



Regulation on the organization of academic mobility of students and academic staff of the Technical University of Moldova

Cod: REG-0-0MASCD

Edition 1

Revizion1

APPROVED AT THE MEETING OF THE TUM
SENATE FROM 27.12.2016, MINUTES N R. 4

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DIN 27.11.2018, MINUTES NO. 4

REGULATION ON THE ORGANIZATION OF ACADEMIC MOBILITY OF STUDENTS AND ACADEMIC STAFF OF THE TECHNICAL UNIVERSITY OF MOLDOVA

	ELABORAED	VERIFIED	APPROVED
FUNCTION	BUGAIAN Larisa Vice-rector for IR	BALAN Stela Head of DMAAC	BOSTAN Viorel Rector TUM
DATE	20.09.2018	21.11.2018	27.11.2018
SIGNATURE			

1. According to the mobility offer
2. The semester of the current academic year will be indicated

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I. GENERAL DISPOSITIONS

1. The regulation on the organization of the academic mobility of students and academic staff of TUM establishes the mode of participation of students (cycle I, II and III - doctorate), researchers, scientific-teaching staff, teachers, administrative (hereinafter - teachers) programs academic mobility at national and international level, as well as student participation in internships and educational-cultural exchange programs.
 2. This regulation is developed based on the provisions of the Education Code of the Republic of Moldova no. 152 of 17 July 2014 (art. 136 (g) and 148 (6)), the Regulation on the organization of studies in higher education, developed on the basis of the National System of Credit Student (order of the Ministry of Education no. 726 of September 2010) and in accordance with the Framework Regulation on academic mobility in higher education, approved by Government Decision of the Republic of Moldova no. 56 of 27.01 .2014.
 3. The academic mobility of students, doctoral / post-doctoral students and academic staff is organized based on:
 - a. international treaties to which the Republic of Moldova is a party;
 - b. inter-university agreements / conventions;
 - c. agreements concluded between TUM with organizations in the country and abroad;
 - d. mobility projects / programs offered by various states and institutions to international and regional organizations;
 - e. individual contracts.
 4. Academic mobility programs are classified:
 - a. by duration:
 - *long-term* - mobility programs, which end with obtaining a study certificate, which certifies a level of qualification;
 - *of short duration* - mobility programs, for periods imitated by studies, internships, linguistics, continuous professional training and research, which ends with obtaining a certificate.
 - b. by geographical area:
 - made at national level;
 - made internationally;
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5. The strategic objectives of the mobility programs are:

- a. Improving the quality and relevance of studies by strengthening international cooperation and increasing transnational access to the educational resources of other countries;
 - b. ensuring the competitive participation in the construction of the European Higher Education Area, defined by the Bologna Process;
 - c. the compatibility of the analytical programs, applied in a university, with those existing in similar institutions, at national and international level;
 - d. development and adaptation of training services to the requirements of the extra-academic environment, identified at the national and international level;
 - e. developing the optimal framework for integrating training programs with scientific research;
 - f. organization of internships for students and master students at enterprises, organizations, educational and research institutions in the country and abroad.
 - g. promoting an intensive cooperation between universities at all levels: bachelor, master, doctorate, postdoctoral;
 - h. development and implementation of innovative teaching / learning / assessment / certification systems;
 - i. promoting the transparency and academic recognition of studies and qualifications obtained in other countries, thus encouraging the development of an open area of national and international cooperation in higher education;
 - j. training skills to model and adapt to another learning, research and teaching environment;
 - k. implementation of new curricula, courses and / or course modules;
 - l. exchange of experience with academic, research or economic environments in order to ensure lifelong learning;
 - m. strengthening the cultural identity in Europe by promoting the dimension of multiculturalism, multilingualism, openness and tolerance in education;
 - n. the development of the European dimension in higher education, the accumulation of new knowledge in the fields in which they study, research, teach;
 - o. establishing the partnership relations in the field with the enterprises, the interested organizations, including from abroad, according to the legislation in force.
 - p. promoting the transparency, compatibility and academic recognition of studies and
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- qualifications obtained in other countries, thus encouraging the development of an open area of national cooperation international education in higher education;
- q. promoting the image of the university and the national culture abroad;
6. The following types of studies / activities can be developed within the mobility programs:
- Bachelor's / Master's / Doctoral / Postdoctoral studies and / or during a semester / year of study;
 - research internships in the context of master's / doctoral studies and postdoctoral programs;
 - internships / language internships;
 - summer school;
 - research internships and exchange of experience for teachers
 - curricular development programs (development within a national or international partnership of common study programs at initial and advanced level);
 - other types of activities.

II. ACADEMIC MOBILITY PROGRAMS ORGANIZED ON THE BASIS OF INTERNATIONAL TREATIES

7. Mobility programs organized on the basis of international treaties usually end with the obtaining of a study certificate, which certifies the obtaining of a qualification at bachelor's / master's / doctoral level.
8. The participants in the academic mobility programs based on the international treaties in the field of education signed by the Republic of Moldova with other states carry out studies and benefit from privileges and guarantees in accordance with the provisions of the respective treaties.
9. The recognition of study documents and / or mobility programs obtained within the international treaties is carried out on the basis of the provisions of the national legislation, of the European directives on recognition, as well as of the bilateral / multilateral treaties to which the Republic of Moldova is a party.

III. INTER-UNIVERSITY ACADEMIC MOBILITY OF STUDENTS

10. The beneficiaries of the interuniversity mobility programs are the citizens of the Republic of Moldova, full-time students and doctoral students in all forms of studies, who meet the following conditions:
- realizes a study program at TUM, which ends with the award of the title of bachelor / master / doctor;
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- b. have academic results as follows: at least the average grade "8" in sessions for the humanistic profile and "7.0" for the real profile;
 - c. know sufficiently the language in which the study program is carried out or the language of the country in which the mobility takes place;
 - d. do not have academic arrears and disciplinary sanctions.
11. The period of study at the host university, including the internships, is considered an integral part of the study program at TUM, if the study program at the host university corresponds, at least partially, to the study program at TUM.
 12. For students whose mobility objective is the preparation for the elaboration of bachelor's / master's thesis projects, the maximum period of mobility is one semester, as a result of which the students present an ECTS document (European Credit Transfer and Accumulation System), which contains the evaluation of the student's activity during the mobility period.
 13. Students who have completed the entire study program for the previous academic year / semester can participate in the mobility programs. At cycle I of studies, mobility can be organized starting with the second year of studies, except for the last year of studies. Second cycle students can participate in mobility programs for one semester, except for the first and last semester.
 14. Mobility within joint programs (double/joint degree) made at cycles I, II, III - doctorate are regulated based on the agreements signed between TUM with the partner higher education institutions.
 15. The number of credits accumulated by students during mobility is at least 30 for a semester, respectively 60 for a year of studies, and these are recognized based on the principle of accumulation and transfer of credits.
 16. The students, enrolled in studies with the payment of the tuition fee, during the international mobility programs, will continue to pay the tuition fee at TUM.
 17. The rights earned as a student, respectively the place in the budget / complete / partial exemption for the payment of the study fee, the scholarship, the social scholarships, the excellence scholarships, other facilities will not be withdrawn during the mobility period.
 18. The participant in the interuniversity mobility program will hold an ECTS study contract, accompanied by the transcription of the grades / extract from the transcript. The ECTS study contract will be signed by three parties: the student participating in the program, the dean of the faculty and the host university, confirming the compatibility of the study programs and the commitment regarding
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its recognition.

19. The file of the student participating in the mobility program is evaluated, for the purpose of recognition, in the faculty by specialists in the field, until the beginning of the study year / semester, and includes the following:
- student application form (ECTS model);
 - student certificate;
 - the transcript of the grades / extract from the ECTS transcript, documents recommended by the Implementation Guide of the National Study Credit System, approved in the manner established by the Ministry of Education;
 - CV in Europass format;
 - Motivation letter;
 - certificate attesting the knowledge of the language of study;
 - Recommendation letter;
 - Other relevant documents (awards, competitions, conference participations, previous study mobility, etc.).
 - The mobility file is approved by the Rector of TUM and the Dean of the faculty, at the recommendation of the officials from the faculty / department.
20. In case it is necessary for mobility programs at international level by the Dean's request, the student presents an official document, which contains additional information regarding the education system in which the mobility program, grading scale, study program, duration and the form of its certification and recognition is described. The mentioned documents are issued by the host-university or by another authorized body from the respective country.
21. The mobility of students is possible between institutions and within TUM between related fields / specialties / specializations, with the observance of the specific regulations existing at institutional level, the study formations are rarely affected.
22. The courses provided in the mobility contract may be equivalent to the courses in the curriculum of the home institution, assimilable within the same field of professional training / study program, acceptable as an alternative to the existing courses.
23. Students who have completed the entire study program can participate in mobility programs for the previous academic year / semester. During the cycle I of studies, mobility can be organized starting
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with the second year of studies, except for the last year of studies. IT students can participate in mobility programs for one semester, except for the first and last semester.

24. The agreements between the partner universities (faculties) guarantee the recognition of the study periods completed and the transfer of credits for the course units / modules completed. Recognition of study periods concerns their duration and content.

The period of studies carried out in another institution replaces recognition of the study period with duration and volume of work (measured in credits) similar to the one that the student would have completed in TUM.

25. The student involved in mobility programs based on partnership agreements, signed between TUM and another institution, will present on return the proof regarding the activities performed, the exams taken and the credits accumulated.
26. The transfer of ECTS credits, the equivalence and documentation of the performances achieved by the student during the mobility period, is done through the Transcription of the grades / Extract from the ECTS transcript which reflects quantitatively and qualitatively the work done by the student. The student is not obliged to negotiate the acceptance / recognition / equivalence with the teachers.
27. The equivalence of course units and credits will be done at the faculty level, by a commission set up (by Deans' order) for this purpose. The commission will draw up a report, based on which the equivalence slip of the course units will be completed.
28. Credits obtained for similar course units / modules as expected study purposes, content, possibly name and extension (number of hours in the curriculum) are automatically equivalent both in the mobility programs and in the transfer of the student from a higher education institution to another.
29. The student who chooses course units / modules with an overlap of content of at least 2/3 accumulates the credits allocated to only one of them.
30. In order to eliminate the academic differences, appeared due to the mobility, additional examination sessions will be organized in case the students cannot participate in the examination sessions approved at the university level.
31. The non-fulfillment by the student of the study program agreed by the ECTS study contract determines, under the conditions provided by the Regulation for the organization of studies in higher education based on the National System of Student Credits, approved by order of the Minister of Education, taking difference exams.
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32. In case of inter-institutional cooperation agreements, according to the mutually accepted criteria of the two universities, periods of study in other institutions in the country or abroad must benefit from academic recognition in accordance with the provisions of national legislation and international regulations on recognition, including the number of transferable academic credits (ECTS), the results obtained at exams and internships and / or other forms of assessment carried out at the host university.
33. Students may participate in academic mobility programs based on individual contracts, informing the Dean of the faculty about the program, its duration and finality at the beginning of the year or semester of studies.
34. At the student's request, credits for a course may be equivalent to credits obtained in another equivalent or higher course (with a larger number of hours and a more detailed volume) at another university, faculty or specialty.
35. Passing the exam to complete higher education cannot be equated by mobility.
36. At the national level, the student may accumulate a maximum of 10 credits per year from courses taken at other faculties or in other educational institutions. These courses and the maximum number of transferable credits will be standardized in the bilateral agreements signed between institutions or faculties.
37. The acceptance, on the basis of interuniversity contracts, of the visiting students for periods limited by time (usually one semester) implies the ad-hoc recognition of the previous studies.
38. Students may participate in academic mobility programs based on individual contracts, informing the TUM administration about the program, its duration and finality at the beginning of the year or semester of studies.
39. Participation in academic mobility programs individually is based on the order / permission of the rector.
40. Participants in academic mobility programs individually benefit from the academic recognition of the program under the conditions of this Framework Regulation.
41. Individual academic mobility programs that do not meet the requirements of this Regulation shall be recognized in accordance with the provisions of national legislation and international regulations on recognition.
42. The recognition, equivalence and documentation of the performances achieved by the student through various non-formed or informal activities (training and volunteering activity), is performed at the level
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- of faculties by the persons designated for this purpose, based on a regulation approved by the Senate.
43. The courses promoted within the mobility program are registered in the Diploma Supplement of the student, with the mention that the respective period of studies was realized within an academic mobility program. Courses that do not have an equivalent in the study program of the home university are recognized in the optional course packages and constitute additional credits.
44. The courses renewed within the mobility program are registered in the Diploma Supplement of the student, with the mention that the respective period of studies was realized within a program of academic nobility. The registration of the courses promoted at the host institution will be done using the names of the courses from the TUM study program, with which they were equivalent. Courses that do not have an equivalent in the TUM curriculum are recognized in the elective course packages and constitute additional credits.
45. The objectives of academic staff mobility are:
- a. ensuring the exchange of experience with the academic, research or economic environments in order to train and continuously improve the teaching and research staff;
 - b. carrying out teaching and research activity in universities in the country and abroad;
 - c. developing new curricula, educational and training programs, as well as updating existing ones;
 - d. development of functional partnerships for education, research and knowledge transfer projects;
 - e. strengthening the cooperation between universities in fields of common interest;
 - f. promoting the exchange of experience regarding the methodology and teaching-learning assessment techniques;
 - g. internationalization of the educational process and research;
 - h. promoting the image of TUM abroad.
46. The rights and responsibilities of participants in mobility programs, of their partner universities, as well as the duration of mobility programs for teachers and researchers are set out in intergovernmental, inter-ministerial, interuniversity agreements, as well as in international programs / projects, under which these programs are made.
47. The academic staff of TUM may participate in mobility programs also on the basis of individual contracts, concluded with educational institutions from the country and abroad, with the support of
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their own expenses.

48. Only academic staff of TUM are eligible for interuniversity mobility programs.
49. Participation in mobility programs is carried out, with the agreement of the head of the subdivision / Dean, based on the order of the Rector of TUM. The Human Resources Service is responsible for issuing the order.
50. The TUM administration concludes with each academic framework an Agreement on academic mobility, which stipulates the teaching / research / professional development program within the host institution, prior to the start of the mobility program.
51. In the process of identifying and accepting mobility programs, preference will be given to those which correspond to the objectives and mission of TUM and which finalize with the elaboration and publication of new didactic and scientific materials, the extension and consolidation of the collaboration relations between the university subdivisions and the promotion of new cooperation projects. The mentioned priorities will constitute criteria for selecting the academic staff for mobility programs.
52. The realization of the teacher / research mobility program, as a rule, is certified by a document, issued by the host institution, which will be recognized at TUM.
53. The participation of the academic staff in mobility programs is recognized, in accordance with the legislative and normative regulations in force, for the courses of continuous training of its academic staff and for the advancement in the didactic, scientific and managerial career.

IV. STUDENT PARTICIPATION IN MOBILITY FOR PLACEMENT AND EDUCATIONAL-CULTURAL EXCHANGE PROGRAMS OVER THE COUNTRY

54. The participation of students in internships abroad, including educational-cultural exchange programs that contain a component of paid employment, is based on:
 - 1) international treaties to which the Republic of Moldova is a party;
 - 2) international and interuniversity programs / projects;
 - 3) contracts concluded by TUM with institutions / organizations abroad;
 - 4) individual contracts, concluded between students and licensed service providers for this type of activity, in accordance with the provisions of Law no. 451-XV of July 30, 2001 on
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the regulation by licensing of entrepreneurial activity.

55. Students may participate in the programs mentioned in point 53 only during the period established according to the curriculum or during the summer holidays, if, according to the curricula, no other types of instructive-educational activities are provided.
56. For educational-cultural exchange programs that contain a component of paid employment during a determined period of time, during the summer vacation, students are eligible for cycles I, II and integrated studies, full-time education. , except for graduates of the last year of studies.
57. Participation in educational-cultural exchange programs that contain a component of paid employment during a certain period of time, during the summer vacation, is allowed provided that the academic situation of the student for the respective semester / year is completed. of studies. The modification of the terms for holding the summer session is accepted on the basis of individual plans, approved by the faculty councils.
58. For the delegation of students to internships and cultural exchange abroad, international programs / projects are eligible, as well as the bilateral agreements of the TUM with the authorities and organizations abroad and recognized by the embassies of the destination countries and the foreign companies' recruitment, authorized at national level for the provision of the respective services.
59. The program participant is obliged to have medical insurance for the entire period of stay abroad and to return to the Republic of Moldova before the beginning of the study year.

V. ORGANIZATION OF ACADEMIC MOBILITY

60. The organization and promotion of mobility programs, at institutional level, is coordinated by the TUM International Relations Service together with the academic mobility coordinators appointed within each faculty, having the following attributions:
 - a. identification of mobility projects / programs;
 - b. disseminating information on the mobility programs that students, researchers and teachers can apply for;
 - c. organization of information and training activities for candidates;
 - d. establishing, as the case may be, the student selection procedures, which are to be validated by the TUM Senate;
 - e. elaboration and implementation of the monitoring and evaluation of the activity of the students
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participating in mobility programs;

f. monitoring the development of mobility programs and its results; assessing the impact of mobilities;

g. counseling students who apply for mobility programs, internships and educational-cultural exchange.

61. Until September 15 of each year of study, the mobility coordinators within the faculties will present to the TUM International Relations Service reports on the mobility programs made during the previous academic year. The TUM International Relations Service, in turn, will present to the Ministry of Education reports, according to the established model, regarding the mobility programs carried out during an academic year, with their subsequent publication on the official page of the Ministry of Education.

VI. FINAL PROVISIONS

62. The deans of the faculties are obliged to inform all the students and teachers of the faculty of the provisions of the present Regulation.

63. This Regulation shall enter into force upon approval by the Senate of the TUM.

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Annex 1 (example)

MR. RECTOR

The undersigned, _____ student at the Faculty ____, in the year__ of studies, group no._____, please approve my participation in the selection contest for obtaining a grant in academic year_____ semester_____ at the University_____.

I enclose the curriculum vitae, letter of intent, language proficiency certificate and student certificate.

Thank you very much!

Date

Signature

To Rector of
Technical University of Moldova

The Deans' Notice _____
(date) (Signature)

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Annex 2 (example)

MR. RECTOR

The undersigned (teaching degree, name and surname) _____, employee of (*subdivision*) _____, identified by__ Series ___ no.____, Identification number ____, date of birth_____, in the locality_____, the district _____ domiciled in the locality_____ of the district _____str. _____no. _____, bl.____, ap. __, phone number (home) _____, phone number mobile_____, email address (s): _____

I hereby request you to approve my registration for the competition organized by the Technical University of Moldova, in order to obtain a mobility _ for the academic year 20 __ / 20, at the following partner Universities:

No.	Name of the desired destination University	University code ¹	ISCED Subject ¹	Duration of the mobility ¹ (in days)	The period in which I want to go on
1.					
2.					
3.					

I mention that in the previous university years I benefited from a number of __ type mobilities _____, within the following University / s:

Nr. crt	University name	Mobility type	Nr. for weeks allocatedfor
1.			
2.			

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