



ROMANIA  
MINISTRY OF EDUCATION, RESEARCH, YOUTH AND SPORT  
"VASILE GOLDIȘ" WESTERN UNIVERSITY of ARAD  
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## INTERNAL REGULATIONS OF THE DEPARTMENT OF INTERNATIONAL RELATIONS

### Chapter 1 – GENERAL PROVISIONS

**Art. 1.** The Department of International Relations is an integral part of "Vasile Goldis" Western University of Arad and aims to coordinate the internationalization of academic activities within the University.

**Art. 2.** These regulations establish the organization and operation of the Department of International Relations.

**Art. 3.** The activities of the Department of International Relations are conducted in accordance with the Law of Education no. 1/2011, the legislation in force, the Charter of "Vasile Goldis" Western University of Arad, the University's internal regulations and these regulations, which may be amended by decisions of the University Senate and the Board of Directors.

### Chapter 2 – THE STRUCTURE OF THE DEPARTMENT

**Art. 4.** The structure of the department is established by the Senate, through the University's staffing table, as approved by the Board of Directors.

- a) The Department of International Relations is run by a head of department, who is directly subordinated to the Rector, in terms of academic activities, and to the President of the Board of Directors, as regards administrative and financial matters.
- b) The Department of International Relations includes the Community Programs Office and the FEDE Department.
- c) The Community Programs Office was organized based on Order of Minister no. 4284/07.06.2005 and is operated based on its own regulations and work methodology, as approved by the University Senate and endorsed by the Board of Directors.
- d) The FEDE Department is responsible for organizing and administering courses and examinations of the European Federation of Higher Schools and is operated based on regulations imposed by the international FEDE management.

**Art. 5.** The structure of the Department of International Relations also includes Faculty-level international relations officers, appointed by decision of each Faculty's dean at the start of each academic year.

**Art. 6.** Members of the Department of International Relations meet in work sessions, on convocation by the head of department, whenever needed, or following the proposal of any member of the department, but no less than once every month.

**Art. 7.** The Department of International Relations is engaged in the following types of relations:

- a) hierarchical – it is directly subordinated to the Rector, in academic matters, and to the President of the Board of Directors, 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 National Agency for Community Programs in Education and Training, and with other bodies to which the university is affiliated, based on special proxy.

### **Chapter 3 – MISSION AND OBJECTIVES**

**Art. 8.** The fundamental mission of the Department of International Relations is in line with the mission of the University to strengthen participation in the international exchange of values, through international cooperation, by asserting affiliation to the European Higher Education Area and the European Research Area. The mission of the Department of International Relations is to ensure and develop academic collaboration between “Vasile Goldis” Western University of Arad and other universities, research institutes, cultural and social institutions from Europe and beyond.

**Art. 9.** The Department of International Relations shall foster and actively participate in integration activities, European and international cooperation, and access to lifelong education.

**Art. 10.** The main objective of the Department of International Relations is to support the University's internationalization policy and to promote its image as an institution of education, science and culture, both in Europe and globally.

**Art. 11.** The general objectives of the department are:

- a) to prepare the strategy of “Vasile Goldis” Western University of Arad in matters of international relations;
- b) to strengthen cooperation with foreign education institutions, by maintaining and developing relations with partner universities or organizations and establishing new collaboration, both at European and at international level;

- c) to increase VGWU's international visibility by organizing symposia, conferences and summer schools with international attendance, by editing valuable publications, as well as by constantly improving the department's website, so as to reflect the entire international activity of VGWU;
- d) to enhance the university's reputation by disseminating results obtained by the international academic community;
- e) to facilitate inter-university mobility in a context where faculty, student and graduate mobility is one of the important elements of the Bologna Process, influencing the quality of higher education and research, in line with European standards;
- f) to develop joint degrees between VGWU and universities from Europe and across the world;
- g) to invite experts from other countries as visiting professors;
- h) to engage a large number of professors in reputed international conferences as keynote speakers;
- i) to participate in European international programmes funded by the European Union or other bodies;
- j) to foster the University's affiliation to new academic and professional international bodies;
- k) to develop work within the FEDE Department by implementing new courses;
- l) to develop the University's network of international cultural centers;
- m) to develop the University's multicultural side by organizing cultural and educative events;
- n) to attract a large number of foreign students in degrees organized by the university's faculties.

#### **Chapter 4 – RESPONSIBILITIES**

**Art. 12.** The head of department is in charge of the management and operation of the department.

**Art. 13.** The head of department has the following responsibilities:

- a) to organize and chair the meetings of the department and to apply the decisions of the University Senate and the Board of Directors, as well as the decisions of the Rector and the President of the Board of Directors;
- b) to prepare the strategic development plan for the department and the annual operational plans, and to ensure their execution;
- c) to represent the university in relations with partner institutions abroad and with other bodies to which the university is affiliated, based on special proxy;
- d) to ensure the quality of activities performed at department level;
- e) to ensure the implementation of specific measures that are required to fully accomplish the department's objectives of activity;
- f) to correctly and timely prepare and hand in documents required by the University management;
- g) to establish collaborations with the faculties and departments of the University;

- h) to supervise the good running of student and faculty mobility;
- i) to establish the tasks and competences of department members;
- j) to prepare and approve job descriptions for staff within the department;
- k) to ensure compliance with professional ethics and deontology at department level;
- l) to supervise the department website.

**Art. 14.** The tasks of the Department of International Relations staff are established in the job description for each staff member.

## **Chapter 5 – TASKS AND ACTIVITIES**

**Art. 15.** The main tasks and activities performed within the Department of International Relations, in accordance with its fields of competence, are:

- a) to apply the strategy of “Vasile Goldis” University of Arad in matters concerning international relations;
- b) to support the active participation of “Vasile Goldis” Western University of Arad in European programs;
- c) to support the active participation of “Vasile Goldis” Western University of Arad in the programs and initiatives of international bodies to which the University is affiliated;
- d) to monitor activities performed by the University within the sectoral Lifelong Learning Programme – Erasmus and to collaborate with the Financial and Accounting Department in ensuring the correct management of European funds;
- e) to manage information regarding international programmes and projects in which “Vasile Goldis” Western University of Arad is a coordinator or partner;
- f) to collaborate and participate in specific activities organized, under the aegis of the Francophonie, by the University, its partners, cultural centers and services, the Francophone University Association (AUF), the French Cultural Center of Timisoara, the French Embassy in Bucharest etc.
- g) to collaborate with the Modern Languages Department in the organization of foreign language courses for the faculty;
- h) to manage databases, share information and monitor scholarships abroad for students, faculty and staff, through offers launched by: the National Center for Study Grants Abroad (CBBSS), AUF, DAAD, the Fulbright Program etc.;
- i) to participate in seminars, conferences and other information and training meetings on specific matters for the activities of the Department of International Relations;
- j) to keep and archive all information and documentary evidence regarding community programs and international cooperation activities run by “Vasile Goldis” Western University;
- k) to communicate, on a regular basis, with similar departments within partner universities, aiming to maintain and develop relations with counterparts in these institutions;

- l) to collaborate in recruiting international students and guiding them to the relevant Faculties and Departments;
- m) to collaborate with the Foreign Students Office;
- n) to disseminate information on the timeline for international-level actions and calls for proposals;
- o) to periodically update the database regarding partnerships and agreements of cooperation concluded by “Vasile Goldis” Western University of Arad with institutions abroad;
- p) to collaborate with students’ representative bodies for the integration of foreign students in University activities and the Romanian cultural environment;
- q) to collaborate with international cultural centers within the University;
- r) to support the organization of international events within the University;
- s) to ensure national and international visibility by periodically updating the department website;
- t) to issue proxies in English for academic and administrative staff, based on a report approved by the Rector/President of the Board of Directors;

## **Chapter 6 - FINAL PROVISIONS**

**Art. 13.** These regulations shall only be amended with approval of the Senate of “Vasile Goldis” Western University of Arad, after having obtained the endorsement of the Board of Directors.

**Art. 14.** These regulations have been endorsed in the Board of Directors meeting of 23 November 2011 and approved by the University Senate meeting of 25 November 2011.

**RECTOR,  
Professor AUREL ARDELEAN, PhD**