

	<b>Regulation on the organization and functioning University Center for Continuing Training at the Technical University of Moldova</b>	<b>Code: REG-0- OFCFCFC</b>
		<b>1st edition</b>
		<b>Revision 2</b>

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AT TUM SENATE MEETING  
OF 28.05.2019, PROTOCOL NO 10**

# REGULATION

## ON THE ORGANIZATION AND FUNCTIONING OF THE UNIVERSITY CENTER FOR CONTINUING TRAINING AT THE TECHNICAL UNIVERSITY OF MOLDOVA

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## I. GENERAL PROVISIONS

1. This Regulation regulates the continuing professional training activities at the Technical University of Moldova (hereinafter the University) indispensable component of activities in accordance with the principles of the Bologna process.
2. The University Center for Continuous Training of the University of the Republic of Moldova was created by the Government of the Republic of Moldova's decision no. 134 of 11.04.1994 "On the system of further training and retraining of staff", the order of the Ministry of Education of the Republic of Moldova no. 156 of 23.05.94, the decision of the Senate and the order of the Rector of the University no. 165-r of 08.07.1994 with the name "Center for the Training and Retraining of the Staff" as a university subdivision with self-financing activity, renamed by the decision of the University Senate of 22.04.2008 in the University Center for Continuous Training (hereinafter CFC).
3. Continuous vocational training as part of lifelong learning in the Republic of Moldova is regulated by the following normative acts:
  - ✓ Constitution of the Republic of Moldova adopted on 29.07.1994, art. 35 - Right to education;
  - ✓ Education Code of the Republic of Moldova no. 152 of 17.07.2014, Title VII - Lifelong Learning;
  - ✓ Law "Labor Code of the Republic of Moldova" No. 154-XV of 28.03.2003 Title VIII - Vocational training;
  - ✓ Government Decision no.193 of 24.03.2017 and no.104 of 27.02.2019 on the approval and amendment of the Regulation on continuous training of adults;
  - ✓ Decision of the Government of the Republic of Moldova no. 191 of 22.04.2015 On the National Agency for Quality Assurance in Vocational Education;
  - ✓ Government Decision No 616 of 18.05.2016 On the approval of the Methodology of external quality assessment for the authorization of provisional operation and accreditation of study programs and institutions of technical vocational, higher and continuing education;
  - ✓ University Charter.
4. The CFC has movable and immovable funds with the right of internal operational management and sub-account in the University's extra-budgetary sources account.

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## II. MISSION, CORE FUNCTIONS/DIRECTIONS OF ACTIVITY, POWERS/OBLIGATIONS AND RIGHTS OF THE CFC

5. The main mission of the CFC is to offer quality continuing vocational training educational services required by the beneficiaries of continuing vocational training: enterprises and individuals interested in updating their knowledge or obtaining new knowledge and skills necessary for further training or retraining for active integration into the labor market.
6. The continuing vocational training of adults is organized separately by levels of training and specialties, taking into account the needs of employers, the general skills of adults, the requirements of the jobs they perform and their possibilities for promotion or employment.
7. Continuing vocational training is based on the following principles:
  - ensuring anticipation and continuity in the activity of formation-development of human personality;
  - adapting vocational training programs to the requirements of the beneficiaries of educational services and of the developing society;
  - training of the personality in order to optimally adapt to the changing conditions in the national economy, technical-scientific progress and educational system.
8. Continuing vocational training in accordance with the Regulation on adult continuing training is realized through:
 

*retraining* - vocational training/education to obtain a new vocational qualification or trade;

*additional qualification* - obtaining knowledge and skills required for professional activity in a new specialization/specialization corresponding to the same general field of study or vocational training, based on the same level according to the International Standard Classification of Education 2011 (hereinafter - ISCED);

*specialization* - gaining knowledge and skills in a narrow area within the scope of an occupation or profession;

*poly qualification* - a qualification that enables a person to perform several types of professional activities;

*further training* - vocational training leading to the development or completion of the professional knowledge, skills or competence of a person who has already a qualification;

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**9. CFC's main areas of activity:**

- studying the vocational training needs of the beneficiaries of educational services, including enterprises and technical pre-university and university education institutions;
- continuous vocational training of personnel in the national economy;
- continuous professional training of teachers and practical training supervisors in secondary vocational schools and technical colleges;
- training of trainers for the University's specialized continuing training centers and other external continuing training institutions, including in enterprises;
- Further training and retraining for the unemployed and jobseekers;
- extra-curricular training of students through the University Center for Professional Information and Guidance and Career Guidance (hereinafter CEGHID) in the field of social psychology, employment, career planning and realization;
- CFC's collaboration with the real sector of the national economy and vocational secondary schools and colleges through continuing vocational training activities;
- scientific research and implementation of results in the field of adult education.

**10. In its activity, the CFC promotes democratic principles, transparency, material and moral stimulation of subdivisions and individuals in the activities of organizing continuing training and carrying out the training process.**

### **III. ORGANIZATION OF CFC ACTIVITY**

**11. The supreme governing body of the CFC is the Continuing Education Coordinating Council (CCFC) of UTM. The composition of the CCFC is approved by the Rector of UTM. The activity of the CCFC is governed by the Regulation on its organization and functioning approved by the Senate.**

**12. The organizational structure of the CFC includes:**

12.1 Continuing Training Directorate;

12.2 Department of Continuing Teacher Education;

12.3 Section for Continuing Training of National Economy Specialists which includes:

- specialized centers for continuing professional training at faculties and departments;
- Institute for Continuing Training in Water Supply and Sanitation;
- School of Design;

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- continuing education courses in departments and faculties.

**13.** The Head of the Continuing Education Directorate is appointed by order of the Rector. The duties, tasks and responsibilities of the Head of the Continuing Training Directorate are set out in the job description approved by the Rector of UTM.

### **3.1. Functions of the In-service Teacher Training Department**

**14.** Main directions of activity of the Department of Continuing Teacher Education:

- initial and in-service psycho-pedagogical training of teachers of technical subjects of technical vocational education institutions (secondary vocational, colleges) and teachers of the University in accordance with the provisions of the Education Code and normative acts of the Ministry of Education;
- in-service training for teachers of technical subjects in secondary vocational schools (organized jointly with the specialized in-service training centers at the faculties and departments of the University);
- training trainers to participate as trainers/trainers in continuous training courses;
- participation in international projects, including the CONSEPT project of the LED Foundation from Liechtenstein "Strengthening the Technical Vocational Education System in Moldova", the Erasmus+ project "Creating the E-network for promoting distance learning in continuing vocational training" (TEACH ME);
- conducting scientific research in the field of technical vocational education;
- consultancy (jointly with the academic departments of the University) in the development of the curriculum for secondary technical vocational education.

**15.** The continuous training courses for teachers in the field of specialization use the technical-material base of the specialized continuous training centers of the University, laboratories and classrooms of the faculties, the technical-scientific university library.

**16.** In-service teacher training in the specialized field is provided as trainers by the heads of departments, teachers and experienced scholars within the University.

### **3.2. Functions of the Continuing Training of National Economy Specialists Section**

**17.** Main directions of activity of the Continuing Training of National Specialists in Economics

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Section:

- Organization of continuing vocational training for specialists from the national economy and interested individuals (in partnership with enterprises);
- examining the possibilities of expanding the activities of continuing training of specialists from the national economy, individuals at the meetings of the Coordinating Council for Continuing Training with the participation of representatives from departments, specialized centers of continuing training;
- coordination of continuing training activities of specialists in various fields of the national economy with the involvement of faculties in these activities;
- publicizing the continuing vocational training activities of specialists in the national economy;
- Examination of organizational issues related to vocational training at faculties (elaboration of CVT curricula, organization of the educational process, development of the technical-material base in departments, specialized CE centers from the sources accumulated in CVT courses, additional remuneration of teachers and auxiliary staff involved in CVT activities);
- Examination of CE needs, development and approval of continuing professional development programs;
- conclusion of continuing training contracts with the beneficiaries of continuing training educational services, individuals and realization of their provisions;
- updating CVT programs in accordance with the requirements of normative acts and requests of CVT beneficiaries;
- organization of internal evaluation activities of CF programs with the training of departments, specialized CF centers and their preparation for external evaluation and accreditation by the National Agency for Quality Assurance in Education and Research (hereinafter ANACEC);
- receiving the necessary documents for enrolment on continuing vocational training courses;
- hiring trainers (teachers of the University, other universities, highly qualified specialists from enterprises in the respective fields) according to the requirements of the continuing professional training programs;

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- issuing the orders of enrollment, expulsion, graduation of trainees, the composition of state and qualification committees for continuing vocational training courses;
- drawing up cost estimates taking into account the proposals of those responsible for continuing training at faculties and approving them;
- the evidence of the implementation of continuing vocational training programs and the teaching load of trainers;
- evidence of the success of trainees in continuing training programs;
- monitoring and keeping track of trainers' teaching load, work agreements;
- monitoring the use of financial sources in accordance with expenditure estimates, including the procurement of laboratory materials and equipment;
- sending the information on the completion of the continuous training courses to the CTICE of the MECC;
- receiving, recording and issuing documents of graduation from continuing vocational training programs;
- Registration of the academic group files and their transmission to the TUM archive.

### **3.3. Functions of the Specialized Center for Continuing Education at faculty, department**

18. The Specialized Continuing Education Center (hereafter CSFC) is a subdivision of the CFC, created at the faculty, department.
19. Responsible for the activity of the CSFC is the Director of the CSFC appointed by order of the Rector of the University.
20. Duties of the director of the CSFC and the person responsible for continuing education at the faculty:
  - organizing the study of the continuing training needs of staff in the fields concerned;
  - Organizing the development and coordination of curricula and programs of continuing education courses with ministries, departments, professional associations / employers' associations and submitting them for review to the CCFC and approval by the Senate or, where appropriate, for provisional authorization or accreditation by ANACEC;
  - publicizing continuing training activities;
  - training the trainee quota;
  - selection of trainers, development of course materials and teaching materials;
  - drawing up proposals for estimates of expenditure and approving them in the prescribed manner;

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- consolidation of the technical-material base and its use in agreement with the faculty and departmental management, ensuring the necessary conditions for the realization of the training process in the continuing education courses;
- drawing up the timetable of the continuous training courses and ensuring its execution;
- managing the training process;
- organizing the academic assessment of learners according to the curriculum;
- collecting the payment claims of trainers on continuing training courses and submitting them to the CFC;

**21. Responsibilities of the director of the CSFC and the person responsible for continuing education at the faculty:**

- organization of the training process according to the continuing training programs and quality assurance according to the educational norms and standards of the national system of continuing vocational training;
- the correctness of the didactic-methodical and record documentation.

**22. Rights of the director of the CSFC and the person responsible for continuing education at the faculty:**

- developing curricula and organizing continuing training courses within the educational standards and methodological norms of the national system of continuing training;
- the management of material and financial resources on the basis of the activities carried out by the CFSC in accordance with the expenditure estimates;
- proposals to stimulate the participation of trainers and auxiliary staff in continuous training courses;
- studying advanced experience in the field of vocational training and cooperation with similar institutions and structures in the country and abroad in the field of continuing vocational training.

#### **IV. CFC TRAINEES**

**23. CFC trainees are the direct beneficiaries of continuing education services at the University.**

**24. CFC trainees are entitled to:**

- propose changes in the structure and content of curricula and continuing training programs in accordance with the needs to address specific problems in professional activity;



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- to obtain a new professional qualification on the basis of higher education in the same or another field;
- to make use of laboratories, classrooms, technical means, books in the University library necessary for further training, retraining;
- benefit from the services offered by the CFC structures;
- to make proposals on the timetable and organization of the training process.

**25. CFC trainees are required:**

- meet the requirements of training plans and programs;
- to comply with the requirements of this Regulation and of the Internal Rules, to protect the welfare of university funds.

**26. Trainees, who have fulfilled the requirements of the curriculum, are issued with the document of completion of the continuing training courses.**

**27. In the case of failure to comply with the requirements of the curriculum and syllabus or failure to comply with the requirements of the Internal Regulations, the student is expelled.**

**28. All expenses related to the further training/ retraining are covered by the company or organization that delegated the trainee to the CFC. In the case of further training/qualification through sponsorship or on the trainee's own initiative, the costs related to the further training/qualification shall be borne by the person concerned.**

## **V. CFC TRAINERS**

**29. The training process is ensured by the CFC trainers (teachers of the University, other educational institutions, scientific researchers from the country and abroad, experienced professionals from ministries, departments, production associations, enterprises, experienced specialists in the field).**

**30. Trainers involved in further training and retraining are entitled to:**

- propose and implement measures to improve the content and organization of the training process;
- participate in the review of the CFC's activities and propose measures for improvement;
- to use the laboratories, technical means, classrooms necessary for the process of upgrading and retraining.

**31. Trainers are obliged:**

- ensure the quality of the training process;

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- to use in the training process course materials, teaching and informational materials, training technologies appropriate for adult continuing education; to respect the timetable of lectures, practical and laboratory work;
- provide advisory assistance to trainees.

## **VI. ORGANIZATION OF THE TRAINING PROCESS AT CFC**

- 32.** Adult continuing vocational training is organized on the basis of the National Qualifications Framework.
- 33.** Continuing vocational training is delivered through programs:
- *Additional qualification in the same general field of education or training:*

5	ISCED540 - 900	hours18 - 30 credits
6	ISCED900 - 1800	hours30 - 60 credits
  - *Retraining from another general field of education or training*

5 ISCED	900 - 1800 hours	30 - 60 credits
6 ISCED	1800 - 2700 hours	60 - 90 credits
  - *Multi-disciplinary courses and training/specialization programs*

300 - 600 hours 10 - 20 credits
  - *Short courses and training/specialization programs*

90 - 300 hours 3 - 10 credits
  - *Thematic courses and training/specialization programs*


up to 90 hours up to 3 credits
- 34.** Continuing vocational training programs will include all the constituent elements described in the Methodology for the development of programs and curricula within the framework of lifelong learning approved by the Order of the Ministry of Education, Culture and Research no. 70 of 25.01.2019.
- 35.** Curricula and programs are developed by the University's teaching staff, CFC trainers, coordinated with the beneficiaries of continuing training services, examined at the meeting of the Department initiating the continuing training program, the Continuing Training Coordinating Council and approved by the UTM Senate.
- 36.** The curricula for additional qualification and professional re-qualification on the basis of higher education shall be developed on the basis of the curricula for bachelor studies approved by the Ministry of Education, Culture and Research and accredited by ANACEC.

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37. Continuing vocational training programs may be structured in modules. Where vocational training courses are organized for socially and economically disadvantaged persons, the programmes shall be adapted to their situation so as to ensure their equal and non-discriminatory access to vocational training.
38. Enrolment in continuing training courses is based on the trainee's personal application and the contract on the provision of continuing training services.
39. Further training and retraining can be carried out with full-time, part-time, mixed with distance learning elements, with partial or total withdrawal from the workplace, without withdrawal from the workplace (evening or off-site).
40. The organization of the training process in continuing education is carried out in accordance with the curricula, normative acts of the Ministry of Education, Culture and Research, the Regulation on the organization and conduct of the teaching process at the University and includes: lectures, practical and laboratory work, seminars, thematic discussions, exchange of experience, thematic excursions to enterprises and exhibitions, didactic games, internships in enterprises and institutions in the country and abroad, course work, year projects, diploma projects/thesis.
41. After the completion of the thematic continuous training, further training / specialization / qualification courses, the issued certificates of professional skills upgrading / qualification / certification;
42. Diplomas are issued for courses and programs of further qualification and retraining.

## **VII. FINANCIAL ACTIVITY OF THE CFC**

43. The financial activity is regulated by the legislative acts in force, the University Charter and the Rules of organization and functioning of the CFC.
44. Continuing training studies are carried out for a fee and are paid by the applicants: individuals or legal entities.
45. Income from continuing vocational training activity is made up from the following sources:
  - a) from the provision of continuing training services on the account of the state order;
  - b) of the training fees paid by the beneficiaries;
  - c) from international projects;
  - e) from other sources of financing provided for by the legislation in force.

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46. The remuneration of CFC employees is paid from the financial sources accumulated as a result of their work in accordance with the legislation in force.
47. Remuneration of trainers - teachers providing the training process is carried out in accordance with the cost estimates.
48. The individual incentive of CFC collaborators is paid from CFC sources in accordance with the Regulation approved by the University Senate for the payment of the performance bonus.
49. The revenue reported by the CFC shall be distributed, according to the statement of expenditure, as follows:
  - a) 60 - 70% for the salaries of staff involved in continuing training activities (including contributions and health insurance premiums);
  - b) 10% - 20 % - for the provision of teaching materials for the continuing training program and the improvement of the technical and material base of the department organizing the continuing training;
  - c) 20% - TUM, which includes expenses for training of trainers, utilities, repairs, equipment maintenance.
50. The tuition fee for the continuing education program is proposed, on the basis of an estimate, by the program coordinator, with the opinion of the Head of the Continuing Education Department and approved by the Rector of the University.
51. The financial resources from continuing training activity are collected and managed by the Finance and Bookkeeping Directorate. Separate records for each continuing training program are kept by CFC staff.

### **VIII. FINAL PROVISIONS**

52. In the event of contradictions between the provisions of these Regulations and the University Charter, the provisions of the latter shall take precedence.
53. These Regulations may be supplemented or amended by decision of the University Senate.
54. This Regulation shall enter into force after its approval by the University Senate.