

	OPERATIONAL PROCEDURE TEACHING COURSES IN ENGLISH IN A TUTORING SYSTEM FOR THE FOREIGN STUDENTS COMING TO STUDY WITHIN THE FACULTIES OF "PETRU MAIOR" UNIVERSITY OF TARGU MUREȘ, THROUGH THE ERASMUS PROGRAM	Ediția 1 Revizia 1 Data:
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ACTIVITY

This procedure regulates the teaching of English courses in a tutoring system for 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, departments and services within the university that are related to the management of the 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- European Programs Office

Nr. crt.	SPECIFIC OBJECTIVES	ACTIONS/TASKS	RISK	LEVEL OF RISK	CONTROL TOOL
0	1	2	3	4	5
1.	Establishing collaboration between UPM and partner universities from abroad	The bilateral agreement is developed by BPC, after the cooperation intent was expressed by correspondence. It is drafted in two original copies, one for each partner university, and it is signed by the vice-rector in charge with international relations on behalf	Errors in completed forms, lack of signatures	S-M	

		of UPM. BPC keeps, administers and centralizes the bilateral agreements.			
2	Receiving nominations with foreign students who want to study at UPM.	<i>The student nominations</i> sent by partner universities are centralized by BPC and sent for information to faculties. Foreign students receive from BPC the Application Form, Accommodation Form and Welcoming Guide.	Errors in completed forms	S-M	Procedures outlining the activity
		BPC informs non-EU students, students at agreed universities, who want to study at UPM that they need a visa from the Romanian Embassies of the respective countries.			
3	Enrollment of foreign students	BPC prepares the report for the students' enrollment and the appointment of academic tutors, which is submitted for approval to the CA, accompanied by an application form and a study program..			
		The students/BPC transmit the application for accommodation and transport from the airport to the administrative compartment.			

		CA issues the decision for the enrollment and appointment of academic tutors and sends it to the faculty accompanied by a report, an application and a study program.			
4	Nomination of academic tutors	The nominated academic tutors are among the teaching staff from the departments which enroll foreign students. They need to be proficient in English.			
		The tutors contact the foreign students and set a first meeting with them, in order to find the most compatible courses and finalize their study program. If necessary, the tutor may suggest the students other courses, more similar to those from the student's home university. If there are changes in the UPM program of study, the academic tutor may suggest other equivalent courses.			
5.	Finalizing the Learning Agreement	Any change in the study program will be acknowledged on the page <i>During the mobility.</i>			

		The changed Learning Agreement will be sent to the partner university for approval.			
5.	Running of the mobility	The academic tutors explain the university timetable to foreign students and help them find their courses, classrooms and professors.			
		The academic tutors inform the teaching staff about the foreign students' participation in their courses.			
		The foreign students take part in study activities (courses, seminars, laboratories), under the guidance of the teaching staff. The students and the teaching staff communicate in English. The professors have regular meetings with the students, they suggest project themes or other scientific papers the students have to work on, applying the theoretical knowledge from their courses and seminars. All foreign students have access to study materials and bibliography in English. Foreign students are allowed to sit their exams in English.			

		At the request of foreign students, BPC asks the Faculty of Sciences and Letters to organize the Romanian language course.			
		Upon completion of the mobility, the secretariat of the faculty issues the transcript of records in Romanian and English, ensures its signing by the chief secretary of the faculty, the dean of the faculty, the chief secretary of the university, the rector. The rector's office sends it to BPC.			
		BPC drafts the attendance certificate and prepares the documents: the Transcript of Records together with the Romanian Marking System form, the Learning Agreement signed by the institutional coordinator and the attendance certificate, and sends them to the partner university and to the student, scanned by email and in original by regular post.			

Responsibilities

Rector:

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

Vice-rector in charge with international relations

- approves Bilateral Agreements;

Deans/vice-deans/deans' offices:

- approve foreign students' study programs;
- issue the bilingual transcripts of records.

European Programs Office:

- is responsible for the development of the BPC Regulation and specific procedures governing the management of mobilities;
- draws up the documents necessary for the mobility, other documents according to procedures;
- is in charge with the correspondence 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,

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