

„Mircea cel Bătrân” Naval Academy, MBNA PO 01-08 Version: 01/22.07.2019 Review:	<i>Procedure for organizing incoming exchanges in MBNA, for teaching and training, within the program Erasmus+, KA107</i>	Pag.1/6
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OPERATIONAL PROCEDURE: PO 01-08
FOR INTERNATIONAL EXCHANGE FOR INCOMING STAFF FOR TEACHING AND
TRAINING IN ROMANIAN NAVAL ACADEMY,
UNDER ERASMUS+ PROGRAMME, KA107

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1. PURPOSE OF THE PROCEDURE

The procedure establishes the mobilities and the algorithm applied in the specific actions regarding the organization, deployment, monitoring and reporting of the teaching/training mobilities performed by European teachers/ administrative staff at the Naval Academy „Mircea cel Bătrân”(incoming), within the Erasmus+ program of the European Commission, key actions KA107, in collaboration with non-EU partner countries.

2. FIELD OF APPLICATION

The procedure is used by the staff of the Erasmus + Office, Office of International Programs and Relations, respectively by the faculties and departments of the "Mircea cel Bătrân" Naval Academy who have responsibilities regarding the organization and conduct of the teaching / training mobilities performed by teachers / administrative staff in the Naval Academy "Mircea cel Bătrân ", within the European Commission's Erasmus + program, key action KA107, with EU partner countries.

3. REFERENCE DOCUMENTS

- 3.1 Erasmus + mobilities guide;
- 3.2 European Charter for Higher Education ;
- 3.3 The annual Erasmus + financial contract concluded between ANMB and ANPCDEFP, for the implementation of the Erasmus program +, KA107;
- 3.4 Erasmus + bilateral agreements concluded between ANMB and universities from non-EU Erasmus + partner countries
- 3.5 The BE + Regulation and the procedure for the recognition of the mobilities.

4. DEFINITIONS AND ABBREVIATIONS

4.1. Terms and definitions

Teaching and training mobilities - teaching period of minimum 8 hours or of practical and theoretical training of minimum 2 days, carried out by the teaching staff or specialized staff of UP, within the Erasmus + program, the key action KA107, in the ANMB.

Erasmus + teacher/staff (incoming) in mobilities of teaching or training - UP specialized teacher or staff in academic mobilities at ANMB, which organizes teaching / training / exchange practices for good practice, within the Erasmus + program.

Teaching/Training Agreement (TA) – teaching / training internship contract, key action KA107.

Pro-Dean – Erasmus + faculty responsible for faculty (IFR and scientific research).

Certificate of Attendance– document certifying how the objectives included in the TA, fulfilled at the ANMB, are met

4.2. Abbreviations

- ANMB** – „Mircea cel Bătrân” Naval Academy
- ANPCDEFP** – National Agency for Community Programs in the Field of Education and Vocational Training
- BE+** – Erasmus + office of ANMB
- BPRI** – ANMB International Programs and Relations Office
- ECHE** – European Charter for Higher Education (Carta Universitară Erasmus+)

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- PI** – Personal incoming (academic / research / technical / expert)
- UP** – Partner university from a non-EU country, partner of the Erasmus program +

5. CONTENT

5.1. Mobilities Preparations – planning operations

- 5.1.1 BE + requests annually, until 01.05, through the responsible Erasmus + Pro-deans, the offer of faculties and departments for incoming mobilities for the teaching / technical staff, for the following university year, for the implementation of the Erasmus + program, within the key action KA107, according to the budget and the number of places approved by the annual contract concluded with ANPCDEFP (the allocated budget and the number of places, will be published on the ANMB site for informing international partners)
- 5.1.2 BE + publishes the "Erasmus + participant guide" which UP then sends, with the title of offer for incoming mobilities. It also provides UP, by posting on the university's website, the application forms needed for future PI.
- 5.1.3 UP is responsible for selecting the personnel who can apply for the award of Erasmus + grants, the key action KA107, within the deadline set by the ANMB for the implementation of the program, in compliance with the provisions of the present procedure and with the strict classification in the budget and the number of places approved by the annual contract concluded with ANPCDEFP. UP will notify ANMB regarding the results of the selection process until 01.07.
- 5.1.4 BE+ posts on the ANMB website (<https://www.anmb.ro/ro/files/ri/>, <https://www.anmb.ro/eng/files/erasmus/erasmus.html>) the informational guide for the applicant staff (Information Package) containing the teaching / training opportunities in ANMB, within the Erasmus + program, the key action KA107.
- 5.1.5 PI completes and submits the BE + application form (Annex 2 Application form template), focusing its request for teaching on the disciplines in the curricula of the ANMB, respectively the training request on the offer formulated by ANMB. The PI request will be notified by UP and on the basis of the approved application BE + will issue an invitation to participate in the mobility of teaching / training, for the nominated persons (in order to facilitate the formalities for obtaining the travel / transit visa).
- 5.1.6 BE + sends the documents received from the PI to the Erasmus + pro-deans coordinators of the faculties, for the finalization of the TA (Annex 3 LAT Model), according to request, availability, timetable with respect to the education / training plans of the faculties
- 5.1.7 The Erasmus + coordinating supervisor from the faculty who organizes the teaching / training program of the PI, verifies and finalizes the LAT. In the elaboration of the TA, the pro-dean will consult with the department directors and the coordinators of the study programs to establish the mobility objectives and to plan the didactic / training activities. The finalized documents will be sent to BE +, to be communicated PI / UP.
- 5.1.8 After PI and UP (through its specialized structures), complete and sign the LAT, the documents are submitted to ANMB by the electronic mail address of BE + or BPRI (erasmus@anmb.ro, international@anmb.ro). The dean of the faculty from ANMB who manages the teaching / training program targeted by the application, signs and stamps the documents. The TA is written in 3 original copies. The dean establishes and informs in advance the coordinator of the study program and the department director, who will operationally manage the development of the teaching and training mobilities.
- 5.1.9 Erasmus + faculty coordinator submits TA to BE + for registration and archiving.
- 5.1.10 The deadlines for receiving PI applications and for signing TA are: 01.07 for PI in the first semester, respectively 01.12 for PI in the second semester.

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- 5.1.11 BE + sends the invitation to participate in the Erasmus + KA107 program to the home university of the PI, by e-mail and, as the case may be, by mail, the letter of acceptance, as well as the approved TA.
- 5.1.12 After signing the LAT, BE + sends the information package to the incoming staff and offers online assistance regarding the administrative aspects of mobility and how to finance the action within the program.
- 5.1.13 The dean through the Erasmus + coordinator of the faculty offers online consulting, at the request of the PI during the period prior to the mobility, regarding the execution of the teaching and training activities, the mobility objectives, respectively the program established for mobility during the course of the program.
- 5.1.14 Based on the TA signed and approved, after informing the Board of Directors, the deans approve the teaching / training program for the invited staff, naming for the operational aspects of the mobility, an activity holder. The organization of the teaching activities, respectively the execution of the training program falls to the dean of the faculty where the mobility takes place.
- 5.1.15 BE + and BPRI offer permanent PI and UP counseling for administrative matters aimed at preparing mobility - individual accommodation options, transport modalities in Romania and transfer to Constanța, arrangements for facilitating obtaining a travel visa within the EU. BE + will notify PI about the mandatory documents that it must hold upon arrival in the ANMB (according to article 5.2.2).
- 5.1.16 The E + office of the ANMB will ensure the financing of the teaching / training mobilities from the E + KA107 budget, by nominal transfer to the Euro account of the PI, opened prior to the beginning of the mobility. In the event that BE + will ensure the settlement of the transport costs and the value of the airline tickets, the related amounts will be deducted from the scholarship granted to PI, at the first transfer into his account. The amounts regarding the mobility support scholarship can be paid, optionally, upon arrival in Romania, based on the individual request of the beneficiary.

5.2. Operational implementation of Erasmus+ exchanges KA107, in MBNA

- 5.2.1 The receipt of the PI in Constanta and at the ANMB is the responsibility of BE +, which requests the administrative director for logistical support and, where appropriate, ways of transport. BE + offers PI assistance for relocation to Constanța.
- 5.2.2 According to the present PI procedure, the following documents are presented at the arrival in the ANMB to BE +:
 - 1) TA – copy;
 - 2) ID card or visa passport;
 - 3) the health card / individual health insurance;
 - 4) contact person(family) data;
 - 5) air ticket / boarding pass / transfer tickets Constanta;
 - 6) account data in Euro mobility holder.
- 5.2.3 BE + issues the documents required to facilitate the visa upon request and contacts the General Inspectorate of Police - Territorial Immigration Bureau, in order to issue the travel visa for PI from EU partner countries.
- 5.2.4 BE + together with the activity holder nominated by the ANMB, will make the general presentation of the ANMB and will inform the PI about the internal regulations and the institutional working procedures during the mobility period. BE + will inform the security structure about all the operational aspects regarding IP access in the institution.

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- 5.2.5 During the course of the mobility, PI participates in courses, seminars, laboratories, evaluations, etc., under the conditions inscribed in the LAT. The program of activities during the period of mobility is drawn up by the dean, with the prior consultation of the department. The director of the department, respectively the nominated activity holder, is responsible for ensuring the space / facilities / equipment requested by the PI for carrying out the teaching / training stage in good conditions.
- 5.2.6 After the completion of the mobility, BE + issues the Certificate of Attendance, within a maximum of 10 days from the end of the mobility period.

5.3. Reporting tools for KA 107 program

BE + prepares annual, periodic or whenever necessary reports to ANPCDEFP and / or the Erasmus + Executive Agency on the implementation of the Erasmus + program, the key action KA107. BE + ensures the correctness of the data on PI mobilities included in the program dedicated to the European Commission's Erasmus + program, Mobilities Tool.

6. RISK MANAGEMENT

In the course of incoming mobilities for teaching / training / training, the following risks were determined for which the related action scenarios were developed according to table nr. 1.

Table nr. 1

Nr.	Risk name	Risk management scenario	Responsible
1.	Modification of the offer of didactic mobilities at UP for PI, after approval of mobilities	Initiation of TA modification or acceptance of changes initiated by UP, appointment of a teacher with related expertise - resumption of the procedure	BE+, pro-dean, department director
2.	Failure to obtain a travel visa in the host country.	Contact diplomatic mission, obtaining written negation from the Territorial Immigration Bureau, UP communication	BE+
3.	Withdrawal of the applicant after accepting the mobilities.	Selecting the next candidate for UP recommendation	BE+, pro-dean, department director
4.	Medical problems of PI during mobilities.	Notification of contact point UP and family, counseling accessing insurance services	BE+, pro-dean, chief-doctor
5.	Request withdrawal of PI from mobilities for objective or subjective reasons.	Contacting UP - requesting an opinion, modifying the LAT	BE+, pro-dean, department director
6.	Administrative problems.	Contacting UP for resolving, telephone counseling of the PO	BE+
7.	Completion of the mobilities of teaching / training prior to the period established by the LAT.	Registration of the changes in an additional act to the financing contract and drawing up a recalculation report of the financial grant, as the case may be.	BE+

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7. FINAL PROVISIONS

7.1. The approval of the modification of the present procedure is withing the competence of the Board of Administration of ANMB.

7.2. The present procedure comes into application from the moment of approval in the ANMB University Senate.

7.3. The audit of the way in which this procedure is applied is performed by the Quality Management Office.