.
- c) Vice-rector responsible for International Relations
 - Draws up and proposes changes of regulations;
 - Monitors the application of regulations;
 - Manages the documents necessary for the deployment of incoming mobilities.
 - Applies the regulations as Institutional Coordinator ERASMUS
- d) Deans and Department Coordinators ERASMUS of the Faculties of Medicine, Dental Medicine, Pharmacy and FMAM
 - Apply the regulations
 - Coordinate the educational activity of incoming students
 - Draw up the documents necessary for the adequate deployment of educational activity for incoming mobilities
 - Record the schooling situation of incoming students with the elaboration of documents necessary at the finalization of mobility periods.

CHAPTER 3

METHOD OF DEPLOYMENT OF ERASMUS INCOMING MOBILITIES

Registration of incoming students

Article 6. Before the start of mobility period (studies or training/placement) the incoming student will send to Erasmus+ Office an application file which will contain the following documents:

- a) Learning Agreement or Training Agreement signed by the Department Coordinator ERASMUS / Institutional Coordinator ERASMUS from the partner University.
- b) Application Form – standard form of UMF Carol Davila for incoming students. In this form the student will mention the estimated period of studies and the need to assure a seat in the UMF Carol Davila hostels for mobility period.
- c) Document from the partner university by which the student is officially nominated as Erasmus+ student in UMF Carol Davila.

Article 7. Based on the documents sent by the incoming students, Erasmus+ Office sends to the Dean's Offices of faculties the lists of incoming students until:

- September 20th – for the students who start the study mobilities in semester I
- January 20th - for the students who start the study mobilities in semester II
- 1 month in advance – for students who carry out training/placement mobilities

Based on these lists, the Dean's Offices of faculties will enrol each incoming student (study mobility) in UMF Carol Davila by granting a student number, a mark card and a student identification card.

For the students who carry out training mobilities, the enrolment is not compulsory. These students will be recorded by their separate recording.

Article 8. (1) For each incoming student (study mobility), the Dean's Offices of faculties will receive a copy of the Learning Agreement based on which they will make individualized timetables.

**UNIVERSITY OF MEDICINE AND PHARMACY "Carol Davila"
BUCHAREST**

Considering the provisions of Erasmus+ programme, the students who perform study mobilities are allowed to perform internships/courses from different study years. The individualized timetable will be presented to each incoming student in the first mobility week. After the establishment of individualized timetable, the only changes permitted will be those related to addition or waiver of courses/internships according to the amendments of Learning Agreement. We will not admit changes related to the performance of practical internships in a certain department/hospital.

(2) For training/placement mobilities, the mobility period will be carried out based on the training agreement which will include details of activities to be carried out by the student under the coordination of a tutor whose agreement was obtained by the student prior to his/her arrival in UMF Carol Davila.

Article 9. The incoming students are allowed to amend the Learning / Training Agreement during the mobility period provided that these changes are revised and approved by the Institutional Coordinator Erasmus of UMF Carol Davila and approved by the Institutional Coordinator Erasmus of the partner university.

**Participation in courses/internships and evaluation of incoming students
of Study mobilities Erasmus**

Article 10. The incoming students (study mobilities) will be enrolled in the courses/internships of the English module within the limit of possibilities dictated by the official timetable of the English module. If there are overlappings of various courses/internships, the incoming students can be enrolled in the courses/internships dedicated to the Romanian students. In the establishment of the individualized timetable, we will envisage the minimalization of overlapping periods between different courses/subjects.

Article 11. For each course/practical internship in which an incoming student is enrolled, the Dean's Offices of faculties will issue a written request to the Department by which the Head of Discipline/Department is informed about the participation of an incoming Erasmus student in that course/internship. Also, for each course/internship and incoming Erasmus student, the Dean's Offices of faculties will prepare the catalogues necessary for the registration of the qualifying mark obtained by the student in the certification examination taken at the end of course/internship.

Article 12. Participation in the certification examinations will be carried out if the student fulfils the attendance and promotion criteria of practical examination established for each subject/course/internship. We do not admit derogations from those criteria.

**UNIVERSITY OF MEDICINE AND PHARMACY "Carol Davila"
BUCHAREST**

Article 13. (1) Considering the particularities of Erasmus+ programme, if an incoming student obtains a mark below 5 (five), this student can be re-examined **out of** the official arrears period provided that the examination is taken at the same Department/Discipline/Hospital where the student attended the course/practical internship and the Head of Department/Discipline agrees to set a date for the re-examination. This provision applies strictly to incoming students who perform study mobilities. We admit the defence of a single re-examination. If at re-examination, the incoming student obtains a mark below 5 (five), then in the Transcript of Records we will record the mark obtained by the student after the re-examination.

(2) If an incoming student obtained a mark equal to or higher than 5 (five) and wants to take the examination for increasing the mark, it can be taken **only** in the official period dedicated to examinations for increasing the mark established by the Dean's Offices of faculties. The incoming student can participate in maximum 2 examinations for increasing the mark in 2 different subjects.

Article 14. (1) For each subject/course/internship we will allocate the number of credits established by the curriculum for the academic year.

(2) If for a certain subject/course/internship it is necessary a higher number of credits than the curriculum, we will calculate the number of supplementary practical hours which must be achieved by the student for obtaining the supplementary credits as follows: 0.062 credits/practical hour so that for obtaining a supplementary credit 16 practical hours are necessary (1 credit = 16 practical hours).

(3) The obtention of supplementary credits will be approved by the Head of Department/Discipline to the extent that the Department/Discipline can assure the performance of the necessary number of supplementary hours. The performance of the number of supplementary hours will be confirmed by the Head of Discipline/Department by issuing a certificate which certifies it.

Article 15. If an incoming student does not participate in the course/internship from the English module where he/she was allotted in the establishment of individualized timetable, he/she will not be allowed to participate later in the course/internship in the module dedicated to Romanian students in order to avoid the overlappings with other internships carried out during that period according to individualized timetable.

Article 16. If an incoming student wants to study just a component of a course/internship (e.g. the neuropaediatrics part included in the paediatrics course), then the Dean of the Faculty will contact the Head of Discipline/Department or the course tenured teacher and he will ask for his approval for the partial performance of that course. If the Head of Discipline/Department gives his/her approval in writing on the form made available by the Dean's Office, then the student can participate in the course/internship hours dedicated to that component. At the end of necessary course/internship hours, for the incoming student the professor will organize a certification examination only from the subject related to that part of course with the issue of a certificate which will mention: the title of component studied, the number of course/internship hours followed and the mark obtained by the student in the certification examination.

**UNIVERSITY OF MEDICINE AND PHARMACY "Carol Davila"
BUCHAREST**

Article 17. (1) At the end of the study mobility period, the Dean's Office of the faculty will issue the Transcript of Records in English, according to Annex 1. The issue of the Transcript of Records will be made within 4 weeks from the last examination taken by the student in UMF Carol Davila. In the Transcript of Records, we will record each subject/course/internship, number of weeks allotted to that subject, the number of credits obtained (including the supplementary credits, if applicable) and the mark obtained. We will record the last mark obtained by the student after the re-examinations/examinations for increasing the marks, if applicable.

(2) If the student is absent from an examination, but presents a practical activity certificate issued by the course tenured teacher/guide of practical activity in which the number of internship hours is mentioned, in the Transcript of Records we will record that subject with the number of practical hours and the credits resulted from the practical hours, and at qualifying mark we will mention "final examination not taken". The practical activity certificate will be signed, dated and stamped by the course tenured teacher/guide of practical activity.

(3) Considering the flexibility needed for the adequate deployment of Erasmus+ programme, if the student requests to perform internships/modules which are not found in the curricula of UMF "Carol Davila" (e.g. internal medicine), but for which we can identify the necessary components (e.g. for internal medicine: cardiology, pneumology, gastroenterology), then the student is allowed to carry out practical activities related to the necessary components with the evaluation of practical activity by components or globally if the practical activity is carried out in an adequate hospital ward (for example, Internal Medicine internship performed in an Internal Medicine Hospital Department). For these cases, in the Transcript of Records we will mention the title of the internship/module according to the request of the student by adding the name of each component as it is written on the practical activity certificate obtained by the student.

(4) In the Transcript of Records for each mark obtained we will write the equivalent of ECTS, according to Annex 2. The Transcript of Records will be signed by the Faculty Dean and the Registrar of Faculty.

(5) In particular situations, we can issue the partial Transcript of Records which will include only the subjects/internships/courses completed by the student and later, we issue the complete Transcript of Records which will include all the subjects/courses/internships followed by the student and finalized with the defence of certification examination.

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BUCHAREST**

(6) The Transcript of Records will be issued in double counterpart. 1 original counterpart will be sent to the partner university and the second original counterpart will be kept by the Dean's office of the faculty.

Article 18. The internship/training activities will be carried out by the student according to the Training Agreement signed prior to the start of mobility. For the performance of training mobility, the student has to obtain the approval of a tutor (coordinating professor) who will supervise the whole practical activity of the student.

Article 19. For the incoming students who perform training/placement mobilities, the issue of a Transcript of Records is not mandatory, but only the confirmation of finalization of training period is mandatory, and the confirmation will be issued by the tutor who supervised the training activity of the student. The tutor is responsible for the final evaluation of the practical activity of the student by giving a qualifying mark which will be written in the document issued for confirmation of finalization of the training period.

Finalization of mobility periods

Article 20. For each incoming student, at the end of mobility periods, the Dean's Office of the faculty will send to the Erasmus+ Office the Transcript of Records – one original counterpart

Article 21. The Erasmus+ Office is responsible for sending the Transcript of Records by post to the partner university.

Article 22. All the catalogues, Transcript of Records and other documents connected with an Erasmus mobility will be archived by the Faculty Dean's Office for a period of 50 years.

CHAPTER 4

FINAL PROVISIONS

Article 23. The National Agency for Community Programmes in Education and Professional Training Fields checks the existence and application of these Regulations as part of control of observance of the provisions of Erasmus Charter.

Article 24. The resolution of potential unpredictable situations will be made by a commission organized at faculty level and appointed by the Dean and the Institutional Coordinator Erasmus and the Department Coordinator ERASMUS will be part of this commission. The commission will be the same for all the incoming students.

Article 25. The failure to observe the provisions of these Regulations represents a misconduct and is sanctioned according to existing regulations.

Approved in the Senate meeting of 15.09.2016.

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ANNEX I

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Tel/Fax (40 21)318.07.60

UNIVERSITY OF MEDICINE AND
PHARMACY
"CAROL DAVILA" BUCHAREST
FACULTY OF MEDICINE
DEAN OFFICE

ECTS - EUROPEAN CREDIT TRANSFER SYSTEM
TRANSCRIPT OF RECORDS

NAME OF SENDING INSTITUTION:

Faculty / Department:

ECTS Departmental Coordinator:

Tel. _____ Fax: _____ E-mail: _____

NAME OF STUDENT:

Date of birth:

Matriculation date: from _____ to _____

NAME OF RECEIVING INSTITUTION: UNIVERSITY OF MEDICINE AND PHARMACY
„CAROL DAVILA” BUCHAREST, ROMANIA

ERASMUS CODE: ROBUCURES10

ERASMUS Departmental Coordinator:

Tel.: _____ Fax: _____ E-mail: _____

No.	Year of study	Course Title	Period (1)	Local Grade (2)	ECTS credits (2)	ECTS grade (3)
1						

NB: This document is not valid without the signature of the Dean and the official stamp of the institution.

Date:

Signature of the Dean of Faculty of Medicine/ Signature of Chief Secretary of Dean Office,

**UNIVERSITY OF MEDICINE AND PHARMACY "Carol Davila"
BUCHAREST**

(1) - DURATION OF COURSE

Courses: Y = 1 full academic year / SI = winter semester (October - February) / S2 = spring semester (March - June)

Clinical rotations: duration can be specified in hours / weeks

(2) - DESCRIPTION OF THE INSTITUTIONAL GRADING SYSTEM

Courses

Romanian grades range from 1 to 10. Minimum passing grade is 5.

Clinical rotations

Romanian students receive a pass / fail evaluation. A pass evaluation allows student to participate to the course exam. A fail evaluation imposes a re-evaluation of the clinical rotation practical activity.

The credits awarded to the Romanian students for each course can be found in the University's curricula (<http://www.umf.ro/indcx.php/ro/facultati/facultatea-de-medicina/planuri-de-invatamanant.hlmn>).

(3) ECTS GRADING SCALE

Local grade	Evaluation	ECTS
10	Excellent (outstanding performance with few minor errors)	A
9	Very good (above average with few errors)	B
7-8	Good (good overall with few major errors)	C
6	Satisfactory (acceptable with an important number of errors)	D
5	Sufficient (the results correspond to the minimum criteria)	E
Less than 5	Insufficient / Fail (minimum criteria are not met)	F

ECTS GRADING SCALE

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