

Fact Sheet for KA107 Erasmus+ Incoming Staff for Training Academic Year 2020-2021

General Information	
Full legal name in English	“Dunarea de Jos” University of Galati
Full legal name in national language	Universitatea “Dunarea de Jos” din Galati
Erasmus Code	RO GALATI01
PIC / OID	999879784 / E10208970
EUC	56018-EPP-1-2014-1-RO-EPPKA3-ECHE
English website of university	http://www.en.ugal.ro/
Visiting & post address	Str. Domneasca nr. 47, 800008 Galati, Romania
Head of institution	Prof. Puiu-Lucian GEORGESCU, Rector
Erasmus+ institutional coordinator	Assoc. Prof. Steluta STAN
KA107 (ICM) Erasmus+ Programme website	http://www.en.ugal.ro/studies/ka107-icm-erasmus-programme
KA107 Erasmus+ team	<p>Prof. Dan SCARPETE <i>Project manager, student and staff mobility coordinator, inter-institutional agreements</i> E-mail: dan.scarpete@ugal.ro Phone: +40 336 130 159</p> <p>Lecturer Luminita IOSIF <i>Student and staff mobility coordinator, inter-institutional agreements, residence permit</i> E-mail: luminita.iosif@ugal.ro Phone: +40 752 292 965</p>
Academic Calendar	<p>Autumn semester Lecture period: beginning of Oct – mid-end of Jan (14 weeks) Examination period: until mid of Feb (3 weeks)</p> <p>Spring semester Lecture period: mid-end of Feb – end of May (14 weeks) Examination period: until mid-end of Jun (3 weeks)</p> <p>Please find the Academic Calendar in detail at http://www.en.ugal.ro/education/academic-calendar</p>

Exchange Information	
Eligible participants and type of training mobility	Teaching and non-teaching (administrative) staff in the form of training events abroad (excluding conferences), job shadowing, observation periods and/or training at the Receiving University.
Selection of Erasmus+ incoming staff for training	<p>To benefit of a KA107 Erasmus+ mobility for training, incoming staff have to be selected by their home university within a selection process and procedure.</p> <p>General selection criteria both for teaching and non-teaching (administrative) staff are:</p> <ul style="list-style-type: none"> - the staff must be employed; - to present a Letter of motivation explaining the reason(s) why you, as an applicant, would be selected for an Erasmus+ staff mobility for training; previous participations in different exchange programs should be considered as an advantage for your application; - to prove a good level of language (English or French) competence (at least B2). - to present a filled in Mobility Agreement for Training (the form is available at http://www.en.ugal.ro/studies/ka107-icm-erasmus-programme/ka107-erasmus-incoming-staff-mobility-for-training): filling in all the fields, data accuracy and training programme should be considered and quantified. <p>Particular selection criteria for teaching and non-teaching (administrative) staff are:</p> <p><i>a) Selection of teaching staff for a training mobility</i></p> <ul style="list-style-type: none"> - the teaching staff area of teaching have to match one of the mobility study areas specified in training mobility offer, available at http://www.en.ugal.ro/studies/ka107-icm-erasmus-programme/ka107-erasmus-incoming-staff-mobility-for-training; - to have a good academic performance during his/her previous academic year or other period of time (a CV and an internal evaluation form should be considered and quantified); <p><i>b) Selection of non-teaching (administrative) staff for a training mobility</i></p> <ul style="list-style-type: none"> - the non-teaching (administrative) staff area of job have to match one of the job area available at Receiving University; - to have a good job performance during previous year of his/her training mobility or other period of time (a CV and an internal evaluation form should be considered and

	<p>quantified).</p> <p>Important notes:</p> <ul style="list-style-type: none"> - staff for training-candidates have to apply by filling in the Application Form, available at http://www.en.ugal.ro/studies/ka107-icm-erasmus-programme/ka107-erasmus-incoming-staff-mobility-for-training; - teaching staff for training-candidates have to apply and to be selected according to the mobility offer, available at http://www.en.ugal.ro/studies/ka107-icm-erasmus-programme/ka107-erasmus-incoming-staff-mobility-for-training; - non-teaching (administrative) staff for training-candidates have to apply and to be selected according to their Mobility Agreement for Training approved by the KA107 Erasmus+ team (the approval of Mobility Agreement for Training does not mean that the applying staff is already selected); - as the mobility offer is per countries, both staff for training-candidates and staff involved in the selection process are kindly asked to contact the KA107 Erasmus+ team to be sure that the mobility offer is still available for a certain university.
<p>Application for incoming Erasmus+ staff</p>	<p>Selected teaching and non-teaching (administrative) staff for training should send (luminita.iosif@ugal.ro, dan.scarpete@ugal.ro) their selection and mobility documents, as follows:</p> <ul style="list-style-type: none"> - Application Form, filled in, signed by the teaching staff and signed and stamped by the responsible person in the Home University acknowledging that the staff was selected for a training mobility at Receiving Institution; - Mobility Agreement for Training, both as signed and stamped document (pdf form) and only filled in (word form); - CV; - Letter of motivation, signed by the staff; - copy of passport. <p>After receiving the documents mentioned above, an invitation will be released upon staff request.</p> <p>Teaching and non-teaching (administrative) staff shall arrive at least 1 day before the training mobility starts and shall leave the day after the last day of the training mobility.</p> <p>Important note: the nomination should be launched with at least two months before staff’s arrival at Receiving Institution to ensure enough time for getting the Romanian visa.</p>
<p>Deadline for application of incoming staff for training</p>	<p>Anytime during the academic year.</p>

Mobility Arrangements

Mobility Agreement for Training

All Erasmus+ incoming teaching and non-teaching (administrative) staff for training must fill in Mobility Agreement for Training form (available at <http://www.en.ugal.ro/studies/ka107-icm-erasmus-programme/ka107-erasmus-incoming-staff-mobility-for-training>)

Filling in Mobility Agreement for Training form have to be done at two different stages:

1. During selection process

Staff for training-candidates have to fill in their Mobility Agreement for Training only by themselves, no help is allowed.

Some documents should be used to get the necessary data and information for filling in the Mobility Agreement for Training form:

- for institutional data of Receiving University, please use this Fact Sheet (General Information section) and English website of Receiving University (<http://www.en.ugal.ro/>);
- Erasmus+ Guide, available at <http://www.en.ugal.ro/studies/ka107-icm-erasmus-programme/erasmus-guide>;
- Course Catalogue (available at <http://www.en.ugal.ro/studies/ka107-icm-erasmus-programme/ka107-erasmus-student-mobility-for-studies/course-catalogue>) to get an idea about the existing curricula at Receiving University;
- Internationalization Strategy of the Home University.

Filled in Mobility Agreement for Training has to be printed and signed only by the staff-candidate. Date of signing the document has to be written in indicated place of the form.

2. During mobility preparation

Once selected, the teaching and non-teaching (administrative) staff for training has to review his/her Mobility Agreement for Training to reach its final form.

In this respect, the incoming staff for training should send his/her Mobility Agreement for Training to KA107 Erasmus+ team (luminita.iosif@ugal.ro, dan.scarpete@ugal.ro) to get its feedback and to modify and/or add some data and/or information.

When Mobility Agreement for Training has reached its final form, the incoming staff for training have to print it in two originals. These two originals have to be signed by the incoming staff for training and signed and stamped by the

	<p>responsible person in the Home University. Date of signing the document has to be written in indicated place of the form.</p> <p>Incoming teaching and non-teaching (administrative) staff for training has to bring these two originals by him/herself at his/her arrival at Receiving University.</p> <p>Important note: Mobility Agreement for Training have to be filled in and sent to KA107 Erasmus+ team before the mobility commencement.</p>
(Official) Language of instruction	Romanian
Language of training for Erasmus+ incoming staff for training	English, French
Recommended language level for Erasmus+ incoming staff for training	Min. B2 for English, French
Additional Information	
Accommodation / Housing	<p>Erasmus+ incoming staff for training has to book their accommodation before their arrival at “Dunarea de Jos” University of Galati and to communicate their accommodation booking to KA107 Erasmus+ team.</p> <p>Incoming staff for training could book a room in one of the hotels in Galati city.</p> <p>Incoming staff for training could also book a bed in a double room or an entire room in one of our Guest Hostels, having some advantages and drawbacks compared to a hotel room:</p> <ul style="list-style-type: none"> - very cheap (approx. 10 EUR/night/bed for each person or approx. 20 EUR/night/room for one person); - very close to almost all faculties of “Dunarea de Jos” University of Galati (5-10 min. walking distance); - no breakfast; - if one incoming staff for training would like to book the entire hostel room, he/she has to pay for the two beds in the room (approx. 20 EUR/night); - if one incoming staff for training would like to book only one bed in a hostel double room (approx. 10 EUR/night), he/she has to stay with another person, i.e., the incoming staff will have a roommate. <p>Incoming staff for training who would like to book a bed in a double room, or the entire room, in one of our Guest Hostels, are kindly asked to address to KA107 Erasmus+ team with at least one week before his/her arrival at “Dunarea de Jos” University of Galati.</p>
Insurance	Incoming staff for training must purchase a health insurance

	before the commencement of their mobility, valid for the total duration of their stay.
Visa	For information on visa requirements, please contact the KA107 Erasmus+ Team (luminita.iosif@ugal.ro , dan.scarpete@ugal.ro). Incoming staff for training may also find information on visa requirements at https://www.mae.ro/en
Travel to Romania and Galati city	<p>Booking the flight to Romania Erasmus+ incoming staff for training are kindly asked to address and keep in touch with KA107 Erasmus+ team when they are ready to book their flight to Romania. <i>We are insisting:</i> please, do not book/buy your flight to Romania until you do not get the Romanian visa and you do not have the approval of KA107 Erasmus+ team. Otherwise, you may lose your money or even your mobility.</p> <p>Airport The main international airport of Romania is Bucharest “Henri Coandă” International Airport (formerly Otopeni Airport).</p> <p>Transfer to Galati city Galati city may be reached by train or by bus/minibus. Since the terminal of bus/minibus is just in the arrivals terminal parking, we kindly advise our incoming staff for training to choose bus/minibus transfer to Galati. We may book your transfer, according to your landing date and time.</p>