



Translation from Romanian into English

**APPROVED
at the meeting of Senate of
Nicolae Testemitanu SUMPh
minutes no. 2/14 of 22.02.2018**

REGULATIONS

on the organization and activity of Center for Psychological Counseling and Guidance in Career at Nicolae Testemitanu State University of Medicine and Pharmacy of the Republic of Moldova

I. GENERAL PROVISIONS

1. This Regulation determines the organization and activity of Center for Psychological Counseling and Guidance in Career within Nicolae Testemitanu State University of Medicine and Pharmacy of the Republic of Moldova (hereinafter the University). The Center is a structural entity, which is found in the organizational structure of the University.
2. The Regulation is based on:
 - ◆ Education Code no.152 of July 17, 2014;
 - ◆ University Charter
 - ◆ The Framework Plan for Higher Education (cycle I - License, cycle II - Master, integrated studies, cycle III - Doctorate), approved by Order of the Ministry of Education no. 1045 of October 29, 2015;
 - ◆ Regulation on the organization of studies in higher education based on the National Study Credit System at Nicolae Testemitanu State University of Medicine and Pharmacy of the Republic of Moldova, no.1/8 of 06.04.2017;
 - ◆ Standard ISO 9001:2015 "Quality Management Systems. Requirements";
 - ◆ The National Development Strategy "Moldova 2020", approved by the Law no.166 of 11.07.2012.
3. Regulatory document provides the primacy of creating the necessary conditions for quality studies, emphasize the relationship between the university and the labor market; determines focusing curricula on the formation of a professional skills system, demanded on the labor market; contributes to the modernization of professional training programs based on the changes made in the professional environment, etc.
4. The mission of the Center is:
 - ◆ providing new opportunities to overcome personal, professional, and relationship problems for academics;
 - ◆ achievement of career education by supporting the beneficiaries of the educational services provided by the higher education institution.
5. All personal information (civic data, skills, etc.) is confidential and can only be used to fulfill the mission of the Center.



6. Disclosure of personal data or its use for other purposes shall be sanctioned administratively and/ or, where necessary, criminally.

II. OBJECTIVES AND ACTIVITIES OF THE CENTER

7. The Center's activity strategy focuses on psychological counseling and career education, being an integral part of the educational strategy carried out by the higher education institution
8. The Center aims **general objectives**:
- 8.1 orientation and individual and/or group counseling of high school (Lyceum) students and University students so that they are able to plan and manage their own educational path optimally;
 - 8.2 reduction of university dropout and academic failure caused by personal reasons or adaptation to the university environment;
 - 8.3 monitoring professional development of graduates and supporting them in the career management process in order to ensure the link with the labor market;
 - 8.4 identifying the difficulties of communication and adaptation of young teachers in order to increase the possibilities for their professional success.
9. The specific objectives of the Center aim at achieving the overall objectives and fulfillment the proposed goal.
- 9.1 In order to plan the educational pathway, the specialists of the Center will inform the students of the high-school final years, through the partnerships concluded by the University with the units of the pre-university education, regarding:
- ◆ the university's educational offer (faculties, specialties, further development and employment opportunities) and University curricula (compulsory courses, number of credits, optional courses, etc.);
 - ◆ the students of Nicolae Testemitanu SUMPh will receive topical information to help them manage their own educational path. The information will concern:
 - ✓ the curricular structure, the transferable credit system, the possibilities of mobility in the country and abroad (exchange of experience, partnerships with other universities, etc.)
 - ✓ logistical aspects and those related to the University's material availability such as: reading rooms, media, simulation center, university success center, exhibitions, symposiums, conferences, workshops, etc.
- 9.2 Reducing university dropout due to personal reasons or adapting to the university environment will be pursued through the following specific objectives:
- ◆ psychological counseling to identify and overcome possible barriers in personal and professional development;
 - ◆ support counseling for students experiencing difficulties in adapting to the university environment;
 - ◆ support counseling for students experiencing difficulties in academic performance by optimizing the personality potential of the student;
 - ◆ psychological counseling to overcome negative psychological states (stress, anxiety,



phobias, depressive tendencies, addictions, etc.)

9.3 Monitoring the professional development of graduates and their support in the career management process in order to ensure the link to the labor market will be achieved through the following specific objectives:

- ◆ informing beneficiaries of the possibilities of getting on the labor market and counseling about choices in accordance with their wishes, availability, expectations and future development needs;
- ◆ developing presentation skills for employment interview;
- ◆ acquiring knowledge and developing the skills of writing a CV, letter of intention, etc. adapted to current quality standards;
- ◆ accessing information about employment opportunities (job fairs, electronic databases of jobs, etc.)

9.4 Identification of difficulties in communication and adaptation of young teachers to increase their opportunities for professional performance will be achieved by:

- ◆ counselling of faculties “staff – student”, “staff - staff”,
- ◆ development of the teaching career.

10. In order to achieve its general and specific objectives and to achieve its aim, the Center, through its specialists, carries out the following types of activities:

10.1. Information, guidance and counseling of high school students, university students and graduates as well as teaching staff of the university by offering the following services:

- ◆ educational and vocational counseling of future students;
- ◆ counseling and psychological assessment of students;
- ◆ career counseling to harmonize student with professional profile;
- ◆ the development of materials for psychological information, guidance and counseling;
- ◆ individual and group psychotherapy sessions;
- ◆ counseling the teaching staff in the professor – student relationship, professor – professor, as well as in the development of the teaching career;

10.2. Actions related to increasing the insertion of students and graduates into the labor market by offering services such as:

- ◆ periodical studies and analyzes on university dropout, integration of graduates into the labor market, impact of counseling and vocational guidance services, and proposing measures to improve them;
- ◆ sessions and training seminars for the development of transversal skills.

11. At the faculty level, the Center coordinates psychological counseling and career guidance jointly and in collaboration with Deans and Vice-Deans.

III. STRUCTURE AND BENEFICIARIES OF THE CENTER

12. The following staff is set up within the Center:

- ◆ Head of Center;
- ◆ Expert psychologist recognized by the Ministry of Education, Culture and Research of Moldova Republic in at least one of the following specializations: psychological



counseling, psychotherapy, clinical psychology;

◆ Inspector.

13. In order to carry out specific activities, the Center can coalesce and involve qualified specialists in the field.

14. The beneficiaries of the Center are:

- ◆ students of high school in their final years;
- ◆ students of the University;
- ◆ graduates of the University for the purpose of monitoring professional development;
- ◆ faculties in order to support the development of professional careers.

IV. FINAL PROVISIONS

15. The Center is equipped with necessary means, headquarters and equipment necessary for proper operation.

16. The members of the Center are bound to respect deontology and professional ethics, not to engage in political, religious or discriminatory actions, and to treat all persons who call for the Center's services with professionalism.

17. Amendments to this Regulation shall be made whenever appropriate in relation to the needs arising during the activity, following the same coordination and approval phases.

18. The present Regulation shall enter into force on the date of its approval by the Senate of the University.

19. The regulations will be brought to the knowledge of the university community by posting on the University's website.

Coordinated:

Vice-Rector for Quality Assurance
and Integration in Education

Olga Cernetchii

Head of Didactics and
Academic Management Department

Silvia Stratulat

Head of Academic Quality
Management Section

Stela Adauji

Head of Center for Psychological
Counseling and Guidance in Career

Mariana Cernițeanu

Dean of Faculty of Residency

Valeriu Revenco

Head of Law Department

Tatiana Novac