

	<b>OPERATIONAL PROCEDURE</b>  <b>THE CARRYING OUT OF THE “BUDDY PROGRAM” FOR THE FOREIGN STUDENTS COMING TO STUDY/PLACEMENT AT THE "PETRU MAIOR" UNIVERSITY OF TARGU MUREȘ, WITHIN THE ERASMUS+ PROGRAM</b>	Edition 1  Review 1  Date:
---	---	--

### ACTIVITY

This procedure regulates the realization of study mobility of foreign students coming to study within the faculties of "Petru Maior" University of Targu Mures, through the Erasmus Program.

This procedure applies to all faculties, department and services within the university that have connection with the process of carrying out mobilities of foreign students that come to study to "Petru Maior" University of Targu Mures.

**ADOPTED POLICY**-Encouraging and promoting participation in mobility programs, academic exchanges and industrial placements, intensive and curricular development programs, international collaborations.

**COMPARTMENT**- Erasmus Programs Office (BPE)

Crt. no.	SPECIFIC OBJECTIVES	ACTIONS/TASKS	RISK	LEVEL OF RISK	CONTROL TOOL
0	1	2	3	4	5
1.	Establishing collaboration between UPM and abroad partner universities	The bilateral agreement is developed by the BPE, following correspondence expressing the intent to cooperate. It is written in two copies, one for each partner university, and	Errors in completed forms, lack of signatures	S-M	

		it is signed from the side of UPM by the pro-rector in charge with international relations. BPE keeps, administers and centralizes the bilateral agreements.			
2	Receiving ads with foreign students who want to study at UPM.	<p><i>Ads with student nominees</i> submitted by the partner universities are centralized by BPE and transmitted for information to the faculties.</p> <p>Foreign students receive from BPE Application Form, Accommodation Form and Welcoming Guide.</p>	Errors in completed forms	S-M	Procedure the activity/process outline
		<p>BPE informs non-EU students, students at agreed universities, who want to study in UPM that they need a visa from the Romanian Embassy of the respectively country.</p> <p>Students complete applications for registration and accommodation and the study program.</p>			

		BPE prepares the student registration report and the appointment of academic tutors, which it is submitted for approval to the CA, accompanied by a request and a study program.			
		BPE transmits the request for accommodation and transport from the airport to the administrative compartment.			
		CA issues the decision for the registration and appointment of academic tutors and sends it to the faculty accompanied by a report, a request and a study program.			
		BPE issues the Acceptance Letters and sends them to the partner universities and to the students. By BPE care, each foreign student receives a "buddy" - tutor, responsible with the students adaptation in the first few weeks.			
3.	The Buddy Program	The Buddy Program is designed especially to introduce Erasmus students to			

		<p>the city, the places to go out and to integrate them in the local way of life.</p> <p>The purpose of the Buddy program is not only to <b>assist exchange students</b> with practical matters regarding their settlement in the new country. It mainly aims at <b>facilitating integration</b> in the UPM academic life and the Romanian student community.</p> <p>The Buddy program is, above all, a great opportunity to make <b>new friends</b> from other parts of the world and to create long lasting intercultural friendships! In the framework of the program, the Buddy gets the opportunity to practice a foreign <b>language</b>, get acquainted with different <b>cultures</b>, develop his/her social skills; the buddy also gets the chance to participate to sponsored social events to meet his/her fellow.</p>			
4.	Who is a buddy	The candidate profiles of Buddy students are many: previous exchange students willing to continue the			

		<p>international experience they had while abroad are natural candidates, but also other Italian students who are currently contemplating the idea of applying for an exchange program or simply curious about international life!</p> <p>It's a volunteer student, who "adopts" an exchange student, makes sure he feels like at home and helps him through the first steps of living in Tg Mures.</p> <p>The point of the buddy system is to help the Erasmus students to establish a social and academic network in Tg Mures.</p>			
5.	What is their task	<p>Their task consists the first month before arriving of introducing themselves and answering some questions that concern the well-being in the city and how to reach the city. When they arrive the buddy will take them to see the city, the places to go out and places to go shopping etc. and can also introduce them to his/her Romanian friends. He/She will help with the formalities –</p>			

		residence permit, opening a bank account etc.			
6.	How long does the buddy program take	The Buddy will assist the new students in the phase prior to their arrival and over the three months after their arrival.			
7.	How students are matched	Buddies will be matched with new international students solely on the basis of the attendance to the same study program and on personal interests, which will be revealed through the registration form. According to the number of applicants, buddies will be matched with one or more international student.			
		BPE will contact the former Erasmus students and the possible candidates in order to appoint the new Buddies and matching them with the international students.			
8.	Administrative issues	BPE will be in permanent contact with the Buddies and will offer assistance and support for the activities proposed by them.			

## Responsibilities

### Rector:

-approves in the CA the BPE's proposal regarding the student registration and the appointment of academic tutors;

### Vice-rector in charge with international relations

- approves Bilateral Agreements;

### Deans/vice-deans/decanates:

- approves foreign students' study programs;
- issues the bilingual transcript of records / enrollment documents.

### Erasmus Programs Office:

- is responsible for the development of the BPE Regulation and specific procedures governing the conduct of mobility;
- is responsible for the development of the organizing the Buddy program;
- draws up the documents necessary for the mobility, other documents according to the procedure;
- corresponds with host universities;

### Risk estimation grid (E)

EVALUATION CRITERIAS		Probability of occurrence		
		Low	Medium	High
Impact	High	S - R	M - R	R - R
	Medium	S - M	M - M	R - M
	Low	S - S	M - S	R - S

### Approved,

Rector,

Prof. Calin ENACHESCU Ph.D.

### Advised,

Vice-rector in charge with International Relations,  
Institutional Coordinator,

Prof.eng. Liviu MOLDOVAN Ph.D.

### Drafted,

Erasmus Programs Office,  
eng. Antonia SUCIU - Head of Erasmus  
Programs Office