



### Erasmus+ KA171 (partner countries)

#### Selection procedure and process of recognition for outgoing students and staff

Name of the institution: Moldova State University	
Responsible Unit	Academic Mobility Office
Address	Alexei Mateevici St, 60, MD-2009, Chisinau, Republic of Moldova
Email	<a href="mailto:mobilitati.academice@usm.md">mobilitati.academice@usm.md</a>
Web address	<a href="https://usm.md/?lang=en">https://usm.md/?lang=en</a>
Regulations/Law/Rulebook for mobility	<p>Moldova represents a perspective region for cooperation, including in connection with current EU activities and the spectrum of creative activities of the Saarland University.</p> <p>In our Internationalization Strategy is a reference to the regulative documents. These are mentioned in the chapter on priorities, strategic objectives and achievement measures. They refer to the strategic objective regarding international collaboration, consolidating consortia and collaboration with the business environment involving all actors of the knowledge triangle. An action to achieve this objective is the identification of financing programs for educational, scientific and infrastructure development projects with an international dimension, which correspond to the objectives of MSU: analysis of the websites of embassies, international organizations, in order to inform about calls for cross-border projects, Erasmus+, Horizon Europe, EURAXESS, etc.</p> <p>A strategic objective of the MSU is to increase the number of international students. An action to achieve this objective is the development of a comprehensive online admission system for international students: portal for international students with the offer of specialties and programs available in English/French/Russian.</p>

#### I. Selection procedure

Selection of students
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Priority/Restrictions	<p>For the inter-university academic mobility programs in the outgoing direction, only teaching and/or administrative staff of MSU are eligible.</p> <p><i>The minimum eligibility criteria for the outgoing participating staff of MSU in mobility in Erasmus+ projects are as follows:</i></p> <p>a) is a permanent employee of the MSU;</p> <p>b) knows and holds a certificate of knowledge of the English language for at least level B2, or of the language in which the mobility program is carried out, or the language of the country in which the mobility is carried out - according to the requirements established by the host university.</p>
Application documents	<p><i>The selection file for staff:</i></p> <ol style="list-style-type: none"> <li>1. Copy of Passport</li> <li>2. CV- EUROPASS</li> <li>3. Proof of employment at MSU</li> <li>4. Motivation letter</li> <li>5. The individual plan with teaching/training activities and development of inter-institutional collaboration</li> <li>6. Proof of language skills (English B2). All certificates must comply with the Common European Framework reference for languages.</li> <li>7. Invitation.</li> </ol>

## II. Recognition procedure

Recognition of student mobility	
Documents	<p>At the end of the academic mobility, the outgoing student will present himself at the MSU Academic Mobility Office immediately after returning to the Republic of Moldova, to present the following documents:</p> <p><i>a) In the case of study mobility:</i></p> <ul style="list-style-type: none"> <li>- Transcript of Records in two copies (one will be kept at the Academic Mobility Office, the other will be handed over to the Dean of the home faculty/Responsible for Academic Mobility at the faculty in order to carry out the recognition procedure);</li> <li>- Certificate of Attendance/Stay, which will contain information about the duration of the study period at the host university;</li> <li>- Study agreement (Learning agreement for studies), signed by 3 (three) participating parties: student, MSU and the host university - copy;</li> <li>- Changes to the Study Agreement (Learning agreement for studies), signed by 3 (three)</li> </ul>

	<p>participating parties: student, MSU and the host university - copy;</p> <p><i>b) In the case of placement mobility:</i></p> <ul style="list-style-type: none"> <li>- Certificate of Placement (Traineeship certificate) in two copies (one will be kept at the Academic Mobility Office, the other will be handed over to the Dean of the faculty of the home university/the Head of Academic Mobility at the faculty in order to carry out the recognition procedure). The Placement Certificate will indicate the field in which the placement took place, the number of credits obtained and the grade obtained (if applicable);</li> <li>- Certificate of Attendance/Stay which will contain information about the duration of the placement period at the host university;</li> <li>- The Placement Agreement (Learning agreement for traineeship), signed by 3 (three) participating parties: student, MSU and the host university - copy.</li> </ul>
<p>Procedure</p>	<p>The academic mobilities of the students achieved are recognized by both universities, according to the Inter-institutional Agreement, the provisions of the Learning Agreement. The host institution provides the Transcript of Records to the home institution and to the student after finalizing the results obtained by the student at the host institution.</p> <p>In the case of students who do not fully fulfill their obligations assumed by the Learning Agreement, the evaluation procedures communicated to the student before the mobility by the Academic Mobility Coordinator of the faculty are applied.</p> <p>The mobility period is included in the Diploma Supplement with the original title (and its translation), the data of the institution where the courses/internships were attended, the number of credits and the grades obtained.</p> <p>A representative of the academic staff at the level of the academic department (the head of the department/program manager) is delegated and authorized, by the Academic Mobility Coordinator of the faculty in coordination with the Dean of the faculty, to establish the list of courses in the study program corresponding to the specialty together with the</p>

student-participant before the start of the mobility in order to prepare the necessary documents.

At the end of the mobility period within an International Credit Mobility project, all participants must complete a final online report (which consists of completing a questionnaire). The participants receive the questionnaire by e-mail (from the financier of the mobility program/project) after completing the mobility, and sending/not sending it conditions the payment of the last installment of the grant. A special questionnaire is sent to students after completing the mobility, to evaluate the quality of the recognition.

Upon returning from the mobility period, the student will be recognized for all the credits obtained at the host university, according to the list of subjects in the study contract; the certification of this transfer of credits, as well as the equating of the grades obtained, will be done by the committee appointed at the faculty level. The equalization and recognition committee is composed of up to 5 members, depending on the number of departments at the faculty, and must include the faculty's academic mobility coordinator and the faculty's dean.

Equivalence of grades will be done according to the following principles:

a) all subjects provided in the signed study contract will be equivalent upon return;

b) the equivalence is made on the basis of the Equivalence Grid, or if necessary, the student will present an official document, which contains additional information about the education system in which the mobility program was carried out, the grading scale, the study program, the duration and form of its certification and recognition. The mentioned documents are issued by the host university;

c) the equivalence will be based on an Request for recognition and equivalence of the studies carried out within the academic mobility programs completed and signed by the student-beneficiary, which will later be approved by the recognition and equivalence commission at faculty level;

	<p>d) in the case of a different number of courses at the two institutions, the principle of recognition of grades is that the courses at the home university are given the grade corresponding to the relevant grade among those obtained at the host university. The relevant grade is the one that has maximum similarities in terms of content, objectives and learning outcomes of the respective course;</p> <p>e) if the host university has awarded the student the number of credits corresponding to a course, without also awarding him a grade for the respective course, credit recognition is ensured (minimum passing grade); possible grade increases are obtained through procedures established by the Equalization and Recognition Commission;</p> <p>f) grades are established by the Faculty's Equivalence and Recognition Commission and not by each individual course holder.</p>
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Recognition of staff mobility	
Documents	<p>At the end of the mobility, the outgoing MSU staff will present themselves at the Academic Mobility Office of MSU, immediately after arriving in the Republic of Moldova, at MSU, to submit the following documents:</p> <p>a) Certificate of Attendance/Stay which will contain information about the duration of the teaching/training period at the host university - the original and a copy;</p> <p>b) Mobility Agreement for Teaching/Mobility Agreement for Training, signed by 3 (three) participating parties: the outgoing participant, MSU and the host university - copy.</p> <p>c) In the case of mobility internships within institutional research/development projects or bilateral agreements signed by MSU, a short report on the mobility activity carried out will be presented upon return.</p>
Procedure	<p>The recognition of the teaching/training period at the host university will be carried out by the MSU following the presentation of supporting documents for academic mobility.</p>

	<p>The participation of teaching and/or administrative staff in mobility programs is recognized in accordance with the legislative and normative regulations in force for continuous training courses for teaching and/or administrative staff and for advancement in the teaching, scientific and administrative career.</p>
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