

 <p>UNIVERSITATEA Petru Maior din TIRGU MUREȘ</p>	<p>OPERATIONAL PROCEDURE</p> <p>MANAGING TRAINEESHIP MOBILITIES OF THE FOREIGN STUDENTS AT "PETRU MAIOR" UNIVERSITY OF TARGU MUREȘ, THROUGH THE ERASMUS PROGRAM</p>	<p>Edition 1</p> <p>Review 1</p> <p>Date:</p>
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ACTIVITY

This procedure regulates the management of traineeship mobilities of foreign students who come in internship at 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 in internship 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

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 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 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 have a traineeship 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 Training Agreement.			
		BPC prepares the report for the students' enrollment and the appointment of tutors/mentors, 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. 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 beneficiary students participate in practical activities in the laboratories and workshops of the university or in the organizations / enterprises with which UPM collaborates, under the mentoring of the professors 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, BPC issues the Transcript of work in English, signed by the academic tutor.			
		BPC drafts and prepares the final documents: the Transcript of work, Training 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 tutors/mentors;

Vice-rector in charge with international relations

-approves Bilateral Agreements;

Deans/ vice-deans/deans' offices:

- approves foreign students' Transcript of work/Training Agreement;
- issues the Transcript of Work.

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,
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