

ROMANIA

MINISTRY OF NATIONAL EDUCATION

“VASILE GOLDIȘ” WESTERN UNIVERSITY of ARAD

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Approved at the Senate meeting of 26 September 2011

REGULATION

for the organization and conduct of postgraduate study programmes

training and continuing professional development

Chapter I. GENERAL PROVISIONS

Art. 1. The purpose of this Regulation is the organization and conduct of postgraduate training and continuing professional development study programmes , of non-traditional forms of learning in the "Vasile Goldiș" Western University of Arad, in accordance with the Law No. 1 / 2011 on National Education and the University Charter.

Art. 2. Postgraduate training and professional development programmes include forms of education carried out in the University, independently or in partnership with public or private institutions that are not integrated into study programmes Bachelor's, Master's and PhD level.

Art. 3. The right to participate in postgraduate studies is granted to graduates who have at least a bachelor's degree or equivalent.

Art. 4. The following postgraduate training and further training programmes may be organized by all those faculties and departments which have accredited postgraduate university degree programmes in the relevant scientific field.

Art. 5. Postgraduate training and professional development programmes shall comprise the following categories of activities: conversion/retraining programmes /professional specialisation, postgraduate specialisation courses, training courses, workshops, summer schools, which aim to specialization, further training or retraining. These activities are credited according to the regulations of the "Vasile Goldiș" Western University of Arad.

Art. 6. Postgraduate training and professional development programmes shall end with an examination certifying the professional skills assimilated by students during the programme.

Art. 7. Postgraduate training and professional development programmes shall may be organized on a fee-paying basis or financed by public partner institutions or private sector.

Chapter II. ORGANISATION AND IMPLEMENTATION OF POSTGRADUATE PROGRAMMES THROUGH THE DEPARTMENT FOR TRAINING AND PROFESSIONAL DEVELOPMENT (D.F.P.P.)

Art. 8. Department for Training and Professional Development (DFPP) operates as a specific, distinct professional structure without legal personality and is subordinate to the UVVG Senate and the Administrative Council in terms of economic. Coordination is carried out by a Director and the Academic Pro-Rector.

Art. 9. The purpose of the Department is to coordinate all activities of postgraduate education at UVVG level for the realization of postgraduate training and professional development programmes that are both scientifically and methodologically valuable.

Art. 10. The main objective of the Department is to provide a flexible framework learning environment for all those who wish to improve their knowledge and skills in order to be competitive in a society based on:

- a) preparing teachers to deliver high quality and diverse courses covering market needs;
- b) the development of adult education research at the university to support quality enhancement programmes offered;
- c) support the production of teaching materials appropriate to the course for further training and specialization courses;
- d) supporting the provision of modern training programmes, using innovative teaching-learning-evaluation methods;
- e) supporting faculties in marketing programmes for training / further training;
- f) collaborating with other training/refresher centers and similar organizations in the country and abroad, with the approval of Board of Directors and the University Senate.

Art. 11. Organizational and functional structure

(1) The operational management of the Department is ensured by a Board, chaired by the Director. The Council shall consist of a representative of each department within the faculties, appointed by the Faculty Council. The Director shall be appointed by the President

of the University's Administrative Board of the “Vasile Goldiș” Western University of Arad. The Director of the Department proposes to the Council Board and the University Senate for approval of the organization chart and structure of its specific services. Each training/development programme proposed by the faculties has a Programme Manager.

(2) The main duties of the Director of the Department are:

- a) submit for approval to the Board of Directors of the Vasile Goldiș" Western University of Arad all the training and professional development programmes proposed by faculties and departments.
- b) approves the curricula and analytical programmes of training / development courses in the university;
- c) develops and implements at university level a quality management system for training/development programmes;
- d) ensure that an appropriate system for the operational handling of trainees' complaints and requests is organized at faculty level;
- e) coordinates the services for the adequate and correct information of trainees on the course programmes offered, the requirements services offered, tuition fees, technologies and communication technologies used, the examination procedures;
- f) sign, together with the Rector, the documents bearing Department;
- g) coordinate the mediation of training programmes and collaborate with the faculties of the university for proposal of new courses and educational programmes, according to market requirements and the possibilities of the faculties;
- h) establish cooperation links with similar departments in country and abroad materialized through curriculum transfer, exchanges of teachers and trainees;
- i) conclude beneficial contracts and partnerships with social and cultural economic units in the area;
- j) is responsible for the development of the Department's material base to ensure optimal conditions for the educational process;
- k) ensure adequate spaces and learning environments for the development of training activities;
- l) ensure the efficient management system of the databases of Department;
- m) coordinate secretarial and bookkeeping activities.

(3) The main duties of the Faculty Management, through its representative in F.P.P. Department are:

- a) coordinating and approving the list of training programmes and professional development programmes;
 - b) approving the proposals of socio-economic partners and submitting them to the Department;
 - c) ensuring the quality of the courses provided by designating teachers with appropriate degrees and qualifications and developing quality support materials, in collaboration with the Department;
 - d) ensuring the material basis for the F.P.P. programmes at faculty level;
 - e) analysing and proposing the amount of tuition fees;
 - f) proposing the tuition contract for approval by the University and ensuring its conclusion;
 - g) the enrolment of students admitted to the F.P.P. programmes, after signing the study contracts; .
 - h) the organisation of the postgraduate programmes on the basis of a portfolio and taking into account the specific criteria established by University Senate;
 - i) coordinating the planning and running of courses;
- (j) ensuring compliance with the academic requirements imposed by curriculum regulations in force, analytical programmes, course design.

(4) Duties of the Programme Responsible:

- a) to ensure the information system for students in the programmes of F.P.P. programmes (information on timetable, planning of assessments, ensuring /distribution of course materials/applications, tutorial system, etc.);
- b) keeping track of tuition fee payments and other fees;
- c) organization of the activity of training/development programme;
- d) establishing the responsibilities of the trainers and the logistical team and administrative staff;
- e) establishing the fundamental principles to be respected in the training programme;
- f) monitoring how the programme is carried out;
- g) drawing up and proposing for approval the functional statements for coordinated F.P.P. study programmes;

- h) drawing up and proposing for approval the curricula for F.P.P. form, in compliance with the legislation in force;
- i) drawing up the documents for the payment of the work performed by teachers or other categories of staff;
- j) drawing up the estimate of income and expenditure;
- k) ensuring the completion and submission to the dean's secretariat of all the records results obtained by the trainees at the end of the activity.

Art. 12. TEACHING ACTIVITIES

(1) In the "Vasile Goldiș" Western University of Arad, the record of students at F.P.P. studies (catalogues, centralizers, registers, etc.) will be at the secretariats of the faculties. All teaching activities are methodologically subordinated to the faculties.

(2) The evaluation and certification system for the F.P.P. form is in accordance with the legislation in force.

(3) In the training / development education the credit system operate under the same conditions as those provided for the day form.

(4) The running of the F.P.P. training, further training, specialization and professional conversion through the Department is possible with the approval of the Council Faculty of the field (specialization) in which it is programme:

a) **The dossier for the organization of the training programme and professional development programme** includes:

- the request to the Rector of the University, approved by the Faculty Council;
- a) nomination of the teaching staff responsible for the programme;
- b) description of the programme;
- c) the proposed curriculum;
- d) the analytical programmes of the subjects set out in the plan;
- e) the way in which the programme will be completed;
- f) the statement of duties, for all each training programme/further training;
- g) CVs of the teachers in charge of the course;
- h) Estimated statement of income and expenditure showing full coverage of expenditure.

b) **The learner's personal file** will include:

- the final certificate of studies, in certified copy;
 - i) birth certificate (marriage certificate), certified copy;
 - j) two colour passport-size photographs (on photographic paper).
- c) All the work involved in organizing, carrying out and completing and financial activities (according to the income and expenditure statement) is assigned to the programme responsible.
- d) After registration and admission of the trainees to the postgraduate course, the personal files of the trainees are handed over to the dean of the faculties.

(5) The duties of the Department Secretariat are:

- a) receipt of programme files from the responsible persons and verification;
- b) checking the existence in the UMS database of trainees;
- c) to draw up the internal and external correspondence of the Department;
- d) keeping records of postgraduate specialization courses, professional conversion organized at University;
- e) preparing and updating the Department's website;
- f) participating in specific marketing studies in order to improve the Department's offer.

The duties of the Faculty Secretary, within the F.P.P. activity are:

- a) enrolment of trainees and checking of the enrolment file;
- b) registering trainees in the UMS database;
- c) enrolment of trainees at faculty level on the basis of the enrolment files;
- d) drawing up the grade books and keeping track of the results of studies;
- e) issuing documents (certificates, etc.);
- f) drawing up the transcript of records with the results obtained in the assessments;
- g) drawing up the list of graduates after the completion of the courses in order to issue the document of completion of studies.

The duties of the University Secretary, within the F.P.P. activity are:

- a) the record of the authorizations of the F.P.P. courses;

- b) the drawing up and issuing of documents for the completion of F.P.P. studies.

Art. 13. FINANCIAL ACTIVITIES

(1) The financial resources from the F.P.P. course fees shall be used in full by the university in accordance with the legal provisions in force.

(2) Financial resources from tuition and other fees in the form of F.P.P. will be collected and managed by the Financial Department - Accounting Department of the University, which shall record separately for each course organized by the departments/faculties the income and expenditure; postgraduate F.P.P. programmes may also be financed from research projects, internally or externally funded grants.

(3) Remuneration of teaching staff is based on the Function Statements approved by the Administrative Council, in compliance with the regulations in force.

(4) Remuneration of technical and administrative staff involved in organization of P.P.F. activities shall be made in accordance with the law.

(5) The income from the running of a F.P.P. programme shall be allocated as follows:

a) 80% of the income shall be allocated to the faculty/department for the payment of teaching staff for educational activities, multiplication of support course materials, travel, use of equipment and other expenses, as well as for the development of the material base of the training/development activities in the faculty (min. 10 % of the total income);

b) 5% of the income is allocated to the Department for Salary coordination staff, consumables, telecommunications, overheads and other expenses, and for the development of the base material base of F.P.P. education at the level of university level;

c) 15% of the income shall be allocated to the university's directorship.

Art. 14. STAFF

(1) The managerial and executive staff of the Training and Professional Development Department shall be appointed, employed and dismissed by the Chairperson of the Board of Directors, within the limits of delegated authority

granted to him/her by the University Charter. Payment of salaries and taxes, social security contributions and other obligations to the state budget shall be made in accordance to the law.

(2) The rights and obligations of the staff of the F.P.P. Department shall be established by the organization and functioning regulations, the employment contract, the job description and by its own regulations.

Art. 15. FINAL PROVISIONS

This Regulation on the organization and running of postgraduate training and further training programmes have been discussed and approved at the meeting of the Administrative Board on 23.09.2011 and in UVVG Senate meeting of 26.09.2011.