



ANNEX TO THE RULES OF PROCEDURE OF THE
DEPARTMENT OF INTERNATIONAL RELATIONS

**PROCEDURE
REGARDING THE RECOGNITION OF TEACHING/TRAINING PERIODS
PERFORMED BY EMPLOYEES OF DIMITRIE CANTEMIR UNIVERSITY
BENEFICIARIES
OF TEACHING OR TRAINING MOBILITIES**

Art. 1 This procedure is drawn up in accordance with the principles of the Erasmus Charter and with the obligations taken by Dimitrie Cantemir University of Țirgu Mureș within the ERASMUS + Program, the legal basis being given by the provisions of the National Education Law no. 1/2001 as well as the applicable principles contained in Order no. 3223/2012 for the approval of the Methodology for acknowledging periods of study conducted abroad (published in the Official Gazette 118 of February 16th, 2012), Order no. 5140/2019 for the approval of the Methodology regarding the academic mobility of students (published in the Official Gazette no. 744 of September 12th, 2019).

Art. 2 Given that the ERASMUS + Program promotes interuniversity cooperation, being created a system for acknowledging the activities carried out by participants during mobility periods, this procedure implements the rule of acknowledgment and validation of activities carried out during periods of teaching and/or training abroad, applying the following **PRINCIPLES:**

1. Erasmus + teaching/training periods are recognized in full and automatically, including the total number of hours taught or professional training activities performed by university staff during the internship by the management of the faculty/department where the university staff works;



2. the classes taught and the professional training activities are recognized as being obtained by the university staff at the institution/ institutions visited;

3. Participation in teaching or training activities shall be taken into account in the annual evaluations;

Art. 3 *Dimitrie Cantemir* University employees who go on teaching / vocational mobility are recognized both the period of teaching / professional training during the internship and the results obtained.

Art. 4 The conditions for the recognition of the results obtained during the internship are the following:

a. the existence of an agreement concluded between *Dimitrie Cantemir* University of Țirgu Mureș and the host institution (ERASMUS + partner);

b. the mobility to be performed at a faculty with the same field of activity as the one followed within the *Dimitrie Cantemir* University of Țirgu Mureș;

c. the period to be attested by the documents issued by the host institution (certificates of attendance);

d. the results to be attested by the documents issued by the host institution (*Mobility Agreement for Teaching/Training/SOM*);

e. Prior to the mobility, the Rector's consent has been obtained, an approach in which it will be agreed, on a case-by-case basis, how to replace the participating teachers during the mobility period or the recovery of the activities carried out, etc.

Art. 5 The fulfillment of the conditions specified in the previous article has as automatic effect the integral recognition of the period of teaching/professional training.

Art. 6 The effective recognition procedure is the following:
the partner universities identify a joint teaching plan / professional activities for the semester the mobility takes place in and which will be followed by the university staff at the host institution (*Mobility Agreement for Teaching / Training / SOM* endorsed / signed in advance by partners.). The Erasmus + mobility agreement is the basis for recognizing the period of



teaching / vocational training.

a. The teaching plan / professional activities include common or equivalent subjects from the two institutions, without being imposed an identical name or content;

b. at the end of the mobility, the host institution sends the certificate of confirmation of activities (*Confirmation Letter*) in which are entered the type of teaching activities / professional activities and the period with the number of days.

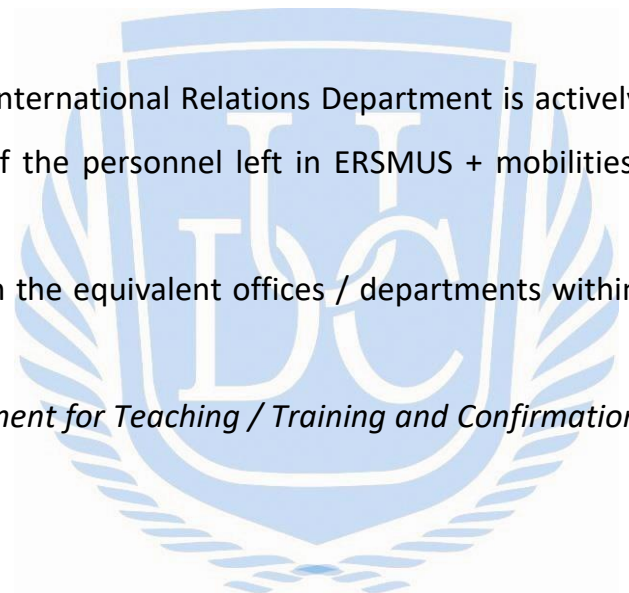
Art. 7 The participation of the University employees in the activities organized within the program attests their implicit agreement for the use -free of charge- of the personal data for the purposes and records required by the Project and of the images / recordings (regardless of the medium) in which the participant is caught during the activities carried out, the agreement being given also for the use of these images in order to make the program or the institutions involved more popular.

In this sense, promotion and information sessions will be organized periodically, meetings in which the participants in the mobilities have the obligation to give presentations showing the activities carried out in the mobility, the obtained results, the problems encountered and suggestions for the mobilities. will subsequently take place within the host institutions.

Art. 8 The ERASMUS + office within the International Relations Department is actively involved in the management of the situation of the personnel left in ERASMUS + mobilities, having the following attributions:

(a) Establishing / verifying the curriculum with the equivalent offices / departments within the partner institutions.

(b) Verification of documents (*Mobility Agreement for Teaching / Training and Confirmation Letter*) obtained by university staff.





- (c) The registration in the Mobility Tool of the mobilities carried out by the university staff, together with the documents attesting them.
- (d) Organizing sessions to promote the program and informing about the mobilities to be carried out.

This procedure is an integral part of the Regulation on the organization and functioning of the Department of International Relations, being approved in the meeting of the university senate from 2020.

Approved
in the Senate Meeting
from _____

Rector of the University,

Prof. Univ. Dr. Mircea
SIMIONESCU

