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OPERATIONAL PROCEDURE: PO 01-04

FOR INTERNATIONAL INCOMING STAFF TEACHING AND TRAINING EXCHANGES IN ROMANIAN NAVAL ACADEMY, UNDER ERASMUS+ PROGRAMME, KA103

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1. PURPOSE OF PROCEDURE

The procedure establishes the algorithm, the activities and responsibilities applied in the specific actions regarding the organization, deployment, monitoring and reporting of the teaching/ training mobilities performed by the European teachers / administrative staff at the "Mircea cel Batran" Naval Academy (incoming), under the Erasmus+ framework of European Commission.

2. FIELD OF APPLICATION

The procedure is used by the staff of Erasmus + Office, Office of European Projects and Programs Programs and Relations, Office of International Relations and by the faculties and departments of the "Mircea cel Batran" Naval Academy who have responsibilities regarding the organization and coordination of teaching/ raining exchanges performed by the teachers/administrative staff at Romanian Naval Academy, within the Erasmus + framework.

3. REFERENCE DOCUMENTS

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

4. DEFINITIONS AND ABBREVIATIONS

4.1. Terms and definitions

Teaching and training mobilities – teaching period of minimum 8 hours or of practical/theoretical training of minimum 2 days, carried out by the teaching staff or specialized staff of PU, within the Erasmus+ program, in the MBNA.

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

Teaching/Training Agreement (TA) – teaching/ training agreement enclosed by the partner universities and endorsed by the incoming teacher/expert.

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

Certificate of Attendance – document certifying the fulfilment of the objectives registered in the TA, fulfilled at MBNA.

4.2. Abbreviations

- MBNA** – Romanian Naval Academy (Academia Navală „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

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- ECTS** – European Credit Transfer System
PI – Incoming Staff (academic/ research/ technical/ expert)
PU – Partner University

5. CONTENT

5.1. Mobilities Preparations – planning operations

- 5.1.1 BE+ will request annually, latest by 1st of July, through the Erasmus+ responsible Executive Deans, the offer from the faculties and departments for incoming mobilities for the teaching/ technical staff, for the next academic year.
- 5.1.2 BE + publishes the "Erasmus + participant's guide", as official offer addressed for incoming mobilities. It also provides PU, by posting on the university's website, the application forms needed for future PI.
- 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 applicants (*Information Package*), containing the teaching/ training opportunities in MBNA, within the Erasmus + program, the key action KA103.
- 5.1.4 PU fills in the application form (see *Annex 2 Application form template*) and send it to the BE+. PI can choose subjects from the curricula of both faculties of MBNA.
- 5.1.5 BE + will remit the received documents from the PU to the executive-deans of the faculties who are entitled as Erasmus+ coordinators, in order to conclude the TA (*Annex 3 TA Model*), in compliance with the teachers preferences, availability, timetable and institutional program with respect to the education/ training plans of the faculties.
- 5.1.6 The Erasmus + coordinator from the faculty who organizes the teaching/ training program of the PU, verifies and conclude the TA. In the process of TA drafting, the executive-dean will consult the head of department directors and the study programs coordinators to establish the exchange objectives and to plan the didactic/training activities in detail. The finalized documents will be sent to BE+, to be further extended to the PU/ PI.
- 5.1.7 After PI and PU (through its specialized structures), complete and sign the TA, the documents are submitted to MBNA, by BE+ e-mail addresses (erasmus@anmb.ro, international@anmb.ro). The dean of the faculty who manages the teaching / training program targeted by the application, signs and stamps the documents. The TA is drafted in 3 original copies. The dean establishes and informs in advance the coordinator of the study program and the head of department, the responsible persons who will operationally manage the carrying of the teaching/ training mobilities.
- 5.1.8 If the TA also contains courses from another faculty, BE + sends the TA for information and evidence to the Erasmus+ coordinator of the respective faculty.
- 5.1.9 The Erasmus + Faculty Coordinator submits the TA to BE +, for registration and archiving.
- 5.1.10 The deadlines for receiving PI applications and for signing TA is due to 15th of August for the fall semester, and 15th of December for spring semester.
- 5.1.11 After the supportive documents fulfilled, BE+ will send to the home university of the PI, by e-mail and, as the case may be, by post, the letter of acceptance, as well as the approved TA.
- 5.1.12 After signing, BE + sends the TA to the PU's Erasmus + institutional coordinator and informs the participant to confirm acceptance of the application. BE + sends the information

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package to incoming participants and offers online assistance in regards of administrative issues.

- 5.1.13 The Erasmus + coordinator at the faculty offers online consultancy, at the request of PI during the period preceding the mobility, whenever necessary upon request.
- 5.1.14 Based on the TA signed and approved, after informing the Academic Board, the Dean's Office approves in the Faculty Board meeting the work load amendments and the inclusion of the courses with invited 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 rules. The hours taught in the Erasmus + program will be mainly included in the basic class schedule, aiming to link with the regular courses.
- 5.1.15 Based on the decision of the Academic Senate and as a result of the work load updated plan amendment, the Academic Planning and Quality Assurance Office with a prior consultation with the head of the department that manages the study program concerned, draws the daily schedule, according to the internal procedure. The schedule is brought to the attention of PI through the care of the Erasmus + coordinator.
- 5.1.16 The Dean's Office will appoint in the meeting of the Faculty Council a staff responsible for the PI program.
- 5.1.17 BE + will offer permanent counselling to PI and PU for administrative matters regarding the exchange preparations: accommodation options, transport / relocation arrangements, customs arrangements. BE + will notify PI about the mandatory documents that he/she must have at him/her upon arrival at the MBNA (according to art. 5.2.2).

5.2. Carrying out the exchange programme in MBNA

- 5.2.1 Welcoming the PI 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 + provides PI the with proper assistance for the trip alternatives to Constanța.
- 5.2.2 According to the present procedure, the following documents will be presented on arrival in the MBNA, to BE +:
 - a) TA – copy;
 - b) ID card or visa passport;
 - c) Health card / individual health insurance;
 - d) contact person (family) data.
- 5.2.1. BE+ will provide the PI with the required documents to facilitate the visa obtaining if the case.
- 5.2.2. BE + together with the nominated guidance teacher will take a general presentation tour of the MBNA and will inform the PI about the internal regulations and the institutional working procedures. BE+ will inform the security structure of the MBNA about all operational aspects regarding PI access to the institution during the mobility.
- 5.2.3 During the exchange program, PI will carry out courses, seminars, laboratories, evaluations, training sessions etc., under the conditions registered in the TA. The daily schedule is drawn up by the head of the hosting department as described above.

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5.2.4 The modification of the PI's TA is done by the host faculty, based on BE+ assistance, according to the TA forms specifications, upon the request of PU or PI, with the prior approval of the PU.

5.2.5 BE + issues the *Certificate of Attendance* within a maximum of 3 days from the last day of the exchange period, or, if available at the day of departure.

5.3. Reporting incoming mobilities

BE+ will carry out the annual, regular or inquired reports to ANPCDEFP and/ or the Erasmus+ Executive Agency. BE+ will ensure the accuracy of the data on PI mobility included, as registered in the Mobility Tool, the dedicated software for the Erasmus+ program.

6. RISK MANAGEMENT

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

Table no. 1

Nr. crt.	Identified risk	Risk management scenario	Responsible structures
1.	Modification of the TA for PI after the exchange approval for different reasons.	Initiation of TA modification or acceptance of modifications initiated by PU, appointment of a teacher with related expertise - resumption of the procedure	BE+, Executive Dean, head of department
2.	Failure to obtain a travel visa in the host country upon departure.	Contact diplomatic mission, obtaining written denial from the Territorial Immigration Bureau, and extend this info to PU	BE+
3.	Withdrawal of the applicant after accepting the exchange program terms.	Selecting the next candidate to or dropping off the exchange by cancelation	BE+, Executive Dean, head of department
4.	Medical problems of PI during mobilities.	Notification of contact point PU and family, accessing insurance services	BE+, Executive-dean, chief - doctor
5.	Request withdrawal of PI from mobilities for objective or subjective reasons.	Contacting PU - requesting an opinion, modifying/cancelation of the TA	BE+, Executive Dean, head of department
6.	Administrative problems.	Contacting PU for resolving, telephone counseling of the PI	BE+
7.	Completion of the mobilities of teaching/ training earlier/later than the period initially established by the TA.	Registration of the changes in the Certificate of Attendance – PU will act in compliance with its internal rules and regulations.	BE+

7. FINAL PROVISIONS

7.1. The approval of the present procedure update is kept under the Academic Board competence.

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7.2. The present procedure comes into effect from the date of approval by the MBNA Academic Senate.

7.3. The audit of this procedure implementation is performed by the Academic Planning and Quality Assurance Office.