



## Annex to Erasmus+ Inter-Institutional Agreement Institutional Factsheet

### 1. Institutional Information

#### 1.1. Institutional details

Name of the institution	UNIVERSITATEA POLITEHNICA DIN BUCURESTI
Erasmus Code	RO BUCURES11
ECHE	50545-EPP-1-2014-1-RO-EPPKA3-ECHE
PIC number	999842342
Institution website	<a href="http://www.upb.ro">www.upb.ro</a>
Online course catalogue	<a href="http://ing.pub.ro/en/">http://ing.pub.ro/en/</a>

#### 1.2. Main contacts

Contact person	Prof. Mircea EREMIA
Responsibility	ERASMUS Institutional Coordinator
Contact details	Phone: +40214029284 Fax: +40213181028- Email: <a href="mailto:erasmus@upb.ro">erasmus@upb.ro</a>

Contact person	Violeta NEGREA
Responsibility	Contact person for incoming students/staff
Contact details	Phone: +40214029284 Fax: +40213181028- Email: <a href="mailto:erasmus@upb.ro">erasmus@upb.ro</a>

Contact person	Violeta NEGREA
Responsibility	Contact person for outgoing students/staff
Contact details	Phone: +40214029284 Fax: +40213181028- Email: <a href="mailto:erasmus@upb.ro">erasmus@upb.ro</a>

### 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]
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\* 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 Deadlines

Applications/information on students nominated must reach our institution by:

Autumn term	June 30 <sup>th</sup>
Spring term	November 30 <sup>th</sup>

### 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:

<b>Contact person</b>	Violeta NEGREA
<b>Responsibility</b>	Contact person for incoming students/staff
<b>Contact details</b>	Phone: +40214029284 Fax: +40213181028- Email: <a href="mailto:erasmus@upb.ro">erasmus@upb.ro</a>
<b>Website</b>	<a href="http://www.upb.ro/en/erasmus.html">http://www.upb.ro/en/erasmus.html</a>

**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](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:

<b>Contact person</b>	Violeta NEGREA
<b>Responsibility</b>	Contact person for incoming students/staff
<b>Contact details</b>	Phone: +40214029284 Fax: +40213181028- Email: <a href="mailto:erasmus@upb.ro">erasmus@upb.ro</a>



University POLITEHNICA of Bucharest  
313, Splaiul Independentei, RO-060042, Bucharest, Romania  
[www.upb.ro](http://www.upb.ro)

<b>Website</b>	<a href="http://www.upb.ro/en/erasmus.html">http://www.upb.ro/en/erasmus.html</a>
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### 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:

<b>Contact person</b>	Violeta NEGREA
<b>Responsibility</b>	Housing arrangements
<b>Contact details</b>	Phone: +40214029284 Fax: +40213181028- Email: <a href="mailto:erasmus@upb.ro">erasmus@upb.ro</a>
<b>Website</b>	<a href="http://www.upb.ro/en/erasmus.html">http://www.upb.ro/en/erasmus.html</a>