



**ORGANIZATION AND FUNCTIONING METHODOLOGY OF
THE CAREER COUNSELING AND GUIDANCE CENTER OF THE
NAVAL ACADEMY
"MIRCEA CEL BĂTRÂN" (CCOC-ANMB)**

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CHAPTER 1

THE MISSION, OBJECTIVES, RECIPIENTS AND ORGANIZATION AND FUNCTIONING CONDITIONS OF THE CAREER COUNSELING AND GUIDANCE CENTER

Art. 1 The organization and operation methodology of the Career Counseling and Guidance Center of the "Mircea cel Bătrân" Naval Academy (CCOC-ANMB) is based on the principle of the right to free assistance and complementary services in state higher education in accordance with the legal provisions.

Art. 2 The documents that form the basis of the establishment of CCOC-ANMB are:

- National Education Law no. 1/2011, with subsequent amendments and additions;
- OMEC no. 650/19.11.2014 for the approval of the Framework Methodology regarding the organization and operation of counseling and career guidance centers in the higher education system in Romania;
- OMECS no. 3070/14.01.2015 for the amendment of the Framework Methodology regarding the organization and operation of career counseling and guidance centers in the higher education system in Romania, approved by the Order of the Minister of National Education and the Delegate Minister for Higher Education, Scientific Research and Technological Development no. 650/2014;
- OMEN no. 5146/2019 regarding the approval of the generalized application of the European Transferable Credit System (ECTS/SECT);
- Charter of the "Mircea the Elder" Naval Academy;
- The university code of rights and obligations of ANMB students.

Art. 3 (1) CCOC-ANMB has the mission of lifelong career counseling and guidance including all services and activities that help people of any age and at any time of their existence to make choices in the educational, training or work sphere and to manage their career.

(2) CCOC-ANMB represents an important element in preventing and combating career failure, it facilitates access to information regarding school and professional orientation; the actions are intended to contribute to the harmonious development of the students' personality, to contribute to a better knowledge of the dynamics of the labor market and to advise in order to choose a career, cultivating respect for work.

Art. 4 The recipients of CCOC-ANMB activities are:

- a) ANMB students, regardless of the study program they attend, as well as students coming to study through mobility programs;
- b) students in their final years of high school interested in ANMB's educational offer, through partnerships concluded with pre-university education units or individually;
- c) own graduates or those of other universities interested in ANMB's lifelong professional training offer;
- d) specialized companies and institutions (in fields in which ANMB trains specialists).

Art. 5 The main objective of the CCOC - ANMB is to offer new employment opportunities for young people from the educational system on the labor market, through specific counseling and career guidance objectives that will aim at:

- a) guidance and counseling of pupils/students so that they can be able to optimally plan and manage their own educational and career path;
- b) reducing university dropout caused by professional reasons or career orientation, as well as personal reasons or adaptation to the university environment;
- c) facilitating the relationship between students/graduates and the labor market;
- d) increasing the employability of graduates in the fields of graduated studies.

Art. 6 CCOC-ANMB is subordinated academically to the university senate and from an administrative point of view to the Rector of ANMB.

Art. 7 CCOC-ANMB is led by a coordinating teaching staff or a person employed as auxiliary teaching staff who has initial or continuing professional training in one of the fields: psychology, sociology, educational sciences, appointed director of CCOC-ANMB, designated by the rector's decision, with the approval of the board of directors. It annually presents to the board of directors a report on the services offered, then published on the ANMB website.

- **Art. 8** Considering the specifics of the two faculties (FNMN and FIM), the Career Counseling and Guidance Center will have the following composition:
- CCOC- ANMB Director;
- Responsible for counseling activities - psychologist;
- Responsible for career guidance activities - group guidance teacher;
- Responsible for information and image promotion activities - teaching staff nominated at the faculty level;
- Study guide drafting coordinator - Head of Educational Management Section (SME);
- Responsible for creating databases with graduates of the institution and with employers in the fields developed within the faculties and facilitating access to online information regarding recruitment criteria - Head of OTISI, Head of SME, teaching staff nominated at ANMB level;
- Secretary office contact point - dean's secretary office;

The number of permanent employees within the center (psychologists or career counselors) is determined starting from the number of students enrolled in ANMB for the two study cycles (minimum one career counselor/psychologist 2000 enrolled students.)

Art. 9 The duties of CCOC-ANMB members are differentiated, as follows:

1) CCOC-ANMB Director:

- elaborates the annual plan of activities at ANMB level in order to carry out specific activities and submits it to the board of directors for approval;
- ensures communication with the deans of the faculties and the ANMB senate on the CCOC line;
- pursues the implementation of CCOC specific activities at ANMB level;
- coordinates the media activity of the consulting and support services offered to students;
- seeks to ensure the effective administration system of CCOC-ANMB databases;
- prepares periodic activity reports requested by the administrative board and the university senate;
- annually presents to the board of directors a report on the services offered, then published on the ANMB website;

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- coordinates the secretarial activities of CCOC-ANMB

2) **Responsible for counseling activities – Psychologist** - counseling and psychological assessment; the development of materials intended for information and counseling services; providing employment portfolio preparation and job interview simulation sessions; providing information sessions for the development of transversal skills of students;

3) **Those responsible for career guidance activities** - educational and vocational counseling; career counseling; the development of materials intended for information and counseling services, the provision of employment portfolio preparation sessions and employment interview simulation; organization of company presentations; informing and advising students on educational and occupational routes, through activities such as: open days, educational fairs, thematic visits to the university, the university caravan in high schools, thematic competitions for students, the presentation of successful careers, etc.; informing and advising students and graduates on higher education and occupational routes within ANMB and other universities; the development and application of specific tools in order to monitor the insertion of university graduates on the labor market; participation in activities organized by alumni; collaboration with S.A.S.; guiding students in volunteer activities; the development of studies and the realization of periodic analyzes regarding university dropout, the integration of graduates on the labor market, the impact of counseling and professional guidance services;

4) **Those responsible for information and image promotion activities**, in addition to timely information and image promotion activities of student activity, actively participate in establishing contacts between potential employers and students;

5) **The study guide drafting coordinator** ensures the annual drafting and updating of the Student Guide according to the legislative requirements in force and its display on the institution's website until the beginning of the academic year;

6) **Responsible for creating databases with graduates of the institution and with employers in the fields developed within the faculties and facilitating access to online information regarding recruitment criteria** ensures the creation of databases with graduates of the institution and with employers in the fields developed in ANMB and facilitating access to online information on recruitment criteria;

7) **The secretary office service** - keeps records of the activities carried out by CCOC-ANMB representatives, the issues discussed and supports the director of CCOC-ANMB in writing periodic information reports; All CCOC members have the obligation to inform the secretary office about the actions taken.

CHAPTER II

ACTIVITIES OF THE INFORMATION, COUNSELING AND GUIDANCE CENTER IN CAREER

Art. 10 CCOC - ANMB elaborates and annually submits for approval to the board of directors an activity plan, which will be integrated into the Operational Plan of ANMB

Art. 11. The main activities of CCOC-ANMB are:

1) Information, guidance and counseling activities for students / high school students through:
a. educational and vocational counseling;

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- b. counseling and psychological assessment;
 - c. career counseling;
 - d. the development of materials intended for information and counseling services.
- 2) Activities aimed at increasing the degree of insertion on the labor market of graduates through:
- a. providing employment portfolio preparation and employment interview simulation sessions;
 - b. organization of company presentations;
 - c. providing information sessions for the development of transversal skills of students;
 - d. the development of studies and the realization of periodic analyzes regarding university dropout, the integration of graduates on the labor market, the impact of counseling and professional guidance services, as well as the proposal of measures to improve them;
 - e. the development and application of specific tools for the purpose of monitoring the insertion of university graduates on the labor market;
 - f. participation in the activities organized by the Alumni;
 - g. participation in the activities organized by S.A.S, as well as volunteer activities;
- 3) Student information and counseling activities on the educational and occupational routes available within the university curriculum, the system of transferable credits at university level, in accordance with the National Register of Qualifications in Higher Education and the National Framework of Qualifications, through activities such as : open days, educational fairs, thematic visits to the university, the university caravan in high schools, thematic competitions for students, the presentation of successful careers, etc.
- 4) Information and counseling activities for students and graduates on higher education and occupational routes within ANMB and other universities.

CHAPTER III FINAL PROVISION

Art. 12 CCOC-ANMB funding is provided from funds allocated by the Board of Directors. To them will be added resources from partnerships with various commercial companies, the quality of employers of graduates, from projects with non-reimbursable funds, sponsorships.

Art. 19. The present methodology enters into force on the date of approval in the Senate meeting no. 764 of **31.03.2022** and amends the Regulation approved in the ANMB Senate meeting **no. 610 of 28.05.2015**.