Code	UTM_SEN_PO_004
Edition	1
Revision	0

OPERATIONAL PROCEDURE ON INCENTIVE PROGRAMMES FOR HIGH ACHIEVING STUDENTS AND SUPPORT PROGRAMMES FOR STUDENTS WITH LEARNING DIFFICULTIES, NON-TRADITIONAL STUDENTS OR STUDENTS AT RISK

Current no.	OPERATION	First name and last name	Position held	Signature
1.	Drafting	University lecturer Mădălina VOICULESCU, PhD	Senate Scientific Secretary	
2.	Check for content	Professor Dumitru GHEORGHIU, PhD	Vice-president for Education	
3.	Check for legality	Legal adviser Maria MERIȘAN	Head of Legal Office	
4.	Check for compliance	Alexandra BADEA	Quality specialist	

Change control box

Edition number / Revision number	Change reason
1/0	Initial drafting

This procedure was:

Endorsed/Approved by the Management Board Decision	No. 159	Date: 21.06.2022
Approved by the SENATE Decision	No. 71	Date: 28.06.2022

MINISTRY OF EDUCATION
"TITU MAIORESCU" UNIVERSITY OF BUCHAREST
Calea Văcărești nr. 187, sector 4, Bucharest, code 040051
Phone: 021 316 16 46, fax: 021 311 22 97, e-mail: rectorat@univ.utm.ro, www.utm.ro

1. PURPOSE

1.1. This procedure aims to integrate into the Quality Management System of Titu Maiorescu University (UTM), the criteria for evaluating the professional training and involvement in extracurricular activities of students, in order:
- to stimulate all students in achieving academic performance at high quality standards;
- to support students with learning difficulties.

1.2. The principles of academic ethics, the protection of students' image and personal data will be taken into account when drawing up the lists and classifying students into the two categories, *high achievers* and *students with learning difficulties*.

2. SCOPE

Within Titu Maiorescu University (TMU), the educational activity is student-centred.

The assessment of students' professional performance is a continuous process, carried out throughout the teaching activity, in particular during mid-term reviews and examination sessions.

Students' results are regularly reviewed after each examination session or whenever the situation requires it.

3. REFERENCE DOCUMENTS

- National Education Law no. 1/2011, as subsequently amended and supplemented;
- Government Emergency Order No. 75/2005 on quality assurance in education, as subsequently amended and supplemented;
- External assessment methodology, standards, benchmarks and list of ARACIS performance indicators;
- Guidelines for university study programmes and higher education institutions quality assessment activities, drawn up and implemented by ARACIS;
- Guidelines for the periodic external assessment of university master's degree programmes, drawn up and implemented by ARACIS;
- Charter of Titu Maiorescu University 2020;
- Regulation on students' professional activity in the European system of transferable credits;
- Guidelines for assessment of learning outcomes;
- Guidelines for granting scholarships and other forms of material support to students.

4. DEFINITIONS - Not applicable

5. ABBREVIATIONS
- TMU - Titu Maiorescu University
- CCOC - Career Counselling and Guidance Centre
- BD - Board of Directors
- ARACIS - Romanian Agency for Quality Assurance in Higher Education

MINISTRY OF EDUCATION
"TITU MAIORESCU" UNIVERSITY OF BUCHAREST
Calea Văcărești nr. 187, sector 4, Bucharest, code 040051
Phone: 021 316 16 46, fax: 021 311 22 97, e-mail: rectorat@univ.utm.ro, www.utm.ro

6. DESCRIPTION OF THE PROCEDURE

6.1. INCENTIVE PROGRAMMES FOR HIGH ACHIEVING STUDENTS

➤ The classification of a student in the category of *high achievers* is based on the proposal of the teaching staff and the class mentors, addressed to the department director, if the student meets at least the following cumulative conditions:

- has a minimum annual average of 9;
- has carried out scientific research, at least by participating in the annual student scientific session.

➤ At the level of each department, every year, at the end of the last examination session, an analysis of the students' results in the study programmes managed by the department is carried out by the class mentors, who will also take into account the students' activity and conduct within the class/year to which they belong.

The list of high-achieving students, proposed by the department, is approved during the Faculty Board meeting in October and will form the basis of the incentive programmes and actions for these students.

During the same meeting, the Faculty Board will establish, based on the proposals of the departments, the incentive procedures and programmes.

Proposals for scholarships or cash awards will be submitted by the faculty management to the Board of Directors for review and approval.

➤ Students classified as high achievers are encouraged to develop their socio-professional skills through the following specific procedures and programmes:

- co-opting students in the teaching-learning process (through short presentations, demonstration experiments, simulations, etc.);
- awarding performance or merit scholarships, in accordance with the provisions of the TMU Scholarship Award Regulation and other forms of material support for students;
- priority in accessing Erasmus+ scholarships or other modalities of study, internship or exchange of experience in higher education institutions abroad;
- involving students to the excellence centres/groups created at each faculty;
- implementation of individual teacher-student mentoring within facullties;
- involving students in the activities of student scientific circles, in scientific research projects, in the organisation of teaching and scientific activities;
- guidance and support of students towards a career in teaching or research after graduation;
- awarding merit or excellence diplomas;
- publication of valuable scientific papers and / or interviews in relevant faculty journals;
- priority in the allocation of accommodation to TMU's student hostels.

MINISTRY OF EDUCATION
"TITU MAIORESCU" UNIVERSITY OF BUCHAREST
Calea Văcărești nr. 187, sector 4, Bucharest, code 040051
Phone: 021 316 16 46, fax: 021 311 22 97, e-mail: rectorat@univ.utm.ro, www.utm.ro

➢ The incentive methods for high-achieving students and their performances are made known to the university community through the TMU website, by displaying them on faculty notice boards, by awarding diplomas during the University's festive ceremonies (opening of the academic year, graduation ceremonies, University Day ceremonies, etc.) and through student representatives in the University's collective governing bodies.

6.2. SUPPORT PROGRAMMES FOR STUDENTS WITH LEARNING DIFFICULTIES, NON-TRADITIONAL STUDENTS OR STUDENTS AT RISK

6.2.1. Students with learning difficulties are considered to be students who:
- have fewer than 15 credits earned at the end of a semester;
- have a yearly average below 6.00.

Students with learning difficulties may be:
- *non-traditional students* - pursuing a program of study later in life, pursuing distance or part-time study programs, students working full-time, or students who are parents.
- *students at risk* - students with a precarious material situation, students from disadvantaged areas, students with health problems, students with special needs, who have difficulties in learning and who are at risk of dropping out.

The classification of students in the category of those with learning difficulties is done in order to help them in the normal development of their intellectual capacity, so as not to affect the educational process and the training of other students, with a view to orienting the teaching activity on the student and creating the necessary levers for a personalised training programme.

6.2.2. At the level of each department, class mentors identify and monitor underperforming students on an ongoing basis.

• At the end of each examination session, a committee is appointed in each department to carry out a social survey, consisting of an analysis of the situation of students with low results (reasons for these results, family situation, financial situation, student conduct, etc.) within the study programmes managed by the department; the committee will include at least the class mentors, the head of department and the teachers of the subjects with the lowest results.

• The record of students with learning difficulties, the causes leading to them and the results of the social survey will be the subject of a report drawn up by the committee carrying out the social survey and submitted to the Faculty Board at the end of the semester.

MINISTRY OF EDUCATION
"TITU MAIORESCU" UNIVERSITY OF BUCHAREST
Calea Văcărești nr. 187, sector 4, Bucharest, code 040051
Phone: 021 316 16 46, fax: 021 311 22 97, e-mail: rectorat@univ.utm.ro, www.utm.ro

• After reviewing this report, the Faculty Board will develop and approve a corrective action plan to support and encourage underperforming students, depending on the causes of the underperformance, as follows:

- *if the main cause is poor attendance*, consideration is given to limiting the factors that led to the student's repeated absence from scheduled teaching activities; if the main cause of poor attendance is the existence of a job, teachers will agree with the student on ways of recovering these activities;

- *if the poor results are due to learning difficulties*, a strategy for guiding the educational process will be established together with the teaching staff in charge of the subjects concerned, by adopting a specific targeted programme to increase professional performance, which will be communicated to the students; each case will be analysed individually, adapting the specific programme to each subject; additional consultation or training programmes will be provided, if necessary, and presentations of interactive and comprehensible courses/seminars/practical work will be made.

6.2.3. All teaching staff, class mentors, fellow students with outstanding professional achievements and specialists from the University's CCOC will be involved in the process of catching up of students with learning difficulties.

The structures with functional attributions in the educational process and all the teaching staff of the faculty will contribute to the development and implementation of a monitoring system for students with learning difficulties, to the provision of logistical and educational support in eliminating gaps and ensuring progress in the training process of all students.

6.2.4. Catch-up programmes for students with learning difficulties are designed and organised for each student in this category, in each subject where there is a need for catch-up or difficulties in assimilation are identified.

• The following methods are used in the design of catch-up programmes for students with learning difficulties:

- organisation of mentoring student-teacher activities;
- setting up individual catch-up programmes for seminars, laboratories, practical work and other teaching assignments, in accordance with the Regulation on student work in the European Credit Transfer System;
- ensuring permanent contact between student and teacher in order to explain and deepen the notions taught;
- use of teaching methods adapted to and oriented towards examples from practice;
- educational and vocational psychological counselling, carried out within the TMU's CCOC, by certified psychologists;
- provision of personal counselling by the career guidance officer of the TMU's CCOC.

MINISTRY OF EDUCATION
"TITU MAIORESCU" UNIVERSITY OF BUCHAREST
Calea Văcărești nr. 187, sector 4, Bucharest, code 040051
Phone: 021 316 16 46, fax: 021 311 22 97, e-mail: rectorat@univ.utm.ro, www.utm.ro

• Faculty departments will take the following actions:

- create a system to monitor students with learning difficulties and provide logistical and educational support to realign them with the results of other students;

- supporting individual dialogue with each student to identify the problems that led to low results;

- providing additional preparation through consultation appointments;

- organising preparatory courses for the first year in an accessible, adapted and interactive form;

- carrying out tutorials;

- regular analysis of catch-up work and presentation of a report to the Faculty Board in June each year.

7. RESPONSIBILITIES

7.1. Teaching staff, class mentors, Department Director and Dean of the Faculty

- Carry out the annual analysis of student results for each programme of study and initiate proposals for stimulating or supporting students throughout the learning process;

- Ensure the monitoring of students' performance in the learning process and implement the specific measures established by the approved incentive or support programmes.

7.2. Faculty Board

- Analyses and establishes the modalities and programmes for the stimulation of high-achieving students;

- Develops and approves remedial action plans for the support and encouragement of low achievers and non-traditional or students at risk, depending on the causes of their underperformance.

7.3. Board of Directors

- Approves Incentive Programmes for high-achieving students and Support Programmes for non-traditional or students at risk;

- Provides resources for the implementation of these programmes.

7.4. Career Guidance Officers within the CCOC

- Conduct educational and vocational psychological counselling for students with the support of certified psychologists;

- Provides personal counselling as needed.

MINISTRY OF EDUCATION
"TITU MAIORESCU" UNIVERSITY OF BUCHAREST
Calea Văcărești nr. 187, sector 4, Bucharest, code 040051
Phone: 021 316 16 46, fax: 021 311 22 97, e-mail: rectorat@univ.utm.ro, www.utm.ro

8. RECORDS

Current no.	Item	Position responsible for storage	Storage period
1.	High achieving students list	Faculty Dean / Department Head	5 years as of graduation
2.	Students with learning difficulties list	Faculty Dean / Department Head	5 years as of graduation
3.	Incentive programme for high achieving students	Faculty Dean / Department Head	5 years as of graduation
4.	Support programme for non-traditional students or students at risk	Faculty Dean / Department Head	5 years as of graduation

9. ANNEXES – Not applicable