
 <b>CODE: ULST- R031</b>	<b>University of Life Sciences "King Mihai I" from Timisoara</b>	<b>Issuing body</b> Quality Management Department
	<b>ORGANIZATION AND FUNCTIONING REGULATIONS OF THE DEPARTMENT FOR DISTANCE EDUCATION, PART-TIME EDUCATION AND PERMANENT EDUCATION</b>	<b>Ed. 2 /Rev. 0</b>

**ORGANIZATION AND FUNCTIONING REGULATIONS of the Department for Distance Education, Part-Time Education and Permanent Education of the University of Life Sciences "King Mihai I" from Timișoara**

	<b>Name and surname</b>	<b>Function</b>	<b>Date:</b>	<b>Signature</b>
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	Professor ISIDORA RADULOV	President CMO	02.11.2022	
<b>Approved in the Board of Directors by Decision no. 7795 of 02.11.2022</b>				
<b>Approved in the University Senate by Decision no. 7835 of 02.11.2022</b>				
<b>RECTOR</b>		<b>Univ. Prof. Dr. Eng. POPESCU COSMIN ALIN</b>		

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## CAP. I. FIELD OF APPLICATION

**Art. 1.** (1) This regulation establishes the general framework for the organization and operation of the Department for Distance Education, Short-Frequency Education and Permanent Education within the University of Life Sciences "King Mihai I" from Timișoara (U.L.S.T).

(2) The regulation applies to teaching staff, students and staff from the Department for Distance Education, Short-Frequency Education and Permanent Education of the University of Life Sciences "King Mihai I" from Timișoara.

(3) Users of the regulation are responsible for applying and complying with the provisions of the documents in this regulation.

## CAP. II. PURPOSE


**Art. 2.** The purpose of the elaboration of this regulation is to establish unitary rules regarding the way of organization and operation of the Department for Distance Education, Low-Frequency Education and Permanent Education within the University of Life Sciences "King Mihai I" from Timișoara.

## CAP. III. DEFINITIONS. ABBREVIATIONS

### A. ABBREVIATIONS:

**Art. 3 .** IN n the content of this regulation will use the following **abbreviations**:

- **ULST** –University of Life Sciences "King Mihai I" from Timișoara;
- **DDEPTECE** – Department for Distance Education, Part-time Education and Continuing Education;
- **DE** – Distance Education ;
- **ERF** – Education with Reduced Frequency ;
- **PE** – Permanent Education;
- **CDEPTEPEF** – Center for Distance Education, Part-Time Education and Permanent Education of the Faculty;
- **RAQAHE** – Romanian Agency for Quality Assurance in Higher Education;
- **TCDE** – Territorial Centers for Distance Education;
- **NCPTA** – National Council for Professional Training of Adults;
- **M E** - Ministry of Education.

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## **CAP. IV. NORMATIVE REFERENCES**

### **Art. 4. Primary legislation**

- National Education Law no. 1/2011, with subsequent amendments and additions;
- Emergency Government Ordinance no. 75/2005 on ensuring the quality of education, with subsequent amendments and additions.

### **Art. 5. Secondary legislation**

- ULST charter;
- Specific standards and the Guide regarding the external evaluation of the quality of university study programs in the forms of distance education and part-time education;
- Regulations/Methodologies/Internal procedures;
- Decisions of the University Senate and the Board of Administration.

## **CAP. V. DESCRIPTION OF THE REGULATION**


### **CAP. V.1. GENERAL DISPOSITIONS**

**Art . 6.** The operation of Distance Education (DE), Reduced Frequency Education (RFE) and Permanent Education (EP) in the University of Life Sciences "King Mihai I" from Timișoara is carried out in accordance with the laws in force and this regulation, which can be amended and supplemented by Decisions of the DDEPTECE Council, approved by the U.L.S.T. Senate.

**Art . 7. Part-time education** is characterized by dedicated activities, especially synthesis courses and applied training, programmed compactly and regularly, assuming the direct meeting, in the university space, of students with teaching staff, supplemented by other means of specific preparation for distance education.

**Art . 8 Distance learning** is characterized by the use of specific electronic, IT and communication resources, self-learning and self-assessment activities complemented by specific tutoring activities.

**Art . 9 Permanent education** includes training programs for completing the skills profile and professional conversion, respectively postgraduate training programs and continuing professional training, financed with a fee or from other sources, in accordance with the legislation in force. Permanent education usually takes place in compact training periods, using computerized education technology (e-learning),

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supplemented with learning methods specific to distance education.

**Art . 10 .** The management of the distance education programs, with reduced frequency and permanent education within the ULST, is ensured by the "Department for Distance Education, Reduced Frequency Education and Permanent Education" (DDEPTECE) .


**Art . 11.** DDEPTECE is subordinated to the Vice-Rectorate for Education and Quality Assurance. Coordination and permanent connection of DDEPTECE with the Board of Administration of U.L.S.T. is carried out by the Vice-Rector of Education and Quality Assurance.

**Art . 12.** (1) The mission of the DE/ERF/PE Department is to carry out the administration and coordination of all Distance Education, Part-Time Education and Permanent Education activities at the university level, in cooperation with the university faculties, to ensure the provision of valuable and quality training programs from a scientific and methodological point of view.

(2) All didactic activities organized in the DE/ERF, respectively PE system, take place within the faculties or departments accredited to run university or postgraduate study programs in the form of organization with frequency in the respective field.

**Art . 13.** The main objectives for achieving the DDEPTECE mission are:

- a) the training of teaching staff in the field of designing, editing and providing course modules for DE/ERF/PE and specific support services offered to students;
- b) ensuring the training of teaching staff in the field of designing, editing and providing course modules for DE/ERF/PE;
- c) development-production of courses in DE/ERF/PE technology and ensuring the quality of training materials, with the support of experts in the field;
- d) supporting the development in the university of a center for research, development and production of multimedia materials for Computer Assisted Education;
- e) management and coordination of the department's website and the electronic platform;
- f) provision of training programs through modern educational technologies based on the Internet;
- g) supporting the faculties in carrying out the marketing of the training programs offered and in the authorization of DE/ERF/PE specializations;
- h) development of the DE/ERF/PE infrastructure in the university and in the territorial centers for distance education;
- i) collaboration with public institutions in partnerships, non-governmental

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organizations, associations, etc. from the country and abroad, in the organization of continuous training and professional retraining programs.

## **C AP. V.2. ORGANIZATIONAL FRAMEWORK**

**Art . 14.** DDEPTECE is managed by the DDEPTECE Council, chaired by a director.

**Art . 1 5.** The DDEPTECE Council is made up of: Vice Chancellor for Education and Quality Assurance, the Director of DIDIFREP, the CIDIFREP Coordinators (IDIFREP Center), the chief secretary of the university and a financial-accountant-human resources manager.

**Art . 1 6. ( 1 )** The director of DDEPTECE must be a teaching staff member of ULST, having the didactic degree of lecturer or university professor, with certified competences in the field of DE/ERF/PE, being appointed by competition for a 4-year mandate and validated by the university Senate.


(2) The competition consists of submitting a CV (European format), application form and a management plan. Each candidate will be heard separately by the DE/ERF/PE Council, the latter being able to request clarifications regarding the management plan.

(3) The election of the DE/ERF/PE Department Director is carried out by secret ballot with a simple majority of votes, provided that at least 2/3 of the total number of DE/ERF/PE Council members participate in the vote.

**Art . 1 7.** The director of DDEPTECE has managerial responsibilities for all distance education activities, with reduced frequency and permanent education carried out at the level of U.L.S.T.

**Art . 1 8.** The director of DDEPTECE proposes to the Board of Administration and the Senate of the U.L.S.T. to approve the diagram and the structure of the specific services of the department, convenes and conducts the DDEPTECE meetings, appoints the quality manager at the DDEPTECE level, covers the job descriptions and the documents involving DDEPTECE related payments, represents DDEPTECE in the relationship with the Board of Directors of the U.L.S.T.

**Art . 1 9. (1).** At the level of the faculties that carry out DE and ERF forms of education, the Center for Distance Education, Reduced Frequency Education and Permanent Education of the Faculty is organized - DE/ERF/PE, which is coordinated by a council consisting of three to seven members, depending on the number of

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students enrolled at the DE/ERF, including the supervisor(s)/specialization coordinator(s) and the coordinator of the DE/ERF/PE Center who ensures operational management.

(2) At the proposal of the DE/ERF/PE Coordinator, a position of secretary is established, who will be part of the DE/ERF/PE center's council, his duties being listed in the job description.

(3) The structure of the DE/ERF/PE council is overseen by the Director of DIDIFREP.

**Art . 20 .** The DE/ERF/PE coordinator is the dean of the DE/ERF program organizing faculty.


**Art . 21 .** Each DE/ERF study program is coordinated by a program manager/coordinator proposed by the DE/ERF/PE Coordinator of the organizing faculty of the specialization and approved by the Faculty Council, who is responsible for the entire DE/ERF management activity corresponding to the respective program.

**Would t. 22 .** The activity of the students in the subjects provided in the curriculum will be coordinated by the head of the subject assisted by the tutors. The position of head of the discipline will be ensured, as a rule, by the head of the discipline from day education, or other teachers who have the appropriate training as a profile. The tutors are appointed by the coordinator of the DE/ERF/PE Center at the proposal of the head of the discipline from among the subordinate teaching staff.

**Art . 2. 3.** Diagram of collaboration and coordination of DE/ERF/PE activities in ULST. is presented synthetically in Annex 1.

**Art . 24 . ( 1 )** The main attributions of DDEPTECE are:

- a. drawing up the Tuition Contract model for DE/ERF/PE together with the Legal Office;
- b. ensuring the infrastructure of the tutorial system, at the university level;
- c. collaboration with the faculties in drawing up the education plans and job descriptions appropriate to the DE/ERF/PE forms, approved by the University Senate;
- d. approving the curricula and job descriptions for the DE/ERF/PE study programs in the university;
- e. ensuring an adequate system for operative resolution of reports and requests of DE/ERF/PE students;
- f. ensuring adequate and correct information of the students regarding the study programs offered and the type of diplomas or certifications obtained upon graduation, fees, the educational and communication technologies used, examination procedures, etc.;

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g. establishing the format of appropriate educational resources within the DE study centers: study materials and tutorial supports, reference books, educational aids, spaces suitable for periodic assisted meetings, spaces for individual study open at convenient times that take into account local needs of users, multimedia products, computer networks and Internet access;

h. the development and promotion of clear and fair policies regarding: the production of educational resources, the use of information technologies and access to them, the use of own virtual libraries, the distribution of teaching materials, the use of multimedia materials and means;

i. ensuring the access of DE/ERF/PE students to all DE/ERF/PE support services: registration assistance, educational assistance, free delivery of educational resources, access to means of communication, adequate tutorial support, fair examination, as well as of records regarding the results obtained and professional advice;

j. ensuring a unitary system of production, multiplication and distribution of DE/ERF/PE educational resources;

k. offering help to the authors of DE/ERF/PE courses/course packages in ensuring the quality of the materials (specific structure, applications and self-assessment tests, interactive character and pedagogical qualities, course support/guidance for learners, multimedia accessories, accessible bibliographic resources, etc. .);

l. collaboration with the university faculties for the establishment and accreditation of new ID/IFR/EP study programs, depending on the requirements of the educational market and the faculties' resources, in compliance with the legislation in force;


m. collaboration with the Quality Management Service of the U.L.S.T. to ensure the quality of DE/ERF/PE study programs;

n. ensuring the organization and support of DE/ERF/PE study programs in partnership, established in accordance with the legislation in force;

o. the initiation of projects, programs and training courses in the system of distance education and part-time education, in collaboration with the university faculties, respectively for postgraduate training and continuous professional development, in accordance with the legislation in force;

p. monitoring professional conversion programs and post-graduate specialization or improvement courses, as well as training programs for the staff of economic agents, in various trades and specializations provided for in the Romanian Occupations Code, including for disadvantaged people. The training programs have variable durations and are diversified according to the requirements of the beneficiary economic agents;

Q. establishing the format and maintaining a unitary e-Learning educational

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platform for the courses held in the DE and ERF system;

r. the promotion of training modules for trainers for different fields, according to the requests of economic agents;

s. supporting faculties in the marketing of continuing education programs including the promotion and development of training programs in collaboration with universities that have concerns in this field or with similar centers/departments in the European Union.

(2) The main attributions of DE/ERF/PE at the faculty level are:

a. the annual approval of the list of tutors from the DE/ERF/PE system, upon the proposal of the specialization coordinators;

b. coordination and verification of tutors' activity;

c. ensuring the support system for students in the form of DE/ERF/PE (information, planning, calendar of tutorial activities, permanent assistance and communication by ground and electronic mail, courses and applications in electronic format, the tutorial system, etc.);

d. ensuring the activities of planning and development of didactic materials for DE/ERF/PE;

e. ensuring the quality of teaching materials for DE/ERF/PE, in collaboration with DIDIFREP;

f. the proposal for the approval of the university management of the tuition contract for students from the DE/ERF/PE form;

g. conclusion of tuition contracts and annual study contracts with students from the DE/ERF/PE form;

h. ensuring the development of the material base of DE/ERF/PE study programs at faculty level;

i. drawing up and proposing for approval the educational plans in the ID/IFR/EP form, in compliance with the legislation in force;

j. drawing up and proposing for approval the job descriptions for the coordinated DE/ERF/PE study programs;


k. running the quality assurance program to maintain the objectives of the DE/ERF/PE programs in accordance with the requirements of the accreditation criteria developed by RAQAHE;

l. proposing the amount of tuition fees;

m. organizing admission to university and postgraduate programs in the DE/ERF/PE system, based on the general criteria established by the Ministry of Education and the specific criteria established by the university Senate;

n. the establishment, with the approval of the University Senate, and the development of territorial centers for distance education in other localities, which



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support the provision of distance education programs and ensure the pedagogical assistance of the beneficiaries - students of ULST; o. registration of admitted candidates in the ID/IFR/EP system, after signing the tuition contracts; p. to periodically request the payment status of tuition fees and other fees from the Economic Directorate.

**Art . 25. Territorial centers for distance learning (CTID)** are established by decision of the U.L.S.T. Senate, must be authorized and accredited, their operation being regulated by a collaboration agreement concluded between the university and the host institution in the territory. Each territorial Center for distance education is coordinated by a director. CTID directors are subordinate to the DDEPTECE Council and are members with an advisory role within this council

### **CAP. V.3. ID/IFR EDUCATIONAL ACTIVITIES**

**Art . 2 6.** In the U.L.S.T. student records (catalogues, centralizers, matriculation registers, etc.) are kept at the DE/ERF/PE secretariats. All didactic activities through DE/ERF are methodologically subordinated to the DE/ERF and DDEPTECE Centers.


**Art . 2 7.** Admission to distance education study programs, part-time education, is based on the general admission criteria and methodologies established by the Ministry of Education. The specific admission criteria are approved by the U.L.S.T. Senate. and are identical both for day courses and for those organized in the DE or ERF system.

**Art . 2 8.** The university and post-graduate programs coordinated by DDEPTECE ensure the following type of professional training:

- a. cycle 1 - undergraduate university studies, completed by exam and diploma - organizational forms DE or ERF ;
- b. cycle 2 – master's university studies, completed by dissertation exam and master's degree – ERF form of organization.

**Art . 2 9.** Teaching staff can carry out didactic activities organized in the form of DE or ERF if they possess documents attesting to competences in ID/IFR, obtained following the completion of training and continuous professional development courses in the field of DE/ERF technologies, including those based on the Internet.

**Art . 30 .** The duration of the DE and ERF university study programs in the university is the same as the duration of the corresponding full-time studies, according to the legislation in force.

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**Art . 31 .** The evaluation and certification system for the DE/ERF form is the one corresponding to the current form of education, according to the legislation in force.

**Art . 32.** In distance and part-time higher education, the system of transferable credits operates under the same conditions as those provided for the full-time form.

#### **CAP. V. 4. REGULATION OF DIDACTIC ACTIVITIES FOR DE AND ERF FORMS**

**Art. 33.** The didactic activities specific to the DE/ERF/PE forms are regulated in states of functions distinct from those of the IF.

**Art. 34. AT and TC for DE** are organized in groups, which include a maximum of 25 students/trainees, according to the National Education Law n . 1/2011, with subsequent amendments and additions, and

**AA** is organized by groups, which include a maximum of 25 students/trainees or by subgroups.

**Art. 35. AS** for ERF is organized by groups, which include a maximum of 30 students/trainees, and **AA** is organized by groups, which include a maximum of 30 students/trainees or by subgroups.

**Art. 36.** (1) Remuneration of teaching staff is based on the job descriptions approved by the ULST Senate, in compliance with the regulations in force.

(2) The regulation of didactic activities specific to the DE **form** is carried out as follows:


a) **Face-to-face TA** is regulated in the same way as for the IF form based on the number of hours provided in the DE form education plans;

b) **AT distance** , to support students/trainees and **TC** in each discipline is regulated by 1-3 hours/group/week;

c) **the configuration and administration of data on the eLearning platform** is set at 2-4 hours/group/semester;

d) **AA** - laboratory, practical applications, project, practice, guidance of year projects, etc. it is regulated in the same way as in the IF form, based on the number of hours provided in the education plans.

(3) The regulation of didactic activities specific to the ERF form - seminar activities, practical and laboratory work, project guidance, etc., is done in the same way as for the IF form, based on the number of hours provided in the education plans.

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**Art. 37.** Payment for the activities of designing and creating study materials for ID/IFR/EP (courses, guides, guides, etc.) in printed or digital format, is done on a regular basis with 120-140 hours per course at a rate established by decision of the university Senate on the proposal of the DE/ERF/PE department. To update the existing educational resources, the number of standard hours is proportional to the weight of the update.

#### **CAP. V. 5. TRAINING AND PROFESSIONAL DEVELOPMENT ACTIVITIES, CONTINUOUS TRAINING OF TEACHING STAFF**

**Art . 38 .** (1) DDEPTECE is the structure authorized to coordinate training and continuous professional development activities for the training and preparation of teaching staff, through postgraduate training and continuous professional development programs, and professional reconversion programs accredited by the National Council for Professional Training of Adults (NCPTA).


(2) The accreditation file of other continuing professional training centers is carried out under the coordination of DDEPTECE and is approved by the U.L.S.T. Senate.

**Art . 3 9.** Admission to PE study programs is approved by the U.L.S.T. Senate. according to law.

**Art . 40 .** The postgraduate training and continuous professional development programs are completed with a certification exam of the professional skills assimilated by the students during the program (National Education Law no. 1/2011, art. 173, paragraph 3). The curriculum and the way to complete it are approved by the Board of Directors of the U.L.S.T. Graduates are issued a certificate attesting the professional competences specific to the program (National Education Law no. 1/2011, art. 173, paragraph 6).

**Art . 41.** The programs accredited by the National Council for Professional Training of Adults (NCPTA) and the continuing education programs accredited by the specialized departments of the Ministry of Education and Culture are organized and completed according to the legal norms and methodologies in force.

**Art . 42 .** The evaluation and certification system for postgraduate training and continuous professional development programs is in accordance with the legislation in force.

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**Art . 43.** (1) Postgraduate training and continuous professional development programs are possible with the approval of the faculty under which the field in which the program falls.

(2) Each PE program will have a coordinator.

**Art . 44.** The file for the organization of the postgraduate training and continuous professional development program with the approval of the organizing faculty and the DDEPTECE Director, drawn up according to the legislation in force, is submitted to the Board of Administration of the U.L.S.T.

**Art . 45.** The main duties of the PE program coordinator and the Secretary, as well as of the Technical Commission, are defined in the regulations of the respective program.

**Art . 46.** Postgraduate training programs organized by DDEPTECE are financed with a fee, in accordance with the decisions of the U.L.S.T. Senate.

**Art . 47.** The program coordinator, under the coordination of the DDEPTECE management, will be responsible for the entire activity regarding the organization, development and completion of didactic and financial activities (according to the budget of income and expenses).


#### **CAP. V.6. FINANCIAL ACTIVITIES**

**Art . 48.** The funds related to the ID, ERF and PE programs are made up of study fees.

**Art . 4 9.** The amount of study fees is established annually by a Decision of the U.L.S.T. Senate, at the proposal of the DDEPTECE council.

**Art . 50 .** Resursele financiare din taxele de studii la forma DE/ERF/PE se utilizează integral de către universitate în conformitate cu Legea educației naționale nr. 1/2011, cu modificările și completările ulterioare, art. 225, alin. 2, adică fără vărsăminte la bugetul de stat și fără afectarea alocațiilor de la bugetul de stat.

**Art . 51 .** The financial resources from tuition fees and other fees from the DE/ERF/PE form are collected and managed by the Economic Directorate of ULST, which separately highlights the income and expenses per DE/ERF/PE faculty and department.

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**Art . 52 .** Remuneration of teaching staff is based on the job descriptions approved by the U.L.S.T. Senate, in compliance with the regulations in force.

**Art . 53 .** (1) The revenues generated by each faculty from DE/ERF/PE activities are allocated to DDEPTECE and CIDIFREP annually, based on the annual budget approved by the Director of DDEPTECE and approved by the Board of Directors.

(2) The management of DDEPTECE amounts is done by the Director of DIDIFREP.

(3) The management of the CIDIFREP amounts is done by the DE/ERF/PE Coordinator, at least 25% of the resulting amount being used for the development of the material base of the DE/ERF/PE specializations in DE/ERF/PE.

**Art . 54.** Payment for the activities of designing and creating study materials for DE/ERF/PE (courses, guides, guidance, etc.) - activities that according to RAQAHE standards are not included in the education plans - is made on the basis of a commitment and teaching minutes -receipt of the paper, concluded between the university and the discipline coordinator.

## **CAP. VI. FINAL PROVISIONS**

**Art . 55.** Any change to this regulation will be made upon the proposal of the DDEPTECE Council, with the approval of the Board of Administration and the approval of the Senate of the University of Life Sciences "King Mihai I" from Timișoara.

## **HEAD. VI. ANNEXES**

**Art. 56.** The records regarding the way of organization and operation of the Department for Distance Education, Part-time Education and Permanent Education within the university are made using the following attached annex:

<b>Appendix 1</b>	Diagram of collaboration and coordination of DE/ERF/PEactivities	<b>CODE ULST – R031 – F01</b>
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