

ROMANIA MINISTRY OF EDUCATION, RESEARCH, YOUTH AND SPORTS DIMITRIE CANTEMIR UNIVERSITY FROM TÂRGU MURES	<b>REGULATION</b> <b>on the organization and functioning</b> <b>of the International Relations</b> <b>Department and the Erasmus</b> <b>Bureau</b>	Code: UDCTGM_R_18
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**REGULATION**

**ON THE ORGANIZATION AND FUNCTIONING OF THE**

**INTERNATIONAL RELATIONS DEPARTMENT AND THE ERASMUS BUREAU+**

**I. GENERAL ASPECTS**

**1.1.** The department of international relations and community programs - hereinafter referred to as the *department* - is part of the organizational structure of the *Dimitrie Cantemir* University of Târgu Mureş.

**1.2.** The fundamental objectives of the Department of International Relations and Community Programs are:

- promoting national and international programs;
- monitoring the development of community grants and contracts;
- elaboration of international cooperation policies;
- coordination of European mobility programs for students and teachers;
- affiliation of the university to international academic bodies;
- international academic collaboration agreements and conventions;
- development of academic partnerships by attracting investments from European funds.

**1.3.** The department is set up in order to establish educational partnerships with educational institutions abroad as well as to participate in university networks and organizations.

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The Department operates the *Erasmus + Office*, an organizational structure without legal personality, responsible for the management and implementation of the Erasmus + program.

The Bureau operates on the basis of its own regulations, adopted by the University Senate, which is an annex to these Regulations.

The regulations of the *Erasmus + Bureau* are drafted according to the provisions regarding the establishment and operation of Community Program Offices in accredited higher education institutions, as well as the guidelines submitted by the National Agency for Community Programs in Vocational Education and Training (ANPCDEFP).

**1.4.** In achieving this goal, the department administers international visits by students and teachers to and from partner higher education institutions.

**1.5.** From the administrative point of view, the department is subordinated to the Rector and the University Senate.

**1.6.** The financing of DRI activities is done separately, as follows:

- the financing of the operations related to the international cooperation is done from a budget, which is part of the University budget;
- the financing of operations coordinated by the Erasmus + Office shall be carried out in accordance with the law, from funds intended for the organization and management of Community programs, from their own funds or from external sources.

The director of the International Relations Department of UDC is the main authorizing officer.

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## II. ERASMUS+ OFFICE

- 2.1.** The Department operates the Erasmus + Office (hereinafter referred to as the office), an organizational structure without legal personality, created as a distinct component within the International Relations Department of the UDC.
- 2.2.** The organization and operation of the office is limited to the provisions of the Order of the Ministry of Education and Scientific Research no. 4238/2015, in compliance with the provisions of the National Education Law no. 1/2001 and in accordance with the principles of the Erasmus Charter and with the obligations assumed by Dimitrie Cantemir University of Târgu Mureş within the ERASMUS + Program.
- 2.3.** The duties of the office are as follows:
- a) Implementation and management of the ERASMUS + Program at the level of the institution;
  - b) Identifying the projects that take place in the institution, financed by Erasmus +, and drafting an appropriate database, which will be constantly updated;
  - c) informing potential beneficiaries and project promoters about funding opportunities for higher education institutions, students and academic staff, through Erasmus +;
  - d) drafting and submission of the candidacy for the institutional mobility projects, annually, through the project managers;
  - e) organizing the selection process of Erasmus + mobility beneficiaries, under the conditions regulated by the European Commission;
  - f) ensuring the organization of meetings with the selected students, before leaving for mobility;

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- g) g) facilitating, for the selected students, the contracts with the host institutions, in due time, for a good information on the accommodation conditions and of the concrete work programs;
- h) h) organizing and monitoring the mobility of students and academic staff, both students/university staff from Romania who perform a mobility abroad and students/university staff from abroad who perform a mobility in Romania, in quality conditions stipulated by the Erasmus Charter for Higher Education;
- i) i) facilitating the obtaining of visas, for the international department, for students and for the academic staff, both for students/university staff from third countries that carry out a mobility in Romania and for students/university staff from Romania who carry out a mobility in third countries, if necessary, in cooperation with the Ministry of Education and Scientific Research;
- j) organizing the linguistic training of the participants in the mobilities, if necessary;
- k) facilitating the recognition of learning outcomes obtained as a result of student mobility and the equivalence of study/placement periods abroad, in accordance with the provisions of MECTS Order no. 3223/2012 and with the principles of the Erasmus Charter for Higher Education approved by the European Commission;
- l) supporting the reintegration of the beneficiary students, upon their return from mobility;
- m) managing the financing contracts concluded with the National Agency for Community Programs in the Field of Vocational Education and Training for the development of student and staff mobility;
- n) permanent updating of the Mobility-Tool database;

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- o) supporting the National Agency for Community Programs in Vocational Education and Training in implementing the European strategy for disseminating and exploiting project results, by identifying examples of good practice, innovative methods and professional results and by transmitting this information to the Agency and promoting it locally;
- p) advising the beneficiaries or potential beneficiaries of mobility grants;
- q) coordination of cooperation projects and programs within the ERASMUS + Program, establishing concrete tasks, to the persons engaged in the development of these projects and programs, corresponding to the attributions of the Erasmus + Bureau;
- r) collaboration with the National Agency for Community Programs in the Field of Vocational Education and Training (ANPCDEFP), as well as with other competent institutions, on the Erasmus + project that takes place within the institution;
- s) collaboration with the members of other support networks in the field of university and pre-university education, youth and sports, in order to achieve the exchange of good practices, to ensure the coherence of actions and the successful implementation of the Erasmus + Program.

**2.4** The office is also actively involved in managing the situation of students and staff on ERASMUS + mobility, in which sense it carries out the following:

- (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;

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### **III. COORDINATION OF THE DEPARTMENT OF INTERNATIONAL RELATIONS AND THE ERASMUS + OFFICE**

3.1. DRI management is provided by the Department Council, consisting of:

(a) Director - Univ. Lecturer Dr. Mihai Vodă, Director of international relations and community programs;

(b) DRIPC Economic Director: ec. Sebastian Olar;

(c) DRIPC Coordinator: Doru I. Blaj;

(d) Erasmus coordinators, scientific secretaries and consultant members of the Department (at national or international level):

- ERASMUS institutional coordinator: Laura Avram;

- ERASMUS departmental coordinator - Fac. of Economic Sciences: Smaranda Vancea;

- ERASMUS departmental coordinator - Fac. of Law: Brîndușa Gorea;

- ERASMUS departmental coordinator - Fac. of Psychology: Stanciu Camelia;

- ERASMUS departmental coordinator - Fac. of Geography: Radu Negru;

- ERASMUS departmental coordinator - Fac. of Medicine: Sorana Bucur

**3.1.** The executive leadership is ensured by the Director.

**3.2.** The Decisions of the DRI Council shall be taken by open vote, by a simple majority of the votes cast by the members present, if their number is at least two thirds of the total number of members of the council.

(a) Personalities from the country and abroad may be invited to the meetings of the DRI Council without the right to vote.

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(b) The DRI Council may propose the award of prizes, diplomas and distinctions for outstanding scientific achievements.

Approved

University Rector

during the Senate

Meeting from \_\_\_\_\_