

„Mircea cel Bătrân” Naval Academy PO 01-01 Version: 01/11.09.2014 Review: 01/10/12/2016	<i>Operational procedure for incoming exchanges in MBNA, for study and work placement, in the framework of Erasmus+ program, KA103</i>	
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1. PURPOSE OF THE PROCEDURE

The procedure establishes the activities and the applied algorithm for the specific actions regarding the organization, development, monitoring and reporting of the study and traineeship exchanges performed by European students at the "Mircea cel Batran" Naval Academy (incoming), within the Erasmus + program framework.

2. FIELD OF APPLICATION

The procedure is used by the staff of the Erasmus + Office, the European Programs and International Relations Offices respectively and by the faculties and departments of the Naval Academy who have responsibilities regarding the organization and conducting of study and traineeship exchanges of European students at the „Mircea cel Bătrân” Naval Academy, within the Erasmus + program framework.

3. REFERENCE DOCUMENTS

- 3.1. Erasmus+ Programme guide;
- 3.2. Erasmus+ Charter for Higher Education;
- 3.3. Annual financial contract under Erasmus+, signed between „Mircea cel Bătrân” Naval Academy and ANPCDEFP;
- 3.4. Erasmus+ bilateral agreements concluded between „Mircea cel Bătrân” Naval Academy and the EU partner universities;
- 3.5. BE + Regulations and the procedure for ECTS recognition;
- 3.6. Regulations from Students Code and Charter.

4. DEFINITIONS AND ABBREVIATIONS

4.1. Terms and definitions

Study mobility – the study period of minimum 3 months and maximum 1 academic year, carried out by European students at the „Mircea cel Bătrân” Naval Academy, within the Erasmus+ program framework, based on bilateral inter-institutional agreement enclosed between partner universities holding an ECHE.

Traineeship mobilities – the practical training period of minimum 2 months and maximum 1 academic year, carried out by the European student at the „Mircea cel Bătrân” Naval Academy, within the Erasmus+ program framework, based on a bilateral inter-institutional agreement.

Erasmus+ "Incoming" Student (IS) – a student from a partner university located in a EU partner country who carries out a study mobility or traineeship mobility at the „Mircea cel Bătrân” Naval Academy, within the Erasmus+ program framework.

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Learning Agreement for Studies (LAS) – individual contract for study exchange.

Learning Agreement for Traineeships (LAT) – individual contract for traineeship exchange.

Transcript of Records (ToR) – a transcript certifying that the student’s results (grades, credits, qualifications) obtained at the home university or issued by „Mircea cel Bătrân” Naval Academy.

Executive Deans – Executive Deans responsible for Erasmus+ implementation at the faculty level (Executive Deans for scientific research and international relations).

Transcript of Work (ToW)/ Certificate of attendance – a document certifying that the objectives of the LAS/LAT were fulfilled at the „Mircea cel Bătrân” Naval Academy during a certain period of time, as agreed by the partners.

Application form –supportive documents or annexes to be submitted as initial application acts.

Acceptance letter – document attesting the approval of student exchange programme for study or training, in Naval Academy for incoming students applicants.

4.2. Abbreviations

MBNA – Romanian Naval Academy (Academia Navala „Mircea cel Bătrân”)

ANPCDEFP – National Agency for Community Programs in the Field of Education and Vocational Training

BE+ – Erasmus+ Office of MBNA

BPPC – the Office for Community Projects and Programmes of MBNA

ECHE – European Charter for Higher Education

ECTS – European Credit Transfer and Accumulation System

IS – Incoming Student

PU – Partner University

5. CONTENT

5.1. Exchange Program Preparations

5.1.1. BE+ requests annually, until 1st of July, through the Erasmus+ responsible Executive Deans, the offer from the faculties and departments for incoming placements for study and training, for the next academic year.

5.1.2. BE+ will update the “*Erasmus+ student guide*” and will send it to the PU, as official academic offer for incoming students. It also makes available to PU, by posting on the university website, the application forms and all supportive application documents necessary for future IS.

5.1.3. BE+ posts on the ANMB website (<https://www.anmb.ro/ro/files/ri/>, <https://www.anmb.ro/eng/files/erasmus/erasmus.html>) the information guide for applicant students (*Information Package*), containing the list of courses offered (curriculum) and the number of ECTS credits allocated to each course (*Annex 1 Course offer template*), as prior established by the head of departments and programme chairs.

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- 5.1.4. IS will complete and submit the application and the supportive documents to the BE+ via email erasmus@anmb.ro (see *Annex 2 Application form template* and all related documents posted on university webpage https://www.anmb.ro/eng/files/erasmus/incoming_students.html). IS can choose subjects from the curriculum of both faculties of MBNA, with the restriction of being organized in the respective semester (fall or spring) accordingly.
- 5.1.5. BE+ will remit the received documents from IS to the Erasmus+ faculty coordinators (Executive Deans) in order to finalize the LAS/LAT (*Annex 3 LAS/LAT Model*), depending on the IS inquiry, the courses offer and availability and the Dens decision taken in the Faculty Board.
- 5.1.6. The coordinating Executive Dean as Faculty Erasmus+ responsible from that faculty who organizes the study program or from which the IS will accumulate most of the credits as from applied and approved courses, verifies and conclude the LAS/LAT. During the LAS/ LAT drafting, the Executive Dean will consult the head of departments and the coordinators of the study programs, in order to plan the didactic load for involved teachers, according to the academic and payroll functions. The final documents will be submitted for BE + confirmation, to the further extended to the IS as final decision and welcome reply upon its acceptance.
- 5.1.7. After the IS and the home faculty Dean at the PU will complete and sign the LAS/ LAT, the documents are submitted to MBNA through the email address of BE+ or BPPC (erasmus@anmb.ro, international@anmb.ro). Consequently, the Dean of the MBNA faculty who will manage the respective study program followed by the application (majority in the number of credits), will sign and stamp the documents. LAS/ LAT will be drafted in 3 original copies. The Dean will inform in advance the study program coordinator and the head of department who will manage the incoming study mobility for updates on respective teachers' work load.
- 5.1.8. In special cases, upon the request of the study program coordinators, deans and executive deans, or in case of finding significant curricular differences between partners, the approval of the IS application may also require a ToR issued by the PU, with previous specialized IS results (*Annex 4 ToR Model*).
- 5.1.9. If the LAS also contains subjects from another faculty, BE + sends the LAS / LAT for information and evidence to the Erasmus + coordinator of this faculty.
- 5.1.10. The Erasmus+ faculty coordinator submits the LAS/LAT to BE+, for registration and archiving.
- 5.1.11. The deadlines for receiving the IS applications and for signing the LAS / LAT are: 15th of August for the fall semester, and 15th of December for spring semester.
- 5.1.12. BE+ will send the letter of acceptance to the PU in CC with the IS, by e-mail and by post, together with the approved LAS / LAT.

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- 5.1.13. After signing procedure closed, BE+ will send the LAS/LAT to the PU Erasmus+ institutional coordinator and will inform the applicants to confirm the acceptance of the application. BE+ will send the informational package to the incoming students and will offer online assistance on administrative matter.
- 5.1.14. The faculty Erasmus+ coordinator where the IS will be enrolled will offer online counseling, at the request of IS during the period prior to the internship, whenever necessary or upon request.
- 5.1.15. Based on the signed and approved LAS/ LAT, after informing the Academic Board, the Dean's Office approves in the Faculty Board meeting the work load amendments for nominated responsible teachers. The amendments to the institutional work load chart will be approved by the Academic Board and endorsed by the University Senate. The decision of the Senate represents the legal basis for the loading work of the teaching staff by the head of departments, according to the staff procedure. The teaching hours under the Erasmus + program framework will be mainly included in the regular teaching load, aiming at the connection with the courses' allocation in the organizational chart.
- 5.1.16. Based on the decisions of the University Senate and as a result of the work load updated plan amendment, the Academic Planning and Quality Assurance Office with a prior consultation of the appointed teachers will draw the daily schedule, according to the internal procedure. The schedule is extended to the incoming students timely by the BE+.
- 5.1.17. The Dean's Office will appoint in the meeting of the Faculty Council a teacher as mentor for the IS group, selected by study programs. The students' association will establish with BE+ support the representatives for the IS social familiarization providing the useful help for their inclusion in the academic community.
- 5.1.18. The Administrative Director, with the support of BE+, will undertake the necessary actions to ensure the accommodation of IS by MBNA inhouse/internally or externally. BE+ will communicate to the IS the accommodation possibilities and conditions provided during the study/placement exchange period.
- 5.1.19. BE+ and BPPC will offer permanent counseling to IS and PU for administrative matters regarding the exchange preparations: accommodation options, transport/ relocation arrangements, customs arrangements. BE+ will notify IS about the mandatory documents that he/she must have at him/her upon arrival at the MBNA location (according to article 5.2.2 provisions).

5.2. Carrying out the exchange programme in MBNA

- 5.2.1. Welcoming the IS in Constanța and at MBNA is the responsibility of the BE+, upon a prior request addressed to the administrative staff for respective logistic support and transportation, if the case. BE + offers SI assistance for relocation to Constanța.
- 5.2.2. According to the current procedure provisions, IS will present upon arrival in the MBNA at BE+ the following documents:

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- a) LAS/LAT – in copy;
 - b) ToR – if required;
 - c) Identity card or passport copy;
 - d) Health card/ individual health insurance;
 - e) A contact person information (family member).
- 5.2.3. BE+ will provide the IS with the required documents to facilitate the visa obtaining and contacts the General Inspectorate of Police - Territorial Immigration Office, in order to issue the temporary residence permit for IS in the EU partner countries.
- 5.2.4. BE+ will extend the students’ copies of the health card/ health insurance to the medical staff in MBNA, as to be recorded and monitored accordingly. BE+ notifies the faculty, the department and the mentor about the arrival date of IS and ensures their prior presentation in the study program.
- 5.2.5. IS will present at the secretariat of the faculty to be enrolled, within 3 days from the arrival date in Constanta, providing the following documents:
- a) Identity card or passport – original;
 - b) LAS/LAT – original;
 - c) ToR – if necessary;
 - d) Application form – original;
 - e) Passport photos– 3 pcs.
- 5.2.6. The temporary registration of the IS is made by the decision of the commander (rector) and the Dean’s office will register the IS in the Book of Scholarship Records, mentioning the name of the university of origin, the period of mobility in MBNA, the faculty and the study program. IS will be enrolled in the study program for which he / she applied and for which the majority of cumulated credits prevail.
- 5.2.7. The secretariat of the faculty where IS will be enrolled will issue the following documents:
- a) student grades booklet;
 - b) access card to MBNA;
 - c) travelling permit for railways free of charge (i.e. the international students can travel for free by trains all around the country).
- 5.2.8. BE+ together with the nominated tutor will take a general presentation tour of the MBNA and will inform the students about the internal regulations and the institutional working procedures. BE+ will inform the security structure of the MBNA about all operational aspects regarding IS access to the institution.
- 5.2.9. IS is exempted from any charges regarding the access to the academic facilities as laboratories, library, gym etc. According to the Erasmus+ Charter the student will enjoy all the academic facilities of the MBNA at no additional cost.
- 5.2.10. If IS follows courses from both faculties, the department where the IS has been enrolled informs in writing the other faculty about the necessary didactic demand.

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- 5.2.11. The MBNA library will issue, upon request, the access card for IS to the existing book library, under the same conditions as for the Romanian students.
- 5.2.12. During the exchange program, IS will participate in the tutorial activities, seminars, laboratories, evaluations, etc., under the conditions registered in the course curriculum of MBNA and in accordance with the decision of the head of department regarding the work load and the teaching schedule. The schedule is prepared by the Academic Planning and Quality Assurance Office with the prior consultation of the department. The classes will be implemented in a tutorial system under direct consultations provided by the head teacher. Seminar and laboratory classes will be carried out, as far as possible, by integrating the IS into the local student groups, in order to facilitate the objectives of the Erasmus+ program. Where integration is not possible for objective reasons, the courses will be performed individually or in groups through direct teaching activities. The practical work will be performed under the conditions of the related laboratory guidelines.
- 5.2.13. The modification of the IS's LAS/LAT is done by the host faculty, based on BE+ assistance, according to the LAS/LAT forms specifications, upon the request of PU or upon the request of IS, with the prior approval of the PU.
- 5.2.14. IS can request the extension of mobility only with the PU agreement, until the terms established in art. 5.1.11 of the present procedure (15.08 for fall semester and 15.12 for spring semester). The request for extension is approved by the Faculty Board and by the Academic Senate. Due to objective reasons or as a result of IS misconducting and deviant behavior, MBNA may reject the request for extension. The acceptance or rejection of the application for extension will be also extended to the PU.
- 5.2.15. The faculty secretariat where the IS supports his/her evaluations, sends copies of the exam registers to the host faculty (Transcripts of Records), signed by the dean.
- 5.2.16. The secretariat of the faculty where IS is registered draws PU the general enrollment transcript with all the results obtained by him/her.
- 5.2.17. The secretariat of the faculty where the student is enrolled releases the transcript (*Transcript of record/ Transcript of Work/ Certificate of attendance*) within a maximum of 15 days from the end of the mobility period. In the case of traineeship on training ships, their commanders issue the Sea Service Certificate.
- 5.2.18. The secretariat of the faculty where the IS is registered sends to BE+ a copy of the transcript/ certificate of practice issued. BE+ sends by mail/post to the Erasmus+ coordinator of PU the registration transcript/ certificate of practice of IS.

5.3. Reporting incoming student mobility

BE+ prepares annual, regular or inquired reports to ANPCDEFP and/ or the Erasmus+ Executive Agency. BE+ ensures the accuracy of the incoming mobility information and data, as registered in the Mobility Tool, the dedicated software for the Erasmus+ program.

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6. RISK MANAGEMENT

During the incoming mobility, the following risks were determined, for which the related action scenarios were developed according to table no.1

Table no. 1

Nr. crt.	Identified risk	Risk management scenario	Responsible structures
1.	Modification of the course offer for IS after the exchange approval	Initiation of LAT update	Executive Dean
2.	Unavailability of the lecturer to perform the didactic activities after the exchange approval.	Initiation of LAT modification, change payroll functions	Head of Department director (after consulting with the Executive Dean and the study program coordinator)
3.	The impossibility of immigration visa issuance (or residence permit).	Obtaining written denial from the Territorial Immigration Bureau, and extend these info to PU	BE+
4.	Withdrawal of the applicant after accepting the exchange program terms.	Change payroll functions	Executive Dean with the consultation of the head of department
5.	Medical problems/ work accident of the SI that occurred during the stay.	Chief medical doctor will be notified, offering the access to medical services (emergency service, hospitalization in the infirmary, if necessary), notification of PU and family contacts, access to insurance services	Tutor (consultation with BE+, Executive Dean and chief medical doctor.
6.	Request withdrawal of IS from mobility for objective or subjective reasons.	Contacting PU- request approval, change LAS, change the payroll functions	BE+ (consulting the Executive Dean, head of department)
7.	Administrative problems- accommodation, feeding, transport	Report to the administrative director, access to temporary services from the ANMB (accommodation and food within the ANMB, or transport provided by the institution)	Administrative Director

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7. FINAL PROVISIONS

- 7.1. The approval of the present procedure updating is under the Academic Board competence.
- 7.2. The present procedure comes into effect from the moment of approval in the MBNA Academic Senate.
- 7.3. The audit of this procedure implementation is performed by the Academic Planning and Quality Assurance Office.