



CRID

Rules for the recognition of the results obtained by the students in Erasmus mobility

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General aspects

CRID (Centrul de Resurse de Informare și Documentare) has the aim to recognize the results obtained by the students within the study or traineeship mobility or other mobility programs.

CRID obeys the rules in the Law of education, art. 147 alin 1 National Education Law and Ministry Order related to “recognition of the study and traineeship periods within Erasmus+” and transfers from other universities .

In our university, CRID is coordinated by the Vice Rector of International relations and is compound of academic vice deans, responsible fro Erasmus+ mobility from Erasmus Office and head of Secretary Office.

Vice Rector for International Relations has the following responsibilities:

- Coordinates the activity of CRID,
- take responsibility for the entire team`s activity in the Senate of USAMV Cluj-Napoca,
- establishes the meetings

Vice deans have the following responsibilities:

- they make the outcome recognition of the student based on the documents received from Erasmus Office or Secretary Office of the faculties,



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- Transmit to Erasmus Office and to the faculties` s secretariat the outcome recognition filled and signed
- communicate with the academic staff (especially for study mobility),
- communicate with Erasmus+ academic responsible,
- Assures the link between student and staff ,
- participate at the meetings organized by the Vice rector for International relations.

The secretary of CRID has the following responsibilities:

- checks the documentation received from student and host university and sends it to CRID members,
- deals with the Minutes of the meetings,
- sends the documents to all parts involved
- archive the documents,
- takes part to the meetings established by the vice rector for International relations ,
- Assures the communication between the students and CRID members.
- Head of the Secretary Department has the following responsibilities
- participates to the meeting established by the vice rector
- checks the minute of the meeting ,
- assures in due time the members on the legislative changes related to CRID

Documents required for the outcome recognition

The student must hand in the following documents :

For study mobility :

- Transcript of records,



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- Certificate of attendance,
- request for recognition (email)

For traineeship mobility:

- Practice report signed by the academic supervisor at host organization
- Certificate of attendance,
- proof for shifts where the case
- For recent graduates Erasmus Office issues a proof with the details of the mobility (period, number of hours and ECTS according to the practice hours).

Students who perform traineeship mobility within Erasmus+ Program Do NOT need to have a practice convention as the learning agreement replaces the convention.

Document flow

After receiving the required documents (documents from the host institutions may be handed in or sent via email, erasmus@usamvcluj.ro in editable form), they are checked by the responsible for Erasmus who sends them to the members in CRID.

After the members validate the outcome recognition, the responsible from E Office makes the Minute of the meeting and sends it to all parts involved.

The secretary together with the vice deans will contact the academic staff to make sure the grades are put in the transcript of records. One copy of the outcome recognition is for the student, one remains at the Secretary of the faculty and one copy remains at Erasmus Office.

Erasmus mobility will be mentioned in the Diploma Supplement.

If, on solid base the student or the academic staff does not agree with CRID Decision, he needs to notify the members of the CRID Committee (see section Complaints on website) and will receive a reply in three workdays time,

Recognition rules

ECTS can be awarded if the exam is passed or for the activity hours. For traineeship mobility 1 ECTS is equivalent with 25 practical hours (according to ECTS Guide).





Recognition of the results obtained by the students in Erasmus mobility and the periods spent abroad is based on a conversion table (published in Ministry Order 3223 8th February 2012).

The procedure to recognize the results obtained is made based on the content of the subjects.

Subjects promoted by the student, compatible with the ones in USAMV offer are recognized in *integrum*. The subject passed by the student which are not in the academic offer in home institution will be mentioned in the Diploma Supplement together with the grade obtained and number of ECTS.

student participation at exams:

Erasmus student is NOT considered absent within the Erasmus period and if due to the difference of the academic structure/ academic calendar the student could not take part at the exam at USAMV, did not pass one or several exams from USAMV, wishes to get a higher grade, the student can:

- Participate at retakes without paying a fee, within the exam sessions organized by the university
- participate to more than two grade raise exams in the current academic year for the subjects recognized by CRID, even if the student has retakes,
- The final grade for the traineeship mobility will be established by the practice supervisor at home university. Also, the traineeship will be recorded in the Diploma Supplement.

If the student is not satisfied with the way the grade was converted he can send a complaint (see complaints section on website) and he will get the reply in three working days.

