
	University of Life Sciences "King Mihai I" from Timisoara	<b>BODY issuer</b> Department of Quality Management
<b>CODE: USVT – M068</b>	<b>Own methodology regarding organization and functioning          Center for Counseling and Career Guidance (CCCG) of ULST</b>	<b>Ed. 2/Rev. 0</b>

## Own methodology regarding organization and functioning Center for Counseling and Career Guidance (CCCG) of ULST

	Name and surname	Function	Date:	Signature
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<b>Approved in the Board of Directors by Decision no. 7795 dated 02.11.2022</b>				
<b>Approved in the University Senate by Decision no. 7837 dated 02.11.2022</b>				
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## **CAP. I. FIELD OF APPLICATION**

**Art. 1.** (1) The present methodology establishes the general framework for the organization and operation of the Career Counseling and Guidance Center within the University of Life Sciences "King Mihai I" from Timisoara (ULST).

(2) The methodology applies to students, students in their final years of high school, through the partnerships concluded by the university with pre-university education units, own graduates or those of other universities, as well as ULST employees.

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

## **CAP. II. PURPOSE**

**Art. 2.** (1) The purpose of developing this methodology is to establish unitary rules regarding the way of organization and operation of the Career Counseling and Guidance Center of the University of Life Sciences "King Mihai I" from Timisoara.

(2) The present Methodology is based on the principle of the right to free assistance and complementary services in the U.L.S. "King Mihai I" from Timișoara, in accordance with the legal provisions. It is also in line with the standards and performance indicators established by the Romanian Agency for Quality Assurance in Higher Education.

## **CAP. III. DEFINITIONS. ABBREVIATIONS**


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

- **ULST** - University of Life Sciences "King Mihai I" from Timisoara ;
- **CCCG** – Center for Counseling and Career Guidance.

## **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;
- The order MEN no. 650/19.11.2014 for endorsement Methodology - framework looking organization and functioning centers of counseling and orientation in the career in the the system of education high from Romania , with MODs and additions subsequent;
- Order of the Minister of Education, Research, Youth and Sports no. 4.469/12.07.2012;
- Order of the Minister of Labour, Family and Social Protection no. 1.804/03.07.2012 regarding the Methodology for the use of the Europass and Youthpass tools and the Methodology/framework regarding career counseling and guidance services throughout life;

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- Order of the Minister of National Education no. 650/19.11.2014 for the approval of the Methodology - framework regarding the organization and functioning of career counseling and guidance centers in the higher education system, orders that refer to the framework methodology regarding the organization and functioning of the Career Counseling and Guidance Center.

**Art. 5. Secondary legislation**

- ULST charter;
- Regulations/ Methodologies/ Internal Procedures;
- Decisions of the University Senate and the Board of Administration.

**CAP. V. DESCRIPTION OF THE METHODOLOGY**

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

**Art. 6.** Activity of counseling and orientation in the career of CCCG-ULST addressed to:

- a) U.L.S. "King Mihai I" from Timisoara students, regardless of the study program they attend or the form of education, to students who come to study through mobility programs;
- b) students in their final years of high school, through the partnerships concluded by the university with pre-university education units;
- c) own graduates or those of other universities;
- d) employees of ULST.


**Art. 7.** The fundamental objective of CCCG-ULST is to offer new employment opportunities for young people from the educational system, through counseling and career guidance activities aimed at:

- a) guidance and counseling of U.L.S.. "King Mihai I" from Timisoara, so that they are able to optimally plan and manage their own educational path;
- b) reducing university dropout caused by professional reasons or career orientation, as well as personal reasons or adaptation to the university environment;
- c) facilitating the relationship between students and the labor market, so that they know the real needs and challenges of the labor market;
- d) increasing the employability of students in the fields of study graduated.

**Art. 8.** Activity CCCG- ULST assumes:

**1.** Informing, guiding and counseling final high school students/students by offering the following services:

- a) educational and vocational counseling;

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- b) counseling and psychological assessment;
- c) career counseling;
- d) the development of materials intended for information, guidance and counseling.

**2.** Actions related to increasing the degree of insertion on the labor market of students and graduates, by offering services such as:

- a) employment portfolio preparation sessions, employment interview simulation;
- b) organization of company presentations;
- c) training sessions for the development of transversal skills of students;
- d) carrying out periodic studies and analyzes regarding university dropout and the integration of graduates on the labor market, the impact of counseling and professional guidance services, as well as proposing measures to improve it;
- e) the development and application of specific instruments, in order to monitor the insertion on the labor market;
- f) participation in activities organized by Alumni.

**3 .** Informing and advising students on the educational and occupational routes available within the university curriculum, the system of transferable credits at university level, in accordance with the rules imposed by the National Qualifications Authority through specific means such as presentation sessions such as Open Days, educational fairs, thematic visits etc.

**4.** Informing and advising students on educational and occupational routes within higher education institutions, for higher education cycles.

## **CAP. V.2. ORGANIZATIONAL STRUCTURE**


**Art. 9.** (1) CCCG-ULST is composed of:

- a) Psychologists with a certificate in the specialty of Educational Psychology, school and vocational counseling;
- b) Career counsellors;
- c) Sociologists;
- d) Teaching staff with expertise in the field of specialization of students and graduates.

(2) The number of employees within CCCG-ULST is established starting from the number of students enrolled in the three study cycles. The minimum accepted ratio is at least 1 career counselor/psychologist per 2000 enrolled students.

**Art. 10.** (1) CCCG-ULST is subordinated academically to the University Senate and administratively to the Rector, through the structure of the Vice-Rector social and student activities.

(2) CCCG-ULST is led by a coordinating teaching staff or a person employed as auxiliary teaching staff who has initial or continuing professional training in one of the fields: psychology, sociology, educational sciences, appointed Director of CCCG-ULST, by decision University Senate at the proposal of the Board of Administration. It presents

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annually to the Board of Administration a report on the services offered, then published on the University's website..

**Art. 11.** In establishing the activity plan and in carrying out current activities, CCCG-ULST can collaborate with the student organizations legally established in the U.L.S. "King Mihai I" from Timisoara.

**Art . 12.** Base material needed of CCCG-ULST activities is provided by University.

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

**Art . 13.** CCCG-ULST is financed through the university's consolidated budget. In order to ensure/develop the CCCG-ULST activity, U.L.S. "King Mihai I" from Timisoara can attract non-reimbursable funds and other extrabudgetary resources.