

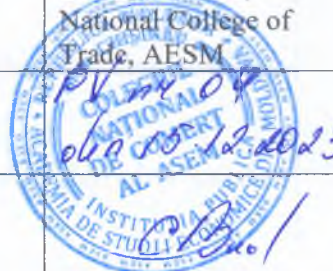



INTERNAL REGULATION
*on the organization of the academic mobility of the
students and teachers in the National College of Trade of
AESM*

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INTERNAL REGULATION
**on the organization of the academic mobility of the students
and teachers in the National College of Trade of AESM**

	ELABORAT	ANALIZAT ȘI APROBAT	APROBAT
RESPONSABIL/I	<i>Ceban Rodica</i> , methodist	Consiliul metodic-științific	Teachers Board, National College of Trade, AESM
DATA / PV			
SEMNĂTURA		<i>Rodica</i>	



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I. GENERAL ARRANGEMENT

1. The internal regulation regarding the mobility of the students and teachers from the National College of Trade, AESM establishes the order of participation of the students and teachers from the institution, both in national and international academic mobility programs.

2. The present Regulation of the students and teachers mobility is elaborated according to:

a. Education Code of the Republic of Moldova, 136 (g) article and 148 (a) article MODIFIED PL no.257 from August 17, 2023, MO335-337/September 1, 2023, article no. 592, in force from September 1, 2023;

b. The Regulation of the organization of studies in post-secondary and post-secondary non-tertiary technical education based on the Transferable Studies Credit System, MEC Order no. 234 from March 25, 2016, modified by order no. 1004 from August 7, 2023;

c. The Regulation of organizing and functioning of post-secondary and post-secondary non-tertiary technical education, pt.78, MODIFIED by MEC order 232 from March 13, 2019, MO101-107/March 22, 2019, article no. 53, in force from April 22, 2019.

3. **Academic mobility of the students and teachers is organized according to:**

a. international treaties, to which the Republic of Moldova is a part of;

b. agreements/ conventions concluded between the National College of Trade of AESM and other Technical Vocational Education Institution in the country or abroad;

c. projects/ mobility programs of international and regional institutions / organizations;

d. mobility programs offered by various states;

e. individual contracts, etc.

4. **The strategic objectives of the academic mobility programs are focused on:**

a. improving the quality and relevance of studies, by strengthening national and international cooperation, by increasing transitional access to the educational resources of other countries;

b. the compatibility of the analytical programs, studied in an educational institution, with those existing in similar institutions, at national and international level;

c. developing and adapting educational services to the requirements of the extracurricular medium, identified at the national and international level;

d. developing an optimal framework for integrating vocational programs with the labor market necessities



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- e.* promoting intensive cooperation between institutions;
- f.* 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 post-secondary and post-secondary non-tertiary technical education;
- g.* training the skills to model and adapt to another learning, research and teaching and/or learning environment;
- h.* experience exchange with educational institutions to ensure life-long learning;
- i.* consolidation of cultural identity in Europe through promoting the dimension of multicultural, multilingualism, openness and tolerance;
- j.* developing the european dimension in post-secondary and post-secondary non-tertiary technical education;
- k.* acquiring new knowledge in domains where involvers study, research and teach;
- l.* organizing internships for students in companies, organizations, educational and research institutions in the country and abroad;
- m.* promoting institution image in the country and beyond its borders.

5. The following types of studies / activities can be developed within the academic mobility programs:

- a.* post-secondary and post-secondary non-tertiary technical education according to the terms of collaboration agreements between institutions;
- b.* curricular development programs within national or international partnerships and some joint programs at the initial and/or advanced level;
- c.* internships in other institutions from the country and/or abroad;
- d.* the exchange of didactic or research experience for teachers in profile institutions from the country or abroad;
- e.* implementing new curricula, courses and/or instruction modules;
- f.* other types of activities.



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II. ACADEMIC MOBILITY PROGRAMS ON THE BASIS OF INTERNATIONAL TREATIES

6. Mobility programs, organized on the basis of international treaties, are usually completed with a study certificate, corresponding to level 4, in accordance with the International Standards Classification of Education.
7. The recognition of the studies documents, obtained in these programs, are realized according to the national legislation and the international treaties, bilateral/ multilateral to which the Republic of Moldova is part of.

III. ACADEMIC MOBILITY OF STUDENTS

8. Students have the right to get involved and participate at compact mobility programs, both at national and international level, in order to improve the training process, according to the chosen educational path.

9. Mobility is organized at the initiative of the students from the technical vocational education institution.

10. It is possible for the mobility of the students within the educational institution between related fields/ specialties, in compliance with the specific regulations, existing at the level of the educational institution, without affecting the study formations. .

11. The period of study in another institution in the country or abroad, including the internships, is considered an integral part of the study program in the institution.

12. Students can be selected for a mobility program if they totally completed the Contract of studies, only from the second semester of the first year of studies, except of the last semester (semester VIII).

13. The applicant file for the program of mobility is executed at the beginning of the school year / semester or 30 days until the beginning of the internship.

14. The required documents for the mobility program will be collected by the ECVET coordinator (Head of the section) the applicant studies at, including the following:

- a) The application letter for the mobility program (*Annex 1*);
- b) Bilateral mobility agreement (*Annex 2*);
- c) The extract from the grade registration form (with the exception of students who will complete the internship through academic mobility) (*Annex 3*)



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- d) Consent of the parent/ legal representative (in case the applicant is under 18) (*Annex 4*);
- e) Commitment to the processing of personal data (*Annex 5*);
- f) Student`s declaration (*Annex 6*).

15. Participation at the academic mobility programs individually is done on the basis of the Rector of the AESM order, issued on the basis of the institution director`s approval (*Annex 7*)

16. The student involved in the academic mobility program will present the Academic Certificate when he/she is back (*Annex 8*), a proof of the completed activities, exams passed and the number of Transferable Academic Credits accumulated.

17. For the international mobility programs, the student will submit an official document, which will contain additional information regarding the education system in which the academic mobility program (the rating scale, the study program, the duration and the form of certification and recognition) has been carried out. The mentioned documents will be issued by the host educational institution.

18. Failure by the student of the agreed study program determines, as the case may be, the repetition of the year/ semester of studies, the support of some program differences or its non-recognition.

19. In case of **pt. 18** decisions in this regard are taken by the Commission of the academic mobility from the National College of Trade, AESM (*see pt. 40 a*)

20. The ECVET Coordinator achieves credit recognition on the return of the student involved in the mobility. The following options are possible:

- 1) *acceptance*- in case of visible but tolerable differences in content;
- 2) *recognition*- in case of noticeable differences in content, but with identical purposes;
- 3) *equivalence* - in case of identical contents.

21. Recognition/equivalence/acceptance of activities/exams/studying periods are approved by the Board of administration.

22. The number of credits, accumulated by students during the academic mobility, is quantified according to the technical professional training program.

23. The number of credits accumulated by the students during the academic mobility of the internships is quantified separately.

24. Credits accumulated before for similar courses as titles/names, content (number of hours



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from the Education plan/program) are automatically equated within the mobility programs as well as the students' transfer from one institution to another.

25. The student, who chooses course units with a content overlap of at least 2/3, accumulates the credits allocated only to one of them.

26. On a student's request, the credits for one course may be equivalent to the credits obtained at another equivalent or higher course (with a greater number of hours and more detailed volume) at another educational institution or technical professional training program.

27. Students have no right to negotiate with teachers the acceptance/recognition/equivalence of the programs and credits.

28. Institutions study agreement and the extract from the grade registration form have the recognition function of the program and credits accumulated.

29. In the host academic group register, next to the student who is part of the mobility program, will be written the number of order that delegates the student and the grades obtained in the host institution within this period will be recorded in the academic group register of the origin institution, in the rubrics MNA, MS I or MS II and in the Student Grade Registration Form (*Example*)

N/o	Student surname, name	12	25	31	04	10	14	MNA	E X	MS I
1	Afanas Rada		10		9		8	9,00	9	9,00
2.	Boltun Ion	Mobility acad.order no.03 CNC-ST from September 1, 2023						8,00	9	8,40
3	Isachi Valentina		6			8		7,00	7	7,00

30. In case of a student, who comes for the academic mobility program, his/her name and surname will be written in the academic group register, being the last one on the list, only for the subjects studied within the mobility program, as well as the number and the date of the delegation order.

31. Passing graduation tests cannot be equated with academic mobility.

IV. ACADEMIC MOBILITY OF TEACHERS

32. Teachers from the National College of Trade of AESM can participate in the mobility programs under the Partnership agreement in the field of the academic mobility or under individual contracts with educational institutions in the country and abroad, supporting the training expenses on their own. .

33. The forms of the mobility for teachers are as follow.



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- a. Teaching activities in a host institution: colleges/excellence centers/professional schools, in the country or abroad;
- b. Activities of elaborating and implementing certain curricular development programs;
- c. Actions of involving in educational/social/community projects with institutions in the country or abroad.

34. In the process of identifying and accepting the mobility programs, preference is given to those that correspond to the objectives and mission of the institution.

35. The academic mobility of teachers finalizes with the elaboration and publication of new teaching materials, the extension and consolidation of the collaboration relations between the institutions/ professional training programs and the promotion of new cooperation projects.

36. At the end of the mobility program, teachers, usually, receive a document that certifies the activities held, which is recognized by the home institution.

37. The Speciality Head of the department and the teacher who is involved in the academic mobility will previously plan the terms and the teaching program or the activities for the academic mobility.

38. The request of the teacher to participate in the academic mobility is evaluated at the beginning of the academic year/semester

39. The application file of the teacher involved in the academic mobility will include the following:

- a. Teacher's request form (*Annex 9*);
- b. Collaboration agreement of the academic mobility between the involved institutions (*Annex 2*);
- c. Planning of the academic mobility activities respecting the terms stipulated in the agreement (*Annex 10*);
- d. Teacher's delegation order signed by the AESM Rector (*Annex 11*);
- e. Other required documents.

V. MOBILITY ORGANIZATION

40. For the purpose of organizing and promoting the mobility programs, at the institutional level, the Commissions for the support of the mobility will be set up, as follows:

- a. The mobility commission for the students consisting of:



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- 1) ECVET Coordinator– The Head of the section where the student studies;
- 2) Vice director for instruction and education;
- 3) Vice director for practical training and production;
- 4) Director of National College of Trade, AESM.

b. The mobility commission for the teachers consisting of:

- 1) Head of the department where the teacher is part of;
- 2) Vice director for instruction and education;
- 3) Vice director for practical training and production;
- 4) Director of National College of Trade, AESM.

41. The Commissions will have the following attributions:

- ✓ Identification of the mobility projects/ programs;
- ✓ Dissemination of information on the mobility programs students and teachers can apply for; organizing information and training activities for the applicants;
- ✓ Creating and monitoring the database on the institution's partners;
- ✓ Evaluating the applicants' files in the academic mobility programs;
- ✓ Elaborating and implementing monitoring and evaluation mechanism of the students' and teachers' activities involved in the academic mobility programs;
- ✓ Monitoring the progress and results of the academic mobility programs;
- ✓ Evaluating the results of the academic mobility to estimate the impact at the institutional/national level;
- ✓ Counseling students and teachers who apply for the academic mobility programs;
- ✓ Granting the support of the students that the educational institution receives on the basis of reciprocity and solving all problems arising in the process of promoting and implementing the academic mobility programs.

VI. FINAL PROVISIONS

42. Disputes in the implementation of the students and teachers mobility programs will be resolved under the legislation in force of the Republic of Moldova and based on the bilateral collaboration agreement.



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ANNEX 1

MOBILITY REQUEST FORM

STUDENT _____ (photo)
 ACADEMIC YEAR _____
 TECHNICAL PROFESSIONAL TRAINING PROGRAM/SPECIALITY: _____

INSTITUTION OF ORIGIN

Name and complete address: _____

ECVET COORDINATOR – _____

phone. _____, e-mail _____

ECVET Coordinator signature _____

Date _____

PERSONAL DATA OF THE STUDENT

To be completed by the candidate

Surname: _____ Name _____

Date of birth _____

Sex _____ Nationality _____

Place of birth _____

Home address (if differs) _____

Current address _____

Phone _____, e-mail _____

INSTITUTION THAT WILL RECEIVE THIS REQUEST FORM:

Institution	Country	Period of studies		Period of staying (in days)	Required ECTS number of credits
		from	to		

HOST INSTITUTION

Hereby the registration of the candidate's mobility request is confirmed

Student surname, name _____

Accepted for the mobility period in the institution _____

ECVET Coordinator _____

phone. _____, e-mail _____

ECVET Coordinator signature _____

Date: _____



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ANNEX 2

**STUDY BILATERAL AGREEMENT OF THE ACADEMIC MOBILITY
 OF STUDENTS**

Nr. _____ from _____

Hereby agreement is between _____, in
 the person of the director _____ and
 _____ in the person of the director
 _____, regarding the implementation of the
 academic mobility activities of the students and teachers, based upon the collaboration agreement at
 the national level no. _____ from _____.

A. Academic mobility of students. Academic mobility will start at the initiative of the
 students from the technical professional institutions for the course units specified in the table below:

Course code	Technical professional training program	The name of the course	ECVET number of hours/credits given to the student

Students will be delegated to participate at the mobility program by the institution order. Up to
 ____ students from an academic group will participate at the program. The schedule of the classes will
 be attached to the study bilateral agreement.

B. Academic mobility of teachers. Teachers as well as students are eligible to participate in the
 academic mobility program (upon their agreement). Parties will additionally set the titulars of the
 courses, which will be involved in the mobility process.

Partner institutions:

Institution of origin	Host Institution
Address _____	Address _____
ECVET Coordinator _____	ECVET Coordinator _____
Director _____	Director _____



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ANNEX 3

EXTRACT FROM THE GRADE REGISTRATION FORM

NAME OF THE HOME EDUCATIONAL INSTITUTION:.....

Technical professional training program :.....

ECVET Coordinator:.....

Phone:Fax:E-mail:

STUDENT SURNAME:.....NAME:.....

Date and place of birth:(sex).....

Date of enrolling:.....Enrolling number:

NAME OF THE HOST EDUCATIONAL INSTITUTION:.....

Technical professional training program:

ECVET Coordinator:.....

Phone.....Fax.....E-mail.....

Course Code	Course Title	Course duration	Grade	ECVET Grades	ECVET Credits
.....
.....
.....

Diploma/Qualification awarded:

Date _____

ECVET Coordinator signature _____

Institution stamp

Director _____



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ANNEX 4

PARENT CONSENT / LEGAL REPRESENTATIVE

Student surname, name: _____

Group _____

Technical professional training program: _____

Institution: _____

Academic mobility period: _____

Parent surname, name/ legal representative: _____

Host institution: _____

- a) I agree that my child participates at the academic mobility project;
- b) In case of emergency, I am available for 24 hours on the following phone numbers:

Parent signature / legal tutor _____

date _____

Student declaration

(student signature)

date _____



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ANNEX 5

COMMITMENT

Being involved in the academic mobility program in the academic year _____, in the role of _____ and with the purpose of confirming the obligations of respecting the provisions of the normative acts, I assume the following commitment:

1. To offer the possibility of processing personal data;
2. To monitor the correct implementation of the mandatory activities provided by law.

Surname/Name (according to the identity card) _____

ID _____

I know that the personal data provided by me are to be used only for the purpose they were collected for, in accordance with Law no. 133 of July 8, 2011 regarding the protection of personal data

Date _____

(signature)



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ANNEX 6



Academia de Studii Economice a Moldovei

Academy of Economic Studies from Moldova
National College of Trade, ASESM
18 Petru Rareș Street, Chișinău MD – 2005,
phone: (37322) 402 - 719 phone / fax: 402 - 791
URL: www.cnc.ase.md E – mail: cnc.uf.ase@gmail.com



STUDENT DECLARATION

The undersigned _____, student in group _____
agrees to participate at the academic mobility program within the period _____,
semester _____, of the _____ academic year, in the educational institution

Date _____

Signature _____



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ANNEX 7

ACADEMY OF ECONOMIC STUDIES FROM MOLDOVA

ORDER

_____ 2023

No. _____ CNC - ST

Students academic mobility

Based on the provisions of the ME ORDER of the Republic of Moldova no. 234 of March 25, 2016 regarding the approval of the Regulation on the organization of studies in post-secondary and post-secondary non-tertiary technical vocational education based on the Transferable Study Credit System, point 85 and the Education Plans for the vocational training programs:

1. To delegate for participating at the academic mobility program in the educational institution _____ within the period _____

the student(s) as follows:

No.	Student surname, name	Group	Technical professional training program	Duration of the program
1.				
2.				

2. To appoint responsible for the prior organization of the process of the academic mobility of the students (collection of files), according to point 85 of the above-mentioned Regulation, the Head of the section Ms. _____.
3. To appoint responsible for monitoring the implementation of this ORDER, the Vice director for practical training and production Ms. *Tîbuleac Mariana*.

**Rector of AESM,
doctor habilitatum in Economic Sciences,
university professor,
correspondent member of ASM**

Alexandru STRATAN

Director National College of Trade, AESM

Cristina BUDURIN-FURCULIȚĂ

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ANNEX 8

Ministerul Educației și Cercetării
al Republicii Moldova



Ministry of Education and
Research of the Republic of
Moldova



Academy of Economic Studies from Moldova
National College of Trade, AESM
18 Petru Rareș Street, Chișinău MD – 2005,
phone: (37322) 402 - 719 phone / fax: 402 - 791
URL: www.cnc.ase.md E – mail: cnc.uf.ase@gmail.com



ACADEMIC CERTIFICATE

No. _____

from _____

of the student _____

In accordance with the **Bilateral study agreement on the academic mobility**, concluded with _____ and Order no. _____ with reference to **the Academic mobility** of students, within the period _____ he was included in the academic mobility program in (the institution) _____ at the technical vocational training program _____ recording the following results:

No	Courses learned	Grades average/ number of credit points	
		Grades	Credit points
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Director National College of Trade AESM

signature

Head of the section

signature



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ANNEX 9

*To the Director of National College of Trade, AESM,
Ms. Budurin – Furculiță Cristina*

MS DIRECTOR,

The undersigned, _____
(Teacher Surname, name)

born on _____, resident in _____

(address according to the identity card residence)

phone _____, e-mail _____

employed as a teacher of _____ at the National College of Trade, AESM _____

didactic degree at the Chair of _____,

I kindly ask you to approve my participation at the academic mobility program within the period

_____ in the educational institution _____

Date _____

Signature _____

Director
National College of Trade, AESM



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ANNEX 10

Academic mobility activity of the teacher (teaching purpose)

Teacher _____
Surname, name

Host institution _____
 Chair _____
Home institution

Technical professional training program _____

Subject _____

Academic group _____

Teacher at the National College of Trade, _____
 AESM _____

Schedule of the academic mobility activities

<i>Subject</i>	<i>Date / pair / hour</i>	<i>Number of hours</i>
<i>Topic</i>		
<i>Direct contact</i>		
<i>Individual study</i>		
<i>Total</i>		

Head of the chair _____



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ANNEX 11

ACADEMY OF ECONOMIC STUDIES FROM MOLDOVA
NATIONAL COLLEGE OF TRADE, AESM

ORDER:

_____ 2023

No. _____ CNC

**Academic mobility process
in the National College of Trade, AESM**

In accordance with ch. XI of the Regulation on the organization of studies in post-secondary technical vocational education and post-secondary non-tertiary education based on the Transferable Study Credit System, ME ORDER no. 234 of March 25, 2016, point 29 of the Internal Regulation on the organization of the academic mobility of the students and teaching staff from the National College of Trade, AESM: 1. To start the process of the academic mobility of the teacher

_____ Commodities courses from the National College of Trade, AESM in partnership with _____, teacher of Commodities courses from _____ for the academic year _____, period _____ at the courses, according to the table:

<i>Course Code</i>	<i>Technical professional training program</i>	<i>Course Title</i>	<i>Course Teacher</i>

respecting the schedule established by the teaching staff involved in the mobility process.

2. To involve in the process of the academic mobility the students of the _____ group of the National College of Trade, AESM.

3. To appoint responsible for monitoring the compliance with this order, the Vice director for practical training and production, Ms Țibuleac Mariana.

**Rector of AESM,
doctor habilitatum in Economic Sciences,
university professor,
correspondent member of ASM**

Alexandru STRATAN

Director National College of Trade, AESM

Cristina BUDURIN-FURCULIȚĂ