



**Reference documents:**

Higher Education Act no. 199/2023.

Order no. 404/2024 for the approval of the Framework methodology regarding the organisation and operation of the counselling and career guidance centers in the Romanian higher education system.

# REGULATION ON THE ORGANISATION AND OPERATION OF COUNSELLING AND CAREER GUIDANCE CENTER

## Regulation code: UMFST-REG-48 Edition 05

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Date: 24.06.2024

Approved by: Administrative Board

Date: 27.06.2024

Senate

Date: 04.07.2024

<i>Date of enforcement:</i>	05.07.2024
<i>Date of withdrawal:</i>	



## Chapter I. General Provisions

### Article 1.

1. This Regulation establishes the organisation and operation of the Counselling and Career Guidance Center (hereinafter referred to as CCGC) within the George Emil Palade University of Medicine, Pharmacy, Science, and Technology of Târgu Mureș (hereinafter referred to as UMFST G.E. PALADE Târgu Mureș) constituted as a structure without legal statute.
2. Through the specialized employed staff, CCGC carries out educational and vocational counselling activities, career counselling and guidance, personal development counselling and psychological counselling services, for students, alumni and other members of the academic community, in compliance with the relevant legislation in force.
3. The activities referred to in para. 2. are based on the principle of the right to free assistance and complementary services in public higher education, in accordance with the legal provisions.

### Article 2.

The counselling activity is addressed to:

- a) UMFST G.E. Palade Târgu Mureș students, regardless of the study program or the type of education in which they are enrolled, including foreign students came through mobility programs;
- b) students from UMFST G. E. Palade High School and UMFST G. E. Palade College;
- c) other students in the final years of high school, through the partnerships between UMFST G.E. Palade Târgu Mureș with pre-university education establishments; or following their individual requests;
- d) UMFST graduates or other higher education institutions graduates, as well as any other person interested in studying an undergraduate or postgraduate study program at UMFST G.E. Palade Târgu Mureș.

### Article 3.

1. The CCGC basic objective is to help young people to choose the right educational and professional path. Thus, the CCGC activities purpose is to support students and graduates in choosing an educational and career path in relation to their own interests and abilities, to facilitate their employability, to organize activities aimed in develop their transversal skills needed for integration into the labour market and increasing employability through the following types of activities:
  - a) career information, refer to provide of all the information needed to plan, obtain and keep a specific job;
  - b) career education, through the provision of informations from the labour market, networking, the development of skills to make choices about education, training, work and life in general, opportunities to experience different roles in community or work life, and the tools for career planning;
  - c) to clarify goals and aspirations to understand their own educational profile, make informed decisions, take responsibility for their own actions and manage their career and transition process at different occasions;
  - d) the support on the integration of secondary school graduates into the university environment;
  - e) to support the integration into the academic community of international students during their studies in Romania, in collaboration with the internal departments/structures responsible in the organization and smooth running of these mobility programs;
  - f) supporting the reduction of dropout due to reasons of adaptation to the university environment or career orientation;
  - g) vocational guidance for students able to plan and manage their own educational itinerary in optimal way;



h) to support the students with special educational needs, students with learning disabilities, students from disadvantaged backgrounds or with psycho-emotional problems to complete their studies successfully;

i) to provide support for students with disabilities to make higher education accessible for them and the support complete their studies;

j) to develop the labor market integration skills of students and recent graduates;

k) to ensure students well-being.

2. The activities of the CCGC shall cover:

a) information, counselling and guidance activities for students, on an individual or group basis, as appropriate, aimed at:

(i) vocational and educational counselling;

(ii) personal development counselling;

(iii) psychological counselling and assessment, in compliance with the legislation in force;

(iv) career counselling and aptitude assessment;

b) the activities related to increase the labor market insertion of students and graduates will cover:

(i) the support in the preparation of a job portfolio - CV, cover letter, job interview simulation, support and advice to choose a job according to the student's profile;

(ii) to facilitate the relationship between students and the labour market, to be familiar with the real needs and challenges of the labour market by organizing every academic year presentations of potential employers;

(iii) training sessions carried out following regular needs analyses among students for the development of students' transversal competences;

(iv) conducting regular studies and analysis on drop-out rates, the integration of graduates into the labor market and the impact of career guidance and counseling services, as well as proposing measures to reduce the drop-out rate;

(v) develop and apply the specific tools for monitoring of the integration at the labor market of the higher education institution graduates;

(vi) organizing student activities with the participation of alumni;

c) education activities related to career are focused on informing and counselling the students on the educational paths within UMFST for all higher education study programmes organized at all cycles and forms, including the organization, at least once in a semester, a fair to present the study programmes offered within the higher education institution;

d) activities related to inform and advise students on the educational and occupational pathways available in the university offer, the system of transferable credits at university level, in accordance with the National Register of Higher Education Qualifications and the National Qualifications Framework, so they can be able to plan and manage their own educational pathway in an optimal way, targeted at:

(i) presentation sessions during "open days", educational fairs or thematic visits, etc.;

(ii) webinars, workshops, thematic workshops;

(e) actions to prevent dropout are designed to:

(i) organizing introductory programmes for first-year students or supporting the activities of student organizations carrying out activities focused on familiarizing first-year students with the academic



environment;

- (ii) carrying out regular studies and analyses on drop-out and its causes and propose measures to reduce it;
- (iii) to support, through specific activities, the implementation of student reintegration projects, such as 'Second Chance', and projects to support students from disadvantaged backgrounds, such as 'First Student in the Family';
- (iv) organizing free individual and collective psychological counselling sessions, as appropriate, provided from specialized staff is available within CCGC, in compliance with the legislation in force;
- (v) organizing informative sessions on students' mental health and well-being, on students' relationship with the higher education institution;
- (vi) activities to support students with disabilities and special educational needs and to monitor their education progress;
- (vii) activities to support the integration into the academic community of students from disadvantaged social groups;
- (viii) activities to reduce violence - bullying within UMFST.

## **Chapter II. The composition of the CCGC**

### **Article 4.**

1. The following categories of specialized staff may be part of the CCGC, without restrictive enumeration:
  - a) psychologists;
  - b) career counsellors
  - c) sociologists
  - d) teaching staff with expertise in the field of specialization of students and graduates.
2. The number of staff employed at CCGC shall be determined on the basis of the number of students enrolled in the four study cycles. The minimum acceptable ratio is at least 1 specialized employee/2,000 enrolled students.
3. Volunteers or psychologists, sociologists or counselors may work at the CCGC, supervised by a tenured employee at the CCGC
4. Students in the Psychology degree program will carry out teaching activities, including internship in the CCGC.

### **Article 5.**

1. The CCGC is subordinated academically to the University Senate and administratively to the Rector.
2. The CCGC is managed by a coordinating professor or by a person appointed by the Administrative Board as auxiliary teaching staff, who has initial / continuous professional training in one of the following fields: psychology, sociology, educational sciences; appointed by decision of the Rector, with the approval of the Administrative Board.
3. The coordinator of the CCGC annually prepares a report and presents it to the Administrative Board on the activities carried out and the services offered, which is posted on the UMFST website.
4. The collection and centralization of statistical data related to the number of students and graduates, counselled and the recruitment of CCGC personnel is carried out supported by the ANS IT platform (National Platform for the Collection of Statistical Data for Higher Education). UMFST is obliged to provide



the data requested by the Ministry of Education, in compliance with the legal provisions.

5. The CCGC shall prepare an annual activity report and an activity plan for the following academic year. These will be submitted to and approved by the University Senate.
6. The CCGC may carry out activities to collect feedback from the beneficiaries of the services provided by the CCGC in order to improve the services offered.
7. By way of exception to the provisions of para. (6), the CCGC may also collect information from other students who have not benefited the services provided by the OCCC.

#### **Article 6.**

1. In order to prepare the Annual plan of activities and in carrying out its ongoing activities, the CCGC shall collaborate with the legally constituted student organizations and student representatives in the governing structures of the UMFST, as well as with representatives of employers or other institutions which carry out activities with relevance to the achievement of the objectives of the CCGC.
2. The CCGC may organize periodical consultations, at least every six months, on its activity, which may be attended by legally constituted student organizations and student representatives in the governing structures of UMFST. The periodical consultations shall be announced on the University website at least 10 days prior to the date of the consultations.
3. The CCGC will organize yearly or whenever necessary - briefing sessions - for UMFST teaching staff or for the structures responsible for the quality of education/teaching at UMFST, on the observations or conclusions of the psychological counselling and educational support activities carried out by the CCGC.
4. In the implementation of the annual plan of activities, the CCGC may establish, through UMFST, partnerships or collaboration protocols with non-governmental organizations, student organizations, student representative organizations/structures, business and employers' representatives to promote the activities of the Centre or to carry out joint activities.

#### **Article 7.**

The material resources required for CCGC activities will be provided by UMFST.

### **Chapter III. Types of activities carried out under the CCGC**

#### **Article 8.**

1. Psychological evaluation - has the purpose of diagnosis and involves the use of specific methods, techniques and instruments, the use of validated psychometric tests, accredited and approved by the Romanian College of Psychologists, covering complex areas of investigation: educational, cognitive-aptitude, occupational interests, values, personality, as well as standardized questionnaires and other field-specific or clinical tools.
2. Educational and professional counselling - targeting vocational identity (V.I.) (self-knowledge) and personal marketing, occupational informations and labor market relations.
3. Educational counselling - a type of psychological intervention designed to increase the learning capacity and optimize the learning style of students, in relation to the particularities of each one, as well as to promote a healthy/balanced lifestyle.
4. Psychological counselling - to diagnose the psychological problems of the students; to correct/ ameliorate through intervention and to reinforce through support, monitoring and supportive training of new skills.
5. Psychotherapy - a type of psychological intervention required when students are faced with high level emotional symptoms, triggered by the appearance of anxiety and/or depression.



6. Crisis Psychological interventions - type of psychological first aid - refers to a primary form of dealing with situations in which students are passing through an episode with a major impact on their emotional, social and professional functioning.

**Article 9.**

The activities provided in Art. 8. will take place in the building of the Counseling and Career Guidance Center of UMFST G.E. Palade Tg. Mures or online sessions for UMFST-UMCH Hamburg with an secure HTTPS web connection. Scheduling for a specific psychological services is made by sending an e-mail to [department.consiliere@umfst.ro](mailto:department.consiliere@umfst.ro) or for UMFST-UMCH Hamburg to: [counseling.medicina.en@umfst.ro](mailto:counseling.medicina.en@umfst.ro). Appointments must be made at least 48 hours in advance. For urgent psychological problems, students studying in Romania can call the following phone number: 0265 215 551/Interiors 105; 104; 247. All appointments will be confirmed by CCGC staff.

## **Chapter IV. Final provisions**

**Article 10.**

1. The CCGC is financed by the university's consolidated budget and by specific funds from the state budget, granted by the Ministry of Education in order to implement the National Program for the Reduction of Dropout.
2. In order to ensure/develop the CCGC activity, UMFST may obtain non-reimbursable funds and other extra-budgetary resources. Higher education institutions shall have the possibility to submit specific institutional development projects annually for funding targeted at CCGC activity.

*The Senate of the George Emil Palade University of Medicine, Pharmacy, Science, and Technology of TarguMureș approved this regulation on 04 July 2024 and comes into force in 05 July 2024.*