



REGULATIONS

on the organization and conduct of postgraduate study programmes for continuing vocational education and training

I. GENERAL PROVISIONS

Art. 1. Within Transilvania University of Braşov, henceforth referred to as UNITBV, *postgraduate study programmes of continuing vocational education and training (CVET)*, hereinafter called CVET postgraduate study programmes are organised as part of lifelong learning under higher education, in compliance with:

- Law of Higher Education no. 199/2023, with subsequent amendments;
- Order of the Minister of Education (OMEC) no. 4148/2025 on the approval of the Framework Methodology for the Organization and Conduct of Postgraduate Study Programmes for Continuing Professional Education and Training;
- Government Ordinance no. 129/2000 on Continuing Vocational Education and Training, republished, with subsequent amendments;
- Law no. 87/10.04.2006 for the approval of the Government Emergency Ordinance no. 75/12.07.2005 on Quality Assurance in Education, with subsequent amendments;
- Government Decision (GD) no. 962/2024 for the approval of the Methodology for External Quality Evaluation of Higher Education;
- Order no. 477/2026 regarding the amendments to the Methodology for External Quality Evaluation of Higher Education, as approved through the Government Decision no. 962/2024, and the extension of the term referred to in art. 67;
- GD no. 513/2025 for the approval on the format and content of the National Qualifications Framework;
- OME no. 4494/2023 for the approval of the Methodology for Relevant Data Logging in the National Register of Higher Education Qualifications (RNCIS)
- Charter of Transilvania University of Braşov.

Art. 2. Within the University, the operation of CVET postgraduate study programmes abides by the applicable statutory laws and these Regulations, which may be amended through Senate Decisions, at the proposal of the Executive Board.

Art. 3. CVET postgraduate study programmes may be organised for the graduates who have obtained at least the 6-7 levels of qualification, according to the National Qualifications Framework, hereinafter called NQF.

Art. 4. (1) CVET postgraduate study programmes fall within continuing education, have lower learning loads, targeting the relevant skills and/or outcomes, and may be completed with the award of qualification certificates, respectively certificates of professional skills or partial qualification through microcertification.

(2) Within UNITBV, the following types of **CVET postgraduate study programmes may be organised:**

- a) of continuing vocational training and development;
- b) of vocational conversion and retraining;
- c) of personal development.

(3) CVET postgraduate study programmes are organised for the following forms of education: full-time, part-time, distance learning.

Art. 5. (1) CVET postgraduate study programmes of continuing vocational training and development include:

- a) **entry-level professional training programmes**, which prepare for the acquisition of one or more professional skills specific to a qualification, according to the occupational/qualification standard, which equate to at least 2 ECTS, and which include skills corresponding to at least level 6 of qualification in NQF;
- b) **advanced training programmes**, which have as a purpose the professional preparation leading to the updating or completion of knowledge, skills, autonomy and responsibility, or of the professional skills within the same qualification as that held through initial training, as applicable, from the first or second cycles, which equate to at least 1 ECTS, and which include skills corresponding to at least level 6 or 7 in NQF, as appropriate;
- c) **specialised training programmes**, which ensure the acquisition of new professional skills required for another major under the same bachelor's/master's/doctoral field as the graduated one, which equate to at least 3 ECTS, and which include skills corresponding to at least level 6 or 7 in NQF, as appropriate.

(2) **CVET postgraduate study programmes of vocational conversion** ensure the acquisition of new professional skills required for another major under the same field of bachelor's studies as the graduated one, and equate to at least 12 ECTS, which lead to a level 6 qualification in NQF. In order for the student to attend and complete these programmes, UNITBV may recognise ECTS credits obtained during the initial training or through the certification of the learning outcomes acquired in non-formal and informal contexts, as per art. 190 par. (1) and art. 191 par. (1) of Law no. 199/2023.

(3) **CVET postgraduate study programmes of vocational retraining** (VR postgraduate study programmes) ensure the acquisition of new professional skills, required for another major under the same branch of science as the graduated major, and equate to a minimum of 60 ECTS. These programmes lead to a level 6 qualification in NQF. In order for the student to attend and complete these programmes, UNITBV may recognise ECTS credits obtained during the initial training or through the certification of the learning outcomes acquired in non-formal and informal contexts, as per art. 190 par. (1) and art. 191 par. (1) in Law no. 199/2023.

(4) **CVET postgraduate study programmes of personal development** include skills corresponding to at least level 6 or 7 of qualification in NQF (bachelor's or master's degree, or the equivalent thereof, for the 6 or 7 NQF level) and aim at complementing the student's already acquired transversal skills or at his/her acquiring new ones, and equate to at least 1 ECTS.

Art. 6. (1) CVET postgraduate study programmes are organised subject to the approval of the UNITBV Senate, and are defined through:

- a) the type of postgraduate study programme;
- b) the field of education and training, under the International Standard Classification of Education (ISCED), according to the academic division of knowledge and to the professional division of labour;
- c) the form of organization of the study programmes;
- d) the level of qualification in NQF;
- e) the number of credits according to the European Credit Transfer and Accumulation System (ECTS);
- f) the local administrative unit where it is organised;
- g) the form of education;
- h) language(s) of instruction;
- i) the occupation/basic group under the second main group included in the Classification of Occupations in Romania (COR), as applicable, according to ISCO-08, and the qualification, as appropriate;
- j) the specific activities under the Classification of Activities in the National Economy (CAEN).

(2) The skills corresponding to the CVET programmes are set out in the educational plan, as approved by the Senate, and may be:

- a) **the key skills**, as defined through the Council Recommendation of 22 May 2018 on the Key Skills for Lifelong Learning (2018/C 189/01);
- b) **the professional skills** specific to a field of activity or a qualification;
- c) **transversal skills**, commonly considered as not specifically related to a particular job, task, academic discipline or field of knowledge, but as useful in a wide variety of work environments and situations, including the ones listed on the ESCO European portal.

II. ORGANIZATION OF POSTGRADUATE STUDY PROGRAMMES FOR CONTINUING VOCATIONAL EDUCATION AND TRAINING

Art. 7. (1) UNITBV, as an accredited higher education institution, may organise CVET postgraduate study programmes, pursuant to the external quality evaluation of education, conducted under the terms of Title IV on quality assurance in higher education, of the Law no. 199/2023, or in partnership with other education providers, whether institutions or organizations.

(2) UNITBV may establish partnerships with stakeholders, with a view to developing CVET postgraduate study programmes that meet the demands of the labour market.

Art. 8. The name of the CVET postgraduate study programme shall consider the National Qualifications Framework (NQF), the nomenclature of nationally accredited specializations and professions, the market requirements, as well as other internal or international standards and rules.

Art. 9. (1) The graduates of higher education with at least the bachelor's diploma or the equivalent thereof have the right to attend CVET postgraduate study programmes.

(2) The participants in postgraduate study programmes have the status of trainees.

Art. 10. (1) A CVET postgraduate study programme consists, as per the provisions of art. 72 par. (3) in the Law no. 199/2023, of all design, organization, teaching and guidance activities, as well as the actual attainment of learning, practical application, research and evaluation, which together result in the award of certificates or other study documents recognised by the Ministry of Education and Research.

(2) The specific workload for the conduct of the activities described in the curriculum of a postgraduate study programme will be measured according to the European Credit Transfer and Accumulation System (ECTS) and will be expressed in transferable study credits.

(3) Within UNITBV, the workload allocated for an ECTS credit is 30 hours, distributed as follows:

- a) 15 didactic hours, split into: teaching - courses/lectures, and practical application - seminars, laboratories, projects, research, evaluation. The workload of the practical activities shall be at least equal to that of the lectures;
- b) the remaining ones, up to 30 hours, are for individual study, and may include study of course notes; study of course materials, textbooks, books; study of the essential reading list; conduct of specific preparatory activities for the project and/or laboratory; completion of home assignments or reports; further desk research in the library, but also Internet-based research.

Art. 11. (1) The activities of ongoing evaluation and exam-based summative evaluation, as well as the graduation exams of CVET postgraduate study programmes may take place as direct meeting, in the University's facilities, between the students and their academic teaching personnel, and allow for the use of specific electronic, information and communication technology resources, or online, under the terms and conditions of the law, and in compliance with the quality assurance criteria.

(2) The graduation examination for CVET postgraduate study programmes may take place both as direct meeting, in the University's facilities, between the students and their academic teaching personnel, and online, for all forms of organization. The types and methods of evaluation shall be set out in the course outline.

(3) Within the online evaluation process, the oral exams are fully audio-video recorded and archived at the faculty level, as per the statutory provisions.

(4) Access to these recordings is restricted, and therefore only given with a view to grading and ensuring the fairness of the evaluation, as well as to settling the appeals, under the rules and regulations of personal data protection, respectively of academic integrity. The time of storage for these recordings is established at the level of each faculty/department.

Art. 12. (1) A programme coordinator is tasked with a CVET postgraduate study programme, and the faculty that organises the CVET programme manages the students' tuition-related operations.

(2) Within CVET postgraduate study programmes, the trainers may be:

- a) the University's own academic teaching personnel;
- b) academic teaching personnel affiliated with other universities;
- c) experts from the socio-economic environment, leading figures in their area of expertise.

Art. 13. (1) The educational plans of CVET postgraduate study programmes explicitly list the skills and learning outcomes which underlie the course outlines.

(2) The educational plans must include lecture, seminar and practical-activity sessions, as well as laboratory/project ones.

(3) The course outlines related to the educational plan are drafted by the academic teaching personnel, including the adjunct professors involved in that programme who will conduct activities therein, and they contain the full description of the academic discipline concerned.

Art. 14. (1) CVET postgraduate study programmes may also be taught in an international language, provided that the faculty concerned organises bachelor's study programmes in that language.

Art. 15. (1) CVET postgraduate study programmes may only take place on a self-financing basis, or with funding from other sources.

(2) The amount of the tuition fee is established by the programme promoter.

(3) The minimum amount of the tuition fees is established by the Senate, at the proposal of the Executive Board.

(4) The Ministry of Education and Research may grant on an annual basis, as per the provisions of art. 128 par. (13) of Law no. 199/2023, scholarships for postgraduate studies abroad from the funds established for this purpose. These scholarships are won through a competition organised at national level.

Art. 16. The minimum number of trainees required to organize CVET programmes is established by the programme coordinator, subject to the financial sustainability of the programme.

III. REGISTRATION AND ACCREDITATION OF CVET POSTGRADUATE STUDY PROGRAMMES

Art. 17. (1) CVET postgraduate study programmes are entered into the National Register of Qualifications (RNC), respectively the National Register of Postgraduate Programmes (RNPP), in compliance with the applicable statutory provisions.

(2) UNITBV shall transmit to the National Qualifications Authority (ANC) the information regarding the postgraduate study programme(s) intended for establishment, in view of their registration in RNPP, which is a part of RNC.

(3) With a view to registering the programme(s), a registration file is submitted online, for each field of academic studies.

(4) The file referred to in par. (3) contains:

- a) the application for the registration/update of the programme;
- b) the standard application form for the registration/update of the CVET postgraduate study programme;
- c) the decision of the UNITBV Senate on the approval of the CVET postgraduate study programme and on the request for its registration in RNPP;

d) proof of payment for the fee corresponding to the registration of the CVET postgraduate study programme in RNPP, with an equivalent value of 25% out of the national net minimum wage (as per the applicable legislation at the time of submission of the information for the purposes of registration).

(5) The information sent to ANC, according to par. (4) lett. a), contains at least the following data:

- a) name of the programme and NQF/EQF/ISCED level;
- b) type of programme and area of specialization, under the International Standard Classification of Education (ISCED);
- c) description of the postgraduate study programme through the acquired learning outcomes/skills, as appropriate, and the occupations on the labour market which the programme addresses;
- d) the place where the programme takes place and the organizer: university/faculty, consortium;
- e) duration of the programme and number of ECTS credits;
- f) the Senate decision on the approval of the postgraduate programme and on the request for the registration in RNPP of the postgraduate programme related to that qualification.

Art. 18. (1) A CVET postgraduate study programme operates legally if accredited.

(2) CVET postgraduate study programmes are accredited by the Romanian Agency for Quality Assurance in Higher Education, hereinafter referred to as ARACIS, under the Methodology for External Evaluation on the Quality of Higher Education, as approved through the Government Decision no. 962/2024, with subsequent amendments.

(3) The external evaluation for the accreditation of CVET postgraduate study programmes is conducted according to the fields, considering the operational bachelor's, master's or doctoral fields. Within UNITBV, the organization of postgraduate study programmes does not depend on the existing bachelor's, master's or doctoral fields.

(4) CVET postgraduate study programmes are accredited through order of the Minister of Education and Research, pursuant to the external evaluation conducted by ARACIS.

Art. 19. (1) UNITBV must undergo the periodic external evaluation procedure, in order to maintain its accreditation for the CVET postgraduate study programmes.

(2) The maintenance of the accreditation for CVET postgraduate study programmes requires periodic evaluation, every 5 years, according to the Methodology approved through the Government Decision no. 962/2024, with subsequent amendments.

Art. 20. Pursuant to the external evaluation procedure on the quality of the CVET postgraduate study programme(s) and to the issuance of the Ministerial Order on the Accreditation of the Field of Study, the postgraduate study programme(s) are registered in RNPP.

Art. 21. (1) UNITBV has the right to establish, on an annual basis, within the postgraduate study fields accredited or authorised to operate provisionally, as the case may be, new postgraduate study programmes, based on the internal evaluation process, complete with an internal evaluation report.

(2) The internal evaluation committee must include an academic from outside UNITBV and a student.

(3) UNITBV may promote and enter, within the accredited bachelor's and master's study fields listed in the Nomenclature, new postgraduate study programmes that it communicates to the Ministry of Education and Research, for the purpose of centralised publication.

IV. ADMISSION TO CVET POSTGRADUATE STUDY PROGRAMMES

Art. 22. (1) The organization and conduct of the admission fall entirely within the competence of the organising faculty. Every faculty may develop and approve their own procedures for the admission to the CVET postgraduate study programmes.

(2) Registration for and enrolment in the postgraduate CVET programme are conducted online, or according to the admission calendar for that programme, throughout the academic year, until the required groups for its operation are formed.

Art. 23. (1) In order to register for the admission competition to CVET postgraduate programmes, the applicants shall provide an active email address and the phone number.

(2) The applicants must upload/transmit at least the following documents:

- Standard registration form, available at the secretariat of the organising faculty in electronic format as well, where the applicant will mention all required data, under signature and his/her own responsibility (no changes, additions or deletions are allowed in the registration form);
- Standard form of consent for the processing of personal data;
- The bachelor's diploma or the equivalent thereof (scanned copy) and the transcript of records/diploma supplement (scanned copy); the provisional certificate of bachelor's degree may only be used during the academic year when it applies;
- The master's diploma (scanned copy) and the diploma supplement (scanned copy) (only for the postgraduate CVET programmes of level 7 in NQF);
- Birth certificate (scanned copy);
- Marriage certificate (scanned copy);
- Proof of payment for the registration fee;
- ID document (scanned copy);
- Standard medical certificate, issued by the general practitioner, attesting to the holder's fitness for study (scanned copy), valid for a maximum of 60 days from the date of issuance, in relation to the registration period.

Art. 24. The list of documents required for admission, as well as the procedure for registration and enrolment will be displayed on both the premises and the website of the faculty/department/Centre for Continuing Education and Academic Mentorship.

Art. 25. The applicants are registered and enrolled on the basis of the data in the birth certificate (the applicant's surname, initial(s) of his/her father's forename(s), and his/her forename).

Art. 26. After the fulfilment of these formalities, the candidate will remain waiting until the minimum number of trainees is reached, and then the secretariat will communicate him/her the start date of the courses.

Art. 27. (1) The amount of the registration fee is approved every year by the University Senate.

(2) The registration fee paid for the applicant's participation in the admission process may not be refunded after submission of the registration file, except when the chosen programme is no longer being held.

Art. 28. As regards the CVET postgraduate study programmes where the didactic process is conducted in foreign languages, the admission depends on the student passing a language proficiency test, organised by the faculty. The following are exempt from this test: (i) the holders of an internationally recognised language certificate; (ii) the graduates of academic studies taught in the foreign language of the programme for which they are applying.

V. TRAINEES' ENROLMENT AND STATUS

Art. 29. (1) The candidates declared admitted are enrolled in the postgraduate CVET programme, through Rector's decision, after confirmation of the place by payment of the tuition fee.

(2) After issuance of the enrolment decision, the trainees are entered into the Academic Register by the secretariats of the faculties that manage the programmes, under a unique student ID number, valid throughout the period of tuition.

Art. 30. (1) After enrolment, the trainees will sign the Contract of Academic Studies (Appendix 1), according to the admission calendar which also includes details related to enrolment and contract signing.

(2) Upon signing the contract, the trainee submits the study and identity documents in certified copies, or brings them in original, for the certification "as per the original" by the secretary in charge with the programme.

Art. 31. The admission-related documentation, as well as the admitted candidates' files are lodged with and managed at the secretariat of the faculty which the department that initiated the programme falls within.

Art. 32. (1) The person admitted to a CVET postgraduate study programme has, throughout its conduct, the status of trainee, with the rights and duties arising therefrom, as provided for in the applicable legislation.

(2) The holder of the trainee status is under obligation to abide by the applicable laws and regulations.

Art. 33. The trainee who has interrupted his/her studies shall, upon returning, take any required difference exams, as per the educational plan applicable to the series in which s/he is enrolled, and shall pay the additional fees for the difference exams.

Art. 34. The trainee who does not pay the fees according to the calendar set out in the Contract of Academic Studies will be expelled.

Art. 35. The student may withdraw from the programme, in which case s/he may receive a portion of the fee, as follows:

- 90 %, if the request was submitted during the period of enrolment;
- 50 % of the paid tuition fee, if the request was submitted prior to the start of the study programme;

Art. 36. The fee is not refundable if the withdrawal application is submitted after the start of the CVET postgraduate study programme.

VI. SKILL EVALUATION WITHIN THE POSTGRADUATE CVET PROGRAMME

Art. 37. CVET postgraduate study programmes will be completed, as appropriate, with one of the following exams:

- a) professional skill certification exam, as regards the CVET postgraduate study programmes referred to in art. 5 par. (1) – (3);
- b) transversal skill certification exam, as regards the CVET postgraduate study programmes referred to in art. 5 par. (4).

Art. 38. (1) Every faculty will draft and approve its own regulations on the final evaluation of the professional skills related to CVET postgraduate study programmes.

(2) The trainees have the right to take the final evaluation of the postgraduate CVET programme only if they have fully complied with all professional and financial obligations.

Art. 39. (1) The final evaluation of the professional skills rests with a committee for the completion of the postgraduate CVET programme, appointed through Rector's order, at the proposal of the Faculty Dean/coordinator of the Centre for Continuing Education and Academic Mentorship.

(2) The committee for the completion of the postgraduate CVET programme consists of at least three people (chairperson and two members) and has a secretary who does not have mark-awarding right.

(3) The committee for the completion of the postgraduate CVET programme may include, to an extent of no more than one third of the number of members, a representative of the labour market.

(4) The chairperson of the evaluation committee, as regards the skill certification examination, must have the academic rank of professor or associate professor.

(5) The members of the examination committee, except for the labour market representative(s), must have the doctoral degree and the academic rank of lecturer, associate professor or professor.

(6) Pursuant to the evaluation and confirmation of his/her successfully passing the minimum validation conditions for the acquisition of the professional skills/learning outcomes corresponding to the study programme, the trainee may be certified.

VII. CERTIFICATION OF STUDIES

Art. 40. (1) The graduates who pass the professional/transversal skill certification exam are issued certificates as per the table below:

Type of CVET postgraduate study programme	No. of ECTS credits	Form of final examination	The diploma/certificate issued
I. Programmes of continuing vocational training and development			
I.1. Entry-level vocational training programmes	Minimum 2	Professional skill certification exam	Certificate of Professional Skills
I.2. Advanced training programmes	Minimum 1		
I.3. Specialised training programmes	Minimum 3		Certificate of Partial Qualification
II. Programmes of vocational conversion and retraining			
II.1. CVET postgraduate study programmes of vocational conversion	Minimum 12	Professional skill certification exam	Certificate of Qualification
II.2. CVET postgraduate study programmes of vocational retraining	Minimum 60		
III. CVET postgraduate study programmes of personal development	Minimum 1	Transversal skill certification exam	Certificate of Transversal Skills

(2) The certificates referred to in par. (1) are issued with an appendix thereto, called the descriptive supplement to the certificate, the template and filling-out guidelines of which are provided for in Appendix no. 12 to the Government Decision no. 1.225/2024 on the approval of the content type and format specific to the academic documents, as well as to the diploma supplement, which indicates the learning outcomes associated with the skills for which the candidate has been declared competent.

(3) The models of certificate for all types of postgraduate CVET programmes referred to in par. (1) are provided for in Appendices 1-3 to the Framework Methodology for the Organization and Conduct of Postgraduate Study Programmes for Continuing Vocational Education and Training, as approved through Order of the Minister of Education and Research (OMEC) no. 4148/2025.

Art. 41. The certificates and the descriptive supplement are issued by the University's specialised services, based on the report submitted by the management of the faculty which the department that initiated the programme falls within, or by the Centre for Continuing Education and Academic Mentorship (if this latter one is the initiator of the postgraduate CVET programme) and is managed according to the regulations on study documents.

Art. 42. The documents addressing aspects of tuition about the conduct and completion of the postgraduate CVET programmes are managed by the secretariat of the faculty which the department that initiated the programme falls within, or by the Centre for Continuing Education and Academic Mentorship, if this latter one is the initiator of the postgraduate CVET programme.

VIII. INTERRUPTION OF STUDIES, EQUIVALENCE, RE-ENROLMENT

Art. 43. Re-enrolment and resumption of activity after an interruption of studies are subject to the organization of a new series of the postgraduate CVET programme concerned. If, at the time of submission of the application for re-enrolment/resumption of activity after the interruption, the programme is no longer on offer, the University has no obligation towards the trainees in this situation.

Art. 44. (1) The interruption of studies, as regards the postgraduate CVET programmes, is approved by the Dean of the faculty that manages the programme concerned, during the tuition, at the trainees' request.

(2) The request for interruption of studies may be submitted during active academic period, but not subsequently to the start of the evaluation session corresponding to the module/discipline which is to be interrupted.

(3) Upon interruption of studies, the already paid tuition fee is not refundable.

Art. 45. Upon resumption of studies, subsequently to interruption, or re-enrolment, the evaluation results for the skills specific to certain disciplines/modules may be equated by the examining academic teaching personnel, subject to approval from the Dean of the faculty coordinating that study programme.

Art. 46. The trainees may be re-enrolled in the same programme, within the same faculty, as proposed by the coordinator of the programme which the re-enrolment is applied for, subject to the Dean's endorsement and through the Rector's decision, and they keep their original student ID number. For the purposes of re-enrollment, the trainees need to submit an application to the secretariat of the faculty that manages the study programme, and to pay the re-enrolment fee, as established by the Senate.

Art. 47 The trainees who have interrupted their activity or have been expelled, upon their return, shall meet the demands of the applicable educational plan at that time, and take any potential difference evaluations. The latter ones may be taken after paying the tuition fee differences. Upon resumption of courses, only the passed disciplines may be equivalated.

IX. FINAL PROVISIONS

Art. 48. (1) Registration for and enrolment in the postgraduate CVET programmes confirms the applicants' full acceptance of these Regulations.

Art. 49. The activity within CVET postgraduate study programmes is regulated distinctly, and does not fall within the scope of art. 212 par. (1) in the Law of Higher Education no. 199/2023, with subsequent amendments.

Art. 50. The remuneration of the staff involved in the implementation of CVET postgraduate study programmes abides by the applicable regulations.

Art. 51. (1) The secretariat of the faculty which the department or the training centre that initiated the CVET postgraduate study programme comes under, will transmit, within 30 days of completion and certification of the programme, the following data, with a view to completing the necessary reporting to ANC and to the General Directorate for Higher Education within the Ministry of Education and Research (MEC-DGIU):

- a) name of the programme and NQF level;
- b) type of the programme and ISCED field;
- c) description of the postgraduate programme through the acquired skills/learning outcomes (as applicable) and the occupations on the labour market which the programme addresses;
- d) the place where the programme is conducted and the organizer: university/faculty, consortium;
- e) duration of the programme and number of ECTS credits;
- f) number of graduates (to be transmitted only to MEC-DGIU for the purposes of reporting to ANS).

(2) Failure to comply with this condition may lead the Senate to deny the organization of other programmes under the faculty/department or Centre of Continuing Education and Academic Mentorship.

Art. 52. The postgraduate study programmes organised in accordance with the provisions of art. 173 in the Law of National Education no. 1/2011, with subsequent amendments, and with the Order of the Interim Minister of National Education, no. 4.750/2019, on the approval of the Framework Methodology for the Organization and Registration of Postgraduate Programmes by Higher Education Institutions, with subsequent amendments, maintain their accreditation until the completion of the periodic evaluation process under the care of ARACIS, but not later than **1 July 2027**.

Art. 53. UNITBV may promote and launch new postgraduate study programmes during the maintenance of the accreditation referred to in art. 52, based on the procedures of internal evaluation. All postgraduate study fields that operate within UNITBV must undergo their periodical evaluation by 30 June 2027.

Art. 54. The Regulations on the Organization and Conduct of Postgraduate Study Programmes, as approved by the University Senate on 24.07.2024, are hereby repealed.

Prof. Eng. Mircea Horia Țierean, PhD
President of the University Senate



Transilvania University of Braşov
 Centre for Continuing Education and Academic Mentorship
 Faculty

CONTRACT OF CONTINUING VOCATIONAL EDUCATION AND TRAINING THROUGH POSTGRADUATE STUDY PROGRAMMES

No. of

Concluded between:

1. Transilvania University of Braşov, as provider of vocational education and training, hereinafter referred to as Provider, represented by Prof. Eng. Ioan Vasile Abrudan, PhD, in his capacity as Rector, headquartered in Braşov, 29 Eroilor Str., telephone/fax 431000, email address: rectorat@unitbv.ro, tax code/VAT identification number: 4317754, Treasury account: RO08TREZ13120F330500XXXX, registered in RNPP under no.

and

2. as a trainee in the postgraduate study programme of continuing vocational education and training
 .., born on the date of..... in the locality, son (daughter) of and of, residing in the locality, str. no. building ent. flat, county/sector social security number (SSN) ID document series no., issued by on the date of

alongside

3. legally represented by in his/her capacity as, headquartered in....., tax code entered in the National Trade Register Office under no. current account opened at the Bank International Bank Account Number (IBAN) as assignee of the obligation to pay the relevant tuition fee, in agreement with the trainee referred to in point 2

OBJECT OF THE CONTRACT

Art. 1. This Contract aims at regulating the relations between the University, through the Centre for Continuing Education and Academic Mentorship (CFCMA) and the trainee, setting forth the rights and obligations of the signatory parties, in compliance with the applicable legislation, the orders of the Ministry of Education and

Research, the provisions of the University Charter, the decisions of the University Senate and Executive Board, as well as with other internal rules and regulations.

DURATION AND VALIDITY OF THE CONTRACT

Art. 2. This Contract spans from the date of until completion of the postgraduate CVET programme.

Art. 3. The programme has a duration of training hours.

Art. 4. The University reserves the right to cancel/postpone the course, subject to prior notification of the trainees.

VALUE OF THE CONTRACT

Art. 5. The total value of the Contract amounts to RON, including the fees for tuition and course support services.

Art. 6. Payment is made in RON, either cash on the Provider's premises, or via bank transfer to the account, opened at or to the Treasury account

RIGHTS AND OBLIGATIONS OF THE CONTRACTING PARTIES

Art. 7. The rights and obligations of the contracting parties arise from the applicable legislation, the University Charter, as well as from the decisions of the University Senate and Executive Board, but also from other internal rules and regulations.

Art. 8. Rights and obligations of Transilvania University of Braşov:

- a) The University undertakes to provide the vocational education and training services, in compliance with the statutory rules, regulations and the relevant methodologies, with an emphasis on quality;
- b) The University undertakes to supply the necessary human, material, technical or other similar resources for the conduct of the vocational education and training activity;
- c) The University undertakes to secure the completion of the vocational education and training process, as well as the conduct of the graduation examination;
- d) The University undertakes to provide training in the field of occupational health and safety;
- e) The University undertakes not to enforce the participation in other activities than the ones provided for in the postgraduate study programme of continuing vocational education and training upon the beneficiary.

Art. 9. Trainee's rights and obligations:

- a) The trainee shall submit, upon enrolment, his/her personal file, compulsorily containing all the documents listed in the standard application form, according to the applicable specific legislation;
- b) The trainee has the right and obligation to fulfill all the tasks assigned to him/her under the educational plan and related course outlines, in order to develop the skills specific to the postgraduate study programme of continuing vocational education and training;
- c) The trainee has the right to avail him/herself of the material, technical and other similar resources, according to their purpose and intended use, but only within the process of vocational education and training;
- d) The trainee undertakes to capitalise responsibly on the material assets in the educational facilities, libraries, etc., and to keep them in good condition. The value of the damages resulting from the degradation or destruction thereof will be recovered from the culprit, according to the applicable legal procedures and internal regulations;
- e) The trainee shall maintain order, cleanliness and discipline while attending the professional education and training courses;
- f) The student shall abide by the rules and regulations on occupational health and safety;

- g) The trainee undertakes to abide by the standards and rules of academic ethics, in compliance with the University's own regulations and the applicable laws;
- h) undertakes to pay the tuition fee in the amount of RON and other financial obligations established by the University Senate under the provisions of art. 9 in the Law of Higher Education no. 199/ 2023, with subsequent amendments.
- i) The exams and evaluations provided for in the educational plan may be taken free of charge only once during the education and training programme. As regards the trainees who have not completed their studies and have not obtained the certificate within the period specified in the academic calendar, a resit session will be organised within 3 months, but no later than 6 (six) months from the date of completion of the course, for a fee, based on the registered applications in this regard. The re-examination fee is set at the rate established by the University Senate for the current academic year.
- j) With a view to taking the exams in the resit session, the trainee shall lodge a written application to this end, with the department secretariat, within the time limits specified in art. 9 lett. i of this Contract.
- k) Exceeding the 6 (six)-month period from the date of course completion, without taking the final examination, prevents the trainee from sitting for another exam in the attended, but not completed course.

CONTRACTUAL LIABILITY

Art. 10. In the event of failure to comply with the clauses of this Contract, as well as in the event of non-execution or improper execution of the Contract, the guilty party will be held liable under the law.

FORCE MAJEURE

Art. 11. Force majeure exempts the parties from liability, if it is proven under the law.

Art. 12. The party which, due to force majeure, cannot comply with its contractual obligations, shall notify the other contracting party in writing, within 5 days of cessation of the force majeure situation.

DISPUTE SETTLEMENT

Art. 13. The contracting parties will exercise all due diligence to amicably settle any disagreements that might arise between them during the execution of the Contract.

Art. 14. If an amicable settlement cannot be reached, the parties may address the competent Court, according to the law.

AMENDMENT, SUSPENSION AND TERMINATION OF THE CONTRACT

Art. 15. This Contract may be amended only through agreement of the parties, expressed in an addendum thereto.

Art. 16. The parties may mutually agree to suspend/postpone the contract for a limited duration, maximum one series.

Art. 17. This Contract may be terminated under the following terms and conditions:

- a) effluxion of time and fulfilment of its purpose;
- b) termination.

Art. 18. If either party fails to comply with its obligations assumed under the Contract, the injured party may seek the termination hereof.

FINAL PROVISIONS

Art. 19. The Dean of the Faculty is mandated by the Rector of the University to ensure compliance with the Contract.

This Contract is concluded in two copies, with one thereof to be kept by Transilvania University of Braşov in the trainee's personal file, and the other by the trainee him/herself or the beneficiary institution.

Rector,
Prof. Eng. Ioan-Vasile ABRUDAN, PhD

Director,
Forename and Surname, signature

Dean,
Prof., PhD

Endorsed by Chief Financial Officer,
Forename and Surname, signature

Endorsed by Economic Director/ Chief Financial Officer,
Forename and Surname, signature

Endorsed by Legal Compartment,
Forename and Surname, signature

Endorsed by Litigation Compartment,
Forename and Surname, signature

Trainee,
Forename and Surname, signature

Coordinator of the CVET postgraduate study programme,
Forename and Surname, signature