



Annex to Erasmus+ Inter-Institutional Agreement

Institutional Factsheet

1. Institutional Information

1.1. Institutional details

Name of the institution	National University of Science and Technology POLITEHNICA Bucharest – POLITEHNICA Bucharest
Erasmus Code	RO BUCURES43
PIC number	880988630
OID	E10339364
Institution website	www.upb.ro
Online course catalogue	http://fils.upb.ro/ro/erasmus-incoming/ , https://upb.ro/en/erasmus/study-mobility/

1.2. Main contacts

Campus Bucuresti (Bucharest Campus)

Contact person	Prof. Gabriel JIGA
Responsibility	ERASMUS Institutional Coordinator
Contact details	Phone: +40214029284 Fax: +40213181028- Email: erasmus@upb.ro

Contact person	Violeta NEGREA
Responsibility	Contact person for outgoing&incoming students/staff
Contact details	Phone: +40214029284 Fax: +40213181028- Email: erasmus@upb.ro

Contact person	Andreea Militaru
Responsibility	Contact person for incoming students/staff
Contact details	Phone: +40214029284 Fax: +40213181028- Email: student.erasmus@upb.ro

Campus Pitesti (Pitesti Campus)

Contact person	Ramona TONEA
Responsibility	Contact person for outgoing students/staff KA131
Contact details	Phone: +40 348 453 333; +40 720 015 595; Email: erasmus.pitesti@upb.ro

Contact person	Carmen BURCEA
----------------	---------------



Responsibility	Contact person for outgoing&incoming students/staff KA171, incoming KA131
Contact details	Phone: +40 348 453 333; +40 720 015 595; Email: carmen.burcea3103@upb.ro

2. Detailed requirements and additional information

2.1. Recommended language skills

The sending institution, following agreement with our institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Type of mobility	Subject area	Language(s) of instruction	Recommended language of instruction level *
Student Mobility for Studies	Any	English, French, German, Romanian	[Minimum recommended level: B1]
Staff Mobility for Teaching	Any	English, French, German, Romanian	[Minimum recommended level: B2]

* Level according to Common European Framework of Reference for Languages (CEFR), see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

For more details on the language of instruction recommendations, please refer to our course catalogue.

2.2. Additional requirements

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]

[Please specify whether your institution has the infrastructure to welcome students and staff with disabilities.]

2.3. Calendar

2.3.1. Nomination & Application Deadlines

Nominations on incoming students must reach our institution by:

Autumn term	June 15 th
Spring term	November 15 th

Application on incoming students must reach our institution by:

Autumn term	June 30 th
Spring term	November 30 th

2.3.2. Decision Response

We will send our decision within 4 weeks.



2.3.3. Transcripts of Records

A Transcript of Records will be issued no later than 5 weeks after the assessment period has finished at our institution. [It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]

2.3.4. Termination of Agreement

It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1.

Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

3. Additional information

3.1. Grading system

Description of the institutional grading system:

Individual course are graded on a scale of 1-10;

1-4 = fail;

5 = sufficient;

6 = satisfactory;

7-8 = good;

9 = very good;

10 = excellent.

The maximum final university grade is 10.

Language courses and laboratories are usually graded as "Approved", if passed.

ECTS credits:

1 full academic year = 60 credits

1 semester = 30 credits

ECTS Grading scale:

ECTS Grade	% of successful students normally achieving the grade	Definition
A	10	EXCELLENT - outstanding performance with only minor errors
B	9	VERY GOOD - above the average standard but with some errors
C	7-8	GOOD - generally sound work with a number of notable errors
D	6	SATISFACTORY - fair but with significant shortcomings
E	5	SUFFICIENT - performance meets the minimum criteria

3.2. Visa

Our institution will provide assistance, when required, in securing visas for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:



Contact person	Andreea Militaru, Carmen Burcea
Responsibility	Contact person for incoming students/staff
Contact details	Phone: +40214029284 Fax: +40213181028 Email: student.erasmus@upb.ro
Website	https://upb.ro/en/erasmus/students/

3.3. Insurance

Our institutions will provide assistance in obtaining insurance for incoming and outgoing students/staff, according to the requirements of the Erasmus Charter for Higher Education.

http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

We will inform incoming students/staff of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Contact person	Andreea Militaru, Carmen Burcea
Responsibility	Contact person for incoming students/staff
Contact details	Phone: +40214029284 Fax: +40213181028 Email: student.erasmus@upb.ro
Website	https://upb.ro/en/erasmus/students/

3.4. Housing

Our institution will guide incoming student/staff in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following persons and information sources:

Contact person	Andreea Militaru, Carmen Burcea
Responsibility	Housing arrangements
Contact details	Phone: +40214029284 Fax: +40213181028 Email: student.erasmus@upb.ro
Website	https://upb.ro/en/erasmus/students/