

HUMAN RESOURCES BACHELOR PROGRAM

EDUCATIONAL PLAN

Valid starting with the academic year 2022-2023

Faculty:	Sociology and Psychology Faculty
University study cycle:	Bachelor's
Bachelor's university study program name:	Human resources
Name of the qualification ¹ acquired following graduating the study program:	Human resources
Study duration (years):	3
Education form ² :	Full-time education (IF)
Teaching language:	Romanian language
Geographic location of conducting the studies:	Timisoara
Study program classification within the science field framework	
Fundamental field:	Social sciences
Science branch:	Sociology
Bachelor's university study field:	Sociology
<u>Wide</u> study field name (according to DL-ISCED F-2013):	03 – Social sciences, journalism and information
<u>Restricted</u> study field name (according to DR-ISCED F-2013):	031 – Social and behavioral sciences
<u>Detailed</u> study field name (according to DDS-ISCED F-2013):	0314 – Sociology and cultural studies

¹ Qualification is the formal outcome of an assessment and validation process, which is obtained when a competent body/authority determines that a person has achieved learning outcomes corresponding to pre-established standards. Qualifications acquired by graduates of higher education study programmes are attested by diplomas, certificates and other academic documents issued only by accredited higher education institutions.

² Full-time education (IF) or part-time education (IFR).

GENERAL UNIVERSITY STUDY PROGRAM INTRODUCTION

1. Study program mission³

The Human Resources undergraduate program aims to train experts with professional, analytical, investigative and transversal skills at the highest European standards, in line with the expectations of public and private employers regarding human resources management.

The mission assumed in the configuration of the Human Resources undergraduate degree program is in line with the mission of UVT, specifically to generate knowledge transfer to society through continuous initial training, at university level, with the aim of personal development, professional insertion of the individual and meeting the skills needs of the socio-economic environment.

The objectives of the Human Resources undergraduate program are:

- Organization of the teaching process in relation to the national and international academic context and by correlating the skills offered with the requirements of the labor market.
- Full development of students through the training of professional skills, transversal skills and practical skills useful for successful integration into personal, social and professional life.
- Development of human resources in the Department of Sociology by promoting competent teaching and research staff and by attracting young people willing to develop in the educational/academic sector.

³ The mission and objectives of the degree programme must be in line with the mission of the West University of Timisoara and the requirements identified on the labour market.

According to the University Charter (article 5), the general mission of UVT is advanced scientific research and education, generating and transferring knowledge to society through:

- a) scientific research, development, innovation and technology transfer, through individual and collective creation, in the fields of science, engineering, literature and the arts, by ensuring physical and sports performance and development, as well as the exploitation and dissemination of their results;
- b) initial and continuing training, at university level, with the aim of personal development, professional insertion of the individual and meeting the skills needs of the socio-economic environment.

UVT assumes its own mission as a catalyst for the development of Romanian society by creating an innovative and participative environment for scientific research, learning, cultural-artistic creation and sports performance, transferring skills and knowledge to the community through the education, research and consultancy services it offers to partners in the economic and socio-cultural environment.

The realisation of UVT's mission is embodied in (article 6 of the UVT Charter):

- promotion of scientific research, literary-artistic creation and sports performance;
- initial and continuous training of qualified and highly qualified human resources;
- development of critical thinking and creative potential of the members of the university community;
- creation, hoarding and dissemination of the values of human culture and civilization;
- promotion of multicultural, multilingual and interfaith interferences;
- affirmation of Romanian culture and science in the world circuit of values;
- development of the Romanian society within the framework of a free and democratic state based on the rule of law.

2. Competences and expected learning outcomes within the study program

A. COMPETENCES⁴

Key-competences⁵:

CC1. Science skills;

CC2. Digital skills;

CC3. Personal, social and learning to learn skills;

CC4. Civic competences;

CC5. Cultural awareness and expression skills;

Professional competences⁶:

CP1. Design and conduct sociological research and studies (collection, processing and analysis of social data) in organizations and communities, cultural research, market research, etc.;

CP2. Management and use of social data;

CP3. Organizational environment diagnosis;

CP4. Appropriate use of applied sociological perspective on organizational environment;

CP5. Identify the human resources development needs in the organization by applying specific methods;

CP6. Management and administration of human resources;

CP7. Elements of labor law and job description management in organizations.

Transversal competences⁷:

a) Personal competences:

CT1. Applying the principles, rules and values of the code of professional ethics in all social and professional contexts;

CT2. Identify and make effective use of specialist digital resources in Romanian and in an international language;

CT3. Advanced digital skills with direct application in the HR field.

b) Interpersonal competences:

CT4. Assuming roles and carrying out specific tasks in the work of professional groups;

CT5. Expressing empathy and pro-social behavior towards members of the community to which he/she belongs;

CT6. Ability to integrate into work groups and initiate professional collaborations with strangers;

CT7. Ability to negotiate conflicts and actively contribute to de-escalating tense situations;

CT8. Ability to analyze, coordinate and make work groups more dynamic.

⁴ Competence is the demonstrated ability to select, combine and make appropriate use of personal, social and/or methodological knowledge, skills and abilities, and other acquisitions of values and attitudes, for the successful handling of a given category of work or learning situations and for effective and efficient professional or personal development.

⁵ Key competences for lifelong learning are those competences that all citizens need for personal fulfilment and development, employment, social inclusion and active citizenship, and are developed in the perspective of lifelong learning, from early childhood and throughout adult life, through formal, non-formal and informal learning.

⁶ Occupational competences are the ability to perform the activities required in the workplace at the quality level specified in the occupational standard. They are acquired formally, i.e. by completing a programme organised by an accredited institution.

⁷ Cross-curricular competences are value and attitudinal acquisitions that go beyond a specific field/programme of study and are expressed by the following descriptors: autonomy and responsibility, social interaction, personal and professional development.

c) Global citizenship competences:

CT9. Ability to understand and respect social diversity (cultural, ethnic, religious and other);

CT10. Respect the values and image of the organization by avoiding defamatory behavior and public displays.

B. EXPECTED LEARNING OUTCOMES⁸

a) Knowledge⁹ - According to the European Qualifications Framework (EQF), the learning outcomes at level 6 of qualification, corresponding to undergraduate studies, imply advanced knowledge in a field of work or study involving critical understanding of theories and principles:

R1. Advanced knowledge of sociology;

R2. Advanced knowledge in the analysis, measurement and interpretation of social phenomena;

R3. Advanced knowledge of organizational management, structure, processes and culture;

R4. Advanced knowledge of human resource management and development in an organization;

R5. Advanced knowledge of assessing the socio-cultural context in which an organization operates.

b) Skills¹⁰ - According to the European Qualifications Framework (EQF), the learning outcomes at qualification level 6, corresponding to undergraduate studies, involve advanced skills, demonstrating control and innovation, required to solve complex and unpredictable problems in a specialized field of work or study:

R6. Application of sociological research methods and techniques in the analysis of organizations, using appropriate statistical procedures;

R7. Evaluating, coordinating and energizing small groups;

R8. Human resource recruitment skills for organizations;

R9. Setting up and managing a firm;

R10. Negotiation skills and conflict management in the workplace.

c) Responsibility and autonomy¹¹ - According to the European Qualifications Framework (EQF), the learning outcomes at level 6 of qualification, corresponding to undergraduate studies, involve managing complex technical or professional activities or projects, taking responsibility for decision-making in unpredictable work or study situations and taking responsibility for managing the professional development of individuals and groups:

R11. Ability to participate effectively in specific human resource management activities in organizations: document management, communication, conducting job interviews;

R12. Conducting work group evaluations and applying ice-breaking and team-building techniques;

R13. Drawing up job advertisements in accordance with the organization's requirements;

R14. Career counselling of human resources;

⁸ Learning outcomes are statements that refer to what a learner knows, understands and is able to do at the end of a learning process and are defined as knowledge, skills, responsibility and autonomy.

⁹ Knowledge is the result of assimilating information through learning. Knowledge is the body of facts, principles, theories and practices related to a particular field of work or study. Knowledge is described as theoretical and/or factual. Knowledge is expressed through the following descriptors: knowledge, understanding and use of specific language, explanation and interpretation.

¹⁰ Skill is the ability to apply and use knowledge to accomplish tasks and solve problems. Skills are described as cognitive (involving the use of logical, intuitive and creative thinking) or practical (involving manual dexterity and the use of methods, materials, tools and instruments). Skills are expressed by the following descriptors: application, transfer and problem solving, critical and constructive reflection, creativity and innovation.

¹¹ Responsibility and autonomy means the learner's ability to apply his/her knowledge and skills autonomously and responsibly.

- R15. Undertaking social responsibility measures and actions;
R16. Communicating orally and in writing in an international language;
R17. Assuming the principles of ethics and professional conduct.

3. Positions being able to be practiced within the labor market

Following graduation from the Human Resources undergraduate program, students can access occupations in the Human Resources and Personnel Specialist group - 2423:

- Human Resources Specialist – 242314
- Human Resources Consultant – 242317
- Internal Human Resources Consultant – 242318
- Employee Recruitment/Integration Analyst – 242309
- Recruitment Specialist - 242320

4. Insuring flexible learning trajectories within the study program

Flexibility in the study program is provided by optional subjects, elective subjects and complementary subjects.

Optional subjects are offered for semesters 3 - 6 and are grouped into optional packages that complete the student's specialization pathway. The choice of pathway is made by the student before the start of the academic year to which the semesters containing the optional subjects or packages belong.

In year 2 (semesters 3 and 4) two packages of optional subjects are proposed: (1) Concepts of recruitment and selection and job satisfaction and staff flows and (2) Sociology of social development and group activation techniques. From each proposed package students will opt for one subject.

In year 3 (semesters 5 and 6) eight optional subject packages are offered: (1) Job analysis and job and gender and labor market design, (2) European HR policies and public administration, (3) Organizational development and HR training, (4) Labor protection and work-life balance, (5) Employee performance appraisal and ergonomics and health promotion, (6) Entrepreneurship and professional ethics, (7) Labor law and organizational culture, and (8) Management and evaluation in HR management. From each package students will choose one subject to be included in the third year contract of studies.

Elective subjects are offered for semesters 1-6 both by the department or faculty managing the program of study but can also be chosen from the packages offered by other faculties.

At the West University of Timisoara, all the curricula of the undergraduate degree programs have a compulsory complementary subject that generates transversal competences in each of the 3rd, 4th and 5th semesters, which students choose from an annual offer of more than 160 subjects from different fields than the one they are studying (the offer of complementary subjects that generate transversal competences for students of the undergraduate degree programs at UVT can be consulted on www.dct.uvt.ro). In addition, all the curricula of the undergraduate degree programs also contain the compulsory four-semester Physical Education subject, with students having the possibility to choose from a wide range of sports subjects each semester.

In accordance with the provisions of the Regulation on the development of curricula for study programs at the West University of Timisoara, in order for students to receive credits for volunteering activities under the provisions of the National Education Act no. 1/2011, as amended (article 203, paragraph (9)), the subject Volunteering is available every semester in the curricula of all undergraduate and master's degree programs, with the status of elective subject, with a number of 2 ECTS credits.

5. Professional activity and student assessment

The rights, obligations and conditions of students' professional activity at the West University of Timisoara are regulated by the Code of Students' Rights and Obligations and the Regulation on the professional activity of undergraduate and postgraduate students, approved by the UVT Senate.

The form and methods of assessment/examination for each subject in the curriculum are set out in the subject descriptions.

6. Study finalization exam

In accordance with the Regulations on the organization and conduct of the examinations for the completion of undergraduate and master's degree studies at the West University of Timisoara, approved by the UVT Senate, the examination for the completion of undergraduate studies in any undergraduate degree program organized at UVT consists of two parts:

- part 1: assessment of fundamental and specialist knowledge: 5 credits;
- part 2: preparation and presentation of the results of the undergraduate thesis: 5 credits.

The subjects and the bibliography corresponding to the final examinations are published on the website of each faculty and/or on the UVT website before the beginning of each academic year.

Enrolment for the final examination is subject to the student's choice of the subject of the final thesis within 60 days of the beginning of the academic year of the final year of study.

Submission of the final version of the final paper on the e-learning platform must be done at least 5 working days before the scheduled starting date of the exam.

Each graduation thesis will be accompanied, at the time of submission, by the Similarity Report resulting from the verification of the originality of the graduation thesis through a specialized software on the UVT e-learning platform.

According to the structure of the academic year, at UVT the final exams can be held in 3 sessions, usually in July, September and February.

7. Training for the didactic profession (if applicable)

Students wishing to opt for a teaching career in pre-university education must also complete the Psycho-pedagogical Training Program (complementary to this study program) in order to certify their competences for the teaching profession and obtain the Certificate of Completion of this program. At the West University of Timisoara this program is organized through the Department for the Preparation of Teaching Staff (DPPD) and can be followed in parallel with university studies or on a postgraduate basis. For more information, visit the link: <https://dppd.uvt.ro>.

STUDIED SUBJECT LIST, BY STUDY YEAR AND SEMESTER
Study year I
Academic year 2022-2023

No.	Subject	C1	C2	Subject code	Semester I				Credit number	Semester II				Credit number
					Hour number/week					Hour number/week				
					C	S	L	P		C	S	L	P	
1.	Introduction to sociology	DF	DO	FSPDS01	4	2			8					
2.	Social anthropology	DD	DO	FSPDS02	4	2			8					
3.	Social psychology	DD	DO	FSPDS03	2	1			4					
4.	Social policies	DS	DO	FSPDS04	2	1			3					
5.	Specialty practice I	DD	DO	FSPDS05				2	3					
6.	Applied information technology I	DC	DO	FSPDS06		2			2					
7.	Foreign language I	DC	DO	FSPDS07		2			2					
8.	Physical education I	DC	DO	FSPDS08				1	1					
9.	Ethics, integrity and academic writing	DC	DO	FSPDS09	1	1			2					
10.	Professional counselling and career orientation	DC	DO	FSPDS091		1			1					
11.	Research method in social sciences	DF	DO	FSPDS10						4	2			8
12.	Sociology history	DS	DO	FSPDS11						4	2			8
13.	Social project management	DS	DO	FSPDS12						2	1			4
14.	Demographics	DS	DO	FSPDS13						2	1			3
15.	Specialty practice II	DD	DO	FSPDS14									2	3
16.	Applied information technology II	DC	DO	FSPDS15							2			2
17.	Foreign language II	DC	DO	FSPDS16							2			2
18.	Physical education II	DC	DO	FSPDS17									1	1
Total					13	10 + 2		3	30 + 3	12	10		3	30 + 1
Total weekly didactic hours					28				25					
Elective subjects														
No.	Subject	C1	C2	Subject code	Semester I				Credit number	Semester II				Credit number
					Hour number/week					Hour number/week				
					C	S	L	P		C	S	L	P	
19.	Volunteering I	DC	DFAC	FSPDS19				1	2					
20.	Philosophy I	DC	DFAC	FSPDS20	1	1			2					
21.	Volunteering II	DC	DFAC	FSPDS21									1	2
22.	Philosophy II	DC	DFAC	FSPDS22						1	1			2

Remark

C1	content criterion
C2	obligation criterion
DF	fundamental subjects
DD	field subjects (if applicable)
DS	specialty subjects
DC	complimentary subjects
DO	mandatory subjects
DOP	optional subjects
DFAC	elective subjects
CP	professional competence
CT	transversal competence
C	course-type didactic activity
S	seminary-type didactic activity
L	practical-laboratory-type didactic activity
P	practice-stage-type didactic activity

Study year II
Academic year 2023-2024

No.	Subject	C1	C2	Subject code	Semester I				Credit number	Semester II				Credit number
					Hour number/week					Hour number/week				
					C	S	L	P		C	S	L	P	
1.	Research methods and techniques	DF	DO	FSPDS72	4	2			8					
2.	Introduction to human resource management	DD	DO	FSPDS73	4	2			8					
3.	Specialty practice III	DD	DO	FSPDS74				3	4					
4.	Social economy	DS	DO	FSPDS75	2	1			3					
5.	Marketing	DS	DO	FSPDS76	2	1			3					
6.	Foreign language III	DC	DO	FSPDS77		2			2					
7.	Complementary optional subject forming transversal competences I	DC	DO	FSPDS78	1	1			2					
8.	Physical education III	DC	DO	FSPDS79				1	1					
9.	Social statistics	DF	DO	FSPDS80						4	2			8
10.	Specialty practice IV	DD	DO	FSPDS81									3	4
11.	Organization sociology	DS	DO	FSPDS82						2	1			4
12.	Career counselling and orientation	DS	DO	FSPDS83						2	1			4
13.	Foreign language IV	DC	DO	FSPDS84							2			2
14.	Physical education IV	DC	DO	FSPDS85									1	1
15.	Complementary optional subject forming transversal competences II	DC	DO	FSPDS86						1	1			2
16.	Recruiting and selection notions	DS	DOP	FSPDS87						2	1			3
17.	Labor satisfaction and staff fluxes	DS	DOP	FSPDS88										
18.	Social development sociology	DS	DOP	FSPDS89						2	1			3
19.	Group activation techniques	DS	DOP	FSPDS90										
Total					13	9		4	30 + 1	13	9		4	30 + 1
Total weekly didactic hours					26				26					
Elective subjects														
No.	Subject	C1	C2	Subject code	Semester I				Credit number	Semester II				Credit number
					Hour number/week					Hour number/week				
					C	S	L	P		C	S	L	P	
20.	Volunteering III	DC	DF	FSPDS91		1			2					

21.	Logic	DC	DF	FSPDS92	1	1			2				
22.	Volunteering IV	DC	DF	FSPDS93							1		2
23.	Logic	DC	DF	FSPDS94						1	1		2
24.	Entrepreneurship competences	DC	DFAC	FSPDS95	1	1			2				
25.	Entrepreneurship competences – practical applications	DC	DFAC	FSPDS96							2		2

Remark

C1	content criterion
C2	obligation criterion
DF	fundamental subjects
DD	field subjects (if applicable)
DS	specialty subjects
DC	complimentary subjects
DO	mandatory subjects
DOP	optional subjects
DFAC	elective subjects
CP	professional competence
CT	transversal competence
C	course-type didactic activity
S	seminary-type didactic activity
L	practical-laboratory-type didactic activity
P	practice-stage-type didactic activity

Study year III
Academic year 2024-2025

No.	Subject	C1	C2	Subject code	Semester I				Semester II					
					Hour number/week				Credit number	Hour number/week				Credit number
					C	S	L	P		C	S	L	P	
1.	Negotiation techniques	DS	DO	FSPDS95	2	1			4					
2.	Organizational conduct	DS	DO	FSPDS96	2	1			4					
3.	Applied sociology laboratory in view of elaborating the bachelor's paper I	DS	DO	FSPDS97			2		4					
4.	Complementary optional subject forming transversal competences III	DC	DO	FSPDS98	1	1			2					
5.	Job analysis and job description design	DS	DOP	FSPDS99	2	1			4					
6.	Labor type and market	DS	DOP	FSPDS100										
7.	European human resource policies	DS	DOP	FSPDS101	2	1			4					
8.	Public administration	DS	DOP	FSPDS102										
9.	Organization development	DS	DOP	FSPDS103	2	1			4					
10.	Human resource professional training	DS	DOP	FSPDS104										
11.	Labor protection	DS	DOP	FSPDS105	2	1			4					
12.	Balance between work and family life	DS	DOP	FSPDS106										
13.	Management and leadership	DS	DO	FSPDS107						2	1		4	
14.	Applied sociology laboratory in view of elaborating the bachelor's paper II	DS	DO	FSPDS108							2		4	
15.	Migration, unemployment and labor force	DS	DO	FSPDS109						2	1		4	
16.	Organization communication	DS	DO	FSPDS110						2	1		3	
17.	Human resource measuring and scaling	DS	DO	FSPDS111						2	1		3	
18.	Employee performance assessment notions	DS	DOP	FSPDS112						2	1		3	
19.	Ergonomics and health promoting	DS	DOP	FSPDS113										
20.	Entrepreneurship	DS	DOP	FSPDS114						2	1		3	
21.	Professional deontology	DS	DOP	FSPDS115										
22.	Labor law notions	DS	DOP	FSPDS116						2	1		3	

23.	Organization culture	DS	DOP	FSPDS117											
24.	Company management	DS	DOP	FSPDS118							2	1			3
25.	Human resource management assessment	DS	DOP	FSPDS119											
Total					13	7	2			30	16	8	2		30
Total weekly didactic hours					22					26					
Elective subjects															
No.	Subject	C1	C2	Subject code	Semester I				Credit number	Semester II				Credit number	
					Hour number/week					Hour number/week					
					C	S	L	P		C	S	L	P		
26.	Volunteering V	DC	DF	FSPDS120		1			2						
27.	Volunteering VI	DC	DF	FSPDS121							1				2

Remark

C1	content criterion
C2	obligation criterion
DF	fundamental subjects
DD	field subjects (if applicable)
DS	specialty subjects
DC	complimentary subjects
DO	mandatory subjects
DOP	optional subjects
DFAC	elective subjects
CP	professional competence
CT	transversal competence
C	course-type didactic activity
S	seminary-type didactic activity
L	practical-laboratory-type didactic activity
P	practice-stage-type didactic activity

GENERAL ROUND-UP I (according to the content criterion)

No.	Subject type	Total hour number						Total		ARACIS specific standard provision
		Year I		Year II		Year III		Hours	% of total	
		Course	S/L	Course	S/L	Course	S/L			
1.	Fundamental	8	4	8	4			24	33%	At least 25%
2.	Field (if applicable)	6	7	4	8			25		
3.	Specialty	10	5	12	6	28	18	70	54%	At least 50%
4.	Complimentary	0	8	2	6	1	1	18	12%	5 – 15%
TOTAL		24	24	26	24	29	19	146	100%	

GENERAL ROUND-UP II (according to the obligation criterion)

No.	Subject type	Total hour number						Total		ARACIS specific standard provision
		Year I		Year II		Year III		Hours	% of total	
		Course	S/L	Course	S/L	Course	S/L			
1.	Mandatory	24	24	22	22	13	11	116	79%	70 – 80%
2.	Optional			4	2	16	8	30	21%	20 – 30%
3.	Elective	2	4	2	4		2	14		Is not calculated for the total
TOTAL		24	24	26	24	29	19	146		