



**PRIVATE INSTITUTION OF HIGHER EDUCATION  
„AMERICAN UNIVERSITY OF MOLDOVA”**

**REGULATION  
ON STUDENT’S AND TEACHERS  
MOBILITY**

**APPROVED**  
at the AUM senate  
protocol № 1 from August 31, 2020  
the Chairman of the AUM senate  
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**CHIȘINĂU 2020**

## I. GENERAL PROVISIONS

**1.1** The quality and relevance of studies derives from strengthening cooperation at local and international level, in particular from ensuring access to the educational resources of other countries.

**1.2** The Regulation is elaborated on the basis of the Education Code of the Republic of Moldova № 152 of July 17, 2014 (art. 136 (g) and 148 (6)), the Regulation on the organization of studies in higher education, elaborated on the basis of the National System of Study Credits (order of the Ministry of Education № 726 of September 2010) and in accordance with the Framework Regulation on academic mobility in higher education, approved by the Decision of the Government of the Republic of Moldova № 56 of 27.01.2014.

**1.3** The priority objectives of academic mobility of students and teachers are:

- improving the quality and relevance of studies by strengthening international cooperation and increasing transnational access to educational resources from other countries;
- ensuring competitive participation in building the European Higher Education Area, as defined by the Bologna Process;
- the compatibility of the analytical programmes applied in a university with those existing in similar institutions at national and international level;
- the development and adaptation of training services to the requirements of the extra-academic environment identified at national and international level;
- developing the optimal framework for integrating training programmes with scientific research;
- organisation of students' internships in enterprises, organisations, educational and research institutions in the country and abroad;
- promoting intensive cooperation between universities at all levels;
- development and implementation of innovative teaching/learning/assessment/certification systems;
- promoting transparency and academic recognition of studies and qualifications obtained in other countries, thus encouraging the development of an open area of national and international cooperation in higher education;
- training skills to model and adapt to a different learning, research and teaching environment;
- implementation of new curricula, courses and/or course modules;
- exchange experience with academic, research or business environments to ensure lifelong learning;
- strengthening cultural identity in Europe by promoting multiculturalism, multilingualism, openness and tolerance in education;

- developing the European dimension in higher education, accumulating new knowledge in the fields in which they study, research and teach;
- establishing partnership relations in the field with interested companies, organisations, including from abroad, in accordance with the legislation in force;
- promoting transparency, compatibility and academic recognition of studies and qualifications obtained in other countries, thus encouraging the development of an open area of national and international cooperation in higher education;
- promoting the image of the university and national culture abroad.

## **II. TYPES OF MOBILITY**

### **2.1 Academic mobility programmes include:**

#### **a. by durability:**

- long-term - mobility programmes, which end with the award of a certificate certifying a level of qualification;
- short-term - mobility programmes, for limited periods of study, traineeships, language, continuing vocational training and research, leading to a certificate.

#### **b. by geographical area:**

- carried out at national level;
- carried out at international level.

## **III. ELIGIBILITY CRITERIA**

**3.1** Within the Private Institute of Higher Education "AMERICAN UNIVERSITY OF MOLDOVA", the selection of students for inter-university mobility are students who are citizens of the Republic of Moldova, who are studying full-time, and who meet the following conditions:

- a) the completion of a programme of study, resulting in the award of a degree at the university offering the mobility programme;
- b) have academic results as follows: at least an average mark „8” in sessions for the humanities profile and „7,0” for the real profile;
- c) have sufficient knowledge of the language of the study programme or the language of the country of mobility;
- d) have no academic arrears and no disciplinary sanctions.sufficient knowledge of the language in which the courses will be taught at the partner (host) university, for programmes carried out in foreign institutions;

e) lack of arrears and disciplinary sanctions.

#### **IV. SELECTION OF CANDIDATES**

**4.1** Mobility programmes are open to students who have fully completed the study programme for the previous study year/semester. In the first cycle, mobility can be organised starting from the second year of study, except for the last year of study.

**4.2** Mobility within the framework of joint programmes (joint degrees) carried out in the first cycles is regulated by agreements signed between AUM and partner higher education institutions.

**4.3** The number of credits earned by students during mobility is at least 30 for a semester or 60 for a year of study, and these are recognised on the basis of the principle of accumulation and transfer of credits.

**4.4** Students, enrolled for studies with payment of the tuition fee, during international mobility programmes, will continue to pay the tuition fee at AUM.

**4.5** The participant in the inter-university mobility programme will hold an ECTS study contract, accompanied by the transcript of marks/extracts from the transcript of records. The ECTS study contract will be signed by three parties: the student participating in the programme, the dean of the faculty and the host university, confirming the compatibility of the study programmes and the commitment to its recognition.

#### **V. CONTENT OF THE APPLICATION FILE FOR STUDENTS**

**5.1** The file of the student participating in the mobility programme is evaluated, for recognition purposes, in the faculty by specialists in the field, before the beginning of the study year/semester, and includes the following:

- a. the student application form (ECTS model);
- b. student certificate;
- c. the transcript of marks/extracts from the ECTS transcript, documents recommended by the National Credit System Implementation Guide, approved in the manner established by the MECC;
- d. CV in Europass format;
- e. motivation letter;
- f. certificate attesting to knowledge of the language of study;
- g. letter of recommendation;

h. other relevant documents (awards, competitions, participation in conferences, previous study mobility, etc.).

The mobility file is approved by the Rector of the AUM and the Dean of the Faculty, on the recommendation of the responsible faculty/department.

**5.2** If necessary, for international mobility programmes, at the request of the Dean, the student shall submit an official document containing additional information on the educational system in which the mobility programme was carried out, the grading scale, the programme of study, the duration and the form of certification and recognition. These documents shall be issued by the host university or other authorised body in the country concerned.

**5.3** It is possible for students to move between institutions and within the AUM between related fields/specialties/specialisations, in compliance with the specific regulations existing at institutional level, without affecting the study formations.

**5.4** The courses provided for in the mobility contract may be equivalent to courses in the curriculum of the home institution, assimilable within the same field of vocational training/programme of study, acceptable as an alternative to existing courses.

**5.5** Mobility programmes are open to students who have fully completed the study programme for the previous study year/semester. In the first cycle, mobility can be organised from the second year of study, with the exception of the last year of study.

**5.6** Agreements between partner universities (faculties) guarantee recognition of periods of study completed and transfer of credits for course units/modules completed. Recognition of periods of study relates to their duration and content. The period of study undertaken in another institution replaces by recognition a period of study of similar duration and workload (measured in credits) to that which the student would have undertaken in the AUM.

**5.7** The student involved in mobility programmes under partnership agreements signed between AUM and another institution will present upon return proof of the activities carried out, exams taken and credits earned.

**5.8** The transfer of ECTS credits, equivalence and documentation of the student's performance during the mobility period, is done through the Transcript of Records/Extrascript of Records (ECTS) which reflects the student's work in quantitative and qualitative terms. The student is not obliged to negotiate acceptance/recognition/equivalence with individual teachers.

**5.9** Equivalence of course units and credits will be done at faculty level by a committee set up (by order of the Dean) for this purpose. The committee will draw up a report, on the basis of which the course unit equivalence form will be completed.

**5.10** Credits obtained for course units/modules that are similar in terms of intended study objectives, content, possible title and extension (number of hours in the curriculum) are

automatically equivalent both in mobility programmes and when students transfer from one higher education institution to another.

**5.11** A student who chooses course units/modules with at least 2/3 content overlap accumulates credits allocated to only one of them.

**5.12** In order to close academic gaps arising from mobility, additional examination sessions will be organised if students are unable to attend the examination sessions approved at university level.

**5.13** Failure by the student to complete the study programme agreed in the ECTS study contract determines, under the conditions laid down in the Regulation on the organisation of studies in higher education on the basis of the National Credit System, approved by order of the Minister of Education, the repetition of the study programme or the taking of difference examinations.

**5.14** In the case of inter-university cooperation agreements, according to the criteria mutually accepted by the two universities, periods of study in other institutions in the country or abroad must benefit from academic recognition in accordance with the provisions of national legislation and international regulations on recognition, including the number of transferable academic credits (ECTS), examination and internship results and/or other forms of assessment carried out in the host university.

**5.15** Students may participate in academic mobility programmes on the basis of individual contracts, informing the Dean of the Faculty of the programme, its duration and purpose at the beginning of the year or semester of study.

**5.16** At the student's request, credits for a course may be equivalent to credits earned in another equivalent or superior course (with a greater number of hours and a more detailed volume) at another university, faculty or specialty.

**5.17** The examination for the completion of higher education cannot be equivalent to mobility.

**5.18** Nationally, students can accumulate a maximum of 10 credits per year from courses taken at other faculties or educational institutions. These courses and the maximum number of transferable credits will be nominated in bilateral agreements signed between institutions or faculties.

**5.19** Acceptance, on the basis of inter-university contracts, of visiting students for limited periods of time (usually one semester) implies ad hoc recognition of previous studies.

**5.20** Students may participate in academic mobility programmes carried out on the basis of individual contracts, informing the AUM administration of the programme, its duration and purpose at the beginning of the year or semester of study.

**5.21** Participation in academic mobility programmes on an individual basis is by order/permission of the Rector.

**5.22** Participants in individual academic mobility programmes shall benefit from academic recognition of the programme under the conditions of these Framework Regulations.

**5.23** Individual academic mobility programmes which do not meet the conditions of these Regulations shall be recognised in accordance with the provisions of national legislation and international recognition regulations.

**5.24** Recognition, equivalence and documentation of student performance through various non-formal or informal activities (training and voluntary work) is carried out at faculty level by persons designated for this purpose, on the basis of regulations approved by the Senate.

**5.25** The courses promoted under the mobility programme are recorded in the student's Diploma Supplement, with the mention that the period of study was carried out under an academic mobility programme. Courses which do not have an equivalent in the home university's study programme are recognised in the course packages of your choice and constitute additional credits.

**5.26** The courses promoted under the mobility programme are recorded in the student's Diploma Supplement, with the mention that the period of study was carried out under an academic mobility programme. The courses promoted at the host institution will be registered using the names of the courses in the AUM study programme with which they have been equivalent. Courses which do not have an equivalent in the AUM study programme are recognised in the course packages of your choice and constitute additional credits.

## **VI. ACADEMIC STAFF MOBILITY**

**6.1** The objectives of academic staff mobility are:

- a. ensuring the exchange of experience with academic, research or economic circles with a view to the continuous training and development of teaching and research staff;
- b. to carry out teaching and research activities in universities in the country and abroad;
- c. developing new curricula, educational and training programmes and updating existing ones;
- d. developing functional partnerships for education, research and knowledge transfer projects;
- e. strengthening cooperation between universities in areas of common interest;
- f. promoting the exchange of experience on teaching-learning-assessment methodology and techniques;
- g. internationalisation of the educational process and research;
- h. promoting the image of AUM abroad.

**6.2** The rights and responsibilities of participants in mobility programmes, partner universities and the duration of mobility programmes for teachers and researchers are laid down in the

intergovernmental, inter-ministerial, inter-university agreements and international programmes/projects under which these programmes are carried out.

**6.3** AUM academic staff may also participate in mobility programmes on the basis of individual contracts with educational institutions in the country and abroad, at their own expense.

**6.4** Only academic staff of the AUM are eligible for inter-university mobility programmes.

**6.5** Participation in mobility programmes is carried out, with the agreement of the Head of Department/Dean, on the basis of the order of the Rector of the AUM. The Human Resources Service is responsible for issuing the order.

**6.6** The AUM administration concludes an Academic Mobility Agreement with each academic staff member stipulating the teaching/research/professional development programme at the host institution prior to the start of the mobility programme.

**6.7** In the process of identifying and accepting mobility programmes, preference will be given to those that correspond to the objectives and mission of the AUM and that result in the development and publication of new teaching and scientific materials, the expansion and strengthening of collaborative relationships between university subdivisions and the promotion of new cooperation projects. These priorities will constitute criteria for the selection of academic staff for mobility programmes.

**6.8** The completion of the mobility programme of the teaching/research staff is usually certified by a document, issued by the host institution, which will be recognised at AUM.

**6.9** The participation of academic staff in mobility programmes is recognised, in accordance with the legislative and normative regulations in force, for the continuous training courses of academic staff and for advancement in teaching, scientific and managerial careers.

## **VII. FINAL PROVISIONS**

**7.1** Faculties will post on their notice boards, at least 5 days before the start of the application period, the list of partner universities and available mobility (number of places and mobility period), the selection criteria, the content of the application file, the date and place of the competition, the specific tests of the competition. This information will be available from the International Relations department.

**7.2** The deans of the faculties are obliged to bring to the attention of all students and faculty members the provisions of these Regulations.

**7.3** The Regulation on the mobility of students and teaching staff enters into force on the date of its adoption by Senate Resolution.