

ERASMUS+ PROJECT 2023-1-RS01-KA220-HED-000156660

EPIR | E-Procedure of Institutional Recognition of Foreign Higher Education Documents

WP2 – Activity 4 – Tailor-made trainings in digital skills and competences for all types of participants in the recognition process at partner organisations

METHODOLOGY AND GUIDEBOOK FOR THE PREPARATION AND IMPLEMENTATION OF TRAINING AT THE “1 DECEMBRIE 1918” UNIVERSITY OF ALBA IULIA

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1. INTRODUCTION

The “1 Decembrie 1918” University of Alba Iulia (UAB) is a partner in the EPIR project and the leader of Work Package 4 (promotion, dissemination and sustainability). UAB manages the admission and the recognition of foreign higher education documents for non-EU candidates through its own online platform, available at <https://intladm.uab.ro/>, which is developed, maintained and expanded in-house and covers the whole process online, from account creation to enrolment.

As part of the project, and through its competent bodies, UAB revised and adopted its Regulation on the admission and enrolment of foreign students, which introduced the UAB Scholars Programme (scholarships for English-taught programmes across all three study cycles) and whose changes were reflected on the platform. Under Work Package 3, the platform was further upgraded with new functionalities – two-factor authentication and a custom authorisation system, GDPR-compliant archiving of old applications, statistics, and

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payment-data collection to streamline refunds – which were tested and put into production. This document is a methodology and working guidebook prepared within the project and does not require adoption by the University Senate.

To support the users of the system, UAB has prepared dedicated guides – a User Guide for candidates and a Training Manual for university staff – which serve as the main supporting materials for the training described below.

2. OBJECTIVES AND IMPORTANCE OF PREPARING TRAINING PROGRAMS AND TRAINING SYSTEM USERS IN THE NEW DIGITAL ENVIRONMENT

The development of the training program and the conduct of training for system users constitute the final phase of the project implementation, ensuring that the digital tool is used effectively. As the platform at UAB is already operational and in production, the training ensures that all participants in the recognition and admission process have, and keep up to date, the digital skills and competencies needed to use it correctly for each admission session.

The main objective of conducting the training is to develop the necessary knowledge and skills – that is, to enhance the level of competencies required for the effective performance of tasks related to the management and use of the platform at UAB in the field of recognition of foreign higher education documents, in accordance with the planned timeframe.

The preparation of the draft training program is based, on the one hand, on the identified specific competencies of the system users that need to be improved and, on the other hand, on other system elements such as the objectives to be achieved and the training methods and techniques considered to contribute to the attainment of the desired goals.

3. PREPARATION OF THE TRAINING PROGRAM

For a training program to be successful, it is necessary to clearly define the needs and expectations of all system users regarding the outcomes of the training. The key elements of the training program are:

- the title of the training program;
- the purpose of the training;
- the objective of the training;
- the expected effects in terms of improving the level of participants' knowledge and skills;
- the field of professional development;
- the description of the program and its thematic units;
- the forms, methods and techniques for implementing the training program;
- the duration of the training program;
- the target group for which the training is intended;

- the planned number of participants in line with the training objectives;
- the method of verifying participation;
- the method of adapting the program to the specific characteristics of the target group.

4. Guidelines for preparing a training program at the “1 Decembrie 1918” University of Alba Iulia using a new digital tool „E-procedure of institutional recognition of foreign higher education documents – EPIR”

Title of the training program: Initiating and conducting the process of admission and recognition of foreign higher education documents electronically, for the purpose of continuing education, using the UAB international admission platform (intladm.uab.ro).

Purpose of the training: To improve the work of candidates and of the employees of the “1 Decembrie 1918” University of Alba Iulia in the process of admission and recognition of foreign higher education documents for the purpose of continuing education.

Objective of the training: To develop the necessary digital skills to successfully initiate and participate in the process of admission and recognition of foreign higher education documents for the purpose of continuing education, using the platform.

Outcomes based on new skills: knowledge of the procedures; use of the platform (account creation, application, document generation and status tracking); secure access through two-factor authentication; GDPR-compliant handling of applications; creation of new work routines.

Target group for which the training is intended: It is necessary to organise separate training sessions for each category of system users – candidate / authorised representative (intermediary); Centre for International Relations (CRI) officer (operator); administrator; study-programme coordinator / faculty representative; and the academic decision-maker for admission (pro-rector / vice-rector for academic affairs). The number of participants is adapted to the number of staff in each category; for the candidate / authorised-representative sessions it should range from 20 to 30.

Forms, methods and techniques for implementing the training program: in-person and/or online training, using the user guides (the candidate User Guide and the staff Training Manual) as supporting methods, together with case-study and hands-on practice methods on the platform.

Duration of the training program: as the platform is already deployed and in production, the training is delivered before the opening of each admission session (for the 2026-2027 admission, the application period runs from 1 February to 12 July 2026), as well as whenever new staff join or the platform is updated; one session per category, lasting approximately two hours, in-person and/or online.

Method of verifying participation: an attendance sheet / training record signed by each participant.

Method of adapting the program to the target group: the content and level of detail are adapted to each category – candidates and authorised representatives focus on the front-end application steps, while CRI officers, administrators and coordinators focus on processing applications, generating and transmitting documents, managing accounts and security.

Methodology prepared by:

Cristina Stanca – Centre for International Relations (CRI), “1 Decembrie 1918” University of Alba Iulia