



**UNIVERSITATEA**  
**Petru Maior**  
din  
TÎRGU MUREŞ

## OPERATIONAL PROCEDURE

**MANAGING STUDY MOBILITIES OF THE FOREIGN STUDENTS COMING TO STUDY WITHIN THE FACULTIES OF THE "PETRU MAIOR" UNIVERSITY OF TARGU MUREŞ, THROUGH THE ERASMUS PROGRAM**

Edition 1

Review 1

Date:

### ACTIVITY

This procedure regulates the management of study mobilities 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, 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

<b>Crt. no.</b>	<b>SPECIFIC OBJECTIVES</b>	<b>ACTIONS/TASKS</b>	<b>RISK</b>	<b>LEVEL OF RISK</b>	<b>CONTROL TOOL</b>
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	Errors in completed forms, lack of signatures	S-M	

		the pro-rector in charge with international relations on behalf 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.			
		Students fill in the applications for registration and accommodation and the study program.			
		BPC prepares the report for the students' enrollment and the appointment of academic tutors, which it is submitted for approval to the CA, accompanied by an application form and a study program.			
		BPC transmits 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.			
		BPC issues the Acceptance Letters and sends them to the partner universities and to the students. Thanks to BPC, each foreign student receives a "buddy" - tutor, responsible with the students' adaptation in the first few weeks.			
3.	Obtaining a temporary residence permit for students with a mobility period longer than three months	BPC sends the list of foreign students whose mobility period is over three months, as well as individual certificates to the Mureş County Romanian Immigration Bureau, which issues the residence permit.			
4.	Receiving and enrolling of the foreign students	The faculty enrolls the student, issues the student card.			
5.	Running of the mobility	The student, together with the Academic Tutor, goes over the study program and makes the			

		required changes, which are communicated to the student's home university for approval.			
		The beneficiary students participate to study activities (courses, seminars, laboratories) under the mentoring of the teachers and of the academic tutor.			
		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 mail.			

**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:**

- approves foreign students' study programs;
- issues 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)**

<b>EVALUATION CRITERIAS</b>	<b>Probability of occurrence</b>
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		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.

**Certified,**

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