

**RODMAE.03**
**REGULATION ON THE ORGANIZATION AND REALIZATION  
OF THE ERASMUS + ACADEMIC MOBILITY OF STUDENTS  
AND STAFF**

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**Elevate**<sup>™</sup>

Elevating the internationalisation of higher education in Europe

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## **I. LEGAL FRAMEWORK**

**Article 1.** The mobility of students, academic staff, teaching and research assistants and administrative staff from the Academy of Economic Studies of Moldova (ASEM) through the European Erasmus + Programme is carried out according to the provisions contained:

- Regulation (EU) no. 1288/2013 of the European Parliament and of the Council of 11 December 2013 establishing the action "Erasmus +"<sup>1</sup>;
- Union programme for education, training, youth and sports and repealing Decisions no. 1719/2006 / CE, no. 1720/2006 / EC and no. 1298/2008 / EC<sup>2</sup>;
- European Commission provisions on the Erasmus Program +<sup>3</sup>;
- Carta Erasmus+ (Erasmus+ Charter for Higher Education 2014-2020)<sup>4</sup> ;
- European Commission ECTS User Guide <sup>5</sup>

Documents issued by the European Parliament and the European Commission on the application and management of mobility grants through the Erasmus + Programme, key action 1 - mobility of people for educational purposes, facilitate a good understanding of the implementation methodology and the use of specific terms (see Annex 1, Glossary of terms).

## **II. MOBILITY TYPES**

**Article 2. (1) Erasmus + Programme, Key Action 1 - Mobility projects for students and higher education staff** is a programme funded by the European Commission, which aims to contribute through lifelong learning to the development of the European Union as an advanced knowledge-based society, capable of sustainable economic growth accompanied by a quantitative and qualitative increase in the number of jobs and greater social cohesion, while ensuring good environmental protection for future generations.

<sup>1</sup> Available at: <https://eur-lex.europa.eu/legal-content/RO/LSU/?uri=celex:32013R1288>

<sup>2</sup> Available at: <https://eur-lex.europa.eu/legal-content/RO/TXT/?uri=CELEX%3A32013R1288>

<sup>3</sup> Available at: [https://ec.europa.eu/programmes/erasmus-plus/resources/programme-guide\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/programme-guide_en)

<sup>4</sup> Available at: [https://eacea.ec.europa.eu/erasmus-plus/funding/erasmus-charter-for-higher-education-2014-2020\\_en](https://eacea.ec.europa.eu/erasmus-plus/funding/erasmus-charter-for-higher-education-2014-2020_en)

<sup>5</sup> Available at: [https://ec.europa.eu/education/resources-and-tools/european-credit-transfer-and-accumulation-system-ects\\_ro](https://ec.europa.eu/education/resources-and-tools/european-credit-transfer-and-accumulation-system-ects_ro)



In particular, the programme aims to foster mutual exchanges, cooperation and mobility between education and training systems within the European Union, so that they become a global model of quality.

In order to participate in the actions of the program, the institutions need their own **Participant Identification Code (PIC)**, which is a mandatory unique identifier for each HEI involved in the program. If the institution has previously participated in a European programme, it may have a previously created PIC code. The verification of the PIC code is performed before requesting a new one on the **Participant Portal**<sup>6</sup>.

Partner institutions must also have a PIC code, which will be used later in the project implementation, when registering mobilities in the Mobility Tool +. If any discrepancies in the list regarding the university's PIC code are detected, the EACEA may be contacted: [EACEA-ECHE@ec.europa.eu](mailto:EACEA-ECHE@ec.europa.eu).

Universities and organizations involved in the international credit mobility project / mobility of people for educational purposes assume the following roles and tasks:

- **The applicant university from the Program country:** is responsible for submitting the application for the mobility project, for signing and managing the financing and reporting contract. The applicant may be the coordinator of a mobility consortium of partner organizations in the same country in order to organize various mobility activities for students and staff.
- **Referral University:** is responsible for selecting students / staff and sending them abroad. Responsibilities include the payment of grants, the preparation, monitoring and recognition of the mobility period.
- **Host university:** is responsible for receiving students / staff from abroad and offers them a study program / internship or a programme of training activities or the opportunity to carry out a teaching activity.
- **Intermediate organization:** is an organization active in the labour market or in the fields of education, training and youth in a country participating in the program. It may be a partner in a national mobility consortium, but it is not a sending organization. Its role could be to share and facilitate the administrative procedures of sending higher education institutions, to

<sup>6</sup> The Participant Portal is an online register, where organizations must be registered and provide basic legal and financial data, available at: <https://ec.europa.eu/education/participants/portal/desktop/en/home.html>

better adapt student profiles to the needs of enterprises, in the case of internships, and to train participants jointly.

Before the mobility takes place, the applicant institution must sign an **Inter-institutional Agreement** with the partner institution involved in the project, using the template provided on the Erasmus + website, according to the Erasmus + Programme Guide, developed by the European Commission. The inter-institutional agreements establish conditions for the development of individual mobility, being signed by 2 universities (EU and MD), coming from:

- a) **Programme Countries:** EU Member States, EEA (Norway, Iceland, Liechtenstein) and Erasmus + countries (former Yugoslav Republic of Macedonia, Turkey);
- b) **Partner Countries:** countries outside the European space, other than those mentioned above.

The standard agreement (model) made available on the Erasmus + website can be customized with details on the conditions of mobility, type of mobility (for students, teachers and / or administrative staff), duration of mobility, number of mobilities, field of study / teaching, training, credit recognition, etc.

Academy of Economic Studies of Moldova has no financial obligations towards incoming and outgoing Erasmus + mobilities, as the Inter-institutional Agreements stipulate the coverage of transport, accommodation and subsistence expenses of the beneficiaries of mobility from the Erasmus + grant received by them from the host university (in outgoing case) or home university (in case of incoming).

(2) Erasmus + Inter-institutional agreements include the categories of students, academic staff and administrative staff *incoming* and *outgoing*, according to the following types of mobility:

- a) **study mobility** for students (SMS) – study period of minimum 3 months and maximum 12 months spent by students, within the Erasmus + program, based on a bilateral agreement between universities holding an EUC;
- b) **student mobility** for training (SMP) - practical training period of minimum 2 months and maximum 12 months spent by students, within the Erasmus + program, based on a bilateral agreement between the home university and another university or institution in a country participating in the program;



c) **staff mobility** for teaching (STA)

d) **staff mobility** for training (STT)

(3) The institutional coordinator of Erasmus + is the vice-rector for international relations, or another person nominated by the legal representative of the institution. The institutional coordinator is responsible for:

- promoting the strategic vision and policies of the Erasmus + program within the university;
- general management of Mobility Projects (ICM) within the Erasmus + program within the university;
- elaboration and proposal of modifications of the Mobility and / or internationalization Regulations, with internal applicability;
- monitoring the application of the Mobility and / or Internationalization Regulations, with internal applicability;
- managing the documents necessary for the development of mobilities, etc

Responsible for Erasmus + *incoming* and Erasmus + *outgoing* is the head of the *International Relations Office*, who is also contact persons indicated in the Erasmus + Inter-institutional Agreements. It is appointed according to the internal regulations of the university. The Coordinator's duties can be found in his job description. Among these:

- constantly updating the university website and International Relations Office webpage to make available to students and university staff Erasmus + outgoing and incoming all necessary information and documents;
- providing assistance to outgoing and incoming Erasmus + students in connection with the study and placement program at the host university, prior to arrival at the host university and throughout their stay;
- providing assistance in facilitating the approval of the Learning Agreement for studies / traineeship of Erasmus + students and amendments thereto;
- providing assistance to Erasmus + incoming teaching and administrative staff from partner institutions in connection with facilitating the approval of the university teaching / training program, prior to arrival in Moldova and throughout their stay;
- cooperation with the secretariats of the faculties to facilitate the procedure for documenting Erasmus + outgoing and incoming

mobility and issuing the necessary documents for submitting the outgoing mobility file and the catalog with the exams or the activity performed by students and incoming staff, which will be sent to the International Relations Office for issuance of the Transcript of Records;

- collaboration with the Erasmus + Institutional Coordinator of the university for the good development of the projects within the Erasmus + Program+.

Each faculty within the university appoints an Erasmus + Responsible Coordinator by decision of the Faculty Council for a period of 4 years. He/She must submit a declaration of conflict of interest to the *International Relations Office*. The Responsible Erasmus + Coordinator within the faculty will:

- makes available to the International Relations Office the list of courses offered (curricula) in English to incoming Erasmus + students, and the number of ECTS credits allocated to each discipline. The catalog of English courses will be updated annually on the university's website;
- provide assistance to the Erasmus + incoming student throughout the mobility and will support the Erasmus + incoming student in getting acquainted with the schedule of teaching activities;
- provide assistance to the outgoing Erasmus + student before mobility, throughout the mobility and after the completion of the mobility;
- consults incoming Erasmus + staff on all academic aspects of the teaching / training period at the university (course content, level of students addressed, language of teaching / training, date of internship).

The mentor appointed by the faculty where the Erasmus + incoming student is enrolled for a placement mobility has the following responsibilities and competencies:

- supports the incoming Erasmus + student in completing the Placement Agreement (Learning agreement for traineeship);
- supervises and supervises the activity of the incoming Erasmus + student throughout the internship (tasks to be performed, laboratory rooms, etc.);
- completes and signs the Traineeship certificate;



- guides incoming Erasmus + staff in completing the Mobility Agreement for Teaching and Mobility Agreement for Training;

### **III. ELIGIBILITY CRITERIA**

**Article 3.** According to the Erasmus + Programme Guide, students apply to participate in their own higher education institutions which select the participants in the mobility action. Within the Academy of Economic Studies of Moldova, the selection of students for a mobility action for studies and / or internships is made taking into account the following eligibility criteria:

- a) students enrolled in ASEM and study programs that lead to obtaining a diploma or other qualification recognized at tertiary level (up to the level of the doctorate inclusive). In the case of mobility for studies, students must be enrolled in at least the second year of university studies.
- b) Fresh graduates of higher education can participate in internships. Fresh graduates can be selected by ASEM during the last year of study and must complete and complete the internship abroad within one year of graduation.
- c) The same student can benefit from mobility grants of up to 12 months for each study cycle, regardless of the number and type of mobility activities. The duration of an internship for new graduates is taken into account when calculating the maximum period of 12 months of the cycle in which the application for participation in the internship is submitted.

**Article 4.** (1) Mobility actions for academic staff: staff employed in a higher education institution or in any public or private organization on the labor market or in the fields of education, training and youth (including employed doctoral students).

(2) Priority will be given to staff leaving for the first time under this programme as well as to those mobilities that contribute to strengthening and expanding the links between departments, centers / offices and faculties and will prepare new cooperation projects. According to the rules imposed by the National Erasmus + Office in Moldova, a academic or administrative staff can benefit from a maximum of 2 mobility internships in each academic year. Candidates, students or staff who withdraw their application after being accepted for an Erasmus +

mobility action lose their priority in the selection for the next three academic years.

#### **IV. SELECTION OF CANDIDATES**

**Article 5.** (1) The following stages will be considered in the activities of organizing and carrying out the mobilities:

- registration and selection of mobility participants;
- preparation of mobilities;
- carrying out mobilities;
- completion and capitalization of mobilities.

(2) The selection of students, teaching, auxiliary and research staff and non-teaching staff will take place at the Faculty level for inter-institutional agreements signed at the level of departments and / or faculties or centrally at ASEM for inter-institutional agreements signed at University level.

(3) Upon entering the competition, each mobility candidate will submit an application file.

**Article 6.** (1) The selection committee is appointed by decision of the Rector of ASEM, is approved by the Board of Directors and has the role of organizing and conducting the selection of participants in Erasmus + mobility and is responsible for the correct application of the provisions of this procedure regarding the selection process.

(2) For the selection of mobility participants, the Selection Committee will consist of the Rector - the chairman of the commission, the Vice-Rector for International Relations and European Projects, the Deans of the Faculties, the Director of MSEEBC, and a student representative - as members. An employee of the International Relations Office will act as secretary. Each member of the Commission will sign a declaration on his / her own responsibility that he / she is not in a situation of conflict of interest.

(3) For the selection of academics, research and administrative staff, the Selection Committee will consist of the Rector - the chairman of the commission, the Vice-Rector for International Relations and European Projects, the Deans of the Faculties, the MSEEBC Director and a student representative - as members. . . An employee of the International Relations Office will act as secretary. Each



member of the Commission will sign a declaration on his / her own responsibility that he / she is not in a situation of conflict of interest.

(4) The commissions have the following attributions:

- receive, register and verify candidates' files;
- verifies their eligibility;
- establish the selection criteria perform the selection;
- ranks the candidates;
- draw up the lists of admitted, reserved and rejected candidates;
- communicate the results of the candidates, receive and resolve the appeals.

## **V. SELECTION CALENDAR**

**Article 7.** For ERASMUS + mobilities, the selection is made according to the following calendar:

- The mobility offer valid for each academic year as well as other information on the organization and realization of Erasmus + mobilities will be presented on the website and Facebook of ASEM, the International Relations Office, faculties and departments, as well as physically on the notice boards of faculties, departments, in order to consult any interested candidates (minimum 2 weeks);
- registration for the selection competition (minimum 2 weeks);
- conducting the selection contest (1 day);
- displaying the results, submitting and resolving the appeals (1-2 days);
- displaying the final results with the list of selected, rejected and reserved candidates;
- drafting and submitting specific documents for selected Erasmus + candidates at the International Relations Office (standard application form requested by the partner university, study agreement - and Erasmus + study period recognition agreement and transcript - if applicable);
- sending documents to partner universities.

In case all the places available are not taken during the selection, it will be possible to organize other sessions, as needed.

**Article 8.** For the teaching mobility of academic staff and for the training mobility of academic, teaching-auxiliary and research staff, the selection schedule is as follows:

- displaying the places available on the web page and Facebook of ASEM, of the International Relations Office, of the faculties and departments, as well as physically on the notice boards of the faculties, departments, in order to consult them by the interested candidates (minimum 2 weeks);
- registration for the selection competition (minimum 2 weeks);
- conducting the selection contest;
- displaying the results, submitting and resolving appeals;
- displaying the final results with the list of selected teachers and reserves.

In case all the places available are not taken during the selection, it will be possible to organize other sessions, as needed.

## **VI. CONTENT OF THE APPLICATION FILE**

**Article 9.** (1) The process of selecting candidates for student mobility under the Erasmus+ programme is a public, transparent activity and includes preliminary selection and selection and distribution interviews. The selection of students is carried out decentralized at the level of faculties / departments.

Preliminary selection of candidates for student mobility is made through a competition, based on the results of teaching, professional-scientific activity and selection interview..

The student will submit to the International Relations Office the Erasmus + mobility application file, on the cover of which they are written:

- Faculty
- Specialty
- Student (Name and surname)
- Study cycle, year of study (current)
- ERASMUS + code of the partner university
- Date
- Contact details (phone number, e-mail address)

The file must contain the following documents:



- Copy of the International Passport.
- Application for registration addressed to the Vice-Rector, which mentions the type of mobility.
- The school situation, including the average (M) of previous semesters of study (where M must be  $\geq 8.00$ ), which is requested from the faculty secretariat. Master's and doctoral students will also attach ALL the previous transcripts (from the bachelor's degree and, possibly, the master's degree).
- Presentation of professional-scientific activity, respectively awards, diplomas, innovations or other relevant results at scientific events, projects, competitions, Olympics, etc., including during high school, local / national / international.
- Certificate of knowledge of an international language of communication or the official language of the host country, standard form available at the International Relations Office, completed and endorsed by one of the foreign language departments of ASEM or by an authorized institution.
- Letter of Motivation (typed in Romanian and English or in the official language of the host country).
- curriculum vitae in EUROPASS format (typed in Romanian and English or in the official language of the host country).

(2) The submission of incomplete files or after the expiration of the established deadline determines the elimination of the candidate.

**Article 10.** (1) The application file of academic, auxiliary and research and administrative staff for ERASMUS + mobility contains:

- application form specifying a maximum of 3 options for the same language space;
- curriculum vitae in EUROPASS format, written in the language in which the internship will take place, signed and dated;
- a letter of motivation written in the language in which the internship will take place;
- certificate of knowledge of the foreign language issued by authorized specialized institutions (optional);
- photocopies of diplomas and professional certificates obtained by the candidate, considered useful in supporting the application (optional);
- copy of identity document and residence permit (if applicable);

- proposal for a teaching program at the host institution, in a foreign language;
- the annual score regarding the scientific research activity extracted from the Research Database, with the synthetic description of the activity.

(2) The submission of incomplete files or after the expiration of the established deadline determines the elimination of the candidate.

## VII. SELECTION CRITERIA

**Article 11.** The evaluation criteria, the criteria indicators and their associated score for student mobility are as follows:

Evaluation criteria	Code	Score (max value, points)
Quality of teaching activity / Media, M, of previous study semesters	<b>D</b>	80
Quality of professional-scientific activity / Participation, awards, diplomas, innovations or other achievements relevant to scientific events, projects, competitions, Olympics, etc., including during high school	<b>S</b>	10
Motivation, skills and other elements	<b>M</b>	10
<b>TOTAL</b>	<b>T</b>	100

*The selection committee for Erasmus + student mobility for study mobility must carry out:*

- following the interview with each candidate and based on the data in the file, establishing the scores D, S, M, and T, respectively;
- proposes the classification of the candidates in the descending order of the total score T;
- establishes the classification of candidates in admitted (A), reserved (Z), or rejected (W), using the following table:

List of candidates for Erasmus + student status for study / placement mobility							
Nr. crt.	Student	Phone nr., e-mail	Cycle of studies (Bachelors,	Year of studies	Points gained	Mobility	Selection results (A, R, sau W)



			Masters, Doctorate)		D	S	M	T	Host university	Number of month	Starting date	
1	Name, Surname											

The results of the selection shall be recorded in a Minutes signed by all members of the commission.

Documents from the *Commission for the Evaluation of Candidates for Erasmus + Student Status for Study Mobility* (minutes, files) are sent to the International Relations Office.

**Article 12.** The separation of teachers for teaching mobility will be based on a score, calculated as follows:

- a. Submission of a plan through which the results of the teaching internship will be capitalized - 10 points;
- b. Coordination or tutoring activity of Erasmus + students incoming or outgoing -10 points;
- c. The score regarding the scientific research activity extracted from the Research Database, with the synthetic description of the activity, as follows: for a score of the scientific research activity for the previous year of 1-50 4 points are awarded; 51-100 5 points are awarded; 101-150 6 points are awarded; 151-200 7 points are awarded; 201-250 8 points are awarded; 251-400 9 points are awarded; over 401 10 points are awarded.
- d. Recommendation from the head of department - 5 points.
- e. Content of the application file - a maximum of 5 points can be obtained for the clear formulation of the objectives in the teaching plan, the description of the way of capitalizing the teaching and the description of the contributions of the professional and scientific activity.
- f. Assessment of the candidate's language skills - eliminatory test marked Admitted / Rejected.

**Article 13.** (1) The selection committee will rank the candidates according to the announced criteria. The displayed lists will include the admitted candidates (depending on the results obtained and the order of preferences expressed in the motivation letter), the candidates on the reserve list, the rejected candidates, with a deadline for appeal of 24 hours. The appeal shall be resolved within 48 hours by a committee appointed by the Rector of ASEM and consisting of an Erasmus

+ coordinator and a representative of the International Relations Office, other than the one who calculated the score.

**Article 14.** The selection committee will draw up a report of the selection competition, to which the three lists (admitted, reserved, rejected) will be attached. Candidates declared admitted will confirm the place obtained. If one of the holders resigns from the position occupied by the competition, he will submit a written request to that effect. His place can be occupied only by one of the reserves for that university. If not all the places put up for competition have been filled, another selection will be organized.

### **VIII. MOBILITY PREPARATION**

**Article 15.** (1) After announcing the selection results, the admitted candidates will fill in the documentation required by the partner institution, in the language in which the courses / teaching / training program will take place, namely the **Student Application Form** of the partner university, the accommodation application, the application for taking language courses, etc. Also, students who have been selected for a study internship will complete together with the departmental coordinator, the Learning Agreement, the Transcript of Records, the Travel Request (addressed to the Rector) after case.

(2) The International Relations Office will send the completed files of the students to the partner Universities, and the invitation / acceptance will be received from the Partner University and the information package (if applicable).

**Article 16.** (1) Before leaving for mobility, the beneficiaries of the grants will sign with the University the Erasmus + **Financial Contract** and its annexes, through which the grant will be paid. Participants in the mobilities will be made aware by the International Relations Office, regarding the observance exactly, during the mobility, of the contractual conditions regarding the mobility period, duration, field of study / training / teaching and reporting to the home institution.

(2) The amount of Erasmus + financial support will be finalized at the time of signing the financial contract, and candidates must be informed of the need to co-finance part of the mobility costs. The Erasmus + grant for Erasmus + mobility is not intended to cover all mobility costs, but only a contribution to the cost of travel and subsistence.



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

(5) Before leaving for mobility, the International Relations Office will issue a Mobility Order to the beneficiaries of the grants, specifying the mobility period and the host institution, and a copy will be sent to the Dean's Offices or Departments as appropriate.

## **IX. MOBILITY PERIODS**

**Article 17.** (1) The minimum study period is 3 months and the maximum 12 months / study cycle. There is the possibility of a combined mobility, if it has been planned, consisting of study months and placement months, financed with the grant corresponding to the study mobility. For this type of mobility the mentioned rules for study mobility will be applied.

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

**Article 18.** Any revision of a Study / Placement Agreement, which is considered necessary when the student first arrives at the host institution / organization, must be completed within one month of the student's arrival. Any subsequent changes to the Study / Placement Agreement, which are necessary, must be agreed by all three parties involved (home institution / organization, host and beneficiary institution / organization) and made promptly. The disciplines in the study agreement that will be waived and those that will be newly elected will be mentioned on the second page of the agreement (Changes to the original proposed study program / learning agreement).

**Article 19.** The Erasmus + student who receives a scholarship from ASEM will continue to receive the full amount during his / her studies abroad, if he / she is still entitled to receive it.

The rights earned as a student at ASEM, respectively the study grant, scholarships, social scholarships, scholarships of excellence, other rights or facilities, cannot be withdrawn during the Erasmus + internship or due to participation in the Erasmus + Program.

**Articolul 20.** (1) The objectives of the mobility for the purpose of teaching staff are:

- a. To enable students who are unable to participate in a mobility plan to benefit from the knowledge and expertise of academic staff from universities in other European countries;
- b. To promote the exchange of expertise and experience regarding the teaching methodology;
- c. Encourage universities to expand and enrich the content of the courses they offer.

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

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

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

**Article 21.** (1) The mobility of academic, teaching and research assistants and administrative staff for training purposes is based on an agreement concluded between ASEM and the partner institution. The essential condition for the award of any grant is the observance of a work plan agreed by both partners, the host institution or enterprise and ASEM. The plan must include at least: the general purpose and objectives, the expected results in terms of training or learning activities to be carried out and the program of the training period.

(2) The duration of a training mobility includes a minimum of 5 working days and a maximum of 2 months.

(3) The heads of department of each institution signing the agreement will designate a responsible person, who will facilitate the integration of the grant beneficiary in the host institution.



**Article 22.** (1) Students, teachers, teaching and research assistants and administrative staff may not use different sources of funding to cover the same eligible expenditure. In other words, grants cannot be used to finance expenditure already covered by other European Commission programmes. The beneficiary will declare that it uses a single source of funding to cover the same expenditure.

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

## **X. RETURN FROM MOBILITY**

**Article 23.** Upon return from mobility for study, students will submit, within 15 days, to the International Relations Office, the following documents:

- a. The Learning Agreement signed by the Dean and the institutional coordinator from both the partner university and ASEM, including the page with the changes made in the study programme at the host Institution;
- b. The school situation (grades + credits obtained - Transcript of Records) or other forms of evaluation (assessments from the coordinating teacher) of the activity carried out by the student.
- c. The certificate from the host university (from the Faculty or the department of international relations) attesting the fact that the student performed during the period provided in art. 3 an Erasmus + study mobility, completing all the activities provided in the study agreement (courses / seminars / practical laboratory works);
- d. Final report on the activity carried out during the study period through the Mobility Tool. In accordance with the provisions of the Erasmus + Programme Guide, students who fail to submit the report may be obliged by the home higher education institution to reimburse in part or in full the EU grant received;
- e. Statement on own responsibility regarding the possible use of funds from other sources (co-financing) and the avoidance of double financing as defined in the financial contract;
- f. All travel documents (travel tickets, invoices and accommodation receipts, etc.) in the case of a trip from a place other than the one where the sending

organization is based and / or a trip to a place other than the one in which the host organization is established "in which case" the actual travel itinerary must be justified by travel tickets or other invoices specifying exactly the place of departure and the place of destination.

**Articolul 24.** Upon return from mobility, the academic, auxiliary, research and administrative staff will present, within 15 days, to the International Relations Office, the following documents:

- a. Certificate from the host institution (from the faculty, the international relations department, etc.) attesting that the Beneficiary has completed an Erasmus + mobility during the planned period, completing all the activities provided in the established programme, stating the number of days and hours teaching / training;
- b. Final report on the activity carried out during the teaching / training period through the Mobility Tool. In accordance with the provisions of the Erasmus + Programme Guide, staff who fail to submit the report may be required by their home higher education institution to reimburse in part or in full the EU grant received;
- c. Statement on own responsibility regarding the possible use of funds from other sources (co-financing);
- d. All travel documents (travel tickets, invoices and accommodation receipts, etc.) 'in the event of a trip to a place other than that in which the sending organization is established and / or a trip to a different place where the host organization is based "in which case" the actual travel itinerary must be justified by travel tickets or other invoices specifying exactly the place of departure and the place of destination.

**Article 25.** Based on these documents, with the help of a check-list working tool, the responsible persons within the Faculties (Erasmus + coordinators, secretaries, Dean, etc.) and from the International Relations Office will complete and validate the mobilities financed from Erasmus + funds.

**Article 26.** (1) The student has the obligation to return to the country only after the full fulfillment of the study obligations and not earlier than 3 months, according to the programme established by the host university, except in case of force majeure;

(2) If the student or teacher, assistant and researcher or administrative staff has not fully completed the established programme, he is obliged, jointly and



severally with the guarantor, to reimburse in part or in full the funds received as an ERASMUS + mobility grant. The cases of force majeure will be brought to the attention of the University management, which will analyze them and submit them to the approval of the ASEM management..

(3) Upon return from mobility, the International Relations Office will issue a Return Order for mobility to the beneficiaries of the grants, and a copy will be sent to the Deanships or Departments as appropriate.

## **XI. EFFECTS OF COVID-19 ON ERASMUS + MOBILITY IN HIGHER EDUCATION<sup>7</sup>**

**Article 27.** (1) The Academy of Economic Studies of Moldova takes into account the fact that the Erasmus + programme is focused on students and academics who travel between universities in different countries to participate in academic programmes, and COVID-19 measures obviously have a significant impact. on mobility. Therefore, ASEM will apply all the recommendations of the European Commission, which agreed that these circumstances constitute force majeure and established greater flexibility in how mobility is managed or costs are eligible. In organizing Erasmus+ mobilities, ASEM will also take into account clarifications and guidance on addressing several aspects of mobility management in the context of the spread of COVID-19 virus and measures taken at institutional, national and international level, which are changing of situation.

(2) Based on the official note from the European Commission sent to the universities from the partner countries, universities and National Agencies of the programme countries, the International Credit Mobility (ICM, KA107) 2018 projects will be extended by 12 months, due to the negative impact that the situation related to the spread of COVID-19 has it on mobility projects.

(3) The Academy of Economic Studies of Moldova takes into account the recommendations of the European Commission and partner universities in the programme countries and decides that during the suspension of the activity of the institution, mobile participants strictly follow the rules and instructions imposed by local or national authorities.

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<sup>7</sup> This chapter of the Regulation is in line with the European Commission's recommendations and provisions regarding the effects of COVID 19 on Erasmus + mobilities, received from 13 March 2020.

**Article 28.** In the case of participants who make the decision or are forced to interrupt mobility and return to the country of origin, on the recommendation of the Ministry of Foreign Affairs of the country of origin or the decisions / recommendations of the host / home universities, Erasmus+ Coordinator of ASEM, International Relations Office of ASEM will request all participants to contact the Erasmus + Coordinator of the home university, the diplomatic authorities / missions of the Republic of Moldova in order to return to their territory as soon as possible.

(1) The ASEM Erasmus + Coordinator, the ASEM International Relations Office will inform (in partnership with the Erasmus + Office and the International Relations Department of the home university) the ASEM Erasmus + Incoming students and teachers about the new provisions of the project financial contract. International Credit Mobility (ICM, KA 107), including the financial and contractual rules provided by the European Commission, which provides that:

- In the event of an interruption during the stay, the interruption period will not be taken into account when calculating the individual support grant.
- If the participant terminates the financing contract concluded with the Beneficiary due to “force majeure” reasons, the participant has the right to receive the grant amount corresponding to at least the actual duration of the furniture. Any remaining funds must be returned, unless otherwise agreed with the Beneficiary.
- If the participant suspends the financing contract concluded with the Beneficiary due to “force majeure” reasons, the participant may continue the activities after the interruption, provided that the end date of the mobility does not exceed the final date of the mobility project.

**Article 29.** Planned mobilities that have been canceled or postponed for another period, for which the participant is not financially affected, do not fall under force majeure.

**Article 30.** In order to prevent the spread of the new type of Coronavirus, in order to ensure the safety of health and life of students and teachers / administrators, the administration of the Academy of Economic Studies of Moldova has decided to cancel all mobility in the first semester of the academic year 2020-2021.



## **XII. FINAL PROVISIONS**

**Article 27.** (1) Regulation on the organization and realization of the erasmus + academic mobility of students and staff enters into force on the date of its adoption by Senate Decision.

(2) The amendment of this Regulation can be made by Senate Decision.

## ANNEX 1

### Glossary of terms <sup>8</sup>

Certificate	In the context of Erasmus +, a document issued to a person who has completed a learning activity in the field of education, training and youth, as appropriate. Such a document certifies the presence and, if applicable, the learning outcomes of the participant in the activity.
Co-financing	The principle of co-financing implies that part of the costs of an EU-supported project must be borne by the beneficiary or covered by external contributions other than the EU grant.
Consortium	Two or more participating organizations joining forces to prepare, implement and monitor a project or activity within a project. A consortium can be national (ie, involves organizations established in the same country) or international (involves participating organizations from different countries).
Coordonator/ coordinating organization	Participating organization applying for an Erasmus + grant on behalf of a consortium of partner organizations.
Credit mobility	Limited period of study or internship abroad - in ongoing studies at a referring institution - in order to obtain credits. After the mobility phase, students return to their referring institution to complete their studies.
Credit	A set of learning outcomes obtained by a person, which have been evaluated and which can be accumulated in order to acquire a qualification or can be transferred to other learning programs or qualifications.
Diploma mobility	Period of study abroad for the purpose of obtaining a diploma or certificate in the host country / countries
Diploma supplement	Annex to the official qualification document which is intended to provide more detailed information on completed studies, in an internationally agreed and recognized format. This document accompanies the higher education diploma, providing a standardized description of the nature, level, context, content and status of the studies completed by the holder. The diploma supplement is issued by higher education institutions in accordance with standards set by the European Commission, the Council of Europe and UNESCO. The diploma supplement is part of Europass (see below). In the context of a joint international study program, it is recommended to provide a "common diploma supplement" covering the entire program and approved by all universities awarding the diploma.

<sup>8</sup> According to the Erasmus + programme guide