
	<b>Regulation</b> <b>on the tasks of the responsible persons</b> <b>for international relations from the faculties</b> <b>of the Technical University of Moldova</b>	<b>Code: REG-0-ARRIF</b>
		<b>1st edition</b>
		<b>Revision 0</b>

APPROVED AT TUM SENATE MEETING  
OF 27.03.2018, MINUTES NO. 7

# **REGULATION** **ON THE DUTIES OF THE INTERNATIONAL** **RELATIONS OFFICERS FROM THE FACULTIES** **OF THE TECHNICAL UNIVERSITY OF** **MOLDOVA**

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Co-funded by the  
Erasmus+ Programme  
of the European Union



The regulation on the duties of the international relations officers of the faculties of the Technical University of Moldova was developed within the project 573921-EPP-1-2016-1-MD-EPPKA2- CBHE-SP "Elevating the internationalization of higher education in Moldova" (Elevate), funded by the European Union through the Erasmus+ program, Key Action 2 - Capacity Building in Higher Education.

*"This project is funded by the European Commission. The financial support from the European Commission for this project does not constitute endorsement of the content which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained in this draft document."*

## **I. GENERAL PROVISIONS**

1. This Regulation sets out the duties of the international relations officers of the faculties of the Technical University of Moldova (hereinafter TUM).
2. It is developed based on the Regulation on the internationalization of academic activities at the Technical University of Moldova, approved at the TUM Senate meeting of 27.06.2017, minute no. 10; the Regulation on the organization and functioning of the International Relations Service at the Technical University of Moldova, approved at the TUM Senate meeting of 31.01.2017, minute no. 5; Regulation on the organization of academic mobility students and teachers of the Technical University Moldova, approved at the TUM Senate meeting of 27.12.2016, minute no. 4.
3. The representation of the faculties in international relations activities is done through the International Relations Officers, who are appointed by the Dean of the respective faculty with the approval of the Head of the International Relations Service (IRS).
4. The International Relations Service liaises with the faculties/departments at the international relations officers of the faculties, designated by order of appointment.


## **II. TASKS OF THE INTERNATIONAL RELATIONS OFFICERS**

5. Provide the interface between the participants of mobility projects/programs, deanships and the International Relations Service respectively, ensuring the transmission of information regarding the international relations of the faculties and mobility documents.
6. Participate in initiating international collaborative relationships through educational programs and other collaborative projects based on bilateral agreements; support the activities of AUF, CEEPUS program, other bilateral programs or agreements.
7. Present the scholarship offers and the conditions for obtaining them, both for teaching staff and for students/ masters/ doctoral students within the faculty and coordinate the selection process for obtaining these scholarships.
8. Provide assistance and advice to students and faculty members on the possibility of participating in international mobility programs.
9. Coordinate the selection campaign of students and academics for Erasmus+ grants.
10. Supervise mobility and provide information needed to complete the files.

11. Mark the documents in the mobility application files.
12. Check and hand in completed applications and mobility files to the International Relations Service.
13. Coordinate and monitor the mobilities carried out by students and teachers within the Erasmus program (incoming and outgoing), keep in permanent contact with Erasmus students, answering promptly any questions regarding the smooth running of the Erasmus agreement.
14. Coordinate the finalization of student and staff mobilities at faculty level.
15. Submit to the International Relations Service of the TUM, by June 15 and January 15, respectively, of the reports on the international participation of teaching and research staff, mobility programs, etc., carried out during the academic year and during a calendar year within the faculty, according to the reporting indicators set out in Table no. 1.
16. Organize information sessions at faculty level for university students on international mobility opportunities, to be attended by outgoing and incoming Erasmus students, other international students as guests.
17. Collect information on how Erasmus mobilities contribute to the personal and/or professional development of their beneficiaries.
18. Monitor, in collaboration with the International Relations Service of UTM, professional development of students who have benefited from Erasmus mobility, after the end of their Erasmus mobility.
19. Facilitate the process of settling in for international students by involving them in their adaptation to university life.
20. Respond to any request coming from the head of the IRS, the vice-rector for financial and international relations or the Rector of TUM, concerning the correct implementation of community programs at the University.

### **III. FINAL PROVISIONS**

21. This Regulation is brought to the attention of those responsible for international relations, who are obliged to know, respect and apply the provisions of this Regulation.

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22. This Regulation shall enter into force on the date of its approval by the TUM Senate.

Table 1

**Reporting indicators**  
**for the work of the international relations officers at faculties**

<b>For internationalization activity</b>		
<b>Objective</b>	<b>Action</b>	<b>Measurable indicator</b>
Improving the communication between the administrative structures (departments, faculties) and the International Relations Service.	Establish and update a database on international participation of teaching and research staff faculties and departments; Participation in meetings on international relations issues, organized by IRS; Preparation and submission to the International Relations Service of TUM, by June 15 and January 15 respectively, of the reports on the international participation of teaching and research staff, mobility programs carried out during the academic year and during a calendar year within the framework of faculty.	<input type="checkbox"/> Database on international participation; <input type="checkbox"/> Number of database entries; <input type="checkbox"/> No. of meeting attendance; <input type="checkbox"/> Report.
Improving administrative management within internationalization.	Introducing as a topic for debate and analysis the topic of internationalization and progress made, every semester, in the Administrative Board of Faculties and Departments.	<input type="checkbox"/> Number of debates in the Board of Faculties and Departments.
Regular assessment at faculty level of the results achieved in the framework of partnerships and agreements international concluded, with a view to increasing their degree of materialization.	Evaluation of agreements to determine resulting activities: student exchanges, teacher exchanges, joint scientific events, joint summer schools, joint publications, joint research, joint projects, jointly developed programs/courses, other types of activities identified; Propose activities to revitalize inactive agreements; Informing the university community about calls on funding opportunities for higher education institutions, students and teaching staff; Support and assistance in the preparation, submission and participation in international projects.	<input type="checkbox"/> Number of bilateral agreements evaluated; <input type="checkbox"/> Number of revitalized agreements; <input type="checkbox"/> No. of Projects submitted in collaboration with foreigners; <input type="checkbox"/> Research projects won in collaboration with foreign partners; <input type="checkbox"/> Funding from international sources.

Intensifying the process of attracting foreign students to bachelor, master and doctoral studies taught in modern languages or in Romanian by one year preparatory.	Participation in international events dedicated to promoting education and research and recruiting foreign students; Identifying the needs of students in priority areas interest for the recruitment of respective international students through qualitative interviews with students already present at TUM.	<input type="checkbox"/> Visits to the fairs; <input type="checkbox"/> Participation in events; <input type="checkbox"/> No.of questionnaires.
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*Continuation of Table 1*

<b>For internationalization activity</b>		
Objective	Action	Measurable indicator
Improving the accommodation of international students by involving as they adjust to life university.	Organizing counselling and advice guidance activities for adaptation of internationals students in a different cultural environment;	<input type="checkbox"/> No. of foreign students registered at university to the whole program; <input type="checkbox"/> No. information sessions Other activities
Active implementation of the concept of double diploma in partnership with institutions from abroad.	Realization of agreements and implementation the dual degree concept in partnership with institutions abroad. Initiating the introduction of dual college degree.	<input type="checkbox"/> No. of dual degree programs; <input type="checkbox"/> No. of foreign students admitted to dual degree programs; <input type="checkbox"/> No. of outgoing students in dual degree programs.
<b>For mobilities</b>		
Objective	Action	Measurable indicator
Increasing the degree of capitalize a mobilities students, staff teaching and Staff administrative.	Present scholarship offers and conditions getting them; Coordinates the selection process for getting these grants; Provides support and advice for students and teachers about the possibility participation in international mobility programs; Provides information needed on filling in the files; Check and hand in the application files to the IRS; Drawing up minutes of recognition and equivalence of academic results gained through mobility.	<input type="checkbox"/> No. of student exchange agreements; <input type="checkbox"/> No. consultations; <input type="checkbox"/> No. of applications; <input type="checkbox"/> No. of students going to study in abroad (outgoing); <input type="checkbox"/> No. of incoming foreign students; <input type="checkbox"/> No. of teachers outgoing for temporary teaching/training; <input type="checkbox"/> No. of foreign teachers coming for temporary teaching/training (incoming); <input type="checkbox"/> No. of minutes.

Increasing the degree of information on opportunities offered through the program Erasmus+ and other international cooperation programs implemented at faculty level.	Organization informative sessions for students of the university, to be attended, as guests, outgoing Erasmus students and incoming, other international students; Dissemination on web pages of faculties and on the notice board information on provided opportunities Erasmus+ and other international cooperation programs via program implemented at faculties level Other information events.	<input type="checkbox"/> No. sessions; <input type="checkbox"/> No. of opinions; <input type="checkbox"/> No. other events.
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