



REGULATION

governing the organisation and operation of postgraduate programmes for adult professional training at Babeș-Bolyai University

- approved by Senate Decision No. 118/09.09.2025 -

Chapter I. GENERAL PROVISIONS

Art. 1. Babeș-Bolyai University of Cluj-Napoca offers postgraduate programmes for adult professional training, hereinafter referred to as APT postgraduate programmes, in compliance with:

- Art. 21 para. (3) and art. 22 para. (2), art. 26 para. (2) letter a), art. 32 para. (1), art. 36 para. (1) letter e), art. 72 para. (3) and para. (4) letter b) and art. 74 para. (3) and (6) of the Higher Education Law no. 199/2023, as amended and supplemented;
- MEC Order No. 4148 of 22 May 2025 on the approval of the Framework Methodology for the organisation and operation of postgraduate adult professional training programmes, as amended and supplemented;
- ME Order No. 6768 of 12 December 2023 approving the Methodology for granting transferable credits to lifelong learning, as amended and supplemented.

Art. 2. (1) APT postgraduate programmes are aimed at graduates who have attained the minimum qualification levels 6-7, according to the National Qualifications Framework (NQF). Postgraduate programmes participants qualify as students.

(2) Graduates with a bachelor's degree or equivalent are eligible to apply for APT postgraduate programmes that cover skills corresponding to the minimum qualification level 6 according to the NQF.

(3) Graduates with a master's degree or equivalent are eligible to apply for APT postgraduate programmes that cover skills corresponding to the minimum qualification level 7 according to the NQF.

Art. 3. APT postgraduate programmes fall within the scope of continuing education, with reduced study load, focusing on relevant competences and/or learning outcomes, and are completed with qualification certificates, transversal competence certificates, respectively professional competence certificates or partial qualification through micro-certification.

Art. 4. (1) An APT postgraduate programme includes all aspects of planning, organisation, teaching and guidance, as well as the actual implementation of teaching, practical training, research and assessment, which result in the award of certificates or other qualifications recognised by the Ministry of Education and Research.

(2) The workload required to complete the activities described in the curriculum of a postgraduate programme is calculated based on the European Credit Transfer System (ECTS) and converted into transferable credits.

(3) The workload allocated for one ECTS credit point is 25-30 hours, divided as follows:

- a) 12-15 teaching hours, divided into: teaching - courses/lectures, practical training - seminars, laboratories, projects, research, assessment. The number of practical teaching hours should be at least equal to the number of lecture hours;
- b) up to 25-30 hours are allocated for 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.

Chapter II. TYPES OF APT POSTGRADUATE PROGRAMMES

Art. 5. The following types of postgraduate programmes for adult professional training may be organised at UBB:

I. Postgraduate continuing education and professional development programmes (PCED):

- I.1. Professional start-up programmes;
- I.2. Upskilling programmes;
- I.3. Further specialisation programmes;

II. Professional conversion and retraining programmes:

- II.1. APT postgraduate programmes for professional conversion (PC);
- II.2. APT postgraduate programmes for professional retraining (PR);

III. APT postgraduate programmes for professional development (PD);

Art. 6. Professional start-up programmes prepare students towards developing one or more professional skills in a qualification according to the occupational/ qualification standard and may count for at least 2 ECTS. They cover skills corresponding to minimum qualification level 6 of the NQF and conclude with a professional skills certification exam, successful completion of which is issued a professional skills certificate.

Art. 7. Upskilling programmes are designed to provide professional training that results in the updating or further development of knowledge, skills, autonomy and responsibility or professional competences within the same qualification as the one obtained through start-up training, as applicable, in the first or second cycle, and may have at least 1 ECTS. They cover skills corresponding to minimum qualification level 6 or 7 of the NQF and conclude with a professional skills certification exam, successful completion of which is issued a professional skills certificate.

Art. 8. Further specialisation programmes ensure the acquisition of new professional skills in another specialisation within the same field of study as the completed undergraduate/ master's/ doctoral degree and may have a minimum of 3 ECTS credit points. They cover skills corresponding to minimum qualification level 6 or 7 of the NQF and conclude with a professional skills certification exam, successful completion of which is issued a partial qualification certificate.

Art. 9. APT postgraduate programmes for professional conversion (PC) ensure the acquisition of new professional skills in another specialisation within the same field of study as the completed undergraduate degree and may have a minimum of 12 ECTS credit points. Deliver a level 6 NQF qualification and conclude with a professional skills certification exam, successful completion of which is issued a qualification certificate.

Art. 10. APT postgraduate programmes for professional retraining (PR) ensure the acquisition of new professional skills in another specialisation within the same field of study as the completed specialisation and may have a minimum of 60 ECTS credit points. Deliver a level 6 NQF qualification and conclude with a professional skills certification exam, successful completion of which is issued a qualification certificate.

Art. 11. APT postgraduate programmes for professional development (PD) aim to supplement the transversal skills already acquired or to acquire new transversal skills, may have a minimum of 1 ECTS and conclude with a transversal skills certification exam, successful completion of which is issued with a transversal skills certificate.

Art. 12. In order to complete the postgraduate programmes referred to in Articles 9 and 10, the Credit Recognition Committee appointed at the level of the organising faculty may recognise ECTS credits obtained by a candidate during initial training or following the certification of learning outcomes acquired in non-formal and informal contexts, in accordance with Article 190 para. (1) and Art. 191 para. (1) of Law No. 199/2023.

Art. 13. All types of certificates obtained upon completion of an APT postgraduate programme are issued with an additional document called a *certificate detailed supplement*, for which the template and instructions are set out in Addendum 12 to Government Decision No. 1,225/2024 approving the contents and standard templates of educational documents and the diploma supplement, which details the learning outcomes associated with the competences in which the applicant is certified.

Chapter III. ORGANISATION OF APT POSTGRADUATE PROGRAMMES

Art. 14. APT postgraduate programmes may be organised by a single faculty or by several faculties within UBB, or by another higher education institution. Faculties may establish partnerships with entities seeking to develop APT postgraduate programmes that meet labour market requirements.

Art. 15. For an effective management of resources, faculties that have accredited several APT postgraduate programmes may organise postgraduate schools at faculty or department level.

Art. 16. In providing support for postgraduate training activities, faculties may employ national or international experts acknowledged for their scientific and professional competence in the field, who do not hold a doctoral degree, as affiliated teaching staff, under Article 202 para. (8) of Law No. 199/2023.

Art. 17. At UBB, APT postgraduate programmes may be organised on a full-time (IF), part-time (IFR) or distance learning (ID) basis, supported by tuition fees or other sources of funding. The amount of the tuition fee is proposed by the organising faculty and is approved by Senate decision.

Art. 18. (1) As a rule, continuous assessment and final examinations in postgraduate programmes are carried out in person in the university premises, but may also be carried through specific electronic, IT and communication resources or online, in accordance with the law. The examination methods and formats will be provided in the course description.

(2) The exit examinations for APT postgraduate programmes can be conducted either in person at the university, with students directly interacting with teaching staff, or online, for all forms of organisation.

(3) In the online assessment system, oral exams are fully recorded in audio and video format and archived at faculty level, as provided for by law. Access to these records is restricted and is granted exclusively for the purpose of monitoring and verifying the fairness of the assessment, as well as for handling appeals, in compliance with personal data protection regulations and academic integrity. The retention period for storing these records is determined at the level of each faculty/department.

Chapter IV. QUALITY ASSURANCE AND ACCREDITATION OF APT POSTGRADUATE PROGRAMME

Art. 19. (1) An APT postgraduate programme is legally operational if it is accredited. The accreditation of APT postgraduate programmes is performed by the Romanian Agency for Quality

Assurance in Higher Education (ARACIS), in compliance with the *Methodology for external evaluation of the higher education quality, approved by Government Decision no. 962/2024*, as amended and supplemented.

(2) The accreditation of APT postgraduate programmes is retained through an external evaluation carried out every five years.

Art. 20. External evaluation for the accreditation of APT postgraduate programmes is conducted at the level of every subject area, considering the undergraduate or master's/doctoral programmes in place. Accreditation is granted by order of the Minister of Education and Research, following an external evaluation conducted by ARACIS. The organisation of postgraduate programmes in a faculty is not contingent upon the existence of undergraduate/ master's/ doctoral programmes in that faculty.

Art. 21. (1) If a faculty offers APT postgraduate programmes at both level 6 and level 7 of the NQF, then it will accredit both fields in which those postgraduate programmes are classified, even if the undergraduate and master's fields share the same name. **(2)** Accreditation of a specific subject area is based on ARACIS's assessment of the faculty's first APT postgraduate programme in that subject area.

Art. 22. (1) The postgraduate programmes offered by UBB, including those falling within an already accredited subject area, 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) will argue the relevance and practical value of the postgraduate programme on the labour market and describe the steps taken by the faculty to ensure the quality of education.

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

- a. Postgraduate 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.

Chapter V. REGISTRATION OF APT POSTGRADUATE PROGRAMMES

Art. 23. (1) APT postgraduate programmes are registered in the National Register of Postgraduate Programmes (NRPP), which is attached to the National Qualifications Register (NQR) and managed by the National Qualifications Authority (NQA).

(2) Registration in the NRPP follows the external quality assessment of the programme and the issuance of a ministerial order on the accreditation of the subject area.

(3) The APT postgraduate programmes proposed by faculties in already accredited fields of study will be forwarded to the NQA for registration in the NRPP after approval by the UBB Senate, based on the assessment conducted by the Curriculum Committee.

Art. 24. (1) In order to register an APT postgraduate programme in the NRPP, the university submits an online registration file to the NQA containing the following:

- a. application for programme registration/update;
- b. the registration/update form for the APT postgraduate programme;
- c. the decision of the UBB Senate approving the APT postgraduate programme;
- d. proof of payment of fee for the registration of the APT postgraduate programme in the NRPP.

(2) Filling out the registration/update form for the APT postgraduate programme and paying the fee for registering the programme in the NRPP falls within the remit of the organising faculty.

Art. 24. Following the accreditation retention procedure, UBB will submit a request to NQA to update its postgraduate programmes. The update is validated by a certificate of update issued for each postgraduate programme.

Chapter VI. FINAL AND TRANSITIONAL PROVISIONS

Art. 25. Under art. 67 of the methodology approved by Government Decision no. 962/2024, postgraduate programmes organised under the provisions of art. 173 of the National Education Law no. 1/2011, as amended and supplemented, and in accordance with the provisions of Interim Minister of National Education Order No. 4750/2019 approving the Framework Methodology for the organisation and registration of postgraduate programmes by higher education institutions, as amended and supplemented, shall retain their accreditation until the completion of the periodic assessment process, but no later than 1 July 2026.

Art. 26. This regulation enters into force upon approval by the UBB Senate and applies to all postgraduate study programmes. Upon the entering into force of this regulation, any previous stipulations (decisions) to the contrary of it are hereby repealed.

Postgraduate programme description

Babeş-Bolyai University of Cluj-Napoca

Faculty of ...

Department

Name of programme	...
Type of postgraduate programme <i>[Select one option]</i>	I. Postgraduate continuing education and professional development programme (PCED): <input type="checkbox"/> I.1. Professional start-up programme <input type="checkbox"/> I.2. Upskilling programme <input type="checkbox"/> I.3. Further specialisation programme II. Professional conversion and retraining programme <input type="checkbox"/> II.1. Professional conversion programme (PC) <input type="checkbox"/> II.2. Professional retraining programme (PR) III. Personal development programme (PD) <input type="checkbox"/>
Qualification title	
Qualification code	<i>To be completed after registration of the programme in the NRPP</i>
Code and name of the field of education according to ISCED F - 2013	
Undergraduate/ master's/ doctoral degree field	
NQF/EQF Level <i>[Select one option]</i>	<input type="checkbox"/> Level 6 (undergraduate) <input type="checkbox"/> Level 7 (master's) <i>(Only PCEDs for professional development and PCEDs for further specialisation qualify for level 7 competences)</i>
ISCED Level 2011 <i>[Select one option]</i>	<input type="checkbox"/> Level 6 (undergraduate) <input type="checkbox"/> Level 7 (master's) <i>(Only PCEDs for professional development and PCEDs for further specialisation qualify for level 7 competences)</i>
Qualification core group code	
ISCO-08/COR code and job title	

Programme duration	Total hours:		of which:		teaching hours
					self-study hours
Teaching Language					
Number of ECTS credit points					
Description of the qualification by learning outcomes/ competences					
Knowledge					
Skills / abilities					
Autonomy and responsibility					
or	[...] <i>Provide a description of what the learner should know, understand, and be able to do/skills as outlined in the diploma supplement.</i>				
Assessment method <i>[Select one option]</i>	<input checked="" type="checkbox"/> 1. Closed-ended format with single/multiple choice answers <input checked="" type="checkbox"/> 2. Written tests (open-ended format), including essays <input type="checkbox"/> 3. Dialogue/interview-based <input type="checkbox"/> 4. Simulation and supervised work/task practice <input type="checkbox"/> 5. Activity portfolio <input type="checkbox"/> 6. Referrals by others (colleagues, supervisors, clients, etc.)				
Programme implementation <i>[Select one option]</i>	<input type="checkbox"/> 1. In person <input type="checkbox"/> 2. Online <input type="checkbox"/> 3. Hybrid				
Form of organisation <i>[Select one option]</i>	<input type="checkbox"/> 1. Full time (IF) <input type="checkbox"/> 2. Part time (IFR) <input type="checkbox"/> 3. Distance learning (ID)				
Organizer / Location	Babeş-Bolyai University, Faculty of.....				
Issuer of the certificate	Babeş-Bolyai University of Cluj-Napoca				
Partners					
Tuition fee					
Quality assurance					
Decision of the University Senate	UBB Senate Decision no. ... of ... <i>To be completed after approval by the Senate</i>				
Quality assurance body	Romanian Agency for Quality Assurance in Higher Education (ARACIS)				
Accreditation end date	<i>To be completed after accreditation of the field by ARACIS</i>				

Dean,
First name, SURNAME

Head of department,
First name, SURNAME

Type of APT postgraduate programme	Credit points ECTS	Eligible categories of students who can apply for the programme	Graduation	Study certificate issued upon completion
I. Postgraduate continuing education and professional development programmes (PCED)				
I.1. Professional start-up programmes	Minimum 2	All bachelor's degree graduates	Professional skills certification exam	Professional skills certificate
I.2. Upskilling programmes	Minimum 1	Undergraduate/master’s degree graduates who want to supplement/update their professional skills with level 6 or 7 NQF skills within the qualification they already have		
I.3. Further specialisation programmes	Minimum 3	Bachelor’s/master’s degree graduates who seek to acquire new professional skills at level 6 or 7 of the NQF, in another specialist area within the same field of study as their bachelor’s/master’s/doctoral degree.		Partial qualification certificate
II. Professional conversion and retraining programmes				
II.1. APT postgraduate programmes for professional conversion (PC)	Minimum 12	Bachelor’s degree graduates who seek to acquire new professional skills at level 6 of the NQF, in another specialist area within the same field of study as their bachelor’s degree.	Professional skills certification exam	Qualification certificate
I.2. APT postgraduate programmes for professional retraining (PR)	Minimum 60	Bachelor’s degree graduates who seek to acquire new professional skills at level 6 of the NQF, in another specialist area within the same field of study as their major.		
III. APT postgraduate programmes for professional development (PD)	Minimum 1	All bachelor's degree graduates	Transversal skills certification exam	Transversal skills certificate

