
 CODE: USVT - R006	University of Life Sciences "King Mihai I" from Timisoara	Issuing body Department of Quality Management
	REGULATIONS REGARDING THE GENERAL FRAMEWORK FOR ORGANIZATION AND DEVELOPMENT OF STUDENT PRACTICE	

**REGULATIONS
 REGARDING THE GENERAL FRAMEWORK FOR ORGANIZATION AND DEVELOPMENT OF
 STUDENT PRACTICE**

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Approved in the Board of Directors by Decision no. 7274 of 17.10.2022				
Approved in the University Senate by Decision no. 7320 of 18.10.2022				
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CAP. I. FIELD OF APPLICATION

Art. 1. (1) This regulation establishes the general framework for the organization and conduct of the internship within the University of Life Sciences "King Mihai I" from Timisoara (ULST).

(2) The regulation applies to students, staff and administrative structures responsible for organizing and conducting the internship.

(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 organizing and conducting the internship at the University of Life Sciences "King Mihai I" from Timisoara (ULST).

CAP. III. DEFINITIONS. ABBREVIATIONS

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

- **ULST** – University of Life Sciences "King Mihai I" from Timisoara ;
- **MER** - Ministry of Education and Research.


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;
- Law no. 288 of 2004 regarding the organization of university studies;
- Decision no. 1175/2006 regarding the organization of undergraduate university studies and the approval of the list of fields and specializations within them with subsequent amendments and additions;
- Law no. 258 of 2007 regarding the practice of pupils and students, with subsequent amendments and additions;
- MECT order no. 3955/2008 regarding the approval of the General Framework for the organization of internships within bachelor's and master's degree programs and the Framework Convention regarding the implementation of internships within bachelor's and master's degree programs.

Art. 5. Secondary legislation

- ULST charter;

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- Organizational and functioning regulations of the Student Practice Coordination Center
 CODE ULST – PG 001 – R037;
- Decisions of the University Senate and the Board of Administration.

CAP. V. DESCRIPTION OF THE REGULATION

CAP. V.1. GENERAL DISPOSITIONS

Art. 6. The responsibility for the organization and development of students' practice rests with: at the university level: the Vice-Chancellor for education and quality assurance ; at the faculty level: to the Vice-Dean, assigned to coordinate students' practice. The organization and implementation of practice at the university level is ensured by the Student Practice Coordination Center.

Art. 7. Internships are mandatory, their duration being stipulated in the curriculum for each study program, in compliance with the rules in force. The internship can take place during the entire academic year, or combined, depending on the needs of each study program. The calendar of activities for the organization and implementation of the practice is drawn up annually, at the beginning of the academic year.

Art. 8. The practice can take place outside the university (in economic or research units *that have the main field of activity relevant to the student's specialization) or inside the university (within the laboratories of the faculty or within the Timisoara Teaching Station).

Art. 9. The internship is organized on the basis of the collaboration agreement regarding the implementation of internships (according to the model in Annex 1) and the Convention regarding the implementation of the internship (according to the model in Annex 2), concluded through Student Practice Coordination Center.


Art. 10. Based on the Practice Agreement, the practice partner ensures, throughout the duration of the internship , the guidance of the students by appointing an internship tutor. The internship coordinator from the internship organizer is the vice-dean of each faculty, and the teaching supervisor, responsible for monitoring the course of the internship, is a person appointed by the faculty

CAP. V.2. ORGANIZATION AND CONDUCT OF THE PRACTICE

Art. 11. The practice discipline form is the basic document regarding the practice activity. This is drawn up at departmental level by the practice manager for the study programme.

Art. 12. According to art. 8 students can choose between the two methods of carrying out the practice:

*The economic units/research units in which students practice are carried out are called, in the following, "practice partner"

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a. Internships outside the university where either the student or the university identifies the place of practice, which is a means of preparation for finding a job after graduation.

b. Internship organized within the university, where the university, through the Student Practice Coordination Center and through the management of the faculties, facilitates the obtaining of practice places for students in the laboratories and in the practice centers specific to the study programs.

Art. 13. To carry out the practice according to art. 12 lit. a, the student submits a request to the faculty secretariat.

Art. 14 The analysis and validation of practice places is carried out by the person in charge of practice and approved by the vice-dean appointed to coordinate student practice at each faculty.

Art. 15. Centralized information on the basis of approved requests, regarding the place and period of internships, is sent to the internship manager at the faculty level. He will create a database with information about the practice of students in the faculty, which he will send to the Student Practice Coordination Center.

Art. 16. Students have the obligation to present themselves at the place of practice during the established period, to comply with the internal order regulations imposed by the management of the practice partner, to acquire the knowledge required by the Practice Discipline Sheet and to prepare the practice reports from The practice book.

Art. 17. The regulation of the practice activity between the student and the practice partner is carried out on the basis of the Practice Convention. The student assumes full responsibility for complying with the organization and work protection rules specific to the practice partner, throughout the duration of the practice.


Art. 18. The activity carried out must ensure the practical application of the theoretical knowledge acquired within the academic didactic activities. The activities carried out must be relevant to the specialization/ study program for which the students are preparing.

Art. 19. At the end of the practical internship, the student will present the Practical Notebook drawn up according to the requirements of each study program.

CAP. V.3. RECOGNITION AND EVALUATION OF THE PRACTICE

Art. 20. The evaluation and recognition of the internship is carried out through a colloquium , after which the student will accumulate the appropriate number of credits according to the educational plan.

Art. 21. The colloquia are scheduled by the vice-dean of the faculty who coordinates the practice activity.

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Art. 22. The internship will be recognized in the internship colloquium only if the student has drawn up the reports corresponding to the field directly related to his specialization and has the internship notebook endorsed by the authorized person from the place of the internship.

CAP. V.4. responsibility

Art. 23. The head of practice at the faculty level (Vice Dean) has the following duties:


- a) Concludes practice agreements for each study program, in order to ensure the appropriate framework for conducting students' practice; the number of internship places made available through the internship agreements must cover the number of internship students;
- b) Coordinates the entire activity of the practice managers for the study programs;
- c) Monitors the way of fulfilling the duties by the practice managers on the study program, at the faculty level;
- d) Transmits to the Student Practice Coordination Center centralized information regarding the place and period of practice of the students in the faculty;
- e) Ensures permanent contact with the Student Practice Coordination Center to disseminate among students the practice places made available through this department;
- f) Ensures contact with the institutions/companies with which practice conventions are concluded.

Art. 24. The Student Practice Coordination Center has the following responsibilities in organizing and conducting student practice:

- a) Ensures the general framework for organizing and conducting practice at the university level by elaborating the specific regulation and drawing up the activity calendar;
- b) Monitors how students' practice is carried out within the university;
- c) Ensures the interface between the university and the external environment, through contact with the institutions/companies with which practice conventions are concluded;
- d) Facilitates obtaining internships for students;
- e) Organizes and carries out the procedure for concluding practice agreements and assigning practice places offered by interested institutions/companies for the practice of students from several faculties within the university;
- f) It ensures permanent contact with the practice managers at the faculty/study program level, for the dissemination among students of the practice places made available by the department.

CAP. VI. ANNEXES

Art. 25 . The records regarding the way of organizing and conducting the students' practice within the ULST are made using the attached annexes:

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Appendix 1	Collaboration agreement regarding the implementation of internships	CODE : ULST – R006- F01
Appendix 2	Convention regarding the performance of the internship within the bachelor's or master's degree programs	CODE : ULST – R006- F02