



Regulation on the organization and functioning of the Department of Recruitment and Documentation of Foreign Citizens

APPROVED:
Senate meeting of
Nicolae Testemitanu SUMPh
minutes no. ____ of ____

Regulation on the organization and functioning of the Department of Recruitment and Documentation of Foreign Citizens of Nicolae Testemitanu State University of Medicine and Pharmacy

I. GENERAL PROVISIONS

- 1.1.** Department of Recruitment and Documentation of Foreign Citizens (hereinafter Department or DRDCS) represents a subdivision of Nicolae Testemitanu State University of Medicine and Pharmacy (hereinafter University), directly subordinated to the Rector, which operates according to the legislation in force under the provisions of the University Charter.
- 1.2.** The Regulation on the organization and functioning of the Department Recruitment and Documentation of Foreign Citizens (hereinafter Regulation) defines the field of activity of the Department, establishes its position in the organizational structure of the University, stipulates the rights and obligations of the Department staff, authorizes the access to documents and goods, necessary for the proper fulfillment of the activity of admission, registration and documentation of foreign citizens.
- 1.3.** This Regulation is developed on the basis of the following legislative and normative acts:
 - Constitution of the Republic of Moldova;
 - Education Code,
 - Regulation on studies of foreigners in the educational institutions of the Republic of Moldova approved by the Government Decision of the Republic of Moldova no. 504 of July 04, 2017;
 - Law no. 200 of 16.07.2010 on the Regime of Foreigners in the Republic of Moldova,
 - Regulation on the way of issuing invitations for foreigners approved by Government Decision no.331 of May 05, 2011 with subsequent amendments and completions
 - the international treaties to which the Republic of Moldova is a party;
 - interstate, intergovernmental and inter-ministerial agreements;
 - University Charter;
 - agreements between the University and other institutions abroad, authorized in the established manner;
 - the individual contracts concluded between the University and the foreign citizens;
 - Collaboration contracts with companies for recruitment of candidates for studies.



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- 1.4. The mission of the Department is to promote the educational offer of the University abroad, the objective and transparent selection of foreign citizens for admission to studies, and the documentation of foreign citizens invited by the University, in accordance with the legislation in force.
- 1.5. For the purpose of carrying out the mission, the staff of the Department perform their functional duties according to the job description.
- 1.6. The clauses of this Regulation are in accordance with the normative and legislative acts, the collective agreement and the employment contract at the University level and do not limit the rights of the staff.
- 1.7. The staff of the Department are responsible for the integrity of the documents in their possession.
- 1.8. The staff of the Department bear responsibility for the non-observance of the provisions of this Regulation according to the legislation in force.

II. STRUCTURE AND MANAGEMENT OF THE DEPARTMENT OF RECRUITMENT AND DOCUMENTATION OF FOREIGN CITIZENS

- 2.1. The department is managed by the department head, who is appointed and dismissed by the rector's order and subordinates directly to the rector.
- 2.2. The Head of Department organizes and distributes the tasks and functions among the employees of the Department.
- 2.3. DRDCS includes the following directions of activity:
 - Promotion of the educational offer of the University and recruitment of foreign citizens;
 - Documentation of foreign citizensThe activities of each directorate are coordinated by the deputy heads, appointed by the rector's order.
- 2.4. DRDCS has staff / employees who are responsible for carrying out the activities in accordance with the job descriptions that provide:
 - a) effectiveness and efficiency of the operations;
 - b) compliance with the normative framework and internal regulations;
 - c) security and integrity of information.
- 2.5. Deputies, the senior methodist and junior methodists subordinate and report to the Head of Department.
- 2.6. The department collaborates and coordinates the activities with the faculties Dean's offices and other university subdivisions.

III. TASKS OF THE DEPARTMENT STAFF

- 3.1. In its activity DRDCS has the following tasks:
 - a) participates in the development of the regulation on the admission of foreign citizens at Nicolae Testemitanu SUMPh;
 - b) participates in the updating of individual study contracts for foreign students and signing them;
 - c) participates in the updating of lease contracts and signing them;



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- d) participates in the updating of collaboration contracts with the hospitals in the countries of origin and signing them;
- e) participates in the development and signing of the cooperation contracts with the recruitment companies;
- f) identifies the recruitment companies and prospective candidates for studies;
- g) ensures the recruitment of foreign students according to the state order;
- h) organizes and monitors the process of evaluation and selection of candidates for studies;
- i) selects the candidates according to the academic performance and proposes the list of persons for admission to the University;
- j) evaluates the documents of the candidates for studies;
- k) ensures the documentation of foreign citizens according to the legislation in force;
- l) issues the requested documents;
- m) ensures correspondence with institutions in the country and abroad;
- n) completes and updates the F-Admission module in SIMU;
- o) completes and updates the F-Student module in SIMU;
- p) manages the web page on the University portal;
- q) promotes the educational offer of the University abroad;
- r) cooperates with the state institutions in order to promote the University abroad;
- s) cooperates with the state institutions in order to document the foreign citizens;
- t) cooperates with the university subdivisions to ensure the accomplishment of the mission;
- u) knows, respects and applies the provisions of the quality management system, the national internal control standards;
- v) knows and uses in its work the computer with programs - Microsoft Word, Excel, Power Point, internet.

IV. DRDCS RESPONSIBILITIES AND RIGHTS

- 4.1.** DRDCS is responsible for promoting the University's educational offer abroad, the objective and transparent selection of foreign citizens for admission to studies, as well as the documentation of the foreign citizens invited by the University, in accordance with the legislation in force..
- 4.2.** DRDCS employees execute orders and assignments of the rector and the head of DRDCS.
- 4.3.** Each employee is responsible for the quality of the materials developed, the activities performed and the services provided.
- 4.4.** DRDCS employees are responsible for the integrity, confidentiality and protection of documents and personal data in information systems, and those on paper that they have access to.
- 4.5.** DRDCS employees perform the functions in accordance with the individual employment contracts and job descriptions approved by the rector.
- 4.6.** DRDCS employees are responsible for observing the legislation of the Republic of Moldova in force and the University internal regulations.
- 4.7.** In its activity DRDCS has the following rights:



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- to request, according to the law, from the subdivisions of the University, information and other documents necessary for the execution of the tasks assigned to it;
- to collaborate with all the University subdivisions and similar units from other institutions in order to exercise their responsibilities and to exchange experience in the field;
- to develop and disseminate materials aimed at promoting the University's educational offer;
- to edit organizational documents (provisions, decisions, collections of instructional-educational materials);
- to use the offices, the technical means, the book funds, the calculation technique and other assets under the management of the department, in order to carry out the tasks and the needs for professional development;
- to participate in training courses, conferences, seminars, round tables and other thematic activities relevant to the field of activity;
- to submit proposals regarding the optimization of the activity of the department;
- to benefit from leave of rest and medical assistance according to the legislation in force.

V. INTERACTION WITH OTHER SUBDIVISIONS AND AUTHORITIES

- 5.1.** To carry out its mission DRDCS collaborates with the following authorities:
- Ministry of Health, Labor and Social Protection of the Republic of Moldova;
 - Ministry of Education, Culture and Research of the Republic of Moldova;
 - Ministry of Justice of the Republic of Moldova;
 - Migration and Asylum Bureau;
 - National Anticorruption Center;
 - the diplomatic missions of the Republic of Moldova abroad;
 - institutions from abroad.

VI. GENERAL PROVISIONS

- 6.1.** This Regulation enters into force on the date of its approval by the University Senate.
- 6.2.** Amendments and additions to this Regulation may be done whenever necessary, following the same approval stages, but not less than once every 5 years.

Head of Department of Recruitment
and Documentation of Foreign Citizens

Igor Cemortan _____
Date

COORDINATED

Head of Legal Department

Tatiana Novac _____
Date