

**MINISTRY OF NATIONAL EDUCATION
UNIVERSITY OF CRAIOVA**

**DEPARTMENT OF
INTERNATIONAL RELATIONS
(DRI)**



INTERNAL RULES AND REGULATIONS

2013

CHAPTER I GENERAL PROVISIONS

Art. 1. The Department of International Relations at the University of Craiova (hereinafter called DRI) was founded by the decision of the Senate of the University of Craiova on 14 March 2012.

Art. 2. The Department of International Relations at the University of Craiova will be abbreviated as DRI.

Art. 3. DRI is an operational unit of the University of Craiova which brings into effect the University's internationalization strategy and promotes its academic image at international level.

Art. 4. DRI operates in accordance with these Internal Rules and Regulations, as shown in the flow chart attached to this document.

Art. 5. The Department of International Relations performs all its activities in line with the *Charter of the University of Craiova* and in accordance with current laws.

Art. 6. The office of the Department of International Relations is located in the Main Building of the University, A.I. Cuza St., no. 13, 200585.

Art. 7. DRI's official logo is:



The logo consists of a blue stylized globe and the text "University of Craiova, International Relations", disposed in two lines and written in blue fonts. The logo of the Department of International Relations is bordered below by a curve of variable width in the same colour with the sphere. The two colours used in the design of this logo are the same with the colours used in the official logo of the University of Craiova.

CHAPTER II MISSION AND OBJECTIVES

Art. 8. DRI has the mission to contribute to the implementation of the internationalization strategy of the University of Craiova, to promote the values and image of the University at international level, as well as to promote the European values within the University of Craiova (Cf. 172 correlated with Art. 14 and 15 from *Charter of the University of Craiova*).

Art. 9. DRI's objectives are derived from "Goals and Priorities of DRI" as stipulated in Art. 172 of the *Charter of the University of Craiova*. These are the following:

- 9.1. To consolidate the position of the University of Craiova in the European space of higher education;
- 9.2. To further develop external collaborations with the purpose to augment international visibility of the University of Craiova;
- 9.3. To provide a space for international dialogue and cooperation which will enable constant openness towards european and global educational, scientific, cultural and moral values;
- 9.4. To continue the process of affiliation to prestigious networks of academic research, education and management;
- 9.5. To attract a large number of foreign students to the University of Craiova by involving in the organization of programmes in international languages;
- 9.6. To develop programmes of international mobility;

- 9.7. To promote the values of Romanian culture and civilization;
- 9.8. To correlate the internationalization strategy of the University with that of faculties and departments;
- 9.9. To enhance the exchange of good practices in international relations with highly competitive national and international universities;
- 9.10. To increase the number of joint supervision study programmes (Master/Doctorate)
- 9.11. To highten the involvement of the University in community programmes;
- 9.12. To multiply the number of Erasmus agreements and increase the number of outgoing and incoming mobilities.
- 9.13. To focus on the quality of international mobilities by constantly assessing their impact on the academic and students environment and monitoring the professional evolution of their beneficiaries etc.
- 9.14. To stimulate institutional and inter-institutional communication with a view to augmenting access to governmental scholarships or programmes offered by AUF (Agence Universitaire de la Francophonie), DAAD (Deutscher Akademischer Austauschdienst), Fulbright, governments of other countries, as well as “Eugen Ionescu” programmes;
- 9.15. To consolidate and extend academic relations with similar institutions from USA, Asia, Africa and South America;
- 9.16. To establish new lectorates (Cf. Art. 177 of the *Charter of the University of Craiova*);
- 9.17. To create and maintain by constantly updating an extended data base of agreements between the University of Craiova and institutions from abroad, from Romania or from within or outside the European community.

CHAPTER III LEADERSHIP AND ORGANIZATION

Art. 10. DRI is headed by a director named by Rector’s decision after consultations with the Administrative Council.

Art. 11. The flow chart and internatl regulations of DRI are proposed by its director and approved by the Rector of the University of Craiova. (Art 179).

Art. 12. The director organizes, coordinates and monitors the activity of DRI.

Art. 13. The director elaborates the annual activity report of DRI and presents it to the vice-rector who is in charge with international relations and academic image.

Art. 14. DRI keeps contact with faculties/departments through international relations officers assigned by these units.

Art. 15. *The Council for International Relations* of the University of Craiova, formed by the director of DRI and the liasion representatives of each faculty (Art. 175) has an advisory role and its activity is subordinated to the vice-rector in charge with international relations and academic image.

Art. 16. *The Council for International Relations* of the University of Craiova is assembled by the vice-rector with international relations and academic image upon the proposal of DRI’s director.

Art. 17. DRI is divided into two offices: *The Office for community programmes* (founded in accordance with the decision of the College of the Senate on 14 March 2006) and *The Office for extra-community programmes*.

Art. 18. *The Office for community programmes and The Office for extra-community programmes* are directly subordinated to DRI's director.

Art. 17. The structure and staff of the *Office for community programmes and The Office for extra-community programmes* is proposed by DRI's director and approved by the vice-rector with international relations and academic image.

Art. 18. The obligations of the *Office for community programmes* are mentioned in Chapter V, Art. 21, Section 21.2 of this document.

Art. 19. The obligations of the *Office for extra-community programmes* are mentioned in Chapter V, Art. 21, Section 21.3 of this document.

Art. 20. DRI's activity is supported by a group of experts named by the director for an indefinite period of time.

Art. 21. DRI's experts offer linguistic support and contribute to the successful evolution of international collaborations.

Art. 22. DRI collaborates with the other services of the the University in order to fulfil its obligations.

CHAPTER IV SUBORDINATION AND CONTROL

Art. 23. DRI reports directly to the Vice-rector in charge with international relations and academic image, respectively to the Rector and the Senate of the University (Art. 179)

Art. 24. DRI's activity is monitored by the *Commission for monitoring scientific research, international relations, European funded projects and public relations activities and partnerships* attached to the Senate of the University of Craiova.

CHAPTER V OBLIGATIONS

Art. 25. DRI has the following obligations which are derived from its structure, from the *Charter of the University of Craiova* (Ch. XIX, Art. 172-180) and from current legislation:

25.1. General obligations

- To organize exchanges of good practices with national and international universities which are highly competitive in international relations;
- To develop and coordinate collaborations between the University of Craiova and organizations, academic institutions and other international bodies;
- To provide information about the University of Craiova upon request of institutions from abroad;
- To ensure communication between the University of Craiova and partner institutions from Romania and abroad;
- To ensure continuation and monitoring in the process of affiliation to prestigious international academic associations;
- To keep contact with organizations like Fulbright, Agence Universitaire de la Francophonie, British Council, Institut Francais de Roumanie, Goethe Institut, Instituto Cervantes;
- To collaborate with Romanian embassies abroad and foreign embassies in Romania;
- To coordinate and monitor all international mobilities from and to the University of Craiova (*incoming and outgoing mobilities*);
- To present scholarship offers and conditions for application, both for staff and for Bachelor/Master/PhD students and to coordinate, as appropriate, the selection process for accession to these programmes;

- To offer assistance and counselling to students and staff of the University of Craiova in relation with their participation to international mobility programmes;
- To organize summer schools and courses in Romanian language and civilization (cf. Art. 176 from *Charter of the University of Craiova*);
- To organize special events for foreign students;
- To organize, in collaboration with the Department of Applied Modern Languages (DLMA), Romanian courses for foreign students (to inform partners about their existence, to elaborate and update application forms, to register, centralize and send data to DLMA);
- To organize courses in foreign languages to students of the University of Craiova who take part in mobilities, in collaboration with the foreign lectorates, the Faculty of Letters, the Department of Applied Modern Languages;
- To collaborate with faculties administrative offices for registering incoming students;
- To ensure the good progress of “Eugen Ionescu” scholarship programmes at the University of Craiova through: disseminating information regarding the scholarships, managing applications, facilitating the permanent connection with AUF, monitoring the research activity;
- To popularize activities of general interest, elaborating and disseminating advertising materials for the target audience;
- To collaborate with the Department of Public Relations and Academic Image for a better popularization of its actions which regard the academic environment the local community;
- To elaborate and propose for debate to the *Council for International Relations* of the University of Craiova *The Guide for Good Practices* which contains a summary of DRI’s relevant directions and documents of general interest;
- To ensure the visibility of its actions through regular publication of new information on the website of the University of Craiova, the *International Relations* section;
- To reply to all requests coming from the vice-rector with international relations and academic image or from the rector of the University of Craiova which envision institution’s implementation of internationalization strategy;
- To offer assistance to foreign students who wish to enrol to a study programme at the University of Craiova;
- To coordinate, monitor and ensure the operations related to students registration to a study programme of their choice.

25.2. Obligations of the Office for community programmes

- To offer counselling on community programmes (Sectorial programmes Erasmus, Leonardo da Vinci and Grundtvig, Mundus, Study visits, Preparatory Visits, Jean Monnet Programme, Transversal Programmes and Tempus);
- To elaborate the *Guide of the Erasmus Incoming Students*, to propose it for debate to the *Council for international relations* of the University of Craiova and ensure its dissemination within the University and to foreign partners;
- To send to all partners updated information about the University of Craiova, contained in the *Information Sheet*, at the beginning of each academic year;
- To stay in permanent contact with partners and reply promptly to any request connected to Erasmus agreements;
- To centralize and analyze inter-institutional agreement proposals and proposals for LLP-financed projects;

- To centralize bilateral Erasmus agreements, monitoring their renewal and involving, as appropriate, to this task;
- To coordinate students and staff Erasmus mobilities (*incoming* and *outgoing*);
- To offer counselling to students, teaching and administrative staff of the University of Craiova who take part in Erasmus mobilities;
- To collect information related to the way in which Erasmus mobilities contribute to personal and/or professional growth of their beneficiaries;
- To monitor, in collaboration with the *Council for international relations* of the University of Craiova, the professional evolution of students who benefited from Erasmus programmes, after their completion;
- To elaborate Erasmus mobility documents (procedures/forms/newsletters etc.) and propose them for approval to the director of DRI;
- To maintain permanent contact with the National Agency for Community Programmes in the Domain of Professional Formation and Education (ANPCDEFP) ;
- To disseminate calls for community programmes within the University of Craiova;
- To elaborate reports to the National Agency for Community Programmes in the Domain of Professional Formation and Education;
- To manage the data base of bilateral Erasmus agreements;
- To manage the data base of Erasmus mobilities for teaching, administrative staff and students (*incoming* and *outgoing*);
- To elaborate and present to the director of DRI the semestrial and annual report on activities related to current agreements;
- To reply to any request coming from the director of DRI, the vice-rector with international relations and academic image or the rector of the University of Craiova regarding community programmes at the University of Craiova.

25.3. Obligations of the Office for extra-community programmes

- To organize the reception of delegations coming from partner institutions in the extra-community space;
- To facilitate the dynamics of cooperation programmes;
- To offer support in organizing specific events within the existent cooperation agreements upon request of the academic staff of the University of Craiova;
- To elaborate all necessary documents for applying specific actions within valid agreements and send them for approval to the director of DRI;
- To offer information about partners in the extra-community space to staff and students of the University of Craiova;
- To send to all partners any information related to the University of Craiova which can contribute to an increased visibility of the institution in the extra-community space;
- To maintain regular correspondence with extra-community partners;
- To ensure elaboration of protocols, agreements, letters of intent for international cooperation of the University of Craiova with universities, institutions, societies, foundations, organizations from the extra-community space;
- To take all necessary measures for the success of students and staff mobilities, within inter-institutional agreements with partners outside the community space;
- To answer any request from the director of DRI, vice-rector with international relations and academic image and the rector of the University of Craiova which envisions current agreements of the initiation of new ones;

- To elaborate and present to the director of DRI the semestrial and annual report of activities related to current agreemetns.

CHAPTER VI RESOURCES

Art. 26. The financial resources needed for a successful activity of DRI are provided by the University of Craiova from its own budget, from contributions to undergoing international projects and programmes - which are specifically approved and stipulated, and from donations and sponsorships.

Art. 27. The logistic support of DRI is provided by the Univeristy of Craiova, through its specialized compartments.

CHAPTER VII FINAL DISPOSITIONS

Art. 28. The hereby Internal Rules and Regulations of the Department of International Relations was approved in the meeting of the Senate of the University of Craiova on the 7th of March 2013.

Art. 29. DRI is established for an indefinite period of time.

Art. 30. The Internal Rules and Regulations of DRI can be modified in order to be in line with the internationalization strategy of the University of Craiova.

Art. 31. Modifications to the hereby document can be applied upon the proposal of the Director of the Department of International Relations, with the approval of the Senate of the University of Craiova.

RECTOR,

Professor Dan Claudiu DĂNIȘOR, PhD

PRORECTOR,

Professor Cristiana-Nicola TEODORESCU, PhD

DIRECTOR OF DEPARTAMENT,

Senior Lecturer Monica TILEA, PhD