 CODE USAMVBT – PG 001- R013	University of Life Sciences "King Mihai I" from Timisoara	Issuing body The service of Quality Management
	REGULATIONS regarding the organization and implementation of postgraduate training and continuous professional development programs	Edition 1 / Revision 2

REGULATIONS REGARDING THE ORGANIZATION AND CONDUCT OF POST-UNIVERSITY TRAINING AND CONTINUOUS PROFESSIONAL DEVELOPMENT PROGRAMS

This regulation is based on the principles regarding the organization and implementation of postgraduate training and continuous professional development programs, in accordance with the provisions of the National Education Law no. 1/2011, with subsequent amendments and additions, Order no. 3163/2012 of the Minister of Education, Research, Youth and Sports, regarding the approval of the Methodology-framework for the organization and operation of postgraduate training and continuous professional development programs, the University Charter and the decisions of the Senate of the Banat`s University of Agricultural Sciences and Veterinary Medicine "King Mihai I of Romania" from Timisoara.


I. GENERAL PROVISIONS

Art. 1. Postgraduate training and continuous professional development programs, organized and carried out within the University of Agricultural Sciences and Veterinary Medicine of Banat "King Mihai I of Romania" from Timișoara (ULST), aims to update/develop/improve one/some competences or units of competence/competencies from one or more university qualifications, accredited, or from one or more occupational standards related to an occupation which can only be practiced by a graduate of undergraduate studies.

Art. 2 . The post-graduate training and continuing professional development programs are organized and carried out within the ULST according to the legal forms of education.

Art. 3 . The foundation of the postgraduate study programs is in accordance with the university qualifications within the ULST, degree level, accredited in this sense, as well as with the acquisition of complementary skills in other fields, for which, the conditions of participation in the program provide for the completion of undergraduate studies.

Art. 4 . In order to streamline the actions regarding the organization and implementation of postgraduate training and continuous professional development programs, ULST, together with the Faculties, through the IDIFREP Department, practices association with other university and pre-university education institutions, specialized institutions, training centers - training providers professional, etc.

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Art. 5. In the situation provided for in art. 4. the existence of a collaboration contract between the ULST and the university and pre-university education institution, the specialized institution, the training center or the professional training provider, etc., is required, detailing the way of organizing and conducting the postgraduate training program and continuous professional development, the list of lecturers participating in the program, as well as the composition of the technical secretariat.

II. THE ORGANIZATION OF POST-UNIVERSITY TRAINING AND PROFESSIONAL DEVELOPMENT PROGRAMS CONTINUES

Art. 6. (1) Postgraduate training and continuous professional development programs are organized for the duration of one or more semesters, according to the competences or competence units that must be assimilated by the students during the program.

(2) In the case of postgraduate programs with a duration of more than 100 hours, the use of transferable study credits (ECTS/SECT) is mandatory.

Art. 7. Within the ULST, postgraduate training and continuing professional development programs are organized with a fee.

Art. 8. (1) Each postgraduate training and continuous professional development program is carried out on the basis of a **curriculum (code ULST PG001-FR013-02)**, an integral part of the respective program.

(2) The curriculum, together with the university qualification or the occupational standard on which the program is based and the competence/competencies or competence units targeted by the program, are endorsed by DIDIFREP and approved by the Ministry of National Education .


Art. 9. Each postgraduate training and continuous professional development program ends with a certification exam of the professional skills assimilated by the students during the program, held within the ULST, the institution that ensures the schooling.

Art. 10. The postgraduate training and continuous professional development programs are conducted in Romanian or in another language of international circulation.

Art. 11. (1) Each postgraduate training and continuous professional development program is carried out on the basis of a **study contract (code ULST PG001 – FR013-01)**, which is concluded between the student and ULST. The study contract is signed by the student upon enrollment in the program.

(2) The study contract is an integral part of this regulation and regulates the rights and obligations of the student and ULST.

Art. 12 . (1) Full-time specialized teaching staff and associate teaching staff can be teaching staff/lecturers within the post-graduate programs of training and continuous professional development .

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(2) The list of lecturers within each post-graduate training and continuous professional development program is finalized by the organizing faculty/department taking into account the theme of each discipline in the curriculum and taking into account the participation of lecturers already established in the previous programs (at least 2 professors).

Art. 13. Upon completion of each postgraduate training and continuous professional development program, the University of Life Sciences “King Mihai I” from Timisoara issues, for each graduate of the program, a certificate of attestation of professional skills specific to the program, certificate accompanied by a descriptive supplement containing the school status, the duration of the program in hours, the number of transferable credits accumulated, the university qualification/occupational standard that was at the basis of the development of the program and the competences or competence units targeted by the program, according to COR.

III. ADMISSION OF CANDIDATES TO CONTINUOUS PROFESSIONAL TRAINING AND DEVELOPMENT POST-UNIVERSITY PROGRAMS

Art. 14. (1) The admission of candidates to postgraduate training and continuous professional development programs is done in compliance with the provisions of art. 173 para. (5) from the National Education Law no. 1/2011, with the subsequent amendments and additions and the conditions imposed by the regulations in force, in conjunction with the university qualifications or occupational standards related to an occupation practiced by a graduate of higher education.


(2) The recruitment and enrollment of candidates to the program is carried out according to those established by the association, as the case may be, or directly by the university/faculty/department.

(3) The competition for admission to the post-graduate training and continuous professional development programs is organized and takes place annually and is organized according to requests.

Art. 15. Graduates who have at least university education with a bachelor's degree or equivalent have the right to participate in the admission competition to the postgraduate training and continuing professional development program.

Art. 16 . (1) The documents required for the registration of candidates are the following:

- registration form;
- the baccalaureate diploma, in the original and a xerox copy of it in order to certify "according to the original" at the time of registration;
- the original bachelor's degree and transcript/graduation certificate and their xerox copy in order to certify "in accordance with the original" at the time of registration;
- birth certificate, in the original and a xerox copy thereof in order to certify "according to the original" at the time of registration;

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- marriage certificate, in case of name change, in original and xerox copy of it in order to certify "in accordance with the original" at the time of registration of identity card, copy;
- envelope file;
- 3 bulletin-type photos;
- copies of related tax receipts.

(2) After validation, the files with the documents of the candidates are submitted and registered at the secretariat/technical commission of the organizing faculty/department, where they are registered in the Matriculation Register, under a unique number, valid for the entire period of the program.

(3) The registration fee for the postgraduate training and continuous professional development program, the registration fee and the study fee for those declared admitted, is established annually by the University Senate.

IV. PASSING THE PROFESSIONAL SKILLS CERTIFICATION EXAMINATION

Art. 17. Each postgraduate training and continuous professional development program is completed with a professional skills certification exam, which certifies the skills assimilated by the students during the program.

Art. 18. Only those students who have fulfilled all the obligations stipulated in the curriculum can appear for the professional skills certification exam.


Art. 19 . (1) The commission for the certification exam of professional competences is appointed by the decision of the Rector of ULST upon the proposal of the Council of the Faculty/Department organizing the program and with the approval of the IDIFREP Department.

(2) The commission is made up of at least 3 members: a president and at least two members with the professional rank of at least lecturer/head of studies. At least 2/3 of the committee members for the professional skills certification exam must be lecturers from the disciplines involved in the training process of the program.

(3) The Commission appreciates passing the professional skills certification exam with a full grade, between 1.00 and 10.00, grade 6.00 certifying the acquisition of the related minimum skills and passing the exam.

(4) The exam results are communicated/displayed on the notice board of the organizing faculty/department, on the day the exam took place. Any objections regarding the exam are registered and submitted, in writing, to the faculty secretariat, within max. 24 hours from the communication/display of the results; their resolution, within 48 hours, by an appeals analysis commission, appointed by the dean of the faculty.

(5) If the student did not present himself or did not pass the professional skills certification exam in the year of completion of studies, he can present himself in the following university years, in the framework of the professional skills certification exam scheduled for the graduates of the respective year, with the obligation the support and promotion of the eventual distinction exams.

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V. CONFERRING AND ISSUING THE CERTIFICATE OF PROFESSIONAL SKILLS

Art. 20 . The student who has passed the graduation exam of the postgraduate program receives the certificate of attestation of the professional competences specific to the postgraduate program of training and continuous professional development, together with a descriptive supplement containing the school situation, the duration of the program in hours, the number of transferable credits accumulated, the qualification university/occupational standard that was the basis of the development of the program and the competences or competence units targeted by the program, to correspond to the COR, certificate issued by the University of Life Sciences "King Mihai I" from Timisoara.

VI. FINAL PROVISIONS

Art. 21 . This regulation was approved in the Senate meeting of the University of Life Sciences "King Mihai I" from Timisoara on 14.09.2012 and modified in the meetings of the University Senate on 26.09.2014 and respectively on 08.05.2019.

**IDIFREP Department Director,
Professor Nita Simona**

**Rector,
Professor Popescu Cosmin Alin**