UNIVERSITATEA BABEŞ-BOLYAI
BABEŞ-BOLYAI TUDOMÁNYEGYETEM
BABEŞ-BOLYAI UNIVERSITÄT
BABEŞ-BOLYAI UNIVERSITY
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REGULATION
governing the organisation and operation of professional conversion programmes for pre-university teachers at Babeș-Bolyai University

- approved by Senate Decision No. 117/09.09.2025 -
- amended and supplemented by Senate Decision no. 188 of 19.10.2026 -

Art. 1. Babeș-Bolyai University of Cluj-Napoca offers postgraduate programmes for the professional conversion of teachers in pre-university education, hereinafter referred to as *professional conversion programmes*, running for 3 or 4 semesters, pursuant to:
- Art. 102 para. (1) of the Higher Education Law No. 199/2023, as amended and supplemented;
- Art. 187 para. (10) letter d) and art. 188 para. (8) of the Pre-University Education Law no. 198/2023, as amended and supplemented;
- ME Order No. 7877 of 20 December 2024 approving the Guidelines for the organisation and operation of postgraduate programmes for the professional conversion of teachers in pre-university education;
- MEC Order No. 4394 of 14 July 2026 amending and supplementing the Methodological Guidelines on the organisation and operation of postgraduate programmes for the professional retraining of teachers in pre-university education, approved by Order of the Minister of Education No. 7,877/2024;
- ME Order No. 6768 of 12 December 2023 approving the Methodology for granting transferable credits to lifelong learning, as amended and supplemented.

Art. 2. Professional retraining programmes are continuing professional development programmes for adults aimed at teachers in pre-university education – both permanent and supply staff – who hold a bachelor's degree or equivalent from a higher education institution and wish to pursue a new specialist qualification.

Art. 3. (1) Teachers who wish to pursue a new major in the same core field as their undergraduate degree may enrol in the three-semester professional retraining programme, which is equivalent to 90 transferable credits.
(2) Teachers who wish to pursue a new major in a different core field than their undergraduate degree may enrol in the four-semester professional conversion programme, which is equivalent to 120 transferable credits.
(3) As an exception to the provisions of Art. 2, higher education graduates with a bachelor's degree or equivalent degree enrolled in the Teach for Romania Pilot Programme under the *Collaboration Protocol No. 11.690/2023 between the Ministry of Education and the Teach for Romania Association*, employed in the pre-university education system as teachers without the educational

qualifications required for the position, may enrol in the professional conversion/retraining programmes.
(4) To apply for a professional conversion programme, candidates must submit the following:
a) a certificate issued by a pre-university educational institution confirming that the applicant is employed for the current school year, the position/teaching post filled, their status (tenured/substitute), as well as information on whether they have been granted full teaching status or a teaching rank, as applicable;
b) a copy of undergraduate degree or equivalent and, where applicable, a copy of the master's degree.

Art. 4. (1) UBB faculties may run professional conversion programmes only for undergraduate degree programmes that are accredited at the faculty in question.
(2) Professional conversion programmes may be organised only in the languages and forms of education run by the underlying undergraduate degree programmes.
(3) UBB faculties that offer accredited undergraduate programmes in the core field of *Engineering Sciences* may organise professional conversion programmes for the specialisation *Technological Education*.

Art. 5. (1) The curricula for professional conversion programmes are developed by departments/faculties under their own internal guidelines, in line with the requirements prescribed by the professional profile and standards for teachers in pre-university education, approved by *Order of the Minister of Education No. 7.386/2024 regarding the approval of the professional profile and standards for teachers in pre-university education, by career stage and level of education*, and the programme specialisation must include the compulsory subjects *Qualified teacher training* and *Teaching practice*.
(2) The curricula for professional conversion programmes are modelled on the underlying undergraduate degree programmes, consistent with the form of education of the latter.
(3) Teaching practice (classroom teaching) accounts for at least 25% of the total number of hours in the curriculum.
(4) With a view to arranging and conducting the teaching practice, UBB signs agreements, at the proposal of the faculties involved, with pre-university educational institutions listed as training schools in the national network of training schools, approved by order of the Minister of Education.

Art. 6. (1) The workload required to complete the activities described in the curriculum of a professional conversion programme is calculated based on the European Credit Transfer System (ECTS) and converted into transferable credits. Transferable study credits are allocated based on the *Regulation governing the professional activity of students at Babeș-Bolyai University under the European Credit Transfer System (ECTS)*.
(2) The workload allocated for one ECTS credit point is 25-30 hours, divided as follows:
a) higher education training consisting of teaching hours allocated for: teaching (courses/lectures, practical training), seminars, laboratories, projects, research, and field trips, assessment (theses, exams). The number of practical teaching hours should be at least equal to the number of lecture hours;
b) self-study including: notes from lectures, course materials, textbooks, books, reading the recommended list of books, carrying out specific assignments for projects, labs, writing papers, extra research in the library, internet research, preparing for presentations or tests, studying for the final exam, and attending office hours; the number of hours for independent study should be equal to or greater than the number of teaching hours.

Art. 7. (1) The professional conversion programmes offered by UBB are assessed and approved by the Curriculum Committee and subsequently approved by the UBB Senate, based on an Internal Assessment Report (IAR) prepared and submitted electronically by the organising faculty.

(2) The Internal Assessment Report (IAR) shall include, necessarily but not exclusively, the following addenda:

a. Conversion programme description (Addendum 1 to this regulation);
b. The curriculum relevant for the form of education (full time, distance learning, or part time);
c. Course syllabi included in the curriculum;
d. Staff establishment plan;
e. Teachers' CVs and list of publications, in line with the subject taught;

(3) The professional conversion programme and the curriculum approved by the Senate are submitted to the *General Directorate for Management, Teaching Career, and School Networks in the Pre-University Education* for information dissemination in the pre-university education system.

Art. 8. From 1 July 2027, postgraduate programmes for the professional conversion of pre-university teachers will be accredited through an external evaluation process, bypassing the procedure for provisional approval.

Art. 9. (1) Professional conversion programmes are completed with a final exam, conducted only at the higher education institution that provided the training.

(2) Successful graduates of the professional conversion programme, who have passed the final exam, will receive a professional conversion diploma, as well as a diploma supplement.

(3) The professional conversion diploma provides the holder with the right to hold teaching positions/tenure in pre-university education in line with the new qualification.

(4) Teachers completing professional conversion/retraining programmes after obtaining a bachelor's degree may only be employed in preschool, primary, lower secondary, and vocational education, in practical training departments, in children's halls/clubs, or in school sports clubs, as appropriate.

(5) Teachers who complete professional conversion programmes after obtaining a long-term university degree or a second-cycle master's degree may be employed at any level of pre-university education, including children's halls/clubs and school sports clubs.

(6) The permanent status in education and the 2nd and 1st teaching ranks obtained by teachers are automatically recognised for any specialisation acquired by completing a professional conversion/retraining programme.

Art. 10. (1) Activities for vocational conversion programmes are regulated as a separate category.

(2) The maximum number of weekly hours that a teacher is allowed to carry out in professional conversion programmes may not exceed half of the minimum teaching load (rounded up), consistent with the teaching position held.

(3) The expenses for professional conversion programmes are covered by tuition fees or other funding sources.

Art. 11. The present regulation enters into force upon its approval by the UBB Senate and applies to all professional conversion programmes. Any previous provisions (decisions) to the contrary shall be repealed as of the effective date of this regulation.

Addendum 1

Professional conversion programme description

Babeș-Bolyai University of Cluj-Napoca

Faculty of ...

Department .....

Name of programme	**...**
Type of programme	Professional Conversion Programme for teachers in the pre-university education
Target group reached by the programme	Teachers employed in the pre-university education system, with permanent status/qualification in education, tenured or substitute, bachelor's degree or equivalent, and higher education graduates with a bachelor's degree or equivalent degree enrolled in the Teach for Romania Pilot Programme under the *Collaboration Protocol No. 11.690/2023 between the Ministry of Education and the Teach for Romania Association*, employed in the pre-university education system as teachers without the educational qualifications required for the position.
Objectives of the programme	
Form of education	☐ Full time (IF) ☐ Part time (IFR) ☐ Distance learning (ID)
Number of transferable credit points	
Programme duration	☐ 3 semesters (90 ECTS credits) ☐ 4 semesters (120 ECTS credits)
Teaching Language	
Legal basis for running the programme	Higher Education Law No. 199/2023, as amended and supplemented, Art. 102, para. (12); Pre-university Education Law No. 198/2023, as amended and supplemented, Art. 187 para. (10) let. d) and art. 188 para. (8); ME Order No. 7877/20.12.2024 approving the Guidelines for the organisation and operation of postgraduate programmes for the professional conversion of teachers in pre-university education.

	MEC Order No. 4394 of 14 July 2026 amending and supplementing the Methodological Guidelines on the organisation and operation of postgraduate programmes for the professional retraining of teachers in pre-university education, approved by Order of the Minister of Education No. 7.877/2024.
Number of places requested/year/	
Admission selection criteria	
Tuition fee	
Graduation	Final examination
Study certificate issued to the student	Professional conversion diploma and diploma supplement
Skills acquired through the study programme	