
	Regulation on the organization and functioning of the International Relations Service at the Technical University of Moldova	Code: REG-0-OFSRI
		1st edition
		Revision 0

**APPROVED AT TUM SENATE MEETING
OF 31.01.2017, MINUTES NO 5**

REGULATION **ON THE ORGANIZATION AND FUNCTIONING** **OF THE INTERNATIONAL RELATIONS SERVICE** **AT THE TECHNICAL UNIVERSITY OF MOLDOVA**

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I. GENERAL PROVISIONS

1. This Regulation contains provisions specifying the objectives, the organizational structure, the attributions, the mode of functioning and applies to the International Relations Service of the Public Institution "Technical University of Moldova" (hereinafter TUM).
2. The International Relations Service of the Technical University of Moldova was established by the order of the Rector of the Technical University of Moldova dated 30.06.2016 and is an operational structure of TUM, which implements the university's strategy in the field of internationalization and contributes to the consolidation and expansion of international cooperation relations, both within the European Union programs and outside them.
3. The International Relations Service is subordinated to the TUM pro-rector for financial matters and international relations.
4. The International Relations Service contributes to the promotion and development of the educational and scientific values of TUM by concluding institutional cooperation agreements on the integration of TUM, as an equal partner, in the international educational and scientific community, provides the framework for the mobility of students and academic and research staff on the basis of Erasmus+ inter-institutional agreements.
5. The International Relations Service carries out its entire activity according to the Education Code, the Charter of the Public Institution "Technical University of Moldova" and the Decisions of the TUM Senate.
6. The regulation on the activity of the International Relations Service is approved by the TUM Senate.


II. MISSION, CORE FUNCTIONS, DUTIES AND RIGHTS INTERNATIONAL RELATIONS SERVICE

7. The fundamental mission of the International Relations Service is in line with the mission of the Technical University of Moldova to expand participation in the international exchange of educational and scientific values, through international cooperation, for integration into the European Higher Education Area and the European Research Area through:
 - the development and implementation of the internationalization strategy of the university in the context of opening up education and research at European and global level, and

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promotion, externally, of the values and image of the Technical University of Moldova, and internally, the promotion of European values within TUM;

- supporting activities within the TUM oriented towards the achievement of the strategic objectives of internationalization of the university as a higher education and research institution of national, regional, European and global renown;
 - providing institutional and informational support to students, academic and administrative staff on international mobility and cooperation;
 - providing institutional and informational support to international students who wish to study at TUM.
8. The main objective of the International Relations Service is to support the internationalization policy of the Technical University of Moldova and to promote its image as an institution of education, science and culture, both in Europe and globally.
9. The general objectives are:
- developing and implementing the internationalization strategy of Technical University of Moldova as a higher education institution;
 - strengthening TUM's position in the European higher education area;
 - enhancing cooperation with educational institutions abroad by maintaining and developing relations with partner universities or organizations and establishing new collaborations in the field of education and scientific research, both at European and global level;
 - participating in European and international programs funded by the European Union or other international bodies;
 - implementing international mobility programs (Erasmus+, CEEPUS, Horizon 2020, Marie Skłodowska-Curie Action, etc.) and increase the number of beneficiaries of these programs;
 - increasing the number of Erasmus+ agreements and increase the number of outgoing/incoming mobilities;
 - promoting and strengthening cooperation with international organizations that finance development programs in the Republic of Moldova (USAID - United States Agency International Development, SIDA - Swedish International Development Cooperation Agency, GTZ - German Agency for International Cooperation, JICA -Japan International Cooperation Agency, LED - Liechtenstein Development Services Fund, etc.);
 - increasing the number of foreign students who will study at TUM;
 - strengthening and expanding academic relations with similar higher technical education institutions in the European Union, USA, Canada, Asia;

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- increasing membership of international research, teaching and academic management networks, etc.

10. The duties of the International Relations Service include:

- promotion and implementation of the TUM Internationalization Strategy;
- development and coordination of collaboration between the Technical University of Moldova and academic and research institutions abroad, as well as with other international organizations;
- supporting the active participation of the Technical University of Moldova in European educational and research programs;
- providing information about TUM at the request of foreign institutions;
- ensuring communication between TUM and partner institutions abroad;
- developing and managing a database of strategic international partners to become partners in international cooperation projects in higher education;
- disseminating and publishing information on international cooperation programs and actions, including scholarships, international projects to which TUM is part as coordinator or partner;
- liaising with the Erasmus+ National Office, Moldovan embassies abroad and foreign embassies regarding the educational and research programs announced by the respective embassies;
- collaboration and participation in specific activities organized under the aegis of Francophonie by the University, the University Agency of Francophonie (AUF), the Embassy of the French Republic in Chisinau, etc.
- record, disseminate information and monitor opportunities regarding scholarships for students, academic/administrative staff, by capitalizing on the offers launched by different actors: Erasmus+, CEEPUS, AUF, DAAD, Fulbright Program, Eugen Ionescu scholarships, etc.;
- presenting scholarship offers and the conditions for obtaining them, both for teaching/administrative staff and for students/masters/doctoral candidates and coordinating, where appropriate, the selection process for obtaining these scholarships;
- collaborating with the faculty administration in order to enroll mobile students from abroad at TUM;
- regular reporting on the actual and measurable results achieved through the implementation of the Internationalization Strategy;
- developing and monitoring databases on:



international projects run by TUM,

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bilateral agreements with higher education and research institutions in abroad,

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participation of TUM academic staff and researchers in scientific events international,

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student and academic staff mobility;


- identifying opportunities for collaboration with prestigious universities and research institutions around the world;
- elaboration of conventions and agreements for bilateral cooperation of the TUM with universities, research centers and other organizations abroad and promotion of the development of bilateral cooperation on the basis of conventions/agreements with foreign partners;
- monitoring the implementation of international cooperation agreements and partnerships concluded by TUM;
- participation in co-organization of international events within TUM;
- receiving delegations from partner universities abroad and organizing visits to partner universities abroad;
- preparing responses to any requests from the Rector of TUM or the Vice-Rector for Finance and International Relations regarding the implementation of TUM internationalization strategy.

11. The International Relations Service is vested with the following rights:


- a. present the university, within the limits of its activity and competence, in national and international organizations;
- b. to participate in negotiations on international collaboration with partners from foreign educational and research institutions, with representatives of companies and enterprises from other countries in order to organize internships for TUM students;
- c. correspond on international cooperation matters;
- d. to assist TUM subdivisions in international collaboration;
- e. to request and receive information, recommendations and proposals from the TUM subdivisions on international cooperation activities.

III. ORGANIZING THE WORK OF THE INTERNATIONAL RELATIONS SERVICE OF THE TUM

12. The International Relations Service is subordinated to the Vice-Rector for Financial Affairs and International Relations.


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13. The International Relations Service is headed by a Head of Service appointed by order of the Rector of TUM.
14. The Head of International Relations has the following tasks:
 - organizes, coordinates the work of the Service and ensures the accomplishment of the tasks assigned;
 - determines the lines of activity of the Offices within the Service and draws up the job description for each employee of the International Relations Service;
 - distributes duties among the employees of the Service, organizes and coordinates their work;
 - helps organize various activities on international cooperation;
 - organizes meetings with international relations officers from the faculties on issues of international activity;
 - supervises the employees' compliance with regulations, laws and work discipline;
 - draws up the Service's annual activity report and submits it to the TUM Vice-Rector for Financial Affairs and International Relations.
15. The structure of the International Relations Service is established depending on the priority areas in the international cooperation activity, the normative acts in force and is approved by the Rector of TUM.
16. The International Relations Service is structured in three Offices:
 - Erasmus+ Office,
 - International Cooperation Office,
 - International Students Office.
17. The general tasks of the International Relations Service are described in Chapter II, p. 3 of this Regulation.
18. The specific tasks of the Offices within the International Relations Service are described below:
 - a. **ERASMUS+ Office** - whose mission is to implement and coordinate European Commission-funded programs in the field of education and training in within the ERASMUS+ program, implements the university's strategy in the field of participation in European Union programs by:
 - to promote the Erasmus+ program in order to ensure the optimal framework for the participation of the academic community of the university in this program;
 - providing advice on European Union programs (Erasmus+ Key Action 1 International Credit Mobility and Key Action 2 Capacity Building, Jean Monnet Program, etc.);
 - liaising with partners, promptly answering any questions regarding the smooth running of the Erasmus+ agreement, organizing outgoing/incoming study mobility,

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teaching/administrative staff mobility and sending, at the beginning of each academic year, to the partners the updated information about TUM, contained in the Information Sheet document;

- initiating Erasmus+ Inter-institutional Agreements with universities from EU member countries, centralizing ERASMUS+ bilateral agreements and managing databases on bilateral agreements with partner universities, etc.;
- coordination and monitoring of ingoing/outgoing international mobilities within the Erasmus+ program;
- providing assistance and advice to students and teaching/administrative staff of the TUM regarding Erasmus+ mobilities;
- drafting the necessary documents for the Erasmus+ mobilities (procedures/forms/information etc.);
- organizing the selection process of Erasmus+ mobility beneficiaries, under the conditions regulated by the European Commission;
- maintaining permanent liaison with the Erasmus+ National Office;
- informing the TUM university community about calls for funding opportunities for higher education institutions, students and teaching staff through Erasmus+;
- managing the database of Erasmus+ bilateral agreements;
- managing the Erasmus+ mobility database for staff didactic/administrative and for students (incoming and outgoing) within TUM;
- the production and presentation of the annual report on the activities carried out under Erasmus+ agreements in the academic year in question;

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preparation of answers to the requests from the Head of the International Relations Service, aimed at the correct implementation of EU programs at TUM.

b. The International Cooperation Office, whose mission is to develop international academic and research cooperation relations with foreign universities, research centers, international companies and foundations, has the following tasks:


- promoting the development of bilateral cooperation based on bilateral agreements with partners abroad;
- Establishing partnerships with universities, economic organizations and governmental and private agencies from abroad to provide TUM staff and students with opportunities for research, teaching/learning, study programmes and internships;
- operational information for teaching staff, research staff and students on opportunities for scholarships and international academic and scientific research cooperation;
- organizing and monitoring the mobility of students and teaching staff participating in other international cooperation programmes;
- ensuring the implementation of international programs (other than Erasmus+): the Agence Universitaire de la Francophonie (AUF) program, the Central European Exchange Program for University Studies (CEEPUS), Horizon 2020, Marie Skłodowska-Curie Action and other bilateral cooperation programs or agreements, as well as organizing student exchanges, teaching staff within these international cooperation programs
- organizing the reception of delegations from partner institutions abroad;
- the management of documents relating to trips abroad other than Erasmus+;
- management of bilateral agreements;
- operational management of the projects and programs international cooperation and academic mobility running at TUM;
- the realization and presentation of the annual report on the activities carried out within the framework of cooperation agreements and other international cooperation activities during the academic year in question;

responding to requests from the Head of the International Relations Service regarding the proper functioning of existing agreements or the initiation of new agreements, or other international cooperation activities carried out within the TUM.

c. The Foreign Students' Office, whose mission is to promote TUM's academic offer on an international level in order to attract as many foreign students as possible to the university, has the following tasks:


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- promoting TUM's academic offer internationally, recruiting students from abroad, informing foreign students about TUM's educational offer;
- maintaining correspondence with study applicants from abroad and with agencies that contribute to the promotion of the TUM in the applicants' home countries and to their recruitment for study at the TUM;
- providing information on the procedure of enrolment at the TUM, registration and legalization of stay of foreign citizens on the territory of the Republic of Moldova, documenting and legalizing the stay of visiting students, teachers and researchers and registering them;
- the organization of admission of foreign students to TUM will be carried out in accordance with Education Code, the Regulation on Training of Foreign Citizens and stateless persons in educational institutions in the Republic of Moldova approved by Government Decision No. 746 of June 21, 2003; Law No. 200 of 16.07.2010 on the regime of foreigners in the Republic of Moldova, Law on the legal status of foreign citizens and stateless persons in the Republic of Moldova No. 275- XIII of 10.11.94, Regulation on the issuance of invitations to foreign citizens and stateless persons approved by Government Decision No. 33 of January 22, 2004 with subsequent amendments and additions;
- liaising with the authorities, in particular the Ministry of Education, to finalizing the formalities for the enrolment of candidates from abroad (preparing the necessary letters and documents to obtain a favorable agreement for acceptance to studies and/or in the case of repeating the year of studies), with the Migration and Asylum Office regarding the legalization of residence on the territory of the Republic of Moldova (finalization the set of documents needed to receive/extend temporary residence permits or other documents etc.); submitting the study documents of foreign citizens, who graduated from TUM, to the Ministry of Education to be authenticated and apostilled;
- managing the admission applications of candidates from abroad up to the moment of enrolment (drawing up the enrolment order, concluding study contracts for those enrolled in fee-paying and fee-free studies, etc.) and liaising with faculties regarding foreign students on full studies;
- offering specific advice to foreign students as needed, except for the academic elements which are the responsibility of the faculties;

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- drafting reports and organizing responses to requests on various issues concerning foreign students received from the Ministry of Education, the Migration and Asylum Office, Ministry of Internal Affairs, other institutions of the Republic of Moldova;
- keeping track of foreign students;
- monitoring the implementation of training courses and intensive Romanian language courses for foreigners;
- organizing special events for foreign students;
- ensuring that translations and secretarial matters, etc., are carried out as required.

19. The members of the International Relations Service shall meet in working sessions, convened by the Head of Service, whenever necessary or at the proposal of any member of the staff, but not less than once a month.
20. The International Relations Service liaises with the faculties/departments through the International Relations Officers, appointed by the Dean of the respective faculty.
21. In the process of activity, the International Relations Service elaborates various documents, reports, informative notes to be presented to the applicants and responds to the requests of the Ministry of Education of the Republic of Moldova, the Migration and Asylum Office, foreign embassies in the Republic of Moldova, other organizations.
22. The International Relations Service ensures correspondence with external partners in order to develop new partnerships.
23. The International Relations Service maintains correspondence with partner universities abroad in order to efficiently organize academic mobility.
24. Maintains correspondence with the Ministry of Education, the Migration and Asylum Office regarding the reception of foreign students.
25. Ensures communication with the Directorate of International Relations and European Integration of the Ministry of Education of the Republic of Moldova regarding foreign students and their enrollment in the Republic of Moldova.
26. All external correspondence in the field of international activities is signed by the prorector for financial matters and international relations or the Rector of TUM.
27. In order to be able to fulfill tasks, the International Relations Service **collaborates with the following university structures:**

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- prorectorate for studies;
- prorectorate for research and doctorate;
- prorectorate for continuous training and partnerships;
- the faculties of the university, represented by the deans/de deans and those responsible for international relations in the faculty, as appropriate;
- ☐ other structures - Directorate of Academic Management and Quality Assurance, Directorate of Scientific Investigations, Directorate of Information and Communication Technology, Directorate of Resource Management, Public Relations and Image Promotion Service, etc.

IV. FINAL PROVISIONS

- 28.** This Regulation on the organization and functioning of the International Relations Service enters into force on the date of its approval by the University Senate.
- 29.** The International Relations Service is established for an indefinite period.
- 30.** The rules of organization and functioning of the International Relations Service may be amended in order to be brought in line with the Internationalization Strategy of the Technical University of Moldova.
- 31.** Amendments to this Regulation may be made at the proposal of the Vice-Rector for Financial Affairs and International Relations, with the approval of the Senate of the Technical University of Moldova.