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CHAPTER I GENERAL DISPOSITIONS

I.1. The regulatory framework

Art. 1. The internal regulation regulates the organization and operation **of the ULST NON-UNIVERSITY COLLEGE OF TERTIARY EDUCATION** , a structure integrated into the University of Life Sciences “King Mihai I” from Timișoara , in accordance with the legal provisions in force.

Art. 2. These Internal Regulations were developed based on the provisions of the following normative acts:

- a) National Education Law no. 1/2011, republished with subsequent changes and additions;
- b) The status of the learner, approved by the Order of the Minister of National Education and Scientific Research no. 4742/2016;
- c) The Labor Code, approved by Law no. 53/2003, with subsequent amendments and additions;
- d) MENCS order no. 5079/2016 for the approval of the framework Regulation on the organization and operation of pre-university education units ;
- e) MECS order no. 4342/2015 for the approval of the Framework Methodology regarding the organization and operation of non-university tertiary education, organized at the level of colleges within accredited higher education institutions;
- f) Charter of the University of Life Sciences “King Mihai I” from Timișoara.

Art. 3. (1) Based on MECS Order no. 4342/2015 for the approval of the Framework Methodology regarding the organization and operation of non-university tertiary education, organized at the level of the colleges within higher education institutions accredited to the **College of Non-University Tertiary Education ULST , of the normative** and/or administrative acts of a normative nature that regulate the rights and obligations of the beneficiaries principals of education and staff from educational units, as well as the applicable collective labor contracts, the College has developed its own Internal Regulations.


(2) Compliance with the Internal Regulations is mandatory for management, guidance, control, didactic and practical training, auxiliary didactic, non-didactic staff, for students and for persons who come into contact with the ULST Non-University College of Tertiary **Education** .

(3) The internal regulation, as well as its subsequent amendments, are approved by the Board of Administration and approved by the University Senate.

(4) After approval, the Internal Regulation will be registered at the secretariat **of the ULST College of Non-University Tertiary Education** . The internal regulation will be displayed on the notice board and on the university website . The leading teachers have the obligation to present to the students the internal regulation of organization and operation. The staff **of the ULST College of Non-University Tertiary Education** and the students will assume, by signing, that they have been informed about the provisions of this Internal Regulation.

(5) Compliance with the Internal Regulations is mandatory for all teaching, auxiliary, non-teaching staff, regardless of the duration of the employment contract, trainees. Non-compliance with the Internal Regulation constitutes a violation and is sanctioned according to the legal provisions.

(6) The internal regulation can be revised annually, within no more than 30 days from the beginning of each school year. Proposals for revising the Internal Regulations are submitted in writing and registered at the secretariat of the **ULST Non-University College of Tertiary Education** , by the university 's board

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of directors and will be subject to the approval and approval procedures provided for in these Internal Regulations.

(7) The internal regulation contains the mandatory provisions provided for in art. 242 of Law no. 53/2003 - Labor Code, republished, with subsequent amendments and additions:

- a) rules regarding protection, hygiene and safety at work within the unit;
- b) rules regarding compliance with the principle of non-discrimination and the removal of any form of violation of dignity;
- c) the rights and obligations of the employer and the employees;
- d) the procedure for resolving requests or individual complaints of employees;
- e) concrete rules regarding work discipline in the unit;
- f) disciplinary offenses and applicable sanctions;
- g) rules regarding the disciplinary procedure;
- h) the methods of application of other specific legal or contractual provisions;
- i) criteria and procedures for professional evaluation of employees.

I.2. Principles of organization and purposes of education in the ULST Non-University College of Tertiary Education

Art. 4. (1) The ULST College of Non-University Tertiary Education is organized and operates based on the principles established in accordance with the National Education Law no. 1/2011, with subsequent amendments and additions.

(2) The management of the ULST Non-University **College of Tertiary Education** bases its decisions on dialogue and consultation, respecting the student's right to opinion and ensuring the transparency of decisions and results , through periodic, adequate communication thereof, in accordance with the National Education Law no. . 1/2011, with subsequent amendments and additions .

Art. 5. The ULST Non-University College of Tertiary Education is organized and operates independently of any political or religious interference, within its premises the creation and operation of any political formations, the organization and conduct of activities of a political nature and religious proselytism, as well as any form of activity that violates the norms is prohibited of moral conduct and social coexistence, which endanger the health and physical and mental integrity of the beneficiaries of the education and the staff of the college.

CHAPTER II

ORGANIZATION OF THE ULST NON-UNIVERSITY TERTIARY EDUCATION COLLEGE


II.1. School structure

Art. 6. (1) The ULST College of Non-University Tertiary Education is a structure without legal personality, integrated into the University of Life Sciences “King Mihai I” from Timișoara and has the following defining elements:

- a) Decision of the Senate of the University of Life Sciences “King Mihai I” from Timișoara , no. 7952 of 29.11.2018 establishing the College of Non-University Tertiary Education ULST
- b) has administration at the address: Calea Aradului, no. 119, Timisoara.

(2) **The ULST Non-University College of Tertiary Education** has its own management and budget, and teaching, auxiliary teaching and non-teaching staff are employed on an hourly basis .

(3) The human resource and the material resources for the study programs approved according to the law are provided by the faculties that hold these programs at the bachelor's level and which will patronize the activity of these programs within the College.

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(4) **ULST College of Non-University Tertiary Education** ensures the possibility of initial training, improvement or professional conversion of wide categories of citizens in the field of the Food Industry, Professional qualifications:

- ✓ AGRICULTURAL PRODUCTS QUALITY CONTROL TECHNICIAN
- ✓ BAKERY AND FLOUR PRODUCTS TECHNICIAN
- ✓ TECHNICIAN IN MEAT AND MILK PROCESSING

(5) The study programs in the form of non-university tertiary education are carried out in accordance with the legislation in force and with this regulation in the fields and qualifications for which the University of Life Sciences “King Mihai I” from Timișoara has accredited/authorized university degree programs.

(6) Non-university tertiary education is organized in the "full-time" form for professional qualifications/occupations corresponding to qualification level 5, according to the National Framework of Qualifications (CNC) and based on the Order of the Minister of National Education and the Delegate Minister for Higher Education, Scientific Research and technological development no. 3973/2014 regarding the equating of qualification levels obtained through the national system of education and professional training of adults, prior to the entry into force of the National Qualifications Framework, with the qualification levels established by the National Qualifications Framework.

(7) The duration of studies for non-university tertiary education organized within the college of the University of Life Sciences “King Mihai I” from Timișoara is 1.5 years.

II.2. Organization of the school program

Art. 7. (1) The structure of the school year, respectively the periods of courses, vacations and exam sessions are established by order of the Minister of National Education. In objective situations, such as epidemics, bad weather, natural calamities, etc., school courses can be suspended for a certain period.

(2) Courses can be suspended, as the case may be:

- a) at the level of **the College of Non-University Tertiary Education ULST**, at the request of the director with the approval of the University management;
- b) at the level of groups of pre-university education units in the county, at the request of the general school inspector with the approval of the Ministry of National Education;
- c) at regional or national level, by order of the Minister of National Education.

(3) Non-university tertiary education is organized in the "full-time" form, according to art. 6 para. (6) of this regulation.


(4) For post-secondary education classes, the class time is 50 minutes, with a 10-minute break after each hour; after the third hour of the course, a break of 15-20 minutes can be established.

Art. 8. (1) In **the College of Non-University Tertiary Education ULST**, the study formations include groups and years of study and are established, at the proposal of the director, with the approval of the Faculty Council, respectively the Board of Administration and the approval of the University Senate, in accordance with the provisions legal.

(2) The study groups are constituted according to the legal provisions.

(3) In exceptional situations, based on an appropriate justification, the **ULST College of Non-University Tertiary Education** can organize study formations below the minimum number or above the maximum number, with the approval of the Faculty Council, respectively the Board of Administration and the approval of the University Senate.

(4) The Ministry of National Education establishes, through specific regulations, the subjects of education in which teaching is done by groups of students.

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CHAPTER III MANAGEMENT OF THE ULST NON-UNIVERSITY COLLEGE OF TERTIARY EDUCATION

III.1. General dispositions

Art. 9. The college is led by a director, appointed by the Rector's decision, with the approval of the Board of Administration and the approval of the University Senate, for a 4-year term. The director submits an annual report to the Board of Directors on the quality of education in the college he leads. The report will be published on the University website .

III.2. The principal

Art. 11. (1) The Director exercises the executive management of the **ULST Non-University College of Tertiary Education** , in accordance with the powers conferred by the legislation in force, with the decisions of the Teaching Council, the Administrative Council, the University Senate and with the provisions of this regulation.

(2) The director is appointed by the Rector's decision, with the approval of the Board of Administration and the approval of the University Senate, for a 4-year term.

(3) In case of vacancy of the position of director of the **ULST College of Non-University Tertiary Education** , the interim leadership is ensured, until the Rector's decision (paragraph 2), but not later than the end of the school year, by a tenured teaching staff of the University.


Art. 12. (1) In exercising **the function of executive management** , the director has the following duties :

- a) is the legal representative of the ULST Non-University **College of Tertiary Education** and carries out its executive management;
- b) organizes the entire educational activity ;
- c) organizes and is directly responsible for the application of the legislation in force, at the level of the **ULST College of Non-University Tertiary Education** ;
- d) ensures the strategic management of the **ULST Non-University College of Tertiary Education** , in collaboration with the University management and local public administration authorities , after consulting social partners and student representatives ;
- e) ensures operational management ;
- f) ensures the correlation of specific objectives with those established at national and local level;
- g) coordinates the process of obtaining the authorizations and legal approvals necessary for operation;
- h) ensures the application and compliance with health and safety rules at work;
- i) sign necessary partnerships with economic agents to ensure the practical training of students;
- j) presents annually to the University's Board of Administration a report on the quality of education in the **ULST College of Non-University Tertiary Education** .

(2) In exercising the function of director, he has the following duties :

- a) proposes the draft budget and budget execution report for approval to the Faculty Council, respectively the University's Board of Administration and for approval by the University Senate;
- b) is responsible for the inclusion in the approved budget of **the College of Tertiary Education ULST**;
- c) is concerned with the attraction of extra-budgetary resources, in compliance with the legal provisions;
- d) is responsible for the creation, use, preservation, completion and modernization of the material base of the ULST Non-University **College of Tertiary Education** ;

Art. 13. (1) **Other duties** of the director are:

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- a) proposes to the University management, for approval, the draft tuition plan;
 - b) coordinates the activity of developing the educational offer of the ULST **College of Non-University Tertiary Education** and proposes it for approval to the Faculty Council, respectively the University's Board of Administration and for approval by the University Senate;
internal regulation for approval to the Faculty Council, respectively to the University Administration Council and for approval to the University Senate ;
 - d) establishes the composition of the study formations based on the decisions of the Faculty Council, respectively of the University Administration Council and the University Senate ;
 - e) elaborates the project for staffing teaching staff, and submits it for approval to the Faculty Council, respectively the University's Board of Administration and for approval by the University Senate;
 - f) appoints, after consulting the Faculty Council, the management ;
 - g) establishes by decision, the composition of the chairs and commissions within the ULST **College of Non-University Tertiary Education** ;
 - h) develops internal work tools, used in the activity of guidance, control and evaluation of all activities carried out in the **ULST College of Non-University Tertiary Education** and submits them for approval To the Professorial Council, respectively the University's Administrative Council and for the approval of the University Senate;
 - i) ensures the application of the education plan, school programs and the methodology regarding the evaluation of school results;
 - j) controls the quality of the instructional-educational process;
 - k) monitors the continuous training activity of the staff in the unit;
 - l) ensures the archiving of official and school documents;
 - m) is responsible for drawing up, issuing, reconstituting, canceling, completing and managing study documents;
- (2) The director is the president of the Teachers' Council and presides over its meetings.


CHAPTER IV

STAFF OF THE ULST NON-UNIVERSITY COLLEGE OF TERTIARY EDUCATION

IV.1. General provisions

- Art. 14.** (1) In the **ULST College of Non-University Tertiary Education** , the staff is composed of the director of the College, tenured or hourly paid teaching staff and administrative-auxiliary staff.
- (2) Management staff (managers) are: the director and the executive director.
 - (3) Teaching staff are: full professors of the university.
 - (4) The administrative-auxiliary staff belong to the University of Life Sciences “King Mihai I” from Timișoara .
 - (5) The method of hiring teaching staff in **the non-university College of Tertiary Education** is established by the University of Life Sciences “King Mihai I” from Timișoara in accordance with the legal provisions in force.
 - (6) Didactic norm in **the College of Education Non-University Tertiary** is 18 hours per week.

IV.2. Teaching staff

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Art. 15. (1) Competences , responsibilities, rights and obligations of pre-university education personnel are those regulated by the legislation in force.

College of Tertiary Education staff must meet the educational requirements for the position held and be medically fit.

(3) The staff of the ULST Non-University **College of Tertiary Education** must have a dignified moral dress , consistent with the values they must convey to the students, decent clothing and responsible behavior .

Art. 16. (1) The personnel structure and its organization are established by the organizational chart, by the job descriptions and by the staffing project.

(2) The organizational chart **of the College of Non- University Tertiary Education ULST** means : the management structure and the internal hierarchy of the institution .

(3) The organizational chart is proposed by the director at the beginning of each school year , approved by the Faculty Council, respectively the University Board of Administration and approved by the University Senate and registered as an official document at the secretariat of the **ULST College of Non-University Tertiary Education** .

Art. 17. (1) The teaching staff is organized in departments/methodical committees and in collectives/work committees, in accordance with the legal norms in force and the provisions of this regulation.

(2) The training of teaching staff for the professional training system is carried out in higher education institutions in the country and abroad.


Art. 18. It is forbidden for the teaching staff to condition the evaluation of the students or the quality of the teaching performance in the classroom on obtaining any type of advantages from the students or their legal representatives. Such practices, proven by the competent bodies, are sanctioned according to the law.

Art. 19. The periodic evaluation of the professional performances of the teaching staff involved in the study programs of the non-university tertiary college, ensuring the monitoring of the activities carried out in the course, seminars, laboratories, practical works, the periodic improvement and updating of the study materials, ensuring the monitoring of the educational plans , of the annual plans for learning units, semester plans are made by the University's Commission for Evaluation and Quality Assurance.

IV.3. Obligations of ULST Non-University College of Tertiary Education staff

Art. 20. (1) In the exercise of specific duties, at their place of work, employees shall strictly comply with the provisions of the Internal Regulation, for which purpose they mainly have the following obligations and responsibilities:

- a) to participate, based on the position held, in carrying out the instructive-educational process and all other tasks assigned to him at his place of work;
- b) to use working time fully and with maximum efficiency;
- c) to carry out their duties and responsibilities qualitatively, professionally and within the established deadlines;
- d) to use and properly maintain the didactic materials, machines and installations with which he works or for which he is responsible in carrying out his duties;
- e) to comply with the labor protection and safety rules at the workplace;
- f) to participate in the development of professional training or training programs;

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g) to respect the rulings and decisions of the management taken in connection with the achievement of the college's objectives;

h) not to interrupt the activity unjustifiably and not to leave the workplace without the prior approval of the superior;

i) to comply with the rules, periods and conditions of access to the college and to show up to the program in full working capacity;

j) where appropriate, to wear the protective and work equipment according to the provisions of the labor protection rules and the specific conditions at each workplace.

(2) Employees, regardless of their position and workplace, are prohibited from:

a) quarrels during work, causing tensions or conflicting situations within the work group;

b) inappropriate behavior towards other employees;

c) attending the program under the influence of alcohol;

d) introducing or facilitating the introduction of foreign persons into the premises of the college, without them being in the interest of the service and within the limits allowed by law;

e) committing or inciting any act that disrupts the smooth running of the instructive-educational process; /college's patrimony or from personal property;

g) public defamation of the university/college by any means;

h) insult, slander and threat committed directly or through any means of direct communication;

i) abuse of office by restricting the rights of university employees;

h) negligence in service by violating some service duties;

r) taking or giving bribes, receiving undue benefits, influence peddling.

Art. 21. The education staff has the obligation to report, if necessary, the public institutions of social assistance/specialized education , the general direction of social assistance and child protection in relation to aspects that affect the dignity, physical and mental integrity of the student.

Art. 22. The entire staff of the pre-university education units (teaching staff, auxiliary teaching and administrative staff) has the obligation, according to the law, to perform an annual medical check-up. Evading this medical examination constitutes a disciplinary offense and is sanctioned according to the law.

IV.4. ULST Non-University College of Tertiary Education Staff Rights and work discipline

Art. 23. The staff has rights deriving from the legislation in force, from specific regulations of the University of Life Sciences "King Mihai I" from Timișoara , according to the University Charter, regarding the rights and duties of members of the University of Life Sciences "King Mihai I" from Timișoara .


Art. 24. Work discipline in the ULST **College of Non-University Tertiary Education** is an essential and indispensable condition for the performance of the activity, in conditions of efficiency. The general rules related to labor discipline are:

a) strict observance by the teaching staff of the program, in accordance with the daily schedule;

b) for non-teaching staff, performing the number of hours and fulfilling the obligations stipulated in the job description;

c) the obligation to notify the management of the college in case of special situations that make it impossible to be present at the workplace, in order to be able to adopt the necessary measures;

d) the obligation of the staff to know and carry out all the tasks provided in the job description.

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IV.5. Rules regarding the observance of the principle of non-discrimination and the removal of any form of violation of dignity

Art. 25 . (1) Any direct or indirect discrimination of employees based on gender, sexual orientation, genetic traits, age, nationality, race, color, ethnicity, religion, political orientation, social origins, disability, marital status or responsibility is prohibited, membership or activity in trade unions.

Art. 26 . Employees benefit from an adequate working environment for the activity carried out , social security, labor protection, health, dignity and conscious appreciation, without any discrimination.

Art. 27. (1) It is forbidden for decisions regarding a person to be affected by the acceptance or rejection by the person in question of a behavior related to their harassment.

(2) It is forbidden to destroy the dignity of employees. Persons who violate the dignity of other employees by creating degrading, intimidating, hostile, humiliating or offensive environments, through discriminatory actions, will be subject to disciplinary investigation and sanctioned in accordance with the regulations in force.

CHAPTER V

PROTECTION, HYGIENE AND SECURITY AT WORK

V.1. General provisions

Art. 28. (1) The management of the ULST Non-University **College of Tertiary Education** ensures the necessary measures to protect the life, safety and health of employees, including the activities of occupational risk prevention, information and training, as well as the implementation of protection measures of work and the means necessary for it.

(2) General principles of prevention:


- a) to ensure the application of ergonomic criteria to improve working conditions and to reduce physical effort, as well as appropriate measures for the work of women and young people;
- b) to establish the technical, sanitary and organizational labor protection measures, corresponding to the working conditions and specific environmental factors;
- c) to take all the necessary measures to protect the life and health of employees and to ensure the appropriate provision of workplaces with necessary materials.

Art. 29. (1) All accidents occurring during service, especially those with serious consequences, will be immediately reported to the University management. The same will be done in the case of accidents occurring on the home-work route and vice versa, as well as in the case of delegations or postings in the interest of the service.

(2) The accident that caused invalidity, the fatal accident as well as the collective accident, will be immediately communicated to the University management, the Labor Inspection or, as the case may be, the Territorial Labor Inspectorate, as well as other authorized state institutions, according to the law.

Art. 30. The use of technical equipment, personal protective and work equipment and sanitary materials is done under the following conditions:

- a) each employee is obliged to use the technical equipment provided, its use for personal purposes being prohibited;

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b) computing equipment, office automation, laboratory equipment, laboratory equipment, in general all materials entrusted to the employee in order to fulfill the duties of the job are considered technical equipment;

c) the technical equipment must correspond to the provisions of the norms, standards and other regulations related to labor protection and must not present a danger to the health or life of employees, persons in the University in the interest of work or other persons for whom labor protection is ensured ;

d) intervention on one's own initiative on defective technical or individual equipment is prohibited, if its maintenance is entrusted to a specialist, the employee being obliged in this case to call on his services.

Art. 31. The management of the University, through the person with attributions in this sense, has the obligation to organize the training of its employees, in the field of safety and health at work, both when hiring or when changing jobs, as well as periodically, under the established conditions.

Art. 32. (1) In accordance with the law, the Occupational Safety and Health Committee will function in **the College of Non-University Tertiary Education ULST**. The appointment of the persons who are part of the Occupational Safety and Health Committee is made by written decision of the director. The safety and health at work committee is made up of:

- a) the director of the unit as president;
- b) designated representatives of the University .

(2) The safety and health at work committee will ensure, at the beginning of each school year, the training of students regarding the general rules of protection, hygiene and safety at work, as well as the PSI rules specific to the unit. Students' access to laboratories, offices and gyms will only be allowed after they have been instructed on the safety and hygiene rules specific to each of the mentioned spaces.

Art. 33. The staff of the **ULST Non-University College of Tertiary Education** will receive training on labor protection norms, PSI norms and specific hygiene rules for the places where they carry out their activity. The training of trainees and employees will be recorded in minutes in which all participants in the training program will be mentioned by name. The minutes must include the signatures of the trained persons.


Art. 34. Employees and students have the following obligations:

- a) to participate in the trainings organized at the college level;
- b) to know and respect the rules regarding safety and health at work;
- c) not to interfere with the electrical installations, the laboratory equipment, the teaching aids in the offices (computers, video projectors, tape recorders, t-cursors, etc.) or the machines in the gyms;
- d) to inform the management of the **ULST Non-University College of Tertiary Education** , the teacher on duty, the technical staff of the school about any technical malfunction or other situation that constitutes a risk of occupational injury or illness.

CHAPTER VI DISCIPLINARY RESPONSIBILITY OF THE STAFF OF COLLEGE OF TERTIARY EDUCATION

VI.1. General dispositions

Art. 35. (1) The teaching staff is disciplinary in accordance with the National Education Law no. 1/2011, with subsequent amendments and additions.

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(2) Auxiliary teaching and non-teaching staff are subject to disciplinary action in accordance with the provisions of Law no. 53/2003 - Labor Code, republished, with subsequent amendments and additions.

VI.2. penalties

Art. 36. (1) Disciplinary misconduct is an act related to work, consisting of an action or inaction committed culpably by the employee, by which he violates the legal norms, the regulation

internal, the employment contract, the orders and legal provisions of the hierarchical leaders, as well as the violation of the norms of behavior that harm the interest of education and the prestige of the unit according to the law.

(2) Constitutes disciplinary misconduct:


- a) being late to the schedule;
- b) failure to complete classes according to the schedule and failure to respect the duration of the class;
- c) modification of official documents from school documents;
- d) theft, destruction of school documents;
- e) violation of professional ethics in relations with students and colleagues, claiming and receiving improper material benefits, making the grade or promotion of students conditional on them performing some meditation hours for a fee;
- f) the spread of political and religious propaganda materials in the school, the attempt to put pressure on the students under these aspects;
- g) non-participation in the activities organized by the school or the University.

(3) Any violation of the obligations and prohibitions set forth in this regulation constitutes a disciplinary offense.

Art. 37. The disciplinary sanctions that **the College of Non-University Tertiary Education ULST can apply** are in accordance with the internal regulations of the University.

Art. 38. The following facts are considered serious disciplinary violations that can lead to the dismissal of the employee on disciplinary grounds:

- a) non-compliance with the rules of labor protection for the prevention and extinguishing of fires, if the life, bodily integrity or health of some people were endangered or they led to the destruction of the buildings, installations or other assets of the ULST Non-University College of **Tertiary Education** ;
- b) claiming or receiving material advantages for the exercise of service duties or for favoring the resolution of some services;
- c) refusing, explicitly or implicitly, to provide information at the request of the management of the ULST Non-University **College of Tertiary Education** if it is aware of the matter, in order to carry out preliminary investigations regarding work accidents and serious and very serious disciplinary violations;
- d) failure to fulfill work duties in accordance with the provisions of the job description or with the instructions received from the superior hierarchical head, as the case may be;
- e) refusal to comply with the instructions received from the hierarchical superior, to perform reasonable tasks drawn by the hierarchical superior or to comply with the rules and regulations of the **ULST College of Non-University Tertiary Education** ;
- f) aggressive, disorderly, inappropriate or uncivilized professional behavior (eg: shouts, insults, insults) towards colleagues, students, visitors or other persons, in the premises of **ULST** or in connection with

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the activities carried out by those persons for the benefit of the College of **Tertiary Education Non-university ULST**;

g) the deed of the employee that attracts criminal liability, committed in the premises of the **ULST Non-University College of Tertiary Education** or during the exercise of official duties, outside of it;

h) presence at work under the influence of alcohol or drugs;

i) public expression, regardless of the means, of defamatory statements against the **ULST College of Non-University Tertiary Education** or its employees;

j) violation of the confidentiality obligations provided for in the individual employment contract and in these Internal Regulations;

k) providing false information or statements regarding the work of an employee, falsifying service documents or any type of document issued by the **ULST Non-University College of Tertiary Education**, forging the signature of other employees of the **ULST Non-University College of Tertiary Education**;

l) negligence resulting in the loss, degradation or destruction of assets belonging to **ULST**;

m) repeated unjustified lateness to work (3 delays) or repeated unjustified absence (2 or more absences) or any other violations of the work schedule;

n) other facts expressly provided by law and/or in the regulations in force in **the College of Non-University Tertiary Education ULST**.

Art. 39. Prior disciplinary investigation

(1) Under the penalty of absolute nullity, no measure, with the exception of a written warning, can be ordered without a prior disciplinary investigation.

(2) Any employee under disciplinary investigation benefits from the presumption of innocence, his right to defense being respected, according to the provisions of this regulation and the legislation in force.

(3) In order to carry out the preliminary disciplinary investigation, the employee will be summoned in writing by the commission empowered by the institution to carry out the investigation specifying the object, date, time and place of the meeting.

(4) Non-appearance of the employee at the summons made under the conditions provided for in para. (3) without an objective reason gives the institution the right to order the sanction, without conducting the prior disciplinary investigation.

Art . 40 . (1) The institution orders the application of the disciplinary sanction through a decision issued in written form, within 30 calendar days from the date of becoming aware of the commission of the disciplinary offense, but no later than 6 months from the date of the commission of the act.

(2) Under the penalty of absolute nullity, the decision must include:

a) description of the act that constitutes a disciplinary offense;

b) specifying the provisions of the staff statute, the internal regulation, the individual labor contract or the applicable collective labor contract, which were violated by the employee;

c) the reasons for which the defenses formulated by the employee were removed during the preliminary disciplinary investigation or the reasons for which, under the conditions provided by art. 39 para. 4, the research was not carried out;

d) the legal basis on which the disciplinary sanction is applied;


e) the term in which the sanction can be contested;

f) the competent court to which the sanction can be appealed.

(3) The sanctioning decision is communicated to the employee in no more than 5 calendar days from the date of issuance and takes effect from the date of communication.

(4) The communication shall be delivered personally to the employee, with signature of receipt, or, in case of refusal of receipt, by registered letter, at the domicile or residence communicated by him.

(5) The sanctioning decision can be appealed by the employee to the competent courts within 30 calendar

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days from the date of communication.

CHAPTER VII FUNCTIONAL ORGANISMS OF OF THE ULST NON-UNIVERSITY COLLEGE OF TERTIARY EDUCATION

VII.1. The Professorial Council

Art. 41. (1) All the teaching staff of the **ULST College of Non-University Tertiary Education** constitute the Teachers' Council (hereinafter referred to as the CP). The president of the faculty council is the director.

(2) The teaching council meets monthly or as often as needed, at the director's proposal or at the request of at least one third of the teaching staff.

(3) The teaching council meets legally in the presence of at least two thirds of the total number of members.

(4) Decisions are adopted by open or secret vote, with at least half plus one of the total number of members of the Faculty Council and are binding for the staff of the ULST Non-University College of Tertiary Education, as well as for the primary beneficiaries of education. The method of voting is established at the beginning of the meeting.

(5) The Director of the **ULST College of Non-University Tertiary Education** appoints , by decision, the secretary of the Teacher Council , based on the vote of the teaching staff. The secretary is responsible for legibly and comprehensibly drafting the minutes of the meetings of the Faculty Council.


(6) At the meetings of the Faculty Council, the director may invite, depending on the topic discussed, representatives of the University, local public administration authorities and social partners.

(7) Minutes are written in the minutes register of the Faculty Council. The register of minutes is an official document, to which a registration number is assigned and its pages are numbered . On the last page, the director of the educational unit signs to certify the number of pages of the register and applies the stamp of the educational unit.

(8) The register of minutes of the Teacher's Council must be accompanied by a file containing the documents that were the subject of the minutes (reports, programs, information, tables, lists, requests, memos, notices, etc.) . The register and the file are kept in a secure file, the keys of which can be found at the secretary and director of the **ULST College of Non-University Tertiary Education** .

Art. 42. The teaching council has the following attributions:

- a) manages and ensures the quality of the didactic act;
- b) analyze and debate the general report on the state and quality of education in **the College of Non-University Tertiary Education ULST**;
- c) debates and approves the activity reports, the semester programs, the annual activity plan, as well as any additions or changes thereof;
- d) approves the nominal composition of the methodological committees/chairs from the Non-University Tertiary College - ULST;
- e) validates the report on the semester and annual school situation presented by each director, as well as the school situation after the end of the session of postponements, differences and corrections ;
- f) decides on the type of disciplinary sanction applied to students who commit violations;
- g) approves the schooling plan project;
- h) validates the self-evaluation files of the teaching staff of **the Non-University Tertiary College ULST**, based on which the annual qualification is established;

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- i) proposes to the Board of Directors of ULST "King Mihai I of Romania" from Timișoara the continuous training and professional development programs for teaching staff;
- j) debates and approves the organization and operation regulations of the ULST Non-University Tertiary College;
- k) debate drafts of normative and/or administrative acts of a normative nature , which regulate the instructive-educational activity, formulate proposals for their modification or completion;
- l) debates issues related to the content and organization of instructional -educational activities in the educational unit;
- m) proposes to the Board of Directors of ULST "King Mihai I of Romania" from Timișoara measures to optimize the didactic process;
- n) elects, by secret ballot, the CEAC representative of the College in the CEAC ULST "King Mihai I of Romania" from Timișoara , in accordance with the law;
- o) any other attributions deriving from the law and from this internal regulation.

Art. 43. The documents of the teaching council are:

- a) the theme and schedule of the meetings of the Teacher Council;
- b) notices of the Faculty Council ;
- c) the register of minutes of the Faculty Council , accompanied by the file with the documents that were the subject of the minutes .

VII.3. Methodical Departments/Commissions

Art. 44. (1) within an educational unit, the chairs/methodical commissions are made up of at least 3 members, per study subjects, related subjects or curricular areas.


(2) The activity of the department/methodical commission is coordinated by the head of the department, respectively the head of the methodical commission, elected by the members of the department/commission and validated by the Board of Directors of ULST "King Mihai I of Romania" from Timișoara .

(3) The Chair/Methodical Commission meets monthly or as often as necessary, at the request of the director or its members.

(4) The topic of the meetings is developed at the level of the department of the methodical committee, under the guidance of the head of the department/the head of the methodical committee, and is approved by the director of the educational unit.

Art. 45. The attributions of the methodological departments/commissions are as follows:

- a) establishes the concrete methods of implementing the national curriculum, appropriate to the specifics of the educational unit and the educational needs of the students, in order to realize their maximum potential and reach national standards;
- b) elaborate programs of semester and annual activities intended to lead to the achievement of assumed educational objectives and to school progress;
- c) advises novice teaching staff, in the process of developing didactic design and semester plans;
- d) develop assessment and grading tools;
- e) periodically analyzes the school performance of the students;
- f) monitors the progress of the program in each class and the way in which the evaluation of the students is carried out; in this sense, the didactic teaching and practical training staff have the obligation to complete the attendance condition including the subject of the lesson;
- g) plans and organizes the practical training of the students;

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- h) organizes special training activities for students who have not passed the baccalaureate exam, for those with a slow pace of learning or for school exams and competitions;
- i) organize continuous training and research activities - actions specific to the educational unit, demonstration lessons, experience exchanges, etc.;
- j) implement specific quality standards;
- k) realizes and implements procedures for improving the quality of teaching activity;
- l) any other attributions deriving from the legislation in force and from the organization and operation regulations of the college.

Art. 46. The duties of the head of the department/the head of the methodical committee are the following:

- a) organizes and coordinates the entire activity of the department/methodical committee (draws up and completes the department/committee file, coordinates the creation of working tools at the department/committee level, prepares reports and analyses, proposes plans for achieving performance and remedial plans, after consultation with members of the department/methodical committee, as well as other activities established by this regulation;
- b) establishes the duties and responsibilities of each member of the department/methodical committee; the attribution of department head/methodical committee head is stipulated in the teaching job description;
- c) evaluates, based on performance criteria established at the level of the educational unit, in accordance with the legal regulations in force, the activity of each member of the department/methodical committee;
- d) proposes the participation of the members of the department/methodical committee in training courses;
- e) prepares semiannual information on the activity of the department/methodical committee, which it presents to the faculty council;
- f) fulfills any other duties arising from the legislation in force.

CHAPTER VIII. RESPONSIBILITIES OF THE TEACHING STAFF FROM ULST NON-UNIVERSITY COLLEGE OF TERTIARY EDUCATION

VIII.1. The coordinator for school and extracurricular educational projects and programs

Art. 47. (1) The coordinator for school and extracurricular educational projects and programs is, as a rule, a tenured teaching staff, proposed by the Teachers' Council and approved by the Board of Directors of ULS "King Mihai I" from Timișoara.


(2) The coordinator for school and extracurricular educational projects and programs coordinates the educational activity, initiates, organizes and carries out extracurricular activities at the college level, with the directors, with the CCOC coordinators and with governmental and non-governmental partners.

(3) The coordinator for school and extracurricular educational projects and programs carries out his activity based on the provisions of the strategies of the Ministry of Education regarding formal and non-formal education.

(4) The Director of the **ULST Non-University College of Tertiary Education** establishes the coordinator's duties for school and extracurricular educational projects and programs, depending on the specifics of the unit.

(5) The coordinator for school and extracurricular educational projects and programs has the following attributions:

- a) coordinates, monitors and evaluates the non-formal educational activity in the college;
- b) approves the planning of activities within the program of educational activities of the class;

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- c) elaborates the draft program/calendar of school and extracurricular educational activities of the ULST Non-University **College of Tertiary Education** , in accordance with the institutional development plan, following the consultation of the students, and submits it for approval to the Board of Directors of the BUASVM "King Mihai I of Romania" from Timisoara ;
- d) elaborates, proposes and implements educational projects and programs;
- e) identifies the types of extracurricular educational activities that correspond to the needs of the students, as well as the possibilities of their realization, by consulting the students;
- f) presents to the Board of Directors of ULS "King Mihai I" from Timișoara semi-annual reports on the educational activity and its results;
- g) disseminate information regarding the educational activities carried out in the college;
- h) facilitates the involvement of educational partners in educational activities;
- i) proposes/develops assessment tools for the non-formal educational activity carried out at the ULST **College of Non-University Tertiary Education** ;
- j) facilitates study visits for students, in the country and abroad, carried out within the educational partnership programs;
- k) any other attributions resulting from the legislation in force.

VIII.2. The leading teacher

- Art. 48.** (1) The teacher in charge coordinates the activity of the class in non-university education.
(2) A teaching staff can perform the duties of a leading teacher at a single study formation.
(3) The leading professors are appointed, annually, by the director of the ULST **Non-University College of Tertiary Education** , based on the decision of the Board of Directors of USAMVB "King Mihai I of Romania" in Timișoara, after consulting the Faculty Council .
(4) The principle of continuity is taken into account when appointing teachers/mentors, so that a study group has the same teacher throughout a level of education.

- Art. 49.** (1) The activities specific to the position of director are provided in the job description of the teaching staff.
(2) The lead teacher performs, every semester and annually, the planning of activities according to the institutional development project and the educational needs of the group of students he coordinates. Planning is approved by the ULST Non-University **College of Tertiary Education director** .
(3) The activities of educational support, counseling and professional guidance are carried out by the head teacher during counseling and guidance hours, leadership hours or outside of class hours, as the case may be.
(4) The head teacher carries out activities of educational support, counseling and professional guidance for the students of the class.


Art. 50. The leading teacher has the following attributions:

1. Organize and coordinate :

- a) the activity of the student group;
- b) the activity of the class council;
- c) school and professional orientation actions for the students of the class;
- d) educational and counseling activities.
- e) extracurricular and extracurricular activities in the college:

2. Monitor :

- a) the students' educational situation;
- b) students' attendance at classes;

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- c) students' participation and results in contests/competitions;
- d) students' behavior during school, extracurricular and extracurricular activities;
- e) students' participation in programs or projects and their involvement in voluntary activities.

3. Collaborate with :

- a) the teaching staff and the coordinator for school and extracurricular educational projects and programs for information regarding the students' activity, for the solution of some situations specific to school activities and for all aspects related to the instructive-educational process, which involve the students;
- b) the psycho-pedagogical assistance offices, in counseling and guidance activities for the students of the class;
- c) the director of the **ULST Non-University College** of Tertiary Education, for organizing some activities of the student group, for initiating some educational projects with the students, for solving some administrative problems related to the maintenance and equipment of the classroom, including for the purpose of preserving the material base, for solving of special problems or situations, arising in connection with the group of students;
- d) other partners involved in school and extracurricular educational activity;
- e) the secretarial department, for the preparation of school documents and study documents of the students of the class;

4. Inform :

- a) students, about the provisions of this internal regulation;
- b) students, regarding the regulations regarding exams/tests and regarding other documents that regulate the activity and school course of the students;

5 . Performs other duties established by the management of the **ULST College of Non-University Tertiary Education , in accordance with the legislation in force or the job description .**

Art. 51. The leading teacher also has the following attributions:


- a) is responsible for keeping the goods with which the classroom is equipped, together with the students, as well as with the members of the class council;
- b) complete the class catalog with the personal data of the students;
- c) justify the absences of the students, in accordance with the provisions of this regulation;
- d) completes the school status of each student at the end of the semester and the school year and records it in the catalog and in the student card;
- e) ranks the students at the end of the school year based on their results.

CHAPTER IX STRUCTURE, ORGANIZATION AND RESPONSIBILITIES AUXILIARY AND NON-TEACHING TEACHING STAFF

IX.1. The secretarial department

Art. 54. A Secretariat functions in the structure of the College, with the following attributions :

- a. transmission of information at the college level;
- b. drawing up, updating and managing the database;
- c. drawing up and sending statistical reports and other categories of requested documents, as well as college correspondence;
- d. enrolling students based on their personal files, keeping, organizing and permanently updating their records and solving problems regarding the movement of students;
- e. solving problems specific to the preparation and conduct of exams;

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- f. completing, verifying, keeping in secure conditions and archiving the documents related to the school situation of the students and the status of positions;
- g. procuring, completing, issuing and recording study documents and school documents, in accordance with the provisions of the regulation on the legal regime of study documents and school record documents in pre-university education, approved by order of the Minister of National Education and Scientific Research;
- h. drawing up and/or verifying the documents/documentation, according to the legislation in force or the job description;
- i. managing college correspondence;
- j. drawing up and updating the procedures of the activities carried out at the college level, in accordance with the legislation in force;
- k. any other attributions specific to the compartment.

IX.2. The administrative-auxiliary department

Art. 55. The administrative-auxiliary staff that serves the optimal functioning of the college, is established according to the legal provisions in force.

CHAPTER X


PRIMARY BENEFICIARIES OF PRE-UNIVERSITY EDUCATION

X.1. Acquiring and exercising the quality of primary beneficiary of education within the College of Non-University Tertiary Education ULST

Art. 56. (1) According to the legal provisions, the primary beneficiaries of education are the students.
(2) Acquiring the quality of primary beneficiary of education is done by enrolling in the college.
(3) Enrollment is approved by the management of the college in compliance with these Regulations, the organization and operation regulations of ULST and other specific regulations.

Art. 55. (1) The quality of primary beneficiary of education is exercised by attending courses and by participating in the existing activities in the College program.
(2) Student status is proven with the student card, endorsed at the beginning of each school year by the College .

Art. 56. (1) The presence of the primary beneficiaries of education at each class hour is checked by the teaching staff, who records every absence in the catalog, mandatorily.
(2) Reasoning for absences is done by the teacher on the day of presentation of supporting documents.
(3) The documents on the basis of which absences are justified are: certificate issued by the doctor of the university office, by the family doctor or specialist doctor, medical certificate or certificate issued by the health unit in case the student was hospitalized, the written request of the parent , to the student's guardian or legal guardian, addressed to the class teacher. All medical certificates must be endorsed by the office, which records the students' medical records/health records.
(4) The documents on the basis of which the absences are justified will be presented within a maximum of 7 days from the resumption of the student's activity and will be kept by the head teacher throughout the school year.
(5) Non-compliance with the term provided for in para. (5) attracts, as a rule, the declaration of absences as unmotivated.

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(6) The director of the college approves the reasons for the absences of students participating in professional competitions, at local, regional and national level, at the written request of the tutors/accompanying teachers.

IX.2. The rights of primary beneficiaries of education within the ULST College of Non-University Tertiary Education

Art. 57. Any Romanian citizen *who graduated from high school with or without a baccalaureate diploma* can enroll and attend, under the conditions provided by law, the courses of the ULST Non-University **College of Tertiary Education** .

Art. 58. (1) Students enjoy all constitutional rights, as well as equality in all rights conferred by the quality of primary beneficiary of education.

(2) The management and staff of the **ULST Non-University College of Tertiary Education** have the obligation to respect the students' right to image.

(3) No activity organized in the **ULST College of Non-University Tertiary Education** can harm the dignity or personality of the students.

(4) The students have the right to benefit from a quality education, through the correct application of the educational framework plans, through the complete completion of the school programs and through the use by the teaching staff of the most appropriate didactic strategies, in order to train and develop the key skills and achieving the established educational objectives.

Art. 59. (1) Students have the right to an objective and fair evaluation.

(2) The student has the right to dispute the results of the assessment, asking the teaching staff to justify the results within 5 days of communication.

(3) In the event that the arguments presented by the teaching staff are not considered satisfactory, the student may request in writing, to the director of the ULST Non-University **College of Tertiary Education** , the reevaluation of the written work. Re-evaluation of oral or practical tests cannot be requested.

(4) To resolve the request for re-evaluation, the director will appoint two specialized teaching staff from the college, who do not teach in the respective class, and who will re-evaluate the written work.

(5) The average of the marks awarded separately by the teaching staff referred to in para. (4) is the grade resulting from the revaluation.


(6) If the difference between the initial grade, awarded by the classroom teacher and the grade awarded after the re-evaluation, is less than one point, the appeal is rejected and the initially awarded grade remains unchanged. If the difference between the initial grade and the grade awarded after re-evaluation is at least one point, the appeal is accepted.

(7) If the appeal is accepted, the director cancels the grade obtained after the initial assessment. The director passes the grade awarded following the appeal, authenticates the change by signature and applies the stamp of the educational unit.

(8) The grades obtained following the appeal remain final.

Art. 60. (1) The **ULST College of Non-University Tertiary Education** is obliged to provide students with complementary services such as: counseling and information for students by teaching staff, during the counseling class, counseling for the purpose of professional orientation, etc.

(2) Students are guaranteed, according to the law, the freedom of association in circles, in scientific, cultural, artistic, sports or civic associations, which are organized and operate on the basis of their own statute, approved by the college director.

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IX.3. The obligations of the primary beneficiaries of education

Art. 61. (1) The primary beneficiaries of education in the ULST Non-University **College of Tertiary Education** have the obligation to attend classes, to prepare for each discipline of study, to acquire the skills and acquire the knowledge provided by the school programs.


(2) The primary beneficiaries of education must have a civilized behavior and a decent attitude, both in the College and outside it.

(3) The primary beneficiaries of education will be stimulated to know and encouraged to respect:

- a) Internal regulations of the **ULST College of Non-University Tertiary Education** ;
- c) safety and health at work, fire prevention and extinguishing rules;
- d) civil protection rules;
- e) environmental protection norms.

Art. 62. The following is prohibited for students from the **ULST College of Non-University Tertiary Education** :

- a) to destroy school documents, such as catalogs, student cards, transcripts, documents from the educational portfolio, etc.;
- b) to damage the property of the educational unit (teaching materials and teaching aids, books from the university library , school furniture, sanitary furniture, educational spaces, etc.);
- c) to bring and disseminate in the educational unit materials that, through their content, attack the independence, sovereignty and national integrity of the country, that cultivate violence and intolerance;
- d) to organize and participate in protest actions, which affect the development of the educational activity or which affect the participation in the school program;
- e) to block the access ways in the educational spaces;
- f) to possess, consume or sell, within the perimeter of the educational unit and outside it, drugs, ethnobotanical substances, alcoholic beverages, cigarettes and participate in gambling;
- g) to introduce and/or use in the perimeter of the educational unit any types of weapons or other pyrotechnic products such as ammunition, firecrackers, firecrackers, lighters, etc., as well as tear gas, paralyzing or similar sprays which, through their action, can affect the physical and mental integrity of the direct beneficiaries of education and the staff of the educational institution;
- h) possess and/or distribute materials that are obscene or pornographic;
- i) to use mobile phones during classes, exams and contests; as an exception to this provision, the use of mobile phones is allowed during class hours, only with the consent of the teaching staff, in emergency situations or if their use can contribute to the optimization of the instructional-educational process;
- j) to register the didactic activity; as an exception to this provision, registration is allowed, only with the consent of the teaching staff, if this activity can contribute to the optimization of the instructional-educational process;
- k) to launch false announcements regarding the placement of explosive materials in the perimeter of the educational unit;
- l) to have offensive, intimidating, discriminatory behaviors and ostentatious and provocative attitudes;
- m) to offend and show aggressiveness in language and behavior towards colleagues and towards the staff of the educational institution or to damage their public image in any way;
- n) to provoke, incite and participate in acts of violence in the unit and outside it;
- o) to have an attitude that constitutes a threat to the safety of other students and/or the staff of the educational unit;
- p) to cause disorder in the classrooms and dirty the spaces in which they carry out their activity;

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- r) to disturb the class in any way;
- s) to disrupt the activity of laboratories/offices/classrooms equipped with computers by destroying, damaging computer programs, installing games, running games during classes and breaks or other concerns that disrupt class hours ;
- t) to introduce into the premises of the educational unit foreign persons who may disturb the activity of the educational unit.

Art. 63. Students' clothing must not be indecent.

IX.4. Rewards and sanctions of the primary beneficiaries of education

Art. 64. Students who achieve outstanding results in school and extracurricular activities and are distinguished by exemplary behavior may receive the following rewards:

- a) highlighting in front of classmates;
 - b) highlighting, by the director, in front of school colleagues or in front of the Teacher's Council;
- ULST College of Non-University Tertiary Education** 's own revenues , or by economic agents or sponsors;
- f) prizes, diplomas, medals;

Art. 65. (1) At the end of the school year, the primary beneficiaries of education can be rewarded by awarding diplomas for the activity carried out and/or the results obtained.

(2) Awards are given at the level of the educational unit, at the proposal of the head teacher or the director of the college.

(3) Diplomas can be awarded:

- a) for exceptional results in education, or in study subjects, according to the College's Faculty Council; the number of diplomas that a student can receive is not limited; students who receive diplomas on study subjects are selected only from those who obtained the annual average of 10 in the respective subject/module;
- b) for other types of performances: for a proper relationship with colleagues, for other types of activities or concerns that deserve to be appreciated.

Art. 66. (1) College students who commit acts that violate the legal provisions in force, including this internal regulation, will be sanctioned depending on their severity.

(2) The sanctions that can be applied are the following:

- a) written warning;
- b) expulsion.

CHAPTER XI


EVALUATION OF LEARNING RESULTS. END OF THE SCHOOL SITUATION

Art. 67. The evaluation is based on the identification of the level at which the student is in relation to the specific skills of each discipline in order to optimize learning.

Art. 68. (1) According to the law, evaluations in the Romanian education system are carried out at the level of discipline, field of study or mode of training.

(2) In the pre-university education system, assessment focuses on competences, provides real feedback to students, parents and teaching staff and forms the basis of individual learning plans.

Art. 69. The evaluation of learning results is carried out permanently, during the school year.

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Art. 70. The evaluation tools are established according to the specifics of each discipline. These are:

- a) oral quizzes;
- b) tests, written papers;
- c) experiments and practical activities;
- d) reports;
- e) projects;
- f) interviews;
- g) portfolios;
- h) practical tests;
- i) other established instruments developed by the Ministry of National Education, in accordance with national legislation.

Art. 71. In post-secondary education, students will have at least one written assessment per semester for each discipline/module, except for the predominantly practical ones.

Art. 72. The evaluation results are expressed by grades from 1 to 10 in post-secondary education and are recorded in the catalog, in blue ink, in the form: "Grade/date".

Art. 73. The awarded grades are compulsorily communicated to the students, they are entered in the catalog and in the student card by the teacher who awards them.

Art. 74. At the end of each semester and at the end of the school year, the teaching staff has the obligation to conclude the school status of the students, under the conditions of this regulation.

Art. 75 . (1) For each study discipline, the semester average is calculated from the number of grades provided by these regulations.

(2) The average of a module is calculated from the grades obtained during the course of the module. The conclusion of the average of a module that ends during the year is done at the moment of its completion, not being conditioned by the end of the semester. This is also considered the annual average of the module.


(3) The general average is calculated similarly to the general average of a discipline.

Art. 76. In post-secondary education, the semester and annual averages per discipline/module are recorded in the catalog by the teacher who taught the discipline/module. The performance scores are recorded in the catalog by the class teachers/instructors.

Art. 77. Students who, at the end of the school year, obtain at least an annual average of 5.00 in each study discipline/module, and an annual average of 6.00 in conduct, are declared passed.

Art. 78. Students whose school situation cannot be finalized in one or more study subjects/modules for the following reasons are declared deferred, semesterly or annually:

- a) have been absent, motivated and unmotivated, for at least 50% of the number of course hours provided in a semester for the respective disciplines/modules;
- b) were exempted from attendance by the director of the college following official requests, for the period of participation in professional, cultural-artistic and sports competitions, domestic and international, camps and specialized training;
- c) have benefited from a scholarship to study abroad, recognized by the ministry;
- d) studied for a certain period of time in other countries;

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e) they do not have a sufficient number of grades, necessary to conclude the average/averages or they do not have the semester or annual averages in the respective subjects/modules, recorded in the catalog by the teaching staff, for reasons other than those above, not attributable to the teaching staff of rendition.

Art. 79. (1) Students declared deferred for the first semester complete their school situation in the first four weeks after returning to school.

(2) Completion of the school situation of the students provided for in paragraph. (1) is based on the grades recorded in the first semester column, dated at the time of evaluation.

(3) Completion of the school situation of the students postponed for the second semester, of those declared postponed for the first semester who have not completed their school situation according to the provisions of para. (1) and (2) or of those postponed annually is done before the corrections session, in a period established by the Teacher's Council. Deferred students, who do not pass in one or two subjects/modules of study in the exam session to conclude the school situation of the deferred students, can appear at the co-registration exam session.

Art. 80. (1) The following are declared valid:

a) students who obtain averages below 5.00 in the modules that are completed during the school year, regardless of the number of failed modules;

b) students who obtain averages below 5.00 in no more than two modules that are completed at the end of the school year, as well as deferred students who do not pass the final exam, in no more than two modules.

(3) For the correct students, a single session of correctness exams is organized annually, in a period correlated with the one established by the ministry.

(4) For the eligible students mentioned in para. (1) lit. a) a special session of corrigencia exams is organized in the last week of the school year. The average of each module, obtained during the special correction session, is also the annual average of the module.

Art. 81. The following are declared repeat offenders:

a) students who obtained annual averages below 5.00 in more than two educational subjects/modules that are completed at the end of the school year. The provisions also apply to students who did not pass, in more than two modules, the qualifying exams in the special session;

b) students who obtained an annual average lower than 6.00;

c) correct students who do not appear at the correct examination session or at the special session provided for in art. 80 para. (4)

or who do not pass the exam in all subjects/modules for which they are in a correct situation;

d) deferred students who do not attend the end of school session for at least one subject/module;


e) expelled students, with the right to re-enrol; they are registered in the school documents as "Repeated by expulsion, with the right to re-enroll in the same educational unit or in another educational unit".

Art. 82. (1) For post-secondary education students declared repeat students at the end of the first year of studies, re-enrollment can be done even above the approved tuition figure.

(2) In full-time post-secondary education, students can be in the situation of repetition at most twice. The study year can be repeated only once.

Art. 83. (1) After the completion of the review session, students who did not pass in a single educational discipline/module have the right to request re-examination. This is approved by the director, in justified cases, only once per school year.

(2) The request for re-examination is submitted to the college secretariat, within 24 hours of the posting of the results of the validity examination.

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(3) The re-examination takes place within two days from the date of submission of the application, but no later than the date of the start of the courses of the new school year.

(4) The re-examination committee is appointed by the director's decision and is made up of teaching staff other than those who took the previous examination.

(2) For students postponed for a semester, the examination in order to conclude the situation is done only from the subject of that semester.

Art. 84. (1) The Faculty Council of the college validates the academic situation of the students, by class, in the closing session of the semester/annual courses, and the secretary of the council records in the minutes the number of students passed, the number and names of correct students, repeat students, postponed, expelled, as well as the names of students with passing grades lower than 7.00.

CHAPTER XII INTERNAL AND EXTERNAL EVALUATION OF THE QUALITY OF EDUCATION

X.1. Internal evaluation

Art. 85. (1) The quality of education is a permanent priority for the **ULST College of Non-University Tertiary Education** and is mainly focused on the results of the learning process.

(2) The internal evaluation is carried out according to the legislation in the field of quality assurance in pre-university education.

Art. 86. (1) In accordance with the legal provisions, at the level of the ULST Non-University **College of Tertiary Education**, the representative in the Commission for the evaluation and quality assurance of the USAMVB "King Michael I of Romania" from Timișoara is appointed.

(2) The management of the college is directly responsible for the quality of the education provided.

Art. 87. Any external quality control or assessment by the Romanian Agency for Quality Assurance in Pre-University Education (ARACIP) or the Ministry of National Education is based on the analysis of the internal assessment report of the activity of the ULST College of Non-University **Tertiary Education** .

X.2. External evaluation


Art. 88. (1) A specific form of institutional evaluation is the institutional evaluation for the purpose of authorizing, accrediting and periodic evaluation of organizations providing education, carried out by the Romanian Agency for Quality Assurance in Pre-University Education (ARACIP).

(2) The external evaluation of the quality of education in the college is carried out in accordance with the legal provisions, by the Romanian Agency for Quality Assurance in Pre-University Education.

(3) The **ULST College of Non-University Tertiary Education** is subject to the evaluation and accreditation process, in accordance with the law.

(4) Evaluation and accreditation are done at the level of institutional structures, according to legal provisions.

(5) In the case of educational units subject to the external evaluation carried out by the Romanian Agency for Quality Assurance in Pre-University Education, their budgets will be provided, in a distinct manner, with the amounts necessary to cover the costs, according to the rates charged by the Romanian Agency for Quality Assurance Quality in Pre-University Education for this activity.

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CHAPTER XIII SCHOOLING/ EDUCATIONAL CONTRACT

Art. 89. (1) Educational units conclude with students at the time of registration in the single matriculation register, an educational contract in which the students' mutual rights and obligations are entered.

(2) The educational contract is valid for the entire period of schooling within the **ULST College of Non-University Tertiary Education** .

Art. 90. (1) The educational contract must include: the identification data of the signatory parties - respectively the educational unit, the primary beneficiary of the education, the purpose for which the educational contract is concluded, the rights of the parties, the obligations of the parties, the duration of the validity of the contract, other clauses.

(2) The educational contract is concluded in two original copies, one for the student, the other for the educational unit, and takes effect from the date of signing.

CHAPTER XI FINAL PROVISIONS

Art. 91. Any changes or additions to these Regulations will be made upon the proposal of the Faculty Council of **the College of Tertiary Education ULST**, with the approval of the Board of Administration and the approval of the Senate of the ULS "King Mihai I" from Timișoara .

Art. 92. This Regulation was approved in the meeting of the Permanent Bureau of the University Senate on 24.04.2019.

principal,
College of Non-University Tertiary Education ULST

Prof. Dr. Eng. Raba Diana Nicoleta

Rector,

Professor Popescu Cosmin Alin