FREE MOVERS

1. DEFINITIONS AND ABBREVIATIONS

1.1. Terms and definitions

Temporary academic mobility on an individual basis means temporary mobility undertaken outside inter-institutional academic mobility agreements, at the request of a student who has identified a potential host university.

A student/PhD student participating in unregulated mobility (free-mover student) is a student/PhD student who attends one or more courses, or takes part in a training or research placement at a university other than the one at which they are enrolled, without any prior agreement between the two universities.

1.2. Abbreviations

- CSUD – Council for Doctoral University Studies
- EEA – European Economic Area
- SRIAE – International Relations and European Affairs Service
- EU – European Union
- USV – Ștefan cel Mare University of Suceava

2. CONTENT

2.1. General framework

2.1.(1) Temporary academic mobility on an individual basis may take place after the first semester of study and up to the end of the penultimate semester.

2.1.(2) The period of temporary academic mobility on an individual basis may be one semester, one academic year or a shorter period, as applicable.

2.1.(3) Upon completion of the mobility period, the student/PhD student shall return to their home university to complete their studies.

2.1.(4) At the end of this mobility period, the host university shall not issue a degree, but a document certifying the grades and/or credits or results obtained by the student/PhD student.

2.1.(5) A student/PhD student undertaking unregulated mobility – a “free-mover student” – is enrolled as a temporary student (visiting student).

2.1.(6) A student/PhD student undertaking unregulated mobility – a “free-mover student” – does not receive a scholarship from USV and cannot obtain a degree upon completion of studies.

2.2. Mobility agreement and documentation

2.2.(1) In the case of study mobility, the applicant shall complete the Learning Agreement for Studies, listing the courses to be taken during the semester in which the mobility will take place.

2.2.(2) In the case of a training, research or documentation placement, the applicant shall complete the Learning Agreement for Traineeships, detailing the activities to be carried out during the mobility period.

2.2.(3) At the student’s/PhD student’s request, the higher education institution of origin may conclude mobility agreements with another higher education institution in Romania or abroad in order to facilitate the student’s/PhD student’s mobility, where no inter-institutional agreement between the two institutions is in place at that time.

2.2.(4) In order to undertake the mobility, the applicant must obtain the approval of both universities (the host university and the home university).

2. 2.(5) Inter-institutional approval consists of completing and signing the standard mobility request provided in Annex 1, as follows: (a) the student or PhD student submits the mobility request to the higher education institution where they wish to undertake the mobility, in order to obtain its approval; (b) after obtaining the host institution's approval, the student or PhD student requests mobility approval from the higher education institution at which they are enrolled; (c) the higher education institution accepting the mobility signs the student's/PhD student's mobility request first, followed by the institution from which the student/PhD student is departing; (d) the request also specifies the conditions under which the mobility will take place.

2.3. Organisation and implementation of outgoing mobility

2.3.(1) The outgoing free-mover student/PhD student shall contact the host university and send it the mobility request (Annex 1) for signature.

2.3.(2) After obtaining the host university's approval, the outgoing student/PhD student undertaking unregulated mobility shall submit the request to the Dean of the home faculty/Director of the Doctoral School for endorsement.

2.3.(3) If the mobility request is approved by the Rector, the student/PhD student shall complete and sign the Learning Agreement, which shall be checked and signed by the faculty's international relations coordinator/Director of the Doctoral School.

2.3.(4) The Learning Agreement, signed by the applicant and the faculty's international relations coordinator/Director of the Doctoral School, shall be sent by the student/PhD student by email to the host university.

2.3.(5) After the representatives of the host university sign the document and return it to the applicant by email, the student/PhD student shall forward it by email to the faculty's international relations coordinator/Director of the Doctoral School.

2.3.(6) Before departure, the outgoing free-mover student/PhD student shall complete a request for a trip abroad, based on which the SRIAE Secretariat will issue the travel authorisation.

2.3.(7) At the end of the mobility period, the outgoing free-mover student/PhD student shall submit to the secretariat of the faculty/doctoral school the transcript of records (in the case of study mobility) or the activity report (in the case of a practical training placement), issued by the host institution.

2.3.(8) If the outgoing free-mover student has not obtained the number of credits specified in the Learning Agreement, they shall submit a written request to the Dean of the faculty for permission to take the outstanding examinations at their home university.

2.4. Organisation of incoming mobility

2.4.(1) The incoming free-mover student shall contact the SRIAE Secretariat by email and submit a request asking whether it is possible to undertake mobility on an individual basis.

2.4.(2) If USV offers a study programme similar to the one followed at the home university, or if it is possible to undertake a training or research/documentation placement in the requested field, the SRIAE Secretariat shall provide the contact details of the international relations coordinator of the host faculty or the coordinator of the relevant doctoral field, for the purpose of completing the mobility request (Annex 2).

2.4.(3) The SRIAE Secretariat shall inform the incoming free-mover applicant about the documents to be submitted in order to be accepted for mobility at USV and provide the contact details of the international relations coordinators at the host faculty or the coordinator of the doctoral field.

2.4.(4) The study programme coordinator, the training or research placement coordinator, or another person appointed by the Dean of the faculty shall assist the applicant in completing the Learning Agreement.

2.4.(5) The free-mover student/PhD student shall send scanned copies of the following documents to the SRIAE Secretariat email address, within the specified deadlines:

- The mobility request, signed by representatives of both universities (Annex 1);
- Application form (Annex 2);
- A currently valid certificate confirming the student's/PhD student's status at the home institution;
- The Learning Agreement, completed and signed by all parties (student/PhD student, home institution, international relations coordinator and Dean of the host faculty, or the doctoral field coordinator and Director of the Doctoral School);
- Transcript of records for the last year of study, issued by the home university;
- A copy of the identity document or passport.

2.4.(6) Application submission deadlines:

- 1 August – for the first semester
- 1 January – for the second semester

2.4.(7) The SRIAE Secretariat shall forward the applicant's file to the international relations coordinator of the host faculty or the Director of the Doctoral School, as applicable.

2.4.(8) The SRIAE Secretariat shall prepare a letter of acceptance (invitation), to be signed by the legal representative of USV, and send it by email to the incoming student/PhD student undertaking unregulated mobility.

2.4.(9) The SRIAE Secretariat shall prepare the beneficiary's accommodation referral, where applicable.

2.5. Implementation of incoming mobility

2.5.(1) The incoming free-mover student/PhD student shall report to the SRIAE Secretariat and then to the secretariat of the faculty/CSUD in order to complete the residence formalities at USV.

2.5.(2) On the basis of a proposal from the management of the host faculty or the Director of CSUD, the Rector shall issue the enrolment decision registering the free-mover student/PhD student as a temporary student.

2.5.(3) The SRIAE Secretariat shall contact the international relations coordinator of the host faculty or the coordinator of the doctoral field and arrange a meeting between the student/PhD student and the coordinator.

2.5.(4) The international relations coordinator of the host faculty/coordinator of the doctoral field shall provide the student/PhD student undertaking unregulated mobility with information about the timetable, the placement programme and other academic matters.

2.5.(5) The secretariat of the host faculty/CSUD shall issue a USV student ID card to the student/PhD student undertaking unregulated mobility.

2.5.(6) During the mobility period, the student/PhD student undertaking unregulated mobility shall have access to all facilities and services provided to USV students.

2.5.(7) Upon completion of the mobility period, the student/PhD student undertaking unregulated mobility shall receive a Certificate of Attendance. In the case of study mobility, they shall also receive a Transcript of Records indicating the grades and credits obtained; in the case of a training or research placement, they shall receive an activity report.

2.6. Fees

2.6.(1) In order to increase student numbers, enhance USV's international visibility and expand the number of international students who do not hold individual scholarships/grants, intend to study at USV and must cover their own living expenses, the fees applicable to free-mover students/PhD students are as follows:

- EU and EEA citizen students/PhD students shall be enrolled with no tuition fee and shall pay only the fees applicable to Romanian state-funded students (enrolment fee, etc.).

- Non-EU and non-EEA citizen students shall **pay 25% of the monthly tuition fee** set out in the USV Senate Decision for non-EU and non-EEA students/PhD students enrolled in a full degree programme.

2.6.(2) At the beginning of the mobility period, the free-mover student/PhD student shall pay the enrolment fee approved for admission in the academic year in which the mobility takes place.

3. RESPONSIBILITIES

3.1. The outgoing free-mover student/PhD student shall:

- Complete, sign and send the application form (Annex 2) to the host university and to the Dean of the home faculty/Director of the Doctoral School;
- Complete, sign and send the mobility request (Annex 1) to the host university and to the Dean of the home faculty/Director of the Doctoral School;
- Complete the Learning Agreement;
- Complete the request for a trip abroad;
- Submit to the secretariat of the home faculty/doctoral school, upon return from mobility, the documents containing the academic results;
- Take any examinations not passed at USV.

3.2. The incoming free-mover student/PhD student shall:

- Complete, sign and send the application form (Annex 2) to USV;
- Complete, sign and send the mobility request (Annex 1) to USV;
- Complete the Learning Agreement;
- Submit the documents required for enrolment within the specified deadline;
- Pay the tuition fee (in the case of incoming non-EU/EEA free-mover students/PhD students);
- Report to the secretariat of the host faculty/doctoral school and to the SRIAE Secretariat in order to complete the residence formalities at USV;
- Comply with USV's internal regulations.

3.3. The SRIAE shall:

- Prepare the travel authorisation for the outgoing free-mover student/PhD student;
- Send the free-mover student/PhD student information about the documents required for the application;
- Send the incoming free-mover student the contact details of the international relations coordinator of the host faculty or the coordinator of the doctoral field;
- Check the documents sent by email by the incoming free-mover student;
- Forward the free-mover student's file to the international relations coordinator of the host faculty or the coordinator of the doctoral field;
- Prepare a letter of acceptance (invitation);
- Prepare an accommodation referral if the free-mover student/PhD student wishes to stay in the university campus accommodation.

3.4. The Faculty Secretariat/CSUD Secretariat shall:

- Enrol the free-mover student/PhD student;
- Issue a USV student ID card to the free-mover student/PhD student;
- File the Learning Agreement;
- Issue the transcript of records at the end of the study period.

3.5. The international relations coordinator of the host faculty or doctoral field shall:

- Assist the student/PhD student in completing the Learning Agreement;
- Check and sign the Learning Agreement;
- Receive the incoming free-mover student's/PhD student's application file from SRIAE;

- Meet with the incoming free-mover student/PhD student and provide information about the timetable, the placement programme and other academic matters.

3.6. The Dean of the Faculty/Director of the Doctoral School shall:

- Endorse the mobility request (Annex 1);
- Approve the request to take outstanding examinations if the outgoing free-mover student has not obtained the number of credits agreed.

3.7. The Vice-Rector for International Relations shall:

- Verify how temporary academic mobility on an individual basis is organised and carried out;
- Countersign, together with the Rector, the enrolment decision for the incoming student/PhD student.

4. FINAL PROVISIONS

4.1. Amendments to this procedure shall be approved by the USV Administrative Board.

4.2. This procedure shall enter into force on the date of its approval by the USV Administrative Board.

4.3. The implementation of this procedure shall be monitored by the Commission for Evaluation and Quality Assurance.

5. ANNEXES

The following annexes accompany this procedure:

Annex 1 – Mobility Request – PO-SRIAE-10-F01

Annex 2 – Application Form – PO-SRIAE-10-F02

ANNEX 1

PO-SRIAE-10-F01

MOBILITY REQUEST

Sending Institution / Institution Organising Doctoral Studies (IODS) Host Institution / Institution Organising Doctoral Studies (IODS)

....

(home institution) (host institution)

Approved Approved

Rector Rector

The undersigned, ..., student/PhD student in the academic year ....., at the University ....., Faculty/Doctoral School ....., study programme/field of study ....., form of education (Full-time/Part-time/Distance learning), year of study ....., funding type (state-funded/tuition-fee), hereby request approval for temporary academic mobility on an individual basis (free-mover mobility) as a student/PhD student in the academic year ..... at the University ....., Faculty/Doctoral School ....., study programme/field of study ....., form of education (Full-time/Part-time/Distance learning), year of study ....., funding type (state-funded/tuition-fee).

I request this mobility for the following reasons:

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I attach the following supporting documents:

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Date: ..... / ..... / ..... Signature: .....

Favourable endorsement – Dean of the Faculty/Director of the Doctoral School (sending institution)

.....

Favourable endorsement – Dean of the Faculty/Director of the Doctoral School (host institution)

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ANNEX 2

PO-SRIAE-10-F02

FREE-MOVER STUDENT – APPLICATION FORM

(for registration and accommodation)
(please type or write in capital letters)
for 20___ / 20___ academic year

1. SENDING INSTITUTION

Name and full address of the institution: .....

Address: ..... Tel.: ..... Fax: .....

E-mail: .....

2. STUDENT'S PERSONAL DATA

Family name: ..... First name: ..... Date of birth: .....

Place of birth: ..... Sex: M / F

Home country: ..... Mailing address: .....

.....

Tel.: ..... Fax (if available): ..... E-mail: .....

3. HOME STUDIES IN HIGHER EDUCATION

Field of study: ..... at the Faculty: .....

.....

4. STUDIES AT ȘTEFAN CEL MARE UNIVERSITY OF SUCEAVA

Field of study: .....

Faculty: .....

Name of the coordinator at the host university responsible for your visit:

.....

Period of study: From ..... To .....

5. ACCOMMODATION IN THE STUDENT RESIDENCE IS SUBJECT TO AVAILABILITY

Period of stay: From (d/m/y) ..... To (d/m/y) .....

Date of arrival (d/m/y): .....

STUDENT'S NAME: ..... DATE: .....

SIGNATURE: .....