



REGULATIONS FOR THE ORGANIZATION AND FUNCTIONING OF THE INTERNATIONAL RELATIONS DEPARTMENT

Chapter 1 – GENERAL PROVISIONS

Art.1. The activity of the International Relations Department is carried out in accordance with Law of Education No. 1/2011, Order of the Ministry of Education and Research No. 4284 of 07.06.2005 regarding the establishment and functioning of Community Program Offices within accredited higher education institutions, the Charter of Titu Maiorescu University of Bucharest, hereinafter referred to as “the University,” its internal regulations, and the present regulation.

Art.2. This regulation establishes the manner of organization and functioning of the International Relations Department.

Art.3. The International Relations Department, an integral part of the University’s structure, aims to coordinate and ensure the internationalization process of the University’s academic activities.

Chapter 2 – DEPARTMENT STRUCTURE

Art. 4. 1) *The International Relations Department* is headed by a Department Director, who is directly subordinate to the Rector in terms of academic activity and to the President of the Administrative Council in terms of administrative and financial matters.

2) *The International Relations Department* includes the following units: *The International Relations, Community Programs, and Foreign Students Service; The Office of the University Agency of La Francophonie (AUF).*

3) *The International Relations, Community Programs, and Foreign Students Service* is, in turn, composed of: the *Foreign Students Office* and the *Community Programs Office*, which was established based on Ministerial Order No. 4284/07.06.2005.

Art.5. The structure of the International Relations Department also includes the persons responsible for international relations at the faculty level, appointed by decision of the deans for a four-year term or until the end of their mandate.

Art.6. Members of the International Relations Department meet in working sessions convened by the Department Director whenever necessary or at the proposal of any member of the department, but not less than once a month.

Art.7. The International Relations Department maintains the following types of relationships with the other structures of the University:

a) hierarchical – it is directly subordinate to the Rector in academic matters and to the President of the Administrative Council in administrative and financial matters;



b) collaborative – it collaborates with the other structures of the University (faculties, departments, services, etc.);

c) representational – it may represent the University in relations with partner institutions abroad, with the Ministry of National Education, the National Agency for Community Programs in the Field of Education and Vocational Training, the University Agency of La Francophonie, the Ministry of Internal Affairs, the Ministry of Foreign Affairs, the European Commission – Education, Audiovisual and Culture Executive Agency, and other bodies to which the University is affiliated, based on authorization under a special mandate issued by the Rector of the University;

d) The Director of the International Relations Department, if not already a member, participates as an invited guest in the meetings of the Administrative Council and the University Senate.

Chapter 3 – MISSION AND OBJECTIVES

Art.8. 1) The fundamental mission of the International Relations Department is aligned with the mission of the University, namely to strengthen participation in the international exchange of values through international cooperation, in order to affirm its belonging to the European Higher Education Area and the European Research Area.

2) In fulfilling its mission, the International Relations Department shall ensure the development and implementation of the University's academic cooperation relations with other universities, research institutes, and cultural and social institutions in Europe and worldwide.

Art.9. 1) The main objective of the International Relations Department is to support the University's internationalization policy and to promote its image as an institution of education, science, and culture, both within the European area and globally.

2) The International Relations Department shall support and promote activities related to European and international integration and cooperation, facilitate access to lifelong learning, and participate in the implementation of these activities.

Art.10. The general objectives of the Department are:

a) Developing the University's strategy in the field of international relations;

b) Strengthening cooperation with foreign higher education institutions by maintaining and developing relationships with partner universities or organizations and establishing new partnerships, both at the European and international levels;

c) Increasing the international visibility of the University by organizing symposia, conferences, and summer schools with international participation, publishing high-value academic works, and improving the Department's website to reflect the University's entire international activity;

d) Enhancing the University's prestige by disseminating its own results achieved in education and research activities within the international academic community;



- e) Facilitating inter-university mobility, given that the mobility of teaching staff, students, and graduates is one of the key elements of the Bologna Process, contributing to raising the quality of higher education and scientific research to European standards;
- f) Developing joint study programs between the University and other European or non-European universities (*joint degrees*);
- g) Proposing candidates for the status of *visiting professors* from among teaching staff and researchers from other countries, as well as submitting such nominations for approval by the Senate;
- h) Promoting the participation of as many academic staff members as possible in renowned international conferences as *keynote speakers*;
- i) Encouraging the participation of the academic community in European and international programs funded by the European Union or other bodies;
- j) Facilitating the University's affiliation with new international organizations, both academic and professional;
- k) Involving the International Relations Department, together with the faculty and/or specialized departments, in the implementation of foreign language courses for incoming and outgoing ERASMUS students;
- l) Developing the University's multicultural dimension through the organization of cultural and educational events;
- m) Attracting as many international students as possible to the study programs organized by the University's faculties, alongside the development of curricula in English and French;
- n) Ensuring collaboration between the International Relations Department and the University's faculties in order to harmonize study programs with those of partner universities.

Chapter 4 – RESPONSIBILITIES

Art. 11. The Department Director ensures the management and operational leadership of the Department.

Art. 12. The Department Director has the following responsibilities:

- a) Organizes and leads department meetings and implements the decisions of the University Senate, the Administrative Council, as well as the decisions of the Rector and the President of the Administrative Council;
- b) Develops strategic plans for the Department's development and annual operational plans and ensures their implementation;



- c) Represents the University in relations with partner institutions abroad and with other organizations to which the University is affiliated, based on a special mandate issued by the Rector of the University;
- d) Is responsible for the quality of the activities carried out within the Department;
- e) Ensures the adoption of specific measures required for the full achievement of the Department's mission and objectives;
- f) Is responsible for the accurate and timely preparation of documents requested by the University's leadership;
- g) Establishes collaborative relationships with the University's faculties and departments;
- h) Ensures the proper conduct of student and academic staff mobility programs;
- i) Defines the duties and competencies of the Department's members;
- j) Drafts and approves job descriptions for the Department's staff;
- k) Ensures compliance with professional ethics and deontology within the Department;
- l) Is responsible for the Department's webpage.

Art. 13. The duties of the staff of the International Relations Department are established in their job descriptions.

Chapter 5 – DUTIES AND ACTIVITIES

Art. 14. The principal duties and activities carried out within the Department of International Relations, in accordance with its areas of competence, are as follows:

- a) Implementation of the University's strategy in the field of international relations;
- b) Promotion of and support for the University's active participation in European programmes;
- c) Support for the University's active participation in the programmes and actions of international bodies to which the University is affiliated;
- d) Monitoring of activities conducted by the University within the framework of the Erasmus+ Programme, the selection and training of students for mobility purposes, and collaboration with the Financial-Accounting Department, the Legal Department, and the Centre for Psychological Counselling and Career Guidance, for the purpose of ensuring the proper management of allocated European funds;
- e) Management of information regarding international programmes and projects in which the University acts as coordinator or partner;
- f) Collaboration and participation by the University in specific activities organised under the auspices of Francophonie — projects, partnerships — in conjunction with cultural centres and services, the Agence Universitaire de la Francophonie (AUF), the French Cultural Centre in Bucharest, the Embassy of the French Republic in Bucharest, etc.;



- g) Collaboration with the Department of Modern Languages for the purpose of organising foreign language courses for the University's academic staff;
- h) Dissemination of information and monitoring of study scholarships abroad for students, academic staff, and other categories of personnel, through offers launched by: the National Centre for Study Scholarships Abroad (C.N.B.S.S.), AUF, DAAD, the Fulbright Programme, etc.;
- i) Participation in seminars, conferences, and other information and training meetings concerning matters specific to the activity of the Department of International Relations;
- j) Preservation and archiving of all information and supporting documents pertaining to the implementation of Community programmes and the University's international cooperation activities;
- k) Continuous communication with counterpart departments in partner universities, with a view to maintaining and developing relations with their respective counterparts in those institutions;
- l) Activities relating to the recruitment of international students and their orientation towards the appropriate faculties and departments;
- m) Dissemination of information regarding the calendar of actions and calls for project proposals at the international level;
- n) Continuous updating of the database concerning the partnerships and cooperation agreements concluded by the University with institutions abroad;
- o) Collaboration with student bodies for the purpose of integrating foreign students into the University's activities and the Romanian cultural environment;
- p) Collaboration with international cultural centres;
- q) Support for the organisation of international events within the University;
- r) Ensuring national and international visibility through the continuous updating of the Department's website;
- s) Issuance of delegation documents in the English language for academic staff and administrative personnel, on the basis of a report approved by the Rector/President of the Board of Administration.

Chapter 6 — FINAL PROVISIONS

Art.15. Annex 1, the *Organisational Chart of the Department of International Relations*, and Annex 2, *Collaborations of the Department of International Relations with the External Environment*, form an integral part of the Regulation on the Organisation and Functioning of the Department of International Relations.



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Art.16. The present Regulation was endorsed at the meeting of the Board of Administration held on 24 June 2014 and approved by the University Senate by means of Decision No. 23 / 25 June 2014.

PRESIDENT OF THE SENATE

Professor, PhD

Dan Florin UNGUREANU