

REGULATION

REGARDING THE GENERAL FRAMEWORK FOR THE ORGANIZATION AND CONDUCT OF PRACTICAL TRAINING FOR STUDENTS IN UPT

I. GENERAL PROVISIONS

Art. 1. This regulation institutes the general framework for the organization and conduct of internships integrated in the bachelor's and master's degree programmes of Politehnica University of Timișoara (UPT).

Art. 2. The provisions of this regulation comply with the requirements foreseen in:

- National Education Law no. 1/2011, with subsequent amendments and additions;
- Law no. 288/2004 regarding the organization of university studies;
- Law no. 258/2007 regarding the internships of pupils and students;
- MECT Order no. 3955/2008 regarding the General Framework for the organization of internships integrated in bachelor's and master's degree programmes and the Framework Convention on the conduct of internships integrated in bachelor's and master's degree programmes;
- Specific standards of ARACIS for bachelor's and master's degree programmes, for each field of study, currently in force (<http://www.aracis.ro/proceduri/>);
- UPT Charter, 2014 edition;
- Regulation on the organization and conduct of the educational process at the bachelor's study cycle of UPT;
- Regulation on the organization and conduct of the educational process at the master's study cycle of UPT.

Art. 3. For the purposes of this Regulation, the terms and notions used have the following meanings:

Practical training - compulsory subject, according to the curriculum, through which students demonstrate the knowledge gained during their studies.

Internship - the activity carried out by students, at the bachelor and master study cycles, in accordance with the curriculum, which aims to verify the applicability of the theoretical knowledge acquired by them during the educational programme.

Intern - the student, enrolled in the bachelor's or master's degree cycle, who carries out practical training activities to consolidate theoretical knowledge and to develop skills, with the aim of applying them according to the specialization of their studies.

Practical training organizer - UPT as a higher education institution, which through the 10 faculties and 25 independent departments carries out instructive, educational and training activities, according to the Romanian legislation in force.

Practical training partner - the central or local institution or any other legal entity from either Romania, or a country participating in various programmes with European financial support from non-reimbursable funds, or from a third country, which carries out an activity in correlation with the specializations included in the nomenclature of the Ministry for Education and Research, and which can participate in the process of practical training of the students.

Supervising teacher - the person appointed by the practical training organizer, who will ensure the planning, organization and supervision of the internship (the person in charge with practical training for the specialization / study programme).

Tutor - the person appointed by the practical training partner, who will ensure the compliance with the conditions of training and the acquisition by the intern of the planned professional skills during the internship period.

Transferable credit - understood according to the Law no. 288/2004 regarding the organization of university studies, with subsequent amendments and additions.

Internship framework agreement (Practical training framework convention) - the tripartite contract, concluded between the practical training organizer, the practical training partner and the student, which details the main characteristics of the activities associated with an internship.

Practical training portfolio - the document attached to the *Practical training framework convention*, which includes the educational objectives to be achieved, the skills to be developed through the internship, as well as how the internship is to be conducted. The *portfolio template* is included as an annex to the Practical training framework convention.

II. ORGANIZATION AND CONDUCT OF INTERNSHIPS

Art. 4. In UPT the practical training activity is coordinated and monitored by the Office for the Coordination of Practical Training (OCP).

Art. 5. At faculty level, the organization and conduct of the students' practical training is the responsibility of the assigned vice-dean. The practical training activity for a specialization is **supervised** by a coordination team composed of the assigned vice-dean – the president, and a member, the person assigned to be in charge of practical training for that particular field of studies, on behalf of the faculty.

Art. 6. In order to properly organize the practical training activity, the departments will appoint one or more *people in charge with the practical training for each specialization (supervising teacher)*.

The Council of the Faculty confirms *the people in charge with the practical training for each specialization* at the beginning of each academic year.

Art. 7. (1) The internships are mandatory, their duration being set by the curriculum elaborated in accordance with the legal provisions in the field. The duration of the internships is a minimum of one week and a maximum of 12 months, calculated for the entire cycle of bachelor's or master's studies. The activity calendar for the organization and conduct of practical training is drawn up annually, at the beginning of the academic year.

(2) At **bachelor's level** the university study programmes provide two categories of internships: *practical training in the field of study* and *practical training in the field of specialization*. These internships have different themes and objectives, corresponding to the subjects of the study field, and the subjects of the specialization field from the curriculum.

(3) At **master's level** internships can be: *professional practical training* or *research practical training*. These internships have different themes and objectives according to the type of master programme: *professional* or *research*.

(4) The internships for the completion of the studies can be: *internships for the elaboration of the diploma / dissertation thesis*. Internships for the completion of studies carried out within UPT are not based on a Practical training convention.

(5) The internships can be carried out distributed during the semester, or cumulated at the end of the semester or year of studies, in accordance with the curriculum.

(6) The internship may be equivalent to periods of individual employment, as follows:

- 2 months during the university semesters, when students can be hired part-time;
- minimum 3 weeks during holidays or during the period foreseen for internships in the curriculum.

The position held must be compatible with the field of specialization of the bachelor's / master's degree programme.

Art. 8. The practical training can be carried out in institutions / economic units / research units that have a main field of activity relevant for the student's specialization. Practical training can also be performed in the laboratories of the faculty / department or in other faculties from the accredited university network.

Art. 9. Students can choose one of the following ways of doing the practical training:

- *Internship facilitated by the university* - The university, through the faculty where the student is enrolled, facilitates the placement of students in internships, including via practical training agreements through programmes / projects funded and recognized as such by the administration of the university or of the faculties (e.g. ERASMUS + programmes);
- *Internship proposed by the student* - identifying the place of practical training is the student's obligation. After finding an internship, the student submits a standard application to the faculty's secretariat (according to the template in ANNEX 1). Following the analysis performed by the supervising teacher and the approval of the practical training partner, the necessary steps can be initiated regarding the internship;
- *Internship at the workplace*, if its specificity corresponds to the study programme of the bachelor / master student - for employed bachelor / master students, provided that the practical training organizer assimilates the activity at the workplace with practical training;
- *Internship organized in the university*. It can be organized within the faculty for students who have not identified a suitable place of practical training or for those who express their intention to do the internship in the university.

Art. 10. (1) In the event of situations of force majeure (state of emergency, state of alert or similar) or in exceptional situations, the internship may be carried out online, with the consent of the university's management. The communication between the student and the person in charge of practical training for the specialization is made on the dedicated platform for online education Virtual Campus UPT (CVUPT) of the university. All the documents required during the practical training process (practical training application, practical training portfolio, practical training certificate and practical training booklet) will be submitted online through the Virtual Campus.

(2) The organization of the practical training process can be performed, for any of the options provided in Art. 9, through the CVUPT platform: posting internship opportunities, students choosing an practical training place, management of the templates for the annexes to be filled in, uploading the annexes filled in by the students, university and practical training partners, communication between students / university / practical training partners, students uploading practical training booklets for evaluation.

(3) In the event of exceptional situations, the evaluation of interns will be carried out online as well.

Art. 11. The person in charge with practical training at faculty level, in collaboration with the people in charge with practical training at the level of bachelor's and master's degree programmes, **identifies the practical training places - the practical training partners** for students, and performs all the necessary steps to facilitate the placement of students in internships.

For this purpose, the faculties will draw up lists with *categories of practical training partners* (ANNEX 2) that carry out activities in fields relevant for the specializations managed by the faculty.

Art. 12. The internships in institutions / economic units / research units are organized based on practical training conventions (ANNEX 3) concluded annually between the university / faculty, the practical training partner and the student.

Art. 13. The activity carried out during the internship is based on the practical training syllabus, elaborated for each internship in accordance with the curriculum, by the person in charge with practical training, who is appointed by the faculty, for each study programme managed by the faculty.

Art. 14. The insertion of the student at the place of practical training is made based on a notification issued by Politehnica University of Timișoara, through the Dean's Office of the faculty (according to the template in ANNEX 4). The bachelor / master student will present to the practical training partner the following documents: the notification issued by the Dean's Office and the practical training portfolio.

Art. 15. The practical training organized in the university is carried out only based on the practical training portfolio, the tutor being in this case the coordinating teacher of the activity carried out by the student.

Art. 16. Based on the practical training convention, the practical training partner ensures, throughout the internship, the guidance of the students by appointing a tutor who must be qualified in the field in which the students' practical training is done. The tutor will ensure the compliance with the conditions of training and the acquisition by the intern of the knowledge, skills and professional competences planned for the internship period as specified in the ***practical training portfolio***, an integral part of the practical training convention and in accordance with the practical training syllabus.

Art.17. Students have the obligation to present themselves at the place of practical training during the set period, to comply with the internal regulations imposed by the management of the host institution, to acquire the knowledge and fulfil the requirements foreseen in the *practical training portfolio* in accordance with the practical training syllabus.

Art. 18. During the internship, students are required to solve a topic or a project, relevant to the field / specialization they are undertaking, ensuring the application of the theoretical knowledge acquired during educational activities.

Art. 19. During the internship, the tutor together with the supervising teacher will permanently monitor and evaluate the intern. The evaluation consists in ascertaining the level of acquisition of professional skills, as well as the behaviour and the integration of the intern in the activity of the practical training partner (*discipline, punctuality, responsibility in solving tasks, compliance with internal regulations of the enterprise / public institution, etc.* - According to Order 3955/2008, article 10).

Art. 20. At the end of the internship, the tutor fills in the *Practical Training Certificate* (shown in ANNEX 5) and optionally the *Evaluation Form* (shown in ANNEX 6).

The practical training certificate will include the rating awarded: *very good / good / satisfactory / unsatisfactory*.

The company in which the internship took place can use the results of the topic / project developed by the intern.

Art. 21. The practical training ends with a colloquium in which the student will present a ***Practical Training Booklet*** (ANNEX 7), detailing how the topic / practical training project was resolved. The practical training colloquium commission is composed of the supervising teacher and a teacher from the field of specialization.

Following the analysis of the practical training documents (practical training booklet, practical training certificate) and the evaluation of the intern, the Commission will award one of the following ratings: *passed / failed* for the internships integrated in bachelor's degree programmes, respectively *a grade* for the internships integrated in master's degree programmes.

Art. 22. The recognition of the internship is done by granting the credit points foreseen in the practical training syllabus and by filling in the rating / grade in the catalogue of grades for the practical training subject.

III. OBLIGATIONS OF THE PARTIES

The practical training partner

Art. 23. The practical training partner has the following general obligations:

- to own the appropriate equipment - logistical, technical and technological - necessary to capitalize on the theoretical knowledge received by the intern during the educational process;
- to provide tutors, specialists with secondary and / or higher education, who coordinate and participate in the evaluation of the students' practical training;
- to carry out the activity programme so as to allow the students to do the practical training activity in normal conditions, no later than 8 p.m..

Art. 24. The practical training partner will appoint a tutor for the internship, who will ensure the compliance with the training conditions and the acquisition by the intern of the professional skills planned for the internship.

Art. 25. During the practical training period, the tutor together with the supervising teacher follows and registers the attendance of the intern to the planned activities and notifies the faculty of any nonconformities.

Art. 26. The practical training partner must support the intern to follow the practical training syllabus, providing him with the necessary means.

Art. 27. Before the beginning of the internship the practical training partner is obliged to inform the intern of the norms of occupational safety and the norms of defence in emergency situations - in accordance with the legislation in force, specific to the place and activities the intern will carry on during the internship.

The practical training organizer

Art. 28. The practical training organizer designates a *supervising teacher*, responsible for planning, organizing and supervising the conduct of practical training for the study programme.

Art. 29. The supervising teacher together with the tutor (practical training guidance counsellor) appointed by the practical training partner establish the topics and professional competencies that are the object of the internship, in accordance with the practical training syllabus.

Art. 30. The final evaluation and grading are performed at the intern's home faculty, by the supervising teacher accompanied by another teacher from the field of specialization, following the assessment of the intern and the analysis of the practical training documents.

Art. 31. Following the positive evaluation of the internship, the practical training organizer will grant the intern the number of transferable credits specified in the practical training syllabus.

Art. 32. The evaluation of the practical training partner's capacity from a logistical, technical, technological and organizational point of view is carried out, before the internship, by representatives of the interns' home faculty.

The faculty

Art. 33. The faculty draws up its own practical training guide / regulation regarding the framework for the organization and conduct of practical training for students at faculty level. This document will be made available on the faculty's website and will regulate in detail the conduct and responsibilities for all the specific activities of the internships:

- the appointment of the people in charge with practical training at the faculty's level, at the specialization's level, and at the study programme's level;
- the responsibilities of the person in charge of practical training at the level of the faculty;
- the responsibilities of the person in charge of the practical training at the level of the study programme (the supervising teacher). These responsibilities will be established in collaboration with the departments of the faculty;
- setting the internship calendar for all bachelor's and master's degree study programmes conducted by the faculty;
- preparation and verification of the practical training syllabus for the bachelor's and master's internships to comply with the number of hours and the ARACIS regulations in force, according to the template developed by the General Directorate of Quality Assurance: http://www.upt.ro/Informatii_asigurarea-calitatii-in-upt_12_ro.html.
- the way the educational objectives to be achieved, the competencies to be obtained, as well as the ways of carrying out (types of activities) the internship, *specific to the specialization*, provided in the *practical training syllabus* are transposed in the *practical training portfolio*.
- the way the supervising teacher and the tutor collaborate regarding the types of activities carried out by the intern at the practical training partner, in order to contribute to the acquisition of the planned professional competencies that are specified in the practical training syllabus.
- the relationship and the way of collaboration within the faculty between: the person in charge with the practical training at the faculty's level, the people in charge with the practical training at the level of the field of studies and the supervising teacher;
- the appointment of the person who does the *occupational safety and health training (OSH)* and the *emergency situation training* for students who carry out professional practical training or research practical training in the workshops or laboratories of the departments or research centres of UPT;
- who draws up, posts on and updates on the faculty's website the practical training calendar for each academic year and for each specialization;

- who posts on and updates on the faculty's website the documents specific to the good conduct of the internships.

The intern

Art. 34. The intern has the obligation to carry out activities according to the practical training syllabus of its study programme, respecting the duration and the timeframe imposed by the faculty where the student is enrolled.

Art. 35. The intern has the obligation to be present at the place of practice, and to comply with the internal regulations of the practical training partner, the occupational safety and health rules and the rules for emergency situations specific to the place and the activity carried out. In the event of non-compliance, the practical training partner reserves the right to cancel the framework convention after taking into consideration the points of view of the intern and of the practical training supervisor. The management of the practical training partner will notify the management of the faculty where the intern is enrolled.

Art. 36. Attendance of the practical training activities is mandatory. In the event of illness or other objective causes, the practical training is recuperated while respecting the duration and without disturbing the theoretical education process.

Art. 37. During and at the end of the internship, the intern will prepare and present a **practical training booklet** (ANNEX 7), which will detail how the topic / project for practical training was solved, and which will include: the name of the practical training module; the skills to which the internship contributes; the activities carried out; personal observations regarding the activity carried out during the internship.

IV. TRANSITORY AND FINAL PROVISIONS

Art. 38. During the practical training period, the practical training partner may hire the intern, according to the legislation in force, based on a fixed-term employment contract.

Art. 39. Students who are employed may perform the practical training at the workplace if the conditions for the accumulation of the foreseen competencies are ensured and if the employers comply with the provisions of the present regulation.

Art. 40. Considering the provisions of art. 4 of GEO no. 58/2020 on taking measures for the proper functioning of the education system, for the academic year 2019-2020 the practical training activities which have been scheduled to take place during the state of emergency and which require "face to face" interaction will be rescheduled to be recovered in a modular, intensive system, after the end of the state of emergency.

Art. 41. In exceptional situations, which will be analysed concretely by the competent entities of UPT, the internships can be rescheduled, recovered in a modular system, respectively they can be carried out online, if the specifics of the practical training activities do not involve face-to-face interaction.

Art. 42. This regulation is valid both for students enrolled in intramural education and for those enrolled in distance learning (ID) or part-time (IFR) education.

Art. 43. The present Regulation was approved in the meeting of the Administration Board on 05.05.2020, and validated by the UPT Senate on 14.05.2020.

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