



REGULATIONS

on the organization and conduct of the psychopedagogical training programmes for the didactic profession, as well as of the teaching personnel's continuing professional training and development programmes, within the Department for Teacher Training of Transilvania University of Braşov

I. GENERAL PROVISIONS

Art. 1 These Regulations govern the organization and conduct of the psychopedagogical training programmes, with a view to certifying the skills for the didactic profession, as well as of the continuing professional training and development programmes, within the Department for Teacher Training (D.P.P.D.), Faculty of Psychology and Education Sciences, Transilvania University of Braşov.

Art. 2 These Regulations abide by the statutory legislation: Law of Higher Education no. 199/2023; Teaching Personnel's Statute (Laws no. 198/2023 and no. 199/2023); Ministry Order 6234/06.09.2023; Order of the Minister of Education, Research, Youth and Sports (OMECTS) no. 5561/07.10.2011 on the approval of the Methodology for the Pre-university Teaching Personnel's Continuing Professional Training, with subsequent amendments; Order of the Minister of National Education and Scientific Research (OMENCS) no. 5386 /30.09.2016 on the amendment of the Methodology for the Pre-university Teaching Personnel's Continuing Professional Training, as approved through OMENCS no. 5561/2011; Order of the Minister of National Education (OMEN) no. 3850/02.05.2017 on the approval of the Framework-Methodology for the organization of psychopedagogical training programmes within accredited higher education institutions, with a view to certifying the skills for the didactic profession; OMEN no. 4129/16.07.2018 on the amendment of the Appendix to OMEN no. 3850/2017 on the approval of the Framework-Methodology for the organization of psychopedagogical training programmes within accredited higher education institutions, with a view to certifying the skills for the didactic profession; OMEN 4139/29.06.2022 on the approval of the Framework-Methodology for the organization of the psychopedagogical training programme, with a view to certifying the skills for the didactic profession by the relevant departments within accredited higher education institutions (D.P.P.D.); Charter of Transilvania University of Braşov.

Art. 3 D.P.P.D. is a didactic department within the Faculty of Psychology and Education Sciences, which provides the graduates with the necessary skills for the didactic profession, enabling them to enter the (pre-university and academic) educational system, as teaching personnel members.

Art. 4 The mission of D.P.P.D. implies:

- to provide pedagogical, psychological, didactic and practical education and training to the students and graduates who pursue the didactic profession;
- to organise the continuing training and development activities related to the pre-university teaching personnel's psychopedagogical and methodological education, aimed as well at both second and first didactic degrees;
- to provide the organizational framework and support for the development of both academic and pre-university personnel's skills to investigate the educational phenomenon;

- to promote the values and principles specific to the European space, in order to professionalise the didactic career, showing genuine openness to the local and national community's needs;
- to provide psychopedagogical and methodological assistance, upon request, to the teacher training centres, school inspectorates, pre-university education establishments and other interested institutions, especially of Braşov and its neighbouring counties.
- to plan, organise and coordinate the didactic master's studies in the fields for which the higher education institution has accredited study programmes;
- to organise postgraduate programmes of professional reconversion, as well as of continuing training and development in the didactic career;
- to provide psychopedagogical and methodological counselling for professional development, didactic career growth and school mentoring activities;
- to support the UNITBV academic teaching personnel's professional and scientific development.

Art. 5 The mission of D.P.P.D. envisages three components:

- initial training for the didactic profession* targeting the students and, where applicable, the graduates of higher education, with a view to their acquiring the skills and national certification for the didactic positions in both pre-university and academic education (appropriate to the first, respectively second level of training);
- the teaching personnel's further education and career progression*, through continuing professional training and development programmes, through master's study programmes, as well as through the organization of the preparatory courses and of the exams for the pre-university teaching personnel to obtain the second and first didactic degrees;
- scientific, theoretical and applied research* in the sciences of education, as a field, in line with the needs for enhancement of the educational process, and with the future prospects of education, and in particular the sciences of education, at national, European and international level.

Art. 6 The activity of D.P.P.D. is oriented towards achieving the following objectives:

- to provide a high quality psychopedagogical and didactic training;
- to achieve a formative, modern, student-centred education, pragmatically oriented towards the real needs of the Romanian school, in a European and international context;
- to organise study programmes in the scope of the personnel's continuing professional training and development;
- didactic, in line with the requirements of a modern and efficient education;
- to implement the solutions for the modernization of education and to support its reform, to ensure the direct transfer of information and expertise between the academic teaching personnel of D.P.P.D. and the teachers of training or lab schools, to involve the students and other learners in the academic writing on current topics under the *sciences of education* field;
- to conduct research in the *sciences of education* field, oriented towards the fundamental themes and current priorities of the Romanian school, towards ever-better and fast-growing educational processes and systems, and towards the European integration of the didactic professionalization programmes.

II. ORGANIZATION OF PSYCHOPEDAGOGICAL TRAINING PROGRAMMES

Art. 7 The Department for Teacher Training organises psychopedagogical training programmes in compliance with the applicable statutory provisions.

Art. 8 The certification of the skills for the didactic profession may be acquired at two levels:

- first (initial) – which provides the graduates of higher education with the necessary skills for the didactic profession, giving them the opportunity to enter the educational system on didactic positions in nursery, pre-school, primary, middle, secondary, lower secondary or vocational school, provided that they have accumulated a minimum of 30 transferable credits from the psychopedagogical training programme;

- (b) second (advanced) – which provides the graduates of higher education with the necessary skills for the didactic profession, giving them the opportunity to enter the educational system on didactic positions at all levels of pre-university education, subject to the cumulative fulfilment of two conditions:
- i. accumulation of a minimum of 60 transferable credits from the psychopedagogical training programme, obtained by summing up the 30 credits from the first level and the 30 credits from the second one;
 - ii. graduation of one of the following categories of studies:
 - master's educational cycle;
 - long-term academic studies;
 - postgraduate programme which spans over at least one and a half years, or which ensures the accumulation of at least 90 credits;
 - professional reconversion programme for the acquisition of a new specialization, completed after the graduation of the master's educational cycle or long-term academic studies.

Art. 9 (a) The psychopedagogical training programmes are organised in the full-time form of education and in the system of transferable study credits.

(b) The credits requisite to the two levels of certification for the didactic profession are obtained according to the principles of transfer, recognition, equivalence and accumulation of study credits, under the applicable statutory legislation.

Art. 10 The psychopedagogical training programmes for both levels of certification may be organised during the academic studies, but also at the postgraduate level, under the applicable statutory provisions.

III. ADMISSION TO PSYCHOPEDAGOGICAL TRAINING PROGRAMMES. TUITION STATUS, MODE OF STUDY AND EDUCATIONAL REGIME

The psychopedagogical training programmes are organised by the departments for teacher training, they certify the didactic skills and may be attended during the bachelor's and master's educational cycles in the same field of study, or at the postgraduate level, within higher education institutions accredited in this regard.

Art. 11 (1) The students and graduates of higher education who pursue the certification for the didactic profession in the field of their bachelor's degree may apply for the psychopedagogical training programmes, as provided by the law.

(2) Admission to psychopedagogical training programmes requires the applicants' taking a written examination (cover letter/questionnaire)/interview, if they are in one of the following situations:

- (a) applicants for the bachelor's, respectively master's study programmes, full-time education, part-time education and distance learning, as well as for the first-level (initial) or second-level (advanced) study programme of psychopedagogical training, in the full-time form of education;
- (b) graduates of higher education, that is, both the first-level (initial) programme and the second-level (advanced) programme, only at post-graduate level, in the full-time form of education.

(3) The solved assignment of the written exam is assessed by a committee appointed by the Faculty Dean, through a pass/fail qualifier;

(4) The file of application to first-level psychopedagogical training programmes shall include, as appropriate, the following:

- (a) personal identification documents, in copy, as well as the deed poll or other proof of name change, in case the name entered on the study documents no longer coincides with the one on the identity document;
- (b) certificate of enrolment issued by the higher education institution where the applicant attends the study programme, if this institution differs from the one which organises the psychopedagogical training programme, in case s/he attends the latter programme as a student;
- (c) as regards the graduates, the study document appropriate to the level of education under which they are

- enrolled, in a copy certified as "true to the original" by the institution organising the psychopedagogical training programme;
- (d) the transcript of records/diploma supplement appropriate to the level of education under which they are enrolled, or any other study document showing the academic progress, in a copy certified as "true to the original" by the institution organising the psychopedagogical training programme;
 - (e) the certificate of equivalence or recognition for the bachelor's diplomas obtained abroad by the citizens of Romania, of the European Union, of the European Economic Area and of the Swiss Confederation, which enables the admission, and which is issued by the National Centre for the Recognition and Equivalence of Diplomas, in a copy certified as "true to the original" by the institution organising the training programme;
 - (f) letter of acceptance to studies, for the citizens of third countries who request registration to attend the psychopedagogical training programme on a post-graduate course basis;
 - (g) the C1-level linguistic proficiency certificate, issued by accredited education institutions organising the Romanian language preparatory course, as regards the applicants for psychopedagogical training programmes taught in Romanian who do not submit study documents issued by education establishments/institutions in the country or abroad that teach in Romanian;
 - (h) medical certificate attesting that the applicant does not suffer from contagious diseases or other conditions incompatible with the future profession.
- (5) The file of application for the second-level psychopedagogical training programmes contains, in addition to the documents referred to in paragraph (4), as appropriate, the following:
- (a) documentary evidence for the graduation of the first-level psychopedagogical training programme, or for his/her fulfilment of this prerequisite, namely first-level psychopedagogical training, in compliance with the applicable statutory legislation;
 - (b) master's diploma in the same field as the bachelor's one, accompanied by the transcript of records/master's diploma supplement, both of them in copies certified as "true to the original" by the institution organising the training programme;
 - (c) the certificate of equivalence or recognition for the master's diplomas obtained abroad by the citizens of Romania, of the European Union, of the European Economic Area and of the Swiss Confederation, which enables the admission, and which is issued by the National Centre for the Recognition and Equivalence of Diplomas, in a copy certified as "true to the original" by the institution organising the training programme.
- (6) As regards all applicants for second-level training programmes who attended various psychopedagogical training programmes abroad, Transilvania University of Braşov will analyse the completed training programme, will evaluate its curriculum and will propose in writing to the National Centre for the Recognition and Equivalence of Diplomas the total or partial recognition/equivalence of the completed first-level psychopedagogical training programme.

Art. 12 (1) The psychopedagogical training programme offered by D.P.P.D. is organised only in the full-time form of education, even for the programmes offered on a postgraduate course basis.

(2) The didactic activities set out in the educational plans are organised according to study groups, respectively course series, as well as seminar, laboratory and pedagogical practice groups, under the applicable rules and regulations.

(3) The students enrolled in the distance learning form of education (ID) may attend the psychopedagogical training programme in the full-time form of education (IF), together with the study groups set up in the full-time form of education within the bachelor's field and study programme where the student is enrolled.

The ID student's rights and obligations regarding the completion of the study programme are the same as the IF student's.

(4) The authorization of the psychopedagogical training programmes, with a view to certifying the skills for the didactic profession at postgraduate level, is enacted through Order of the Rector of Transilvania University of Braşov, subject to the Executive Board's approval.

(5) As regards the psychopedagogical training programmes organised as postgraduate courses, the didactic disciplines and activities in the educational plans are attended in separate study groups.

Art. 13 (1) The psychopedagogical training programmes may be organised on a state-budgeted or self-financing basis, as per the provisions of the Framework-Methodology for the Organization of Psychopedagogical Training Programmes, with a view to certifying the skills for the didactic profession, under the applicable legislation.

(2) As regards the psychopedagogical training programme, the student's study status is the same as within the bachelor's or master's studies where s/he is enrolled. The student's maintenance or, as applicable, change of the state-budgeted or conversely self-financing status is established in early academic year, according to his/her status in the bachelor's or master's studies during that year of study.

(3) The students in the part-time (IFR) and distance learning (ID) forms of education may only attend the psychopedagogical training programme on a self-financing basis.

(4) The psychopedagogical training programme at post-graduate level may only be attended on a self-financing basis.

(5) The amount of the annual tuition fees for the psychopedagogical training programmes is established every year by the University Senate, at the proposal of D.P.P.D.

Art. 14 (1) The rights and obligations of the student (trainee) enrolled in the psychopedagogical training programme, as well as his/her relations with Transilvania University of Braşov are set out in the addendum to the Contract of Tuition concluded with him/her, as regards the students enrolled in the first- and second-level full-time form of education, and in the Contract of Academic Studies, as regards the trainees on a post-graduate basis.

(2) A student is considered credited if s/he has obtained at least half of the number of credits allocated to a year of study, for the psychopedagogical training programme, whether the first or the second level.

IV. CURRICULUM OF PSYCHOPEDAGOGICAL TRAINING PROGRAMMES

The curriculum for the departments for teacher training is established by the Ministry of Education, pursuant to the Law of Higher Education no. 199/2023, Art.28, par. 7.

Art. 15 (1) The curriculum of the psychopedagogical training programmes is structured into three components: core curriculum, enhanced curriculum and optional curriculum.

(2) The core curriculum consists of the compulsory disciplines and didactic activities to the first and second levels of certification for the didactic profession. The core curriculum includes the following packages of disciplines:

(a) disciplines of fundamental psychopedagogical training – 18 credits;

(b) disciplines of specialised didactic and practical training – 12 credits.

(3) The enhanced curriculum consists of the compulsory disciplines and didactic activities to the second level of certification for the didactic profession. The enhanced curriculum includes the following packages of disciplines:

(a) disciplines for extension of the psychopedagogical training – 10 credits;

(b) disciplines for extension of the specialised didactic and practical training – 10 credits.

(4) The optional curriculum consists of two disciplines – 10 credits. One subject is chosen out of each package of optional disciplines offered through the educational plan for the second level of certification of the didactic profession.

V. EDUCATIONAL PLAN OF THE CONTINUING TRAINING PROGRAMMES

Art. 16 (1) The 30-credit psychopedagogical training programme corresponding to the first level proceeds according to the educational plan (for single specialization or double specialization).

(2) The psychopedagogical training programme of 30 credits for extension, required for accumulating the package of 60 credits corresponding to the first and second levels, proceeds according to the educational plan.

This programme may only be attended by the graduates of higher education who obtained the first-certification, during or after completion of the bachelor's studies, or who provide documentary evidence for the fulfilment of the prerequisite on the first-level psychopedagogical training, under the applicable statutory legislation.

VI. COMPLETION OF THE PSYCHOPEDAGOGICAL TRAINING PROGRAMMES

Art. 17 (1) The completion of the psychopedagogical training programmes abides by the provisions of art. 10 and art.11 in the Framework-Methodology for the Organization of Psychopedagogical Training Programmes, with a view to certifying the skills for the didactic profession.

(2) The psychopedagogical training programme ends with a graduation exam for each level of certification, equating to 5 credits (in addition to the 30, respectively 35 credits) for each level of certification.

(3) The exam consists of compiling and defending a didactic portfolio. This is a package of documents that synthetically reflect the level and quality of the graduates' skills acquired during the psychopedagogical training programme.

(4) The structure and content of the didactic portfolio are approved within D.P.P.D. in early academic year.

(5) As regards the psychopedagogical training programmes, the graduation exam is organised for each level of certification, in two sessions, corresponding to the months of June/July and September, respectively, of the academic year when the candidates completed the first or second level of the psychopedagogical training programme.

VII. CERTIFICATION OF SKILLS FOR THE DIDACTIC PROFESSION

Art. 18 The graduation of the psychopedagogical training programmes implies obtaining the relevant certificate, corresponding to the level of the completed psychopedagogical training programme, as follows:

- (a) the graduates of higher education who completed the 30-credit psychopedagogical training programme and passed the graduation exam, corresponding to the first level of certification for the didactic profession, at postgraduate level, obtain the certificate of graduation for the first level of the psychopedagogical training programme, which entitles them to occupy didactic positions in nursery, preschool, primary, secondary, vocational and lower secondary education; the graduates who completed the training programme as students may only get the certificate after conferral of the academic degree;
- (b) the graduates of higher education who completed the 60-credit psychopedagogical training programme and passed the graduation exam, corresponding to the second level of certification for the didactic profession, obtain the certificate of graduation for the second level of the psychopedagogical training programme, which entitles them to occupy didactic positions at all levels of the national pre-university education system, if they have completed a master's study programme in the field of the bachelor's degree, too.

Art. 19 (1) The certificates of graduation of the psychopedagogical training programmes are issued under the rules and regulations on the management of study documents. Every certificate has the transcript in Romanian and English appended thereto, which includes the graduate's records.

(2) The graduates who have passed the graduation exams of the psychopedagogical training programmes may receive, upon request, a certificate of graduation, valid until the issuance of the certificate of graduation of the psychopedagogical training programmes, but no longer than 12 months.

(3) The graduates who have not passed the graduation exams of the psychopedagogical training programmes may receive, upon request, a certificate issued by the higher education institution, which will specify the subjects they passed.

Art. 20 (1) The first-level certification of psychopedagogical training is granted after obtaining a minimum of 30 transferable credits, according to the educational plan, as follows:

- (a) 18 credits corresponding to the package of disciplines for fundamental psychopedagogical training;

- (b) 12 credits corresponding to the package of disciplines for specialised didactic training and pedagogical practice.
- (2) As regards the double-degree bachelor's studies, the minimum number of credits required to obtain the first level of certification for the didactic profession is 35, according to the educational plan. They result from summing up 5 credits corresponding to the didactics of the second major. These 5 credits do not accumulate in the package of 60 credits corresponding to the second level of certification.
- (3) The certificate of graduation of the psychopedagogical training programme – first level is only issued to the graduates of the psychopedagogical training programme who have obtained the bachelor's degree.

Art. 21 (1) The certification for the second level of psychopedagogical training is granted after obtaining a minimum of 60 transferable credits, by cumulating the 30 credits from the first level with the 30 credits from the second level, as follows:

- (a) 18 credits corresponding to the package of disciplines for fundamental psychopedagogical training;
- (b) 12 credits corresponding to the package of disciplines for specialised didactic training and pedagogical practice (in the case of one degree/major) or 17 credits (in the case of the double degree/major);
- (c) 10 credits corresponding to the package of disciplines for extension of the psychopedagogical training;
- (d) 10 credits corresponding to the package of disciplines for extension of the specialised didactic training and pedagogical practice;
- (e) 10 credits corresponding to the two elective disciplines.
- (2) The certificate of graduation for the second level of the psychopedagogical training programme is only issued to the graduates of the psychopedagogical training programme who have obtained the master's degree.

Art. 22 (1) The graduates of higher education in the *Education Sciences* field of bachelor's studies – *Pedagogy* and *Special Psychopedagogy* study programmes – are certified for the didactic profession based on the bachelor's degree, provided that the educational plans of the bachelor's educational cycle fully include the disciplines of the psychopedagogical training programme for the first level of the relevant certificate.

(2) The graduates of higher education in the *Education Sciences* field of bachelor's studies, *Pedagogy of Primary and Preschool Education* study programme, are considered to meet the condition of first-level psychopedagogical training, that is, are considered as certified, through the bachelor's degree, to occupy didactic positions in primary and preschool education.

(3) The graduates who completed long- or short-term academic studies with a bachelor's/graduation diploma until 2005, are considered to meet the condition of first- and second-level psychopedagogical training if, through the transcript of records, they provide proof of having passed the following disciplines: School Psychology, Pedagogy, Strategy of Teaching and Testing the Discipline, and Pedagogical Practice, for the major entered on the bachelor's/graduation diploma.

Art. 23 The holders of graduation certificates of the psychopedagogical training programmes who attend or have graduated from academic studies in other fields than the ones for which they have the didactic certification may obtain the didactic certification in the new fields and majors, benefitting from the study credit transfer and recognition system.

Art. 24 (1) With a view to obtaining the certificate of graduation of the psychopedagogical training programme – first level, for another major than the initial one, 22 previously obtained credits are recognised and distributed as follows: in the disciplines of Fundamental Psychopedagogical Training – 18 credits, in Computer-aided Instruction – 2 credits, and in Pedagogical Practice – 2 credits.

(2) Obtaining the certificate of graduation for the first level of the psychopedagogical training programme, in another specialization than the initial one, depends on the accumulation of 8 credits corresponding to the subjects Discipline Didactics (5 credits) and Pedagogical Practice 2 (3 credits).

Art. 25 (1) With a view to obtaining the certificate of graduation for the second level of the psychopedagogical training programme, in another specialization than the initial one, the 20 previously obtained credits in the

disciplines for extension of the psychopedagogical training and in the elective disciplines are recognised.

(2) Obtaining the certificate of graduation for the second level of the psychopedagogical training programme, in another specialization than the initial one, is subject to accumulating 10 credits corresponding to the package of disciplines for extension of the specialised didactic and practical training.

Art. 26 (1) The practical training within the relevant psychopedagogical programmes takes place under the framework agreement concluded between Transilvania University of Braşov, which provides initial psychopedagogical training, and Braşov County School Inspectorate, to which the education establishments that provide specialised pedagogical practice are ascribed, in compliance with the applicable statutory provisions.

(2) The practical training within the relevant psychopedagogical programmes may take the form of a work placement/internship within the Erasmus+ programme, which is certified through the Europass Mobility document.

(3) The teaching personnel pursuing a second degree may conduct the pedagogical practice in the education establishments where they are employed.

(4) The transcript of records appended to the "Certificate of graduation of the psychopedagogical training programme" for the disciplines: Discipline Didactics, Pedagogical Practice, respectively Field Didactics, must be filled out with the explicit mention of the specialization, respectively field for which the candidate obtained the certification.

VIII. THE TEACHING PERSONNEL'S CONTINUING PROFESSIONAL TRAINING AND DEVELOPMENT

Art. 27 (1) The Department for Teacher Training is authorised to organise the exams for the pre-university teaching personnel's second and first didactic degrees, in the disciplines for which it is authorised by the Ministry of Education.

(2) The activities related to the exams for the didactic degrees include:

- (a) organization of training courses targeting the applicants for the second didactic degree, registered for the exam, according to the objectives and content of the curricula for the exam disciplines and tests;
- (b) organization of the written and oral tests within the exams for the second didactic degree, in compliance with the rules and regulations established by the Ministry of Education;
- (c) organization of the admission colloquium for the first didactic degree;
- (d) provision of supervisors for the candidates' writing the scientific-methodological theses, as well as of committee chairpersons for the observation of the practical lesson and defence of the first-didactic-degree thesis;
- (e) organization of the tests within the examination for the first didactic degree (practical lesson observation and defence of the scientific-methodological thesis);
- (f) compilation and submission to the Ministry of Education of the documents required for the issuance of the Minister's orders on the conferral of didactic degrees;
- (g) drafting of the analyses and evaluation reports on the results of the exams for the didactic degrees, and submission thereof to the Ministry of Education, in order for the latter to make the syntheses and recommendations at national level;
- (h) drafting, management and issuance of the provisional certificates of didactic degree, valid until the issuance of the final ones.

(3) In organising and conducting the exams for the didactic degrees, D.P.P.D. collaborates with the relevant faculties that have in their structure study programmes in the fields and majors for which *Transilvania University of Braşov* is authorised to organize these exams. Within this collaboration, the following tasks are incumbent on the relevant departments and faculties:

- (a) to provide the examining teaching personnel in the discipline didactics for the relevant committees, as well as for the training courses;
- (b) to use the applicable curricula for the exam disciplines and tests, and to comply with the rules and regulations

- on the conduct of the exams, as regards the tests they answer for;
- (c) to make the teaching aids (coursebooks, guides, set of topics, bibliographies, etc.) in support of the applicants;
- (d) to make the analyses and evaluation reports on the results of the exams for the didactic degrees, and submit them to D.P.P.D., in order for the latter to issue the syntheses at institutional level
- (4) The specific aspects regarding the organization, conduct and financing of the activities related to the exams for the didactic degrees are governed by the Methodology for the Pre-university Teaching Personnel's Continuing Professional Training, approved through Order of the Ministry of Education, Research, Youth and Sports (OMECS) no. 5561/2011, with subsequent amendments.

IX. SCIENTIFIC RESEARCH

Art. 28 (1) D.P.P.D. conducts scientific research activities in collaboration with the other research structures within Transilvania University of Braşov. The scientific research aims at:

- (a) conduct of fundamental studies and applied research on the teaching personnel's initial and continuing training, educational policies, curricular development and training strategies, capitalization on the potential of modern learning and communication technologies in the educational process;
- (b) conduct of studies and factual investigations on the current situation of education, under various aspects;
- (c) issuance of projects, methodologies, textbooks, coursebooks, guides, etc., with a view to enhancing Romanian education in accordance with the current European and international trends;
- (d) conduct of advisory and expertise studies, based on needs analyses and factual investigations, for the Ministry of Education, for the education management and administration bodies at local and regional level (school inspectorates, school managements, teacher training centres, psychopedagogical assistance centres and others);
- (e) provision of psychopedagogical or methodological assistance services, career guidance for students, graduates or teaching personnel.
- (2) The research programmes of D.P.P.D. take the form of projects won through national and international competitions, research contracts concluded with the beneficiaries, and research topics as provided for in the scientific research plan of the department and financed from the its own revenues.
- (3) The academic personnel teaching in the initial and continuing training programmes coordinated by D.P.P.D. conduct research activities related to their didactic and research loads, according to the individual research plans, are involved in organising the scientific events of D.P.P.D., participate in events organised in partnership with the University's faculties, with other D.P.P.D.s of our country, with national and international education establishments, with the school inspectorates and teacher training centres.
- (4) The academic didactic personnel of D.P.P.D. nurture participation of pupils and pre-university teaching personnel in applied scientific projects and studies.

X. ORGANIZATION

Art. 29 (1) D.P.P.D. is a didactic department under the Faculty of Psychology and Educational Sciences, within Transilvania University of Braşov.

(2) Director of the Department for Teacher Training:

- (a) is in charge of the entire activity of organization, implementation and completion of the didactic activities in the implemented psychopedagogical training programmes;
- (b) coordinates the organization of training courses and exams for the pre-university teaching personnel's second and first didactic degrees, in the majors for which it is authorised by the Ministry of Education;
- (c) is in charge of the D.P.P.D. didactic personnel's scientific research activities;
- (d) acts on behalf of D.P.P.D. in the relations with the other university structures and with similar departments within higher education institutions,
- (e) acts as the operations manager of D.P.P.D.,

(f) signs the study certificates and other documents issued under the aegis of D.P.P.D.

Art. 30 For the fulfilment of the administrative and record-keeping duties, D.P.P.D. has its own secretariat, which the following tasks rest with:

- (a) to keep record of the study documents and addenda concluded with the D.P.P.D. students, and to manage the database of students and trainees enrolled in the psychopedagogical study programmes;
- (b) to fill out the student register for the trainees of D.P.P.D.;
- (c) to prepare the transcripts of records for the graduates of D.P.P.D., to ensure liaison with the Office for Study Documents within Transilvania University of Braşov in matters regarding the record-keeping and issuance of the D.P.P.D. certificates of graduation;
- (d) to keep record and check the personal files of the teaching personnel registered for the didactic degree exams;
- (e) to prepare the documents related to the organization of the didactic degree exams (proposals for committees, decisions on appointment thereto, reports, dockets and gradebooks, submission of final results to the Ministry of Education);
- (f) to manage the correspondence with the Ministry of Education, county school inspectorates, teacher training centres and education establishments;
- (g) to cover the daily public schedule, to issue certificates and other requested documents;
- (h) to fulfil the other duties specific to the secretarial activity.

Art. 31 The activities conducted within D.P.P.D. are financed from state budget subsidies, tuition fees and other sources, under the applicable statutory provisions.

XI. FINAL PROVISIONS

Art. 32 These Regulations shall take effect from the date of their approval by the Senate of Transilvania University of Braşov.

These Regulations were discussed and approved in the meeting of the Senate of Transilvania University of Braşov on 24.07.2024.

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

