



Erasmus+



ULBS

Universitatea "Lucian Blaga" din Sibiu

GHID DE APLICARE PENTRU O MOBILITATE ERASMUS+ DE PLASAMENT





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I. Ce reprezintă mobilitatea de plasament a programului Erasmus+?

Această acțiune permite studenților din instituții de învățământ superior să efectueze un plasament cu o durată cuprinsă între 2 luni și 12 luni, într-o companie sau organizație dintr-o altă țară participantă. În total, pe perioada unui ciclu de învățământ (licență/master/doctorat), perioada maximă de mobilitate de care un student poate beneficia este de 12 luni, fie doar studiu, fie doar plasament, fie combinat.

‘Plasament’ este o altă denumire pentru cunoscutul ‘training’ sau ‘practică’. Organizațiile gazdă pentru plasamente studențești pot fi întreprinderi, centre de formare, centre de cercetare și alte organizații, inclusiv instituții de învățământ superior (ex. universități, organizații, birouri de traducere, edituri, instituții culturale (muzee, biblioteci, centre de informare, centre culturale), companii active în domeniul turistic, companii de PR/publicitate, companii din diverse alte domenii de activitate).

În cazul unei mobilități de plasament realizată prin programul Erasmus+, studentul beneficiază de un grant lunar de 700 Euro. 80% din suma totală este virată în contul studentului înainte de plecarea în mobilitate, urmând ca restul de 20% să fie primiți după perioada de mobilitate, în condițiile în care studentul respectă toate condițiile contractuale și depune la întoarcere toate documentele necesare.

Studenților li se poate acorda un grant pentru a-i ajuta să acopere cheltuielile de transport și subzistență (inclusiv cheltuielile ce privesc asigurarea de sănătate și viza) legate de perioada de plasament în străinătate. Studenții cu nevoi speciale pot solicita un grant specific după ce au fost selectați pentru o mobilitate.

Înainte de perioada de plasament, un student Erasmus+ poate urma, dacă i se ofera acest lucru, un curs intensiv de limbi străine în țara gazdă, pentru care i se poate acorda, de asemenea, finanțare.

Studenții Erasmus+ ce vor beneficia de o mobilitate de plasament sunt selectați de către Universitatea Lucian Blaga printr-un proces clar și transparent.

Înainte de plecare, studenții semnează un contract de plasament (Training Agreement for Placement) care include următoarele documente:

- un "contract de formare" ce conține programul plasamentului; acest contract trebuie aprobat și semnat de către, de instituția gazdă și de către student;



- un "angajament pentru calitate în mobilitate" care precizează drepturile și obligațiile tuturor părților participante în mod specific la plasamentul în străinătate;
- cartă studentului Erasmus care conține drepturile și obligațiile studentului în perioada mobilității.

La finalul perioadei petrecute în străinătate, Universitatea Lucian Blaga din Sibiu trebuie să recunoască pe deplin perioada petrecută în străinătate, conform contractului de formare, de preferință folosind sistemul de credite ECTS. În cazul special al unei perioade de plasament care nu este inclusă în curriculum-ul studentului, ULBS trebuie să recunoască acest plasament cel puțin prin intermediul suplimentului de diplomă.

Atât plata burselor naționale, a burselor sociale, împrumuturi către studenții care pleacă, taxe către cămin sau locurile convenite în cămin, precum și taxa de școlarizare la universitatea de origine (în cazul în care studentul este înscris la program cu taxă), se vor menține pe durata perioadei plasamentului în străinătate.

II. Cum aleg unde să efectuez mobilitatea de plasament?

Primul pas în alegerea unei mobilități de plasament reprezintă **stabilirea interesului personal și a obiectivelor profesionale** de îndeplinit prin beneficierea de o mobilitate. Alegerea unei țări trebuie să se realizeze ținând cont de abilitățile lingvistice pe care studentul le deține. Este important de știut că în țări precum Germania, Franța, Spania sau Italia, numărul plasamentelor disponibile în limba engleză este unerori mai scăzut decât în alte țări ale Europei, aceste țări oferind de multe ori programe de practică în limba națională.

Al doilea pas în pregătirea unei mobilități de plasament reprezintă **alegerea companiei/instituției gazdă**. Există foarte multe resurse care pot fi utilizate în obținerea unui plasament care să răspundă așteptărilor și obiectivelor studentului, inclusiv cele ce urmează. În cazul în care niciuna dintre companiile/instituțiile prezentate în cele ce urmează nu prezintă interes, studentul poate contacta orice instituție din Europa pentru a solicita o perioadă de practică. Acceptul companiei/instituției se oferă prin completarea scrisorii de acceptare (model în anexe)



1. Companii și instituții cu care Universitatea Lucian Blaga din Sibiu are un acord semnat și instituții și companii în cadrul cărora alți studenți ai Universității Lucian Blaga și-au efectuat mobilitățile de plasament.

În cazul în care studenții doresc să realizeze o mobilitate de plasament în cadrul unei universități, recomandăm să contactați Serviciul de Relații Internaționale și Programe Comunitare al ULBS, în vederea medierii comunicării dintre student și instituție.

TEOLOGIE

Nume instituție	Țara	Date de contact
L' Association pour la pratique de Culte Orthodoxe Roumain	Franta	Constantin Tarziu tarziuc@ymail.com , 0143546747
Monastere Orthodoxe Notre dame de Toute Protection	Franta	Emma Sophia Shewell Monastere.bussy@wanadoo.fr 0386919058
Parohia cu hramul Înălțarea Sf. Cruci și Sfinții Ierarhi Mărturisitori Iosif din Maramureș și Sigfrid de Vakjo Luminătorul	Suedia	Pr. Milica Vasuianu Pr_vasuianu@hotmail.com 0046762165556
Mănăstirea Ortodoxă Romana "Sfintii Cosma si Damian"	Italia	Fr. Rafail catalin25@libero.it 00393338709128
Parohia Ortodoxa Romana "Sf. Prooroc Daniel"	Spania	Daniel Cucul cucul_dan@yahoo.com 0034642957117
Three Hierarchs Orthodox Parish of Setubal	Portugalia	Dobrescu Ion Florentin pionflorentin@yahoo.com
Parohia Ortodoxă Română "Zamislirea Maicii Domnului"	Italia	Ursache Ilie, Ursache_ilie@yahoo.com , 00393207037955
Biserica Ortodoxa Romana St Dunstan-in-the-West	Marea Britanie	bishop.fulham@london.anglican.org
Romanian Orthodox Parish „Saint Dionisie Exiguul” – Albacete	Spania	albaceteorthodox@gmail.com
Schitul Românesc Prodromu, Sfântul Munte Athos	Grecia	teologie@ulsibiu.ro
Parrocchia San Giovanni Battista	Italia	florentin_exigu@yahoo.it
The Saint Panteleimon Parish	Grecia	eerneanou@yahoo.com
St. Basil's Church	Grecia	sorin.zahiu@gmail.com
Romanian Orthodox Parish „Buna	Germania	parohiadresden@gmail.com



Vestire"		
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ȘTIINȚE SOCIO-UMANE

Nume instituție	Țara	Date de contact
Sanmartin Sociedade Textil, Lda	Portugalia	financiero@sanmartin.pt (www.sanmartin.pt)
Newman University	UK	Tina McLoughlin t.mcloughlin@newman.ac.uk
Shaz Enterprise S.L	Spania	hr@rentelectric.com
The National Museum in Krakow	Polonia	dyrekcja@mnk.pl
Casamona International Real Estate	Spania	casamona@casamona.com
Universidad Politecnica de Madrid	Spania	International.europe@upm.es

ȘTIINȚE ECONOMICE

Nume instituție	Țara	Date de contact
Akvolution GmbH Berlin	Germania	jobs@akvola.de
BIC - R&D, s.r.o	Cehia	j.orava@bic-rtd.cz
DOCincubator	Cehia	hana@docincubator.net
Zening Resorts Ltd.	Cipru	zen@zening.eu
Adriatic Sunshine Chicago – Hotel reception	Croatia	info@villaadriatica.com
Mo'Joes		ottavio@themojoes.eu
Firma: DeutschePost AG	Germania	Petra Treber p.treber@deutschepost.de
Lecti Entrepreneur	Bulgaria	kurs@lecti.eu
OptiLocal Ltd.	Bulgaria	vik@optilocal.org
International Office of Faculty of Business and Economics, University Pecs	Ungaria	trombitasj@ktk.pte.hu
Habilitas Kft.	Ungaria	Mihaly Toth mihalytoth@kerkom.hu
TEIAMEDIA SL	Spania	marketing@elrumano.eu
BMW AG Dingolfing	Germania	markus.molina-goesswein@bmw.de
ECO TESL	Franta	daniel.caeru@ecotesl.fr
Toulouse Business School	Franta	a.favre-dupaigne@tbs-education.fr
BizPartner Group	Slovenia	info@updience.com
DeutschePost AG	Germania	p.treber@deutschepost.de



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Katholieke Hogeschool Vives Zuid	Belgia	www.vives.be
20 Something SPRL Belgium	Belgia	INFO@20SOMETHING.BE
Deutscher Gewerkschaftsbund	Germania	info.bvv@dgb.de

MEDICINĂ

Nume instituție	Țara	Date de contact
Chu Toulouse Purpan Pierre Paul Riquet	Franta	Meyer Elbaz 0561322664
Medizinische Klinik und Poliklinik	Germania	Kerstin Maul Kerstin.maul@med.uni-tuebingen
Praxis Dr. Sechers Marius	Germania	Dr.secheresmaris@yahoo.de
RWTH Aachen	Germania	Gudrun Farber Toller Gfaerber-toeller@ukaachen.de
University of Tubingen	Germania	Kristin Naul 070712982753
Haerttzen	Luxemburg	Khaled Chalabi 0035226255071 drchalabi@yahoo.de
Zahnarztpraxis Dental Office-Dr. Simona Baur	Germania	Simona Baur info@zahnarzt-wintersdorf.de
Skane University Hospital	Suedia	Petru Liuba Petru.liuba@skane.se
Medical University of Viena	Austria	international@meduniwien.ac.at ; www.meduniwien.ac.at/international
Haute Ecole Libre de Bruxelles - Ilya Prigogine-	Belgia	erasmus@helb-prigogine.be annie.santucci@helb-prigogine.be ;
Haute Ecole de Namur	Belgia	ma.lecomte@henam.be
Escola Superior de Enfermagem de Coimbra (ESEnfC)	Portugalia	erasmus@esenfc.pt
Mustafa Kemal University	Turcia	mkuerasmus@gmail.com ; http://www.mku.edu.tr
Baskent University	Turcia	bulemy@gmail.com ;
Ankara University- School of Medicine	Turcia	http://medicine.en.ankara.edu.tr
Western Vascular Institute Ltd	Irlanda	www.vascular.ie
Universitätsklinikum Tubingen, Medizinische Universitätsklinik	Germania	reimer.riessen@med.uni-tuebingen.de
Rheinisch-Westfaelische Technische	Germania	euresearch@zhv.rwth-aachen.de



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Hochschule Aachen		
INCCI Haerz Zenter	Luxembourg	ovidiu_1986@yahoo.com
Krskliniken Esslingen	Germania	pforte.kirchheim@kk-es.de
Oberschwabenklinik Wangen	Germania	stefan.locher@oberschwabenklinik.de
Aristotelio Panepistimio Thessalonikis	Grecia	www.auth.gr
Hospital Beatriz Angelo	Portugalia	geral@hbeatrizangelo.pt
Krankenhaus Merheim	Germania	sekretariat-med1@kliniken-koeln.de
Cabinet Dentaire dr. Bozdoghina Leonard	Franta	leonardbozdoghina@yahoo.com

ȘTIINȚE

Nume instituție	Țara	Date de contact
Karlstad University	Suedia	Helena Hakansson Helena.hakansson@kau.se
Mammal Research Institute Polish Academy of Science (Ecopsychology)	Polonia	zuzahalat@ibs.bialowieza.pl
Aquarium Pula	Croatia	Zarko@aquarium.hr
Debrecen Football Academy	Ungaria	Sandor.nagy@dvsc.hu
Kilis 7 Aralik Universitesi	Turcia	international@kilis.edu.tr
Instituto Pavoniano Artigianelli	Italia	Bruno.daves@pavoniani.tn.it

DREPT

Nume instituție	Țara	Date de contact
Claim Time Solicitors	UK	Alexey Serzhanov as@claimtime.com
Jean Baptiste Jacquenet Poillot Avocat Associe	Franta	Jb-jacquenet@hotmail.fr
Law Firm Dietrich Schackert	Germania	0221/4995900
Studio Legale	Italia	g.masina@masinaalex.it
Institut for Cultural Diplomacy	Germany	info@culturaldiplomacy.org
Universidad Politecnica De Madrid	Spain	internacional.investigacion@upm.es



LITERE

Nume instituție	Țara	Date de contact
Instituto Pavoniano Artigianelli	Italia	Bruno.daves@pavoniani.tn.it
Colanguage	Spania, Belgia și Germania	jobs@colanguage.com
Universitat Liechtenstein	Lichtenstein	+4232651111
Public Education Institutions in the Canary Islands	Insulele Canare	Opeec.ceucd@gobiernodecanarias.org
Instituto Comprensivo di Casalpuusterlengo	Italia	mzanelli@aliceposta.it
Dante Alighieri Secondary School	Italia	Didinomosca63@libero.it
Instituto Comprensivo di Albiate E Triuggio		
Istituto Casati	Italia	muggiop@tin.it
Scuola Primaria paritaria Sant Anna	Italia	Natalia_galeazzi5@hotmail.com

INGINERIE

Nume instituție	Țara	Date de contact
Cardiatis	Belgia	info@cardiatis.com
Instituto Pavoniano Artigianelli	Italia	Bruno.daves@pavoniani.tn.it
BIC - R&D, s.r.o	Cehia	j.orava@bic-rtd.cz



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2.Site-uri care centralizează oferte de locuri de practică la nivelul întregului continent:

<http://ecs.ihu.edu.gr/co/erasmus/list-erasmus-placement-offers>

<https://ec.europa.eu/eures/droppin/en>

http://www.euroengineerjobs.com/job_search/

<http://www.europe-internship.com/>

<http://www.globalplacement.com/>

<http://www.itraineeship.com/opportunities/traineeships/index.htm>

<http://iwork.iagora.com/jobs/listing/>

<http://www.jobstairs.de/en/>

<http://www.qreer.com/browse/type:Internships/>

<http://www.praxisnetwork.eu>

<http://www.ratemyplacement.co.uk/>

<https://www.trainingexperience.org>

<http://tuinternship.com/internships-in-europe/>

<http://www.eurasmus.com>

<http://www.eprojectconsult.com/apply-for-an-internship/>



3.Site-uri cu oferte de locuri de muncă și/sau practică din țările vizate. Aceste site-uri pot să fie folosite în 2 feluri: pentru a candida la stagiile de practică publicate sau pentru a găsi companii care recrutează în domeniul de care studentul este interesat

	Țara	Link	Observații
1	AUSTRIA	www.jobpilot.at	
2		www.stepstone.at	
3		www.jobmonitor.com	(acoperă și Germania, Elveția)
4		www.jobcenter.at	
5		www.jobboerse.at	
6		www.jobnews.at	
7		www.jobbox.at	
8		http://derstandard.at/Stellenmarkt	
9		http://kurier.at/jobmedia	
10		http://krone.jobmedia.at	
11		www.salzburg.com/anzeigen/karriere.php	
12		http://diepresse.com/home/karriere/stellenmarkt/jobsuche	
13	BELGIA	http://jobs-stages.letudiant.fr/stages-etudiants/offres/pays-belgique.html	
14		http://www.monstage.be/	
15		http://www.studentjob.be/fr	
16	FRANȚA	http://www.directetudiant.com/	
17		http://www.emploi.org/fr/emploi-sites-generalistes/recherche-emploi-generaliste	
18		http://www.iquesta.com/	
19		www.jobbydoo.fr	
20		http://www.regionsjob.com/	
21	GERMANIA	www.ba-auslandsvermittlung.de	Praktikanten und Jobsucher
22		www.baunetz.de/stellenmarkt/index.html	



23		http://www.connexion-emploi.com/	
24		www.detail.de/rw_10_Jobs_De_Hol_eSuchTypBeruf_suchtyp_Angebot_beruf_Architekt_trefferstart_0_Berufs_Uebersicht.htm	
25		www.hs-karlsruhe.de/internationales/koor/praktika-fuer-auslaendische-studierende-in-deutschland/q-planet.html	companiile certificate de pe această pagină au multe oferte de stagii de practică în IT, marketing, etc.
26		www.jobbydoo.de	
27		www.jobscout24.de	
28		http://karriere.unicum.de/praktikum	
29		www.monster.de/praktikum.asp	
30		http://www.praktika.de/	
31		www.praktikum.info	
32		http://www.praktikum-service.de/	
33		http://www.studentjob.de/praktikum	
34		http://www.oyed.org/index.php?en_internship-opportunities-at-the-icd	stagii de practică cu durata de 3 luni la Institute for Culture Diplomacy (domenii: Film & Visual Art; Arts, Culture; International Relations, Politics; Marketing, Public Relations; History, Philosophy; Business, Economics; Communication Journalism; Business Administration
35	IRLANDA	http://www.irishjobs.ie	
36		www.jobs.ie/work_experience_internship_jobs.aspx	
37		www.recruitireland.com/	
38	ITALIA	http://cercalavoro.monster.it/	
39		www.infojobs.it/home/index.xhtml	
40		www.lavoroturismo.it/candidato/	
41		http://www.careerjet.it/	



42		http://www.catapulta.it/	
43		http://www.jobcrawler.it	
44		www.jobbydoo.it	
45		http://lavoro.corriere.it/	
46		http://www3.lastampa.it/lavoro/	
47		www.uniss.it/erasmustraineeshipinsardinia	
48	LETONIA	www.prakse.lv	
49	LUXEMBOURG	www.optioncarriere.lu/emploi-stage.html	
50		http://en.jobs.lu/default.aspx	
51		http://francais.monster.lu/	
52		http://www.jobfinder.lu/	
53		http://jobs-stages.letudiant.fr/stages-etudiants/offres/pays-luxembourg.html	
54		http://www.moovijob.com/	
55	MAREA BRITANIE	http://www.espauk.com/	
56		http://www.internwise.co.uk/	
57		www.jobbydoo.co.uk	
58		www.placement-uk.com/ops/jobs.php	
59		http://www.prospects.ac.uk/	
60		www.londonjobs.co.uk	
61		www.jobsite.co.uk	key words: trainee, placement, intern
62	www.toplanguagejobs.co.uk		
63	NORVEGIA	http://www.trainee.no/	
64	SPANIA	www.demg-ernships.com/student.html	
65		www.primerempleo.com	
66		www.hacesfalta.org/	stagii de voluntariat în ONG-uri spaniole, se pretează în special ptr. cei de la științele comunicării, științe administrative sau informatica



67		http://www.infoempleo.com/	
68		http://www.locanto.es/Trabajo/J/	
69		www.spain-internship.com	
70	SUECIA	www.job24.se/	
71		http://www.jobsinstockholm.com/	
72		http://learning-by-doing.se/en/	
73		www.praktikstart.se/	
74		http://www.thelocal.se/jobs/	
75		www.traineeguiden.se/sok-trainee	
76		www.arbetsformedlingen.se/For-arbetssokande/Hitta-lediga-jobb.html	
77	SLOVACIA	http://www.placementslovakia.com	
		www.amnesty.sk / kamila.gunisova@amesty.sk	Social sciences, international law, education
78	TURCIA	www.icep.org.tr/english/internship.asp	
79	UNGARIA	www.dovajobs.com/job-sector-list.html?CountryId=97	
80		www.careerjet.hu/internship-allasok.html	

Al treilea pas pe care studentul trebuie să îl facă, după ce a găsit o instituție care să-l accepte pentru o mobilitate de plasament Erasmus+, este să își **înscrisă dosarul în concursul pentru mobilități**. De regulă, perioada de depunere a dosarelor la sediul Serviciului de Relații Internaționale și Programe Comunitare (SRIPC) este aprilie-iunie a fiecărui an academic însă în cazul în care studentul primește pe parcursul anului oferte de plasament și dorește să beneficieze de mobilitate mai repede, acesta trebuie să se adreseze personalului SRIPC, pentru a afla dacă mai există locuri rămase libere în urma selecției oficiale.

Dosarul care trebuie depus la sediul SRIPC pentru candidatură trebuie să conțină următoarele documente (model în anexe și pe site-ul international.ulbsibiu.ro, secțiunea download):

- **Application Form**
- **CV Europass**
- **Scrisoare de invitatie**
- **Cont in euro** deschis la orice banca (cont IBAN)
- **Asigurare de sanatate**
- **Asigurarea de răspundere civilă**



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- **Formular de candidatură**
- **Scrisoare de motivație**
- **Extras foaie matricolă**
- **Diplome, activități extra**
- **Letter of Acceptance**, în original cu semnătura și ștampilă
- **Training agreement** completat în întregime (acesta se semnează de către student și de D-na Daniela Preda de la SRIPC, urmând ca la întoarcerea din mobilitate să fie depus în original semnat și de parteneri)



III. Anexe- Modele Documente (formatul original se va descarca de pe site-ul international.ulbsibiu.ro)

Higher Education Learning Agreement for Traineeships

Student's name
Academic Year 20.../20...

Trainee	Last name(s)	First name(s)	Date of birth	Nationality ⁱ	Sex [M/F]	Study cycle ⁱⁱ	Field of education ⁱⁱⁱ
Sending Institution	Name	Faculty/ Department	Erasmus code ^{iv} (if applicable)	Address	Country	Contact person name ^v ; email; phone	
Receiving Organisation/ Enterprise	Name	Department	Address; website	Country	Size	Contact person ^{vi} name; position; e-mail; phone	Mentor ^{vii} name; position; e-mail; phone
					<input type="checkbox"/> < 250 employees <input type="checkbox"/> > 250 employees		

Before the mobility

<i>Table A - Traineeship Programme at the Receiving Organisation/Enterprise</i>	
Planned period of the mobility: from [month/year] to [month/year]	
Traineeship title: ...	Number of working hours per week: ...
Detailed programme of the traineeship:	
Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	



The level of **language competence**^{viii} in _____ [indicate here the main language of work] that the trainee already has or agrees to acquire by the start of the mobility period is: A1 A2 B1 B2 C1 C2 Native speaker

Table B - Sending Institution

Please use only one of the following three boxes:^{ix}

1. The traineeship is **embedded in the curriculum** and upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent) ^x	Give a grade based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records and Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	

2. The traineeship is **voluntary** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits:
Give a grade: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate if this will be based on: Traineeship certificate <input type="checkbox"/> Final report <input type="checkbox"/> Interview <input type="checkbox"/>
Record the traineeship in the trainee's Transcript of Records: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Record the traineeship in the trainee's Diploma Supplement (or equivalent).	
Record the traineeship in the trainee's Europass Mobility Document: Yes <input type="checkbox"/> No <input type="checkbox"/>	

3. The traineeship is carried out by a **recent graduate** and, upon satisfactory completion of the traineeship, the institution undertakes to:

Award ECTS credits (or equivalent): Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, please indicate the number of credits:
Record the traineeship in the trainee's Europass Mobility Document (<i>highly recommended</i>): Yes <input type="checkbox"/> No <input type="checkbox"/>	

Accident insurance for the trainee

The Sending Institution will provide an accident insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>
The Sending Institution will provide a liability insurance to the trainee (if not provided by the Receiving Organisation/Enterprise): Yes <input type="checkbox"/> No <input type="checkbox"/>	

Table C - Receiving Organisation/Enterprise

The Receiving Organisation/Enterprise will provide financial support to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes, amount (EUR/month):
The Receiving Organisation/Enterprise will provide a contribution in kind to the trainee for the traineeship: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please specify:	
The Receiving Organisation/Enterprise will provide an accident insurance to the trainee (if not provided by the Sending Institution): Yes <input type="checkbox"/> No <input type="checkbox"/>	The accident insurance covers: - accidents during travels made for work purposes: Yes <input type="checkbox"/> No <input type="checkbox"/> - accidents on the way to work and back from work: Yes <input type="checkbox"/> No <input type="checkbox"/>



The Receiving Organisation/Enterprise will provide a liability insurance to the trainee (if not provided by the Sending Institution):
Yes No

The Receiving Organisation/Enterprise will provide appropriate support and equipment to the trainee.

Upon completion of the traineeship, the Organisation/Enterprise undertakes to issue a Traineeship Certificate within 5 weeks after the end of the traineeship.

By signing this document, the trainee, the Sending Institution and the Receiving Organisation/Enterprise confirm that they approve the Learning Agreement and that they will comply with all the arrangements agreed by all parties. The trainee and Receiving Organisation/Enterprise will communicate to the Sending Institution any problem or changes regarding the traineeship period. The Sending Institution and the trainee should also commit to what is set out in the Erasmus+ grant agreement. The institution undertakes to respect all the principles of the Erasmus Charter for Higher Education relating to traineeships (or the principles agreed in the partnership agreement for institutions located in Partner Countries).

Commitment	Name	Email	Position	Date	Signature
Trainee			<i>Trainee</i>		
Responsible person ^{xi} at the Sending Institution					
Supervisor ^{xii} at the Receiving Organisation					

During the Mobility

Table A2 - Exceptional Changes to the Traineeship Programme at the Receiving Organisation/Enterprise
(to be approved by e-mail or signature by the student, the responsible person in the Sending Institution and the responsible person in the Receiving Organisation/Enterprise)

Planned period of the mobility: from [month/year] till [month/year]

Traineeship title: ...

Number of working hours per week: ...

Detailed programme of the traineeship period:

Knowledge, skills and competences to be acquired by the end of the traineeship (expected Learning Outcomes):

Monitoring plan:

Evaluation plan:

After the Mobility

Table D - Traineeship Certificate by the Receiving Organisation/Enterprise



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Name of the trainee:
Name of the Receiving Organisation/Enterprise:
Sector of the Receiving Organisation/Enterprise:
Address of the Receiving Organisation/Enterprise [street, city, country, phone, e-mail address], website:
Start date and end date of traineeship: from [day/month/year] to [day/month/year]
Traineeship title:
Detailed programme of the traineeship period including tasks carried out by the trainee:
Knowledge, skills (intellectual and practical) and competences acquired (achieved Learning Outcomes):
Evaluation of the trainee:
Date:
Name and signature of the Supervisor at the Receiving Organisation/Enterprise:

ⁱ**Nationality:** Country to which the person belongs administratively and that issues the ID card and/or passport.

ⁱⁱ**Study cycle:** Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

ⁱⁱⁱ**Field of education:** [The ISCED-F 2013 search tool](http://ec.europa.eu/education/tools/isced-f_en.htm) available at http://ec.europa.eu/education/tools/isced-f_en.htm should be used to find the ISCED 2013 detailed



field of education and training that is closest to the subject of the degree to be awarded to the trainee by the sending institution.

^{iv} **Erasmus code:** a unique identifier that every higher education institution that has been awarded with the Erasmus Charter for Higher Education (ECHE) receives. It is only applicable to higher education institutions located in Programme Countries.

^v **Contact person at the sending institution:** a person who provides a link for administrative information and who, depending on the structure of the higher education institution, may be the departmental coordinator or will work at the international relations office or equivalent body within the institution.

^{vi} **Contact person at the Receiving Organisation:** a person who can provide administrative information within the framework of Erasmus+ traineeships.

^{vii} **Mentor:** the role of the mentor is to provide support, encouragement and information to the trainee on the life and experience relative to the enterprise (culture of the enterprise, informal codes and conducts, etc.). Normally, the mentor should be a different person than the supervisor.

^{viii} **Level of language competence:** a description of the European Language Levels (CEFR) is available at: <https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

^{ix} **There are three different provisions for traineeships:**

1. Traineeships embedded in the curriculum (counting towards the degree);
2. Voluntary traineeships (not obligatory for the degree);
3. Traineeships for recent graduates.

^x **ECTS credits or equivalent:** in countries where the "ECTS" system it is not in place, in particular for institutions located in Partner Countries not participating in the Bologna process, "ECTS" needs to be replaced in all tables by the name of the equivalent system that is used and a weblink to an explanation to the system should be added.

^{xi} **Responsible person at the sending institution:** this person is responsible for signing the Learning Agreement, amending it if needed and recognising the credits and associated learning outcomes on behalf of the responsible academic body as set out in the Learning Agreement. The name and email of the Responsible person must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.

^{xii} **Supervisor at the Receiving Organisation:** this person is responsible for signing the Learning Agreement, amending it if needed, supervising the trainee during the traineeship and signing the Traineeship Certificate. The name and email of the Supervisor must be filled in only in case it differs from that of the Contact person mentioned at the top of the document.



Formular De Candidatură Pentru Mobilități De Practică Erasmus+

Anul universitar 2015/2016

Subsemnatul/-a _____

Student/-ă (masterand/-ă) al/a Facultății de _____ în anul de studiu _____,
domiciliat/-ă în localitatea

_____, jud.

_____, nr. _____, bl. _____ str.

sc. _____, et. _____, ap. _____, telefon _____ (acasă)

_____ număr/-e tel. mobil _____

adresă / adrese e-mail: _____

vă adresez prin prezenta cerere rugămintea de a-mi aproba înscrierea la concursul organizat ULBS, în vederea obținerii unei Burse Erasmus de plasament în practică pentru anul universitar 2014-2015, la una dintre următoarele organizații partenere:

Nr. crt.	Numele organizației partener de destinație dorite	Nr. de luni alocate bursei / solicitat de subsemnat	Perioada în care doresc să plec la bursă
1.			
2.			
3.			

^{xii} Menționez că până la această dată sunt student/masterand/-ă integralist/-ă.

Declar pe propria răspundere că NU am mai beneficiat de un grant ERASMUS

Sau



Erasmus+



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Am beneficiat de un grant Erasmus de studiu / plasament cu durata de.....luni (numai dacă este cazul).

data _____

Semnătura

Documente anexate:

- formular de candidatură
- CV Europass
- scrisoare de motivație redactată în limba străină
- extras după situația școlară a semestrului/semestrelor/anului/anilor precedenți
- atestat de cunoaștere a limbii străine
- fotocopii ale diplomelor și atestatelor profesionale obținute de candidat (opțional)

Către Serviciul de Relatii Internationale și Programe Comunitare, în atenția doamnei Director Daniela Preda, Coordonator Instituțional Erasmus



Letter of acceptance Erasmus+ Placement under

ERASMUS+ 2015/2016

This is to confirm that we, _____,

Enterprises /training Centres/research centres and other organization

will accept Mr/Miss/Mrs: _____

Name of student

coming from the, for a training period of ____
months, from dd/mm/yy to dd/mm/yy, within the framework of ERASMUS+.

We agree to cooperate with the, doing our utmost to support the student's
placement in our organisation.

We will engage ourselves to:

- tutor and support the trainee,
- monitor and evaluate the placement;
- assure the quality of the placement

The tasks of the trainee will be:

NAME OF SIGNATORY:

POSITION:

NAME OF COMPANY/ORGANIZATION:

ADDRESS:

POSTAL CODE, CITY:

COUNTRY:



E-MAIL:

DATE:

STAMP

SIGNATURE OF THE AUTHORIZED PERSON : _____

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

Erasmus+ Student Application Form

Academic Year: 2015 / 2016 Sem I / Sem II

Level of Study: Bachelor/ Master/ Ph.D.

Field of Study: _____

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

SENDING INSTITUTION

Name and full address:	Universitatea "Lucian Blaga" din Sibiu
Erasmus ID Code	RO SIBIU 01
Faculty / Department of	
Departmental co-ordinator:	
Phone number:	
Fax number:	
e-mail:	

STUDENT'S PERSONAL DATA

Family Name:		First name(s):	
Date of birth:	/ / (dd/mm/yy)	CNP:	
Sex:	Nationality:	CI:	seria NR
Place of Birth:			
Current address:		Permanent address (if different):	
Tel.:		Tel.:	



Current address is valid until:	
E- MAIL:	

LANGUAGE COMPETENCE

Mother tongue:	Language of instruction at home institution:					
other Languages:	I am currently studying this language		I have sufficient knowledge to follow lectures		I would have sufficient knowledge if I had some extra preparation	
	Yes	No	Yes	No	Yes	No
1.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

PREVIOUS AND CURRENT STUDY

Diploma/ Degree for which you are currently studying:	
Number of higher education study years prior to departure abroad:	
Have you already been studying abroad?	Yes <input type="radio"/> No <input type="radio"/>
If yes, when? At which institution?	
Did you previously receive an Erasmus grant?	Yes <input type="radio"/> No <input type="radio"/>
If yes, when? At which institution?	

RECEIVING INSTITUTION

Name:	Country:
Erasmus ID Code:	
Full address:	
Faculty / Department of	
Departmental co-ordinator:	
Phone number:	
Fax number:	
e-mail:	



Date:

..... / /

Signature:

.....

Transcript of Work

We hereby confirm that the student

Name of the student:.....

Address:.....

Has carried out a practical placement at our organisation

Name of the company:.....

Address:.....

Country:.....

The placement took place from...../...../20..... and ended at...../...../20.....

Number of ECTS credits: 30 ECTS

His/her tasks were:.....

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Organisation.....Date and Place.....



Name and Function.....Signature.....

Transcript of Work

	--	-	+	++	Remarks
A PLACEMENT/ASSIGNMENT					
1.Applicability of knowledge and results to the needs of the organisation					
2. Method of working while performing the assignment					
3. Results					
B. ATTITUDE TOWARDS WORK					
1. Self-employment					
2. Initiative					
3. Responsibility					
4. Involvement					
5. Speed of work					
6. Planning					
C. SOCIAL SKILLS					
1. Contact with staff members					
2. Contact with executives					
3. Contact with external people					
4. Adaption to organisational rules					
5. Student's capacity to integrate with organisation and foreign cultures					
D. PERSONAL QUALITIES					
1. Flexibility					
2.Creativity					
3. Criticism towards own work					
4.Willingness to revise own work and attitude					
5. Persuasiveness					
6. Handling work pressure					

The placement took place from...../...../20..... and ended at...../...../20.....

Organisation.....Date and Place.....

Name of Supervisor.....Signature.....



Erasmus+



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