

**OPERATIONAL PROCEDURE: PO 01-07**  
**FOR INTERNATIONAL EXCHANGE FOR INCOMING STUDENTS FOR STUDY**  
**AND PLACEMENT IN ROMANIAN NAVAL ACADEMY,**  
**UNDER ERASMUS+ PROGRAMME KA107**

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## 1. PURPOSE OF THE PROCEDURE

The procedure establishes the activities and the algorithm applied in the specific actions regarding the organisation, development, monitoring and reporting of study and placement exchanges, performed by international incoming students at the „Mircea cel Bătrân” Naval Academy, within the framework of Erasmus+ program of the European Commission, strategic directions KA107, regarding the exchanges with the partner countries of the program, outside the EU.

## 2. FIELD OF APPLICATION

The procedure is applied by the staff of the Erasmus+ Office, by the staff of the International Relations Office, and by the „Mircea cel Bătrân” Naval Academy faculties and departments, who have responsibilities regarding the organization and conducting of the study and placement mobilities, performed by the students from the EU partner countries, at the „Mircea cel Bătrân” Naval Academy, within the framework of Erasmus+ program of the European Commission, strategic directions KA107, regarding the exchanges with the partner countries of the program, outside the EU.

## 3. REFERENCE DOCUMENTS

- Erasmus+ Programme guide and instructions;
- Erasmus+ Charter for Higher Education;
- Annual financial contract Erasmus+ KA107, signed between „Mircea cel Bătrân” Naval Academy and ANPCDEFP;
- Erasmus+ bilateral agreements enclosed between „Mircea cel Bătrân” Naval Academy and the universities from partner countries of the program, outside the EU;
- Regulations of the Erasmus+ Office and the respective procedure for ECTS recognition;
- Regulations from Students Code and Charter.

## 4. DEFINITIONS AND ABBREVIATIONS

### 4.1. Terms and definitions

**Study mobilities** – the study period of minimum 3 months and maximum 1 academic year, carried out by students from EU partner countries, at the „Mircea cel Bătrân” Naval Academy, within the Erasmus+ program, KA107, based on bilateral inter-institutional agreement enclosed between universities.

**Placement mobilities** – the practical training period of minimum 2 months and maximum 1 academic year, carried out by the European student at the „Mircea cel Bătrân” Naval Academy, within the Erasmus+ program, KA107, based on a bilateral inter-institutional agreement.

**Student Erasmus+ ”incoming” (SI)** – a student from a university located in a EU partner country, which carries out a study mobilities or placement mobilities at the „Mircea cel Bătrân” Naval Academy, within the Erasmus+ program, KA107.

**Learning Agreement for Studies (LAS)** – technical agreement regarding the study exchange.

**Learning Agreement for Traineeships (LAT)** – technical agreement regarding the work placement exchange.

**Transcript of Records (ToR)** – a transcript of records, certifying the student’s results, (grades, credits, qualifications ) issued by „Mircea cel Bătrân” Naval Academy as recognition for undertaken programme.

**Executive Deans** – Vice-deans responsible for implementing the Erasmus+ KA107 program at the faculty level in MBNA.

**Transcript of Work (ToW)/ Certificate of attendance** – a document certifying that the objectives of the LAS/LAT were fulfilled at the „Mircea cel Bătrân” Naval Academy.

**Application form** – application form to be prior submitted by the international incoming students.

**Acceptance letter** – document attesting the approval of student mobilities for SI.

## 4.2. Abbreviations

<b>MBNA</b>	– „Mircea cel Bătrân” Naval Academy
<b>ANPCDEFP</b>	– National Agency for Community Programs in the Field of Education and Vocational Training
<b>BE+</b>	– Erasmus+ Office of MBNA
<b>IRO</b>	– the International Relations Office of MBNA
<b>ECHE</b>	– European Charter for Higher Education
<b>ECTS</b>	– European Credit Transfer and Accumulation System
<b>IS</b>	– Incoming Student
<b>PU</b>	– Partner University

## 5. CONTENT

### 5.1. Mobilities Preparations – planning operations

- BE+ requests annually, until 1<sup>st</sup> of May, through the Erasmus+ Executive Deans, the Erasmus+ offer of the faculties and departments for study and practice incoming placements, within the key action KA107, in compliance with the budget limitations and with the allotted number of fluxes approved, based on the annual contract signed with ANPCDEFP - the allocated budget and the number of places will be published on the MBNA website to inform the international partners.

- BE+ modifies the “*Erasmus+ student guide*” until the 1<sup>st</sup> of June, that will be further sent to the PU, with the title of incoming SMS/SMP KA107 exchanges offer, together with the respective data related to the budget and the number of places approved on each type of exchanges. The application forms necessary for applicants will be also provided to PU, by posting on the university’s website.

- PU is responsible for selecting the applicants for Erasmus+ KA107 scholarship, within the deadline set by the MBNA for the implementation of the program, in compliance with the provisions of the present procedure and with the budget limits and enrolment restrictions, as approved by the annual contract signed with ANPCDEFP. PU shall notify MBNA regarding the result of the selection processes until the 1<sup>st</sup> of July.

- MBNA will finance the exchanges approved and carried out with each PU from the partner countries, by direct allocation of the amounts received within the Erasmus+ KA107 budget. The finance will be transferred nominally, for each accepted applicant, by transferring maximum 80% of the approved grant to the personal bank account indicated in the application documents, in accordance with the provisions of the present operational procedures (i.e. the rest of 20% shall be kept to be transferred by the end of the exchange period).

- BE+ posts on the MBNA website (<https://www.anmb.ro/ro/files/ri/>, <https://www.anmb.ro/eng/files/erasmus/erasmus.html>) the informational guide for applicants (*Information Package*) which contains in addition to the administrative details, the list of courses offered (the curriculum) and the number of ECTS allocated to each course (Annex 1 Course offer model).

- After completing the selection process organized by PU, the applicants will fill in and will submit the BE+ application form (Annex 2 Application form template), individually, through PU responsible department. IS can choose courses from the curricula of both faculties of MBNA. The submitted application forms will be signed and stamped by PU and based on the approved application, BE+ will further issue an invitation for the nominated persons (in order to facilitate the formalities for obtaining the travel/transit visa, if the case).

- BE+ submits the received applications to the Erasmus+ coordinators (Executive Deans) to finalize the LAS/LAT drafting (Annex 3 Model LAS/LAT), according to the incoming students' options and to the MBNA academic curriculum.

- The Erasmus+ coordinating Executive Deans will check and validate the LAS/LAT provisions, dealing with the respective heads of department. Moreover, in the executive deans shall consult the heads of department and chairs of study programs, to plan the teaching load for involved academic staff, according to the internal financial procedures. The final LAS/LAT will be sent for confirmation to BE+, to be submitted toward the applicants.

- For the practice stages/placements on board „Mircea” Training Ship or in other work placement centres, the training program will be coordinated by the nominated faculty, namely by the head of specialized department (FNMN for Navigation and Maritime Transport and FIM for the Electromechanics and Naval Electromechanics study programmes).

- After the applicant and PU representatives will fill in and will sign the final version of LAS/LAT, the documents will be submitted to MBNA by the e-mail address of BE+ ([erasmus@anmb.ro](mailto:erasmus@anmb.ro), [international@anmb.ro](mailto:international@anmb.ro)). The respective Dean of the MBNA hosting faculty, who will manage the responsible study program targeted by the application, will endorse the LAS/LAT, by signing and stamping the documents. The LAS/ LAT is written in 4 original copies – 2 copies in English and 2 copies in Romanian language. The Dean establishes and informs in advance the chair of the study program and the responsible head of director who will manage the incoming mobilities, about the academic and administrative measures for implementing the exchanges.

- In special cases, at the request of the programs chair, the deans and the executive deans, or in case of finding significant curricular differences between the partners, the approval of the exchanges may also require transcript of records (ToR) or other additional documents issued by PU, in order to clear up different aspects of the applications (Annex 4 Model of ToR).

- If the LAS also contains courses of another faculty, BE+ sends the LAS/LAT for information and records to the Erasmus+ coordinator of that faculty – cross functional cooperation among MBNA faculties shall be applied.

- The Erasmus+ faculty coordinator submits the LAS/LAT to BE+, for registration and archiving.

- The deadlines for completing the selection procedure and for receiving IS applications from PU and for signing the LAS/LAT are: 1<sup>st</sup> of July for fall semester, respectively 1<sup>st</sup> of December for spring semester. These deadlines can be extended just with a prior notification, if enrolment seats still available.

- BE+ submits the letter of acceptance, as well as the approved LAS/LAT, to the PU as sending institution of the IS, by e-mail and, if necessary, by postal services.

- After signing process enclosed, the BE+ submits the LAS/LAT to the PU Erasmus+ institutional coordinator and informs the incoming applicants to confirm the acceptance of the

application. BE+ will send the informational package to the incoming students and will provide the applicants with online assistance about administrative matters.

- The Erasmus+ coordinator of the involved faculty/department, where the incoming applicants will be enrolled, will provide the students with online counselling services, at the request of IS, during the period prior to the internship, whenever necessary.

- Based on the LAS/LAT signature and approval, after informing the MBNA Executive Board, the Deans will approve the work load for teachers accordingly, based on the Faculty Council approval. Further, the work load covering the Erasmus+ courses, will be approved by the MBNA Executive Board and by the Academic Senate. The decision of Faculty Council validated by the Senate decision, will stand as the legal basis for the loading the teaching classes of the nominated course responsible faculty members. The teaching classes provided under the Erasmus+ framework will be mainly included in basic work load of the teacher/instructors.

- Based on the decisions of the Academic Senate and as a result of the amendment of the work load plan, the Academic Planning and Quality Assurance Office will prepares the teaching schedule, according to the internal procedure correlated with the MBNA master schedule, with the prior consultation of the head of department who manages the respective study program. This schedule as other academic/administrative issues will be provided to the IS by a nominated mentor of the Erasmus+ section.

- The deans will appoint based on Faculty Council validation, a mentor (teacher/instructor) for the SI section, for each study programme. The BE+ will establish representatives for the social familiarization of the IS using ESN network and social facilities, to improve the students' accommodation and insertion in the MBNA community.

- The Administrative Director, with the support of BE+, undertakes the necessary actions to ensure the accommodation of IS in MBNA facilities / or onboard the training ship if available (if not available will provide assistance for checking external accommodation). BE+ communicates PU and IS the provided accommodation conditions during the mobilities period or will support the applicants for finding accommodation in the town, from external sources (ESN can be consulted on this matter).

- BE+ offers permanent counselling to IS and PU for administrative matters aimed at a proper preparation of exchanges: accommodation/victualling options, transport/ relocation arrangements, visa issuance arrangements, the grant financing arrangements and so on. BE+ will notify PU/IS about the mandatory documents that IS must have on him/her, upon arrival at the MBNA location (according to the provisions of article 5.2).

## **5.2. Operational implementation of Erasmus+ exchanges KA107, in MBNA**

- Welcoming the IS in Constanța/MBNA location on venue is the responsibility of the BE+ staff, who are entitled to request the respective logistic support from the administrative director in regard of transfer, accommodating the IS, providing them with proper relocation assistance.

- MBNA BE+ has two options to finance the incoming exchange fluxes:

- paying in advance 80% of the total grant amount allotted for study/ work placement directly to the nominated student's Euro bank account, previously communicated by the applicant, following to clear the rest of 20% of the grant upon the submission of the clearance procedure on departure.

- or can finance the transportation expenses from the Erasmus+, KA107 funds, deducting the sum from the approved grant, that will be further paid to the students on their venue to Constanta on the same rates – by 80% on the exchange commencements

(i.e. out of which the flight cost shall be deducted), following to clear the rest of 20% of the grant upon the submission of the clearance procedure on departure;

• According to the present procedure, IS will present to the BE+, upon his/her arrival in the MBNA, the following documents/forms:

- LAS/LAT – copy;
- ToR – if required;
- Identity card or passport copy;
- A contact person information (i.e. family);
- Flight tickets/ boarding pass for the temporary relocation trip to Romania;
- Medical record for the IS who will follow to be embarked on board „Mircea” Tall ship for work placement, if the case;
- Health insurance, covering the entire period of stay in Romania/ or onboard NS „Mircea”;
- Bank account information opened in Euro on students’ name (IBAN, Bank details, will be communicated on the date of application).

• BE+ issues the necessary documents to facilitate the EU visa issuance, when necessary, facilitating the communication with the Territorial Immigration Office, in case of extending the temporary residence permit for IS from EU partner countries. PU will take care of for students application to be submitted on local authorities for obtaining the immigration or transit visa in the case of training voyages on board NS „Mircea”.

• BE+ sends the SI list, accompanied by copies of the health insurances, to the medical representative in MBNA, as to be recorded upon arrival at the faculty/ or on board „Mircea” Training Ship. BE+ staff notifies the faculty management (commanding staff of the training ship), the department, the practice centre, and the nominated mentor/ instructor, regarding the date of arrival of SI and ensures their prior presentation/insertion in the required programme, in the practice centre or on board the school ship.

• Within 3 days after arrival, SI will bring upon his/her venue the following documents, that will be handed over to the faculty secretariat in order to be registered as Erasmus+ student:

- identity card or passport – original and copy;
- LAS/LAT – original;
- ToR – if necessary;
- application form – original;
- passport photos – 3 pieces.

• The temporary registration of the incoming student is made by the decision of the Dean, and the secretariat will register the SI in the transcript of records register, mentioning the name of the origin university, the period of mobility in the MBNA, the faculty and the study program in which he/she will be enrolled. SI will be enrolled in the study/ practice program for which it has applied and for which the ECTS credits are the majority.

• The secretariat of the faculty to which SI is enrolled for studies/practice will issue the following documents:

- student grades booklet;
- access card to MBNA/onboard pass for practice at sea;
- travelling permit for railways free charges (i.e. the international students can travel for free by trains all around the country).

• BE+ together with the nominated tutor/ instructor will take the incoming students for a general presentation tour of the MBNA and will inform the students about the internal regulations and about the institutional working procedures. BE+ will inform the security structure of the MBNA about all operational aspects regarding IS access in the institution.

- IS is exempted from any charges regarding the access to the academic facilities as laboratories, library, gym etc. According to the Erasmus+ Charter the student will enjoy all the academic facilities of the MBNA at no additional cost.

- If IS follows courses from both faculties, the department to which the student is enrolled will inform the other faculty about the required teaching load and schedule.

- The MBNA library will issue, upon request, the access card for the existing book stands, under the same conditions as for Romanian students.

- During the mobility, IS will participate in the tutorial activities, seminars, laboratories, evaluations, etc., under the prescribed conditions listed in the course curriculum and in accordance with the decision of the head of department regarding the work load and the teaching schedule. The main teaching schedule is prepared by the Academic Planning and Quality Assurance Office with the prior consultation of the respective department. The classes will be implemented in a tutorial system, under direct supervision provided by the nominated teachers and based on approved syllabuses. The seminar and laboratory activities will be carried out, as much as possible, by integrating the IS into the local student groups, in order to facilitate the objectives of the Erasmus+ program. Where integration is not possible for objective reasons, the courses will be carried out individually or in groups through direct teaching activities. The practical work within the practice centres will be performed under the conditions of the related laboratory guidelines/ specific onboard instructions. The practical activities on board the „Mircea” Training Ship/ in the practice centres, will particularly follow the training/learning objectives established in the LAT with the nomination of the specific competences/ abilities.

- The modification of the LAS/LAT is done by the host faculty, based on BE+ assistance, according to the LAS/LAT forms specifications, upon the request of PU or upon the request of IS, with the prior approval of the UP.

- IS can request the extension of mobilities only with the PU agreement, within the budget approved limits, within the E+ KA107 program, for the origin country of PU, respecting the deadlines established in the present procedure. The request for extension is approved by the Faculty Council and is endorsed by the Academic Senate. Under valid conditions MBNA may refuse the request for extension, with a reasonable supporting explanation. Acceptance or refusal of the extension will be notified to PU in due time.

- The secretariat where IS is registered, will prepare and will remit copies of the exam grades/results to the host institution (i.e. Transcripts of Records), signed and stamped by the dean. The secretariat where IS is registered will draw up the general enrolment transcripts, where all the results will be detailed.

- The secretariat where the incoming student is enrolled will release the Transcript of record/ Transcript of Work/ Certificate of attendance within a maximum of 15 working days from the end of the mobilities period. In the case of work placement onboard training ships, the commander officer of the ship will issue the Sea Service Certificate, endorsed by the Dean of respective faculty.

- The secretariat of the faculty where IS is registered will submit a copy of the transcript/ certificate of practice issued to BE+, who will further send it by mail to the Erasmus+ coordinator of PU for acknowledge and evidence.

- As above stated, the BE+ staff will ensure the financing of IS mobilities, by direct transfer to the IS Euro account, prior to the exchange commitment in a quantum of 80% from the grant, and the remaining 20% will be paid by the date of the program completion, on clearance submission, based on the final documents issuance. In the case when BE+ will be inquired to assure the transportation settlements on relocation, the expenses recorded for the flight tickets, will be deducted from the IS grant on first payment.

• At the end of the mobilities IS will present the following clearing documents to BE+, in order to conclude the exchange programme and to receive the rest of remaining 20% from the grant:

- Narrative report on the Erasmus+ experience at MBNA (model to be provided by BE+);
- Satisfaction questionnaire (model to be provided by BE+);
- Clearance sheet to prove the lack of duties on accommodation housing;
- Copy of the departure flight tickets.

### 5.3. Reporting tools for KA 107 program

BE+ prepares annually or whenever it's necessary, reports to ANPCDEFP and/ or the Erasmus+ Executive Agency. BE+ ensure the accountability, transparency and accuracy of the exchanges data included in the Erasmus+ program with EU partner countries (Mobilities Tool for key action KA107).

## 6. RISK MANAGEMENT

During the course of the incoming Erasmus+ exchanges, KA107, the following risks were identified for which related action scenarios have been developed according to table No.1 statement.

Table nr. 1

No.	Identified risk	Risk management scenario	Responsible structures
1.	Modification of the course offer for IS, after the exchange approval	Initiation of LAS modification	Executive Dean, Erasmus+ Office
2.	Unavailability of a lecturer to perform the didactic activities after the approval mobilities.	Initiate LAS modification, change workload and payroll functions.	Head of Department (after consulting with the Executive Dean and study program coordinator)
3.	The impossibility of obtaining the immigration visa (residence permit) for IS.	Obtaining written denial from the Territorial Immigration Office, PU notification.	Erasmus+ Office
4.	Withdrawal of the applicant after accepting the exchange.	Change workload and organizational charter	Executive Dean, with the consultation of the Head of Department
5.	Medical problems/ work accident of IS that occurred during the stay.	Chief medical doctor will be notified, offering the access to medical services (emergency service, hospitalization in the infirmary, if necessary), notification of PU and family contacts, access to insurance services	Tutor in consultation with BE+, Executive Dean and chief medical doctor.



6.	Request withdrawal of IS from mobility for objective or subjective reasons.	Contacting PU- requesting an option, changing the LAS, changing the workload and payroll functions	BE+, consulting the Executive Dean, Head of Department
7.	Administrative problems – i.e. accommodation, victualling, transportation	Report to the administrative director, access to temporary services from the MBNA (accommodation and food in MBNA, or transportation provided by the institution)	Administrative Director based on BE+ counselling

## 7. FINAL PROVISIONS

7.1. The approval of the modification of the present procedure is the competence of the Executive Board of MBNA.

7.2. The present procedure comes into effect from the moment of approval in the MBNA Academic Senate.

7.3. The audit of this procedure implementation is performed by the Quality Assurance Office.