

**SPIRU HARET UNIVERSITY**  
**THE LANGUAGE CENTRE (LC)**

**REGULATIONS**  
**for the ORGANIZATION AND ACTIVITY**  
**of THE LANGUAGE CENTRE**

**CHAPTER I**  
**GENERAL STIPULATIONS**

**Art.1.** The regulation herein specifies the organization and activity of The Language Centre, established in 2002 by the *România de Mâine* Foundation, within *Spiru Haret* University, as well as the capacities conferred to the beneficiaries of the services provided and the pertinent duties.

**Art.2.** The Language Centre (hereinafter Centre) develops its activity on the basis of the following legal regulations:

- Act no. 87/2006, for the approval of the GEO no. 75/2005 concerning the quality assurance in education, with the subsequent amendments;
- G.O. no. 26/2000 concerning the associations and foundations;
- G.R. no. 707/30.07.2012 concerning the List of the fields and the specializations of the academic study programmes;
- National education law (Act no. 1/2011);
- University's Charter.

**CHAPTER II**  
**ACTIVITY AND ORGANIZATION**

**Art.3.** The activity of the Centre consists in the organization and development of foreign languages courses, completed with certificates of language proficiency.

**Art.4.** The Centre provides the following opportunities and specific activities:

- (1) linguistic development (courses at request);
- (2) examinations for the attainment of the linguistic proficiency certificates;

**Art.5.** The Centre organizes the following types of courses:

- (1) intensive courses for English, French, German, Spanish, Italian, Russian, Japanese, Arabic;
- (2) special purpose courses in English, French, German, Spanish;
- (3) preparatory courses for English language Cambridge (intermediate level FCE and advanced level CAE), BEC, ECL, Toefl;
- (4) international certificates (ECL examination).

The courses are scheduled for October –May, in 32-hour modules (2 meetings of 1.5 hours each OR 3-hour meeting per week).

**Art.6.** To carry out the personal development pursuits, the Centre can have information exchange activities, associations and partnerships with other language centres in Romania and abroad.

**Art.7 (1)** On the information about the educational offer and the services subsumed in the Centre's proposal, its management team can launch and complete all the legal advertising forms, as well as partnership contracts with any institution and natural person in Romania and abroad.

(2) The content of the advertising forms will be approved from a legal perspective and approved by the University's Rector.

**Art.8.** To carry out the training activities, the Centre benefits from the following material resources:

- (1) seminar classes to match an appropriate number of groups;
- (2) a multimedia laboratory equipped with the latest generation computers;
- (3) Sony monitors set up with software for each foreign language;
- (4) a network of computers connected to the internet;
- (5) audio-video equipment (OHPs, VPs, TV-sets, etc.);
- (6) a library with over 10.000 books;
- (7) the virtual library of the Faculty of Letters.

**Art.9.** For the same purpose, the Centre uses the following teaching materials:

(1) foreign languages handbooks, exercise book, dictionaries, audio and video cassettes, CD-s and other texts published by the *România de Mâine* Foundation, authored by the academia of the Faculty of Letters.

**Art.10.** As an organizational structure, the Centre features the following:

- 1 director (manager);
- academia specialized in foreign languages, part time employment;
- 1 technical secretary;
- 1 accountant.

### **CHAPTER III**

#### **DUTIES OF THE LANGUAGE CENTRE ACADEMIA**

**Art.11.** The director (manager) has the following duties:

- (1) manages the activity of the Centre on the basis of teaching, scientific and deontologic principles, in compliance with the internal regulations and the national and European quality standards;
- (2) coordinates educational services and the activity of issuing the certificates of linguistical proficiency;
- (3) supervises the financial activity of the Centre in collaboration with the financial and accounting department of the *Spiru Haret* University;
- (4) concludes contracts and partnerships with socio-economic organizations and other institutions;
- (5) represents the Centre before internal and external partners, during activities of professional development and services;
- (6) sets up the strategic goals of development and/or improvement of the Centre activity.

**Art.12.** The technical secretary is in charge with the secretarial activities and reference evidence of the Centre, communicates with similar structures or of cooperation, as well as providing the best conditions for the development of the educational process required by the regulations in force.

**Art.13.** The academia specialized in foreign languages will organize and carry out the teaching activity, according to its competencies, by compliance with the current methodological and procedural criteria.

**Art.14.** The accountant is in charge with the accounting records of the Centre, including the compiling of the balance sheet.

## **CHAPTER IV**

### **ORGANIZATION AND DEVELOPMENT OF THE CENTRE ACTIVITY**

#### **Art.15**

(1)The applications for the courses are recorded in a registration form at the Language Centre Office and centralized for each language and level that is assessed by the candidates in the application form.

(2) The registration of the candidates takes place on a permanent basis.

(3) The rights and the duties of the candidates are mentioned in the individual training contract, concluded by and between the Centre and the contracting party (**Annex-Registration form**).

**Art.16.** After forming a group, the Programme Director appoints the teacher and establishes the date, time and venue for the initial placement test of the candidates.

**Art.17.** The candidates will be given the necessary information from the Centre at least one week prior to the initial placement test.

**Art.18.** The payment for the module will be in one installment.

**Art.19** (1) The initial placement test will determine the level of linguistic proficiency of the candidate, the uniformity of the group, the specific needs, the strategies and the methods that are to be adopted.

(2) After passing the initial placement test, the candidates are distributed into same-level study groups and the teacher establishes the timetable and other details that will be made known to the candidates.

**Art.20** The monitoring of the linguistic training activity considers the attendance sheets and the level reached by the candidate at the end of a module is acknowledged by the certificate of the linguistic proficiency.

**Art.21**

(1) The assessment of the candidates is carried out both during the learning activity by ongoing tests and the final examination via letter scores.

(2) The summative evaluation confirms or not the reaching of the level considered for the respective module.

(3) A commission comprising two trainers and a specialized teacher will administer the final test.

(4) The candidates who will get the score pertinent to the level being examined will be informed concerning the requirements of collecting the certificate for linguistic proficiency.

**Art.22.** The grading takes into account the scores in the two tests:

(1) written exam: testing the lexical and grammar skills, comprehension and text writing (2/3 from the final score);

(2) interview: testing the oral proficiency (pronunciation, intonation, fluency (1/3 from the final score);

**Art.23.** The course will be completed with obtaining the certificate of linguistic proficiency.

**Art.24.** The precondition for obtaining the certificate is the average of 5 (the arithmetic mean of the scores obtained in the two tests).

**Art.25.** The letter grades awarded via the proficiency certificate are as such:

-A1-score 5, A2-score 6, B1-score 7, B2-score 8, C1-score 9, C2-score 10.

**Art.26.** The requests or the complaints of the candidates concerning the training standards, the quality of the academia performance or other training-related issues will be filed in writing with the Centre Office and given a resolution within the legal limits.

**Art.27.** In case of withdrawal, the candidate can be reimbursed with the already paid fee provided that the written application of withdrawal is sent no sooner than 48 hours before the corresponding module is scheduled to start.

## **CHAPTER V**

### **FINAL STIPULATIONS**

**Art.28.** For the organization and development of its own activity, the Centre has the right to use the resources made available by the University, on condition that it is not needed for the teaching activity, as specified in the timetable.

**Art.29.** The documents pertinent to each module and series of candidates are filed and kept at the Centre Office.

**Art.30.** This Regulation was approved during the meeting of *Spiru Haret* University Senate on 23.01.2013 and will take immediate effect.

**Art.31.** This Regulation may be amended by decisions of the University Senate and the Board of Trustees.

General Director

Assoc.prof. PhD. Emilia Bondrea

The Language Centre

Rector

Assoc.prof. PhD. Aurelian A. Bondrea

*Spiru Haret* University

**SPIRU HARET UNIVERSITY**  
**THE LANGUAGE CENTRE**

Invoice no...../on.....

Amount: ..... lei

**REGISTRATION FORM**  
(to be filled out in capital letters)

**Student's name:**

**Father's first name:**

**Address:**

Street .....,no....., bldg....., entrance....., floor .....,apt.....

City of ....., district....., county .....

Zip code of the city/street

Telephone

Male/Female (B/F)

**Date of birth:** month...../day...../year.....

**Nationality:**

**Identity documents:** Identity card/Passport-Series:..... No:.....

Issued by

Personal identification number (CNP)

**Email:**

**Profession:**

**Employment place:**

**Language proficiency level:**

Beginner

Intermediate

Advanced

**Attendance availability:**

8 – 9.30 am

16 -17.30

18 – 19.30

Week-end

**Tel:**

**NOTE:** If withdrawing from the course, the student can be reimbursed with the already paid fee, except for the registration fee of 100 lei, provided that the written application of withdrawal is filed within two weeks after the starting date of the corresponding course. The fee will not be reimbursed if the filing date exceeds two weeks, but it may be used for a new enrollment.

I hereby confirm to have been notified about the above,

Signature

Date