

1.

a) Please describe briefly your institution's strategy, objectives and priorities for its Erasmus activities (mobility, multilateral projects, etc.) and any other actions in the context of the Lifelong Learning Programme (2007 - 2013).

b) Please also provide information on the following points: What specific actions are planned to give visibility to Erasmus activities and what type of publicity will be given to the Erasmus University Charter and the EPS? What kind of arrangements, if any, does the Institution ensure to comply with non-discrimination objectives (e.g. actions related to gender equality, integration of disabled students and staff, enhancement of social and economic cohesion and combating of xenophobia and racism)?

The Petroleum-Gas University of Ploiești objectives and priorities in relation with developing the Erasmus activities will be the following:

- Increase the number of mobilities (both SM and TS), with an accent in increasing the number of incoming students and teachers;
- Develop curricula at first and second level in cooperation with similar institutions in Europe through European projects;
- Increase the institution visibility in the European educational space.

The strategy considered for achieving these goals will be centered on the following axes:

- Setting up and development of a network of universities with which academic compatibility exists (or can be developed), in order to ease the process of recognition of the periods spent abroad;
- Permanent adjustment of the curricula in order to keep it in line with the European trends and with the work market demands;
- Increase of the visibility of the Life Long programs through different channels: Internet, posters, involvement of the student union, teachers, administrative staff, media;
- Improvement of the quality of the academic process (library, facilities-including accommodation) in order to attract foreign students;
- Decentralization of the activities related with the Life Long Learning programs.

Regarding the visibility to Erasmus activities, Petroleum-Gas University of Ploiești has already designed and implemented a web site, with information regarding all the actions under the European educational umbrella ([informatica.upg-ploiesti.ro/Erasmus](http://informatica.upg-ploiesti.ro/Erasmus)). The site is permanently updated and feedback from the beneficiaries is considered. In the near future, the site will include a feedback section, where everybody can express opinions on the site content or provide suggestion for improvement).

In the Petroleum-Gas University of Ploiești the Student Union is a close partner of the management in the process of developing the Erasmus activities. The Union is involved in campaigns for making the programs more visible to the students. These actions include leaflet and posters distribution, along with media involvement.

Petroleum-Gas University of Ploiești is open and willing to support any measures for eliminating all kind of inequalities. In Petroleum-Gas University of Ploiești, as a positive discrimination measure, the gipsy students have a number of reserved places for example. The university also makes financial efforts to make its facilities able to receive people with disabilities.

2.

*Quality of academic mobility activities:*

*What kind of specific measures are implemented in the institution to ensure high quality in academic mobility activities?*

*Details should be provided on: recognition and credit systems, the provision of information on curricula, information and counselling of outgoing students, tutoring and integration of incoming students, provision of student services (in particular accommodation), preparatory and refresher language courses, support and acknowledgement of staff mobility.*

The Petroleum-Gas University has already implemented the ECTS within all its faculties. Information regarding this system could be found on [www.upg-ploiesti.ro](http://www.upg-ploiesti.ro). A brochure is also available with information on how ECTS is working in Petroleum-Gas University of Ploiești.

The decentralization of the activities related with the Erasmus programs implies that at every Faculty, an academic staff will provide support to all the outgoing students in terms of learning agreements, or accommodation and travel issues. The Office for Community Programs (created in Petroleum-Gas University at the special request of the Ministry of Education and Research) is also involved and provide help (including access the communication facilities: internet, telephone, fax) to the students (or staff) willing to benefit of a mobility.

Through the Office for Community Programs, support is also given for students willing to improve their foreign language capabilities.

The incoming students receive also support through the Office for Community Programs, with the help of the Students Union and the Romanian students that eventually traveled abroad through Erasmus grants. The incoming students have access to all the ITC facilities of the Office for Community Programs.

Petroleum-Gas University of Ploiești is able to provide accommodation (bed and board) to all incoming students at very attractive prices.

The web page of the Office for Community Programs provides information (in English) useful not only to outgoing students and staff, but also to incoming students and staff.

3.

*Quality of student placement activities:*

*What kind of specific measures are implemented to ensure high quality in student placements? Give details on how the work-programme and the placement agreements are prepared and implemented. Please describe the practical arrangements agreed between the parties. Please specify also the monitoring and evaluation of the placement(s) period as well as its recognition in the curriculum.*

Petroleum-Gas University of Ploiesti will focus its attention regarding the placement of the students in the following directions:

- A careful choosing of the places for placements, in order to ensure that the placement will match the academic profile of every student. This will be done by one of the following actions:
  - o Involvement (when possible) of the partner universities in the process of choosing the places for placement;
  - o Through the links Petroleum-Gas University has with the Chamber of Commerce, the Chambers of Commerce from the placement hosting

- areas will be involved in the process of selecting institutions for placements. The Chamber of Commerce will also be involved in the process of monitoring the placements themselves;
- Petroleum-Gas University of Ploiesti will try to involve the students as individuals, or through the Student Union, in the process of finding places for placements.
  - Every student following a placement period will be monitored by an academic in Petroleum-Gas University. The academic will be in touch with the receiving institution and will also be involved in the evaluation and recognition of the period of placement. If necessary, this person will visit the student(s) during the placement periods;
  - The placement periods will be assimilated with the practical assignments already in the curriculum, and as one of the consequences will receive credits;
  - Petroleum-Gas University of Ploiesti will assure the transparency for all the activities implied by the student placements through the web site of the Office for Community Programs.