



**ROMANIA
ROMANIAN INTELLIGENCE SERVICE
“MIHAI VITEAZUL”
NATIONAL INTELLIGENCE ACADEMY**

METHODOLOGY

**FOR THE ORGANIZATION AND OPERATION
OF THE CAREER GUIDANCE AND
COUNSELING CENTER IN
„MIHAI VITEAZUL”
NATIONAL INTELLIGENCE ACADEMY**

- Bucharest, 2015 -

I. GENERAL PROVISIONS

Article 1. The Career Guidance and Counseling Center for Students' (hereinafter referred to as the Center) is a structure of the "Mihai Viteazul" National Intelligence Academy, which operates in accordance with the legal regulations in force (Law of National Education no. 1 of 2011, with subsequent amendments and additions; Order No. 650/19.12.2014 issued by the Ministry of National Education (MEN) – Framework methodology on organizing and functioning of career counseling and guidance centers in the Romanian higher education system; Order No. 3070/14.01.2015 issued by the Ministry of Education and Scientific Research (MECS) to amend the framework methodology for organizing and functioning of the career counseling and guidance centers in the Romanian higher education system; University Charter of "Mihai Viteazul" National Intelligence Academy).

Article 2. The Center's activity is addressed to the following beneficiaries:

- a) "Mihai Viteazul" National Intelligence Academy students, regardless of the study program or the form of education they are attending;
- b) senior high school students, as prospective students;
- c) its own graduates or graduates of other universities, when continuing their studies at the "Mihai Viteazul" National Intelligence Academy.

Article 3. The career counseling and guidance services offered by the Center involve:

- a) *career information* – providing information about different occupations, skills, learning opportunities, educational and training programs;
- b) *career education* – long-term educational approach, aimed at developing necessary skills and attitudes for career planning and development, in the fields of self-knowledge and personal development, as well as in the field of educational and professional opportunities exploring;
- c) *career counseling* – specialized approach that helps beneficiaries clarify their goals and aspirations, understand their own identity, make informed decisions, assume responsibility for their own actions and effectively manage their career.

Article 4. Counseling implies a special communication between the counselor and the beneficiary, based on the principle of personal development and increasing the motivation of the latter, so that the beneficiary is actively involved in solving personal problems and assumes responsibility for his/her decisions.

Article 5. The Center conducts its activity in close connection with other education departments and collaborates for the fulfillment of its mission and objectives with all the structures of "Mihai Viteazul" National Intelligence Academy.

Article 6. The access to the Center's counseling and guidance services is provided free of charge to all beneficiaries, by their own free choice.

II. MISSION AND OBJECTIVES

Article 7. The mission of the Center is to support students, undergraduate students (as prospective students), its own graduates and graduates of other institutions, in order to develop successful careers, through information, counseling and professional guidance.

Article 8. The fundamental objective of the Center is to inform and advise students in order to solve issues related to their future careers.

Article 9. The specific objectives of the Center are:

a) promoting the academic offer and the image of the Academy to the general public, but also to pre-university educational institutions;

b) developing and training students' and graduates' ability to make responsible and informed decisions on their academic and career path.

c) advising students and graduates on knowing the individual aptitude profile, professional aspirations, interests, motivation, etc.;

d) supporting students in using their abilities/ capabilities/ skills for professional and personal development;

e) encouraging and supporting students to develop new abilities/ capabilities/ skills;

f) guiding students to self-knowledge, by using specific techniques and tools;

g) providing specialized services related to choosing a career;

h) facilitating communication between students, teachers, beneficiaries, and counseling experts;

i) promoting the European dimension of education and professional training;

j) proposing and implementing, with the approval of the Senate, projects in the field of information, counseling and career guidance;

k) acquisition of European standards and norms in the field of professional guidance and validation of Romanian qualifications;

l) collaborating with other relevant organizations in order to define standards for good practices in the field of professional guidance, suitable for the Romanian context.

III. THE TASKS OF THE CENTER

Article 10. The tasks of the Center, determined by its mission and objectives, are focused on the following fundamental directions: educational and vocational counseling, psychological counseling and evaluation, career counseling and guidance, and issuing informative, guiding and counseling materials.

Article 11. Educational counseling involves activities related to:

a) informing and advising students on the educational and occupational paths within the Academy, on higher education cycles;

b) informing and advising senior high school students, prospective students of the Academy, on the educational and occupational routes available within the academic curriculum, on the transferable credit system on university level, in accordance with the National Register of Qualifications in Higher Education and the National Qualifications Framework, through specific means such as Open Days, educational fairs, thematic visits, etc.;

c) providing relevant information and facilitating the access of interested students to data on education and professional training possibilities, both nationally and internationally.

Article 12. Psychological counseling (on request) involves activities related to:

- a) psychological evaluation in relation to professional requirements;
- b) personal individual development (self-knowledge, training specific skills, stress management, time management, crisis management etc.);
- c) optimization of student – student, and student – professor relations.

Article 13. Career counseling and guidance involves activities related to:

- a) identifying and solving students' development needs so that they are able to plan and manage their careers;
- b) organizing workshops (career management, training teamwork skills);
- c) conducting studies and analysis on the integration of graduates on the labor market and the impact of counseling and professional counseling services on them;
- d) students' adaptation to the requirements of the Academy and academic activities;
- e) providing students' access to career management materials;
- f) prevention/decrease of the university dropout rate for personal reasons or mis-adaptation to the university environment;

Article 14. Information activities refer to:

- a) knowing the student regulations (student guide);
- b) knowing how merit and social scholarships are granted;
- c) information on students' rights and obligations;
- d) the members of the Center elaborate and edit informative materials on career counseling and guidance.

IV. ORGANIZATIONAL STRUCTURE AND FUNCTIONING

Article 15. The Center has the following organizational structure:

- a) the director of the Center (a coordinating teacher) – appointed by decision of the Senate, at the proposal of the Board of Trustees);
- b) counselors – psychologists, sociologists, pedagogues/ career counselors, teachers with expertise in students' and graduates' specializations; administrative support/ IT staff;
- c) graduates/ students involved in the Center's programs.

Article 16. The Center shall be academically subordinated to the Academy Senate and administratively to the Commandant (Rector).

Article 17. The Center staff shall be approved by the Academy Senate, at the proposal of the Board of Trustees.

Article 18. The members of the Center shall have the obligation to be actively involved in the activities of the Center, according to their professional training.

Article 19. The necessary logistics for the development of the Center shall be provided by the Academy.

Article 20. (1) The financing of the specific activities of the Center shall be provided from the Academy's budget and from extra-budgetary resources.

(2) The Center may access non-reimbursable financing projects on different areas of interest for the activity it carries out, in accordance with the activity plan (research activities, accessing funds for projects with components specific to counseling centers, etc.).

Article 21. The activities of the Center are carried out in an independent location within "Mihai Viteazul" National Intelligence Academy.

Article 22. The schedule of the Center shall be flexible, adapted to the assumed activities.

Article 23. Individual activities shall be carried out based on the previously established appointments.

Article 24. Group activities shall be announced on the notice board and/or in any other way the Center team recommends or considers appropriate.

V. FINAL PROVISIONS

Article 25. The Commandant (rector) of the Academy shall approve the implementation of career counseling and guidance projects and programs.

Article 26. The members of the Center shall comply with the norms on both the ethical code and the quality standards of counseling.

Article 27. The director of the Center shall submit to the Senate of the Academy an annual activity report endorsed by the Board of Trustees.

Article 28. The present Methodology shall enter into force on the date of its approval by the Academy Senate.