



ACADEMIA DE STUDII ECONOMICE DIN BUCUREȘTI

CENTRUL DE CONSILIERE ȘI ORIENTARE ÎN CARIERĂ

Str. Mihail Moxa nr. 5-7, sala 3003, Sector 1, Bucuresti

www.consiliere.ase.ro

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Tel. +4 021 319.19.00 și +4 021 319.19.01/561

Registration number 4/CCOC/21.01.2026

Approved by ASE Senate Decision no.

ACTIVITY PLAN OF THE CAREER COUNSELING AND GUIDANCE CENTER OF THE BUCHAREST ACADEMY OF ECONOMIC STUDIES 2026

FIELD	OBJECTIVE	ACTIVITY	REFERENCE TERM	COMPLETION DEADLINE	RESPONSIBLE PERSONS / INVOLVEMENT	PERFORMANCE INDICATORS	RESOURCES NEEDED	OBSERVATIONS
SERVICES TO BENEFICIARIES	(1) Informing, guiding and counseling learners in preuniversity education in order to choose the educational path that will allow them to qualify in the training fields within ASE: economics, public administration and management, sociology, law, applied modern languages etc.;	(1) Informing, guiding and counseling potential ASE students, pre-university learners / preuniversity education teachers / parents and relatives of potential candidates.	Throughout 2026: At the request of pupils beneficiaries and parents / relatives; At the request of preuniversity education teachers.	Throughout 2026: At the request of pupils beneficiaries and parents / relatives; At the request of pre-university education teachers.	CCOC Coordinator; CCOC psychologists/ vocational counselors; Teaching staff with expertise in the students' field of specialization; Employer representatives; ASE students.	Minimum 450 pupils informed, oriented and directly advised; Minimum 5 direct meetings with pupils, potential candidates for ASE academic programs; Minimum 650 potential candidates for ASE academic programs informed and oriented during admission sessions; Minimum one online campaign promoting ASE educational offer, carried out;	Minimum 8 CCOC employees involved in information, guidance and counseling activities; Minimum 5 ASE students involved in information and guidance activities for pupils; Travel object; Online resources: www.admitere.ase.ro , www.consiliere.ase.ro	To engage students, some students (including persons from student organizations) will be recruited and trained to work on a volunteer basis.



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						Minimum 5 ASE student involved in pupils information and orientation activities.	CCOC's Facebook and Instagram pages.	
SERVICES TO BENEFICIARIES	(2) Informing, guiding and counseling students of the Bucharest Academy of Economic Studies, so that they are able to optimally plan and manage their own educational and professional path.	(2) Individual and group counseling; Career information and education; Career counseling; Supporting students' academic integration; Employment counseling; Vocational guidance of students; Support for increasing the degree of insertion on the labor market of students and graduates; Ensuring the well-being of students.	Throughout 2026.	Throughout 2026.	CCOC Coordinator; CCOC psychologists/ vocational counselors; Teaching staff with expertise in the students' field of specialization; Employer representatives; ASE students.	<p>Minimum 600 individual counseling sessions conducted by CCOC employees.</p> <p>Minimum 400 students psychologically tested.</p> <p>Minimum 2500 students counseled annually, individually and in group session, by CCOC employees.</p> <p>Minimum 12 group counseling sessions organized and conducted by CCOC employees.</p> <p>Minimum 4000 students informed and counseled and 20 information and orientation sessions, organized and conducted by teaching staff with expertise in the psychopedagogical field and / or in the field of specialization of the students and graduates counseled.</p>	<p>Minimum 8 psychologists/ vocational counselors;</p> <p>Minimum 15 teaching staff with expertise in the psychopedagogical field and / or in the field of specialization of the students and graduates being counseled.</p> <p>1 room for individual counseling activities;</p> <p>1 room for group counseling activities;</p> <p>3 office spaces;</p> <p>Test batteries;</p> <p>Consumable materials; Furniture and equipment;</p> <p>Minimum 15 ASE students involved in information and orientation activities for colleagues.</p>	



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						Minimum 15 ASE students involved in information and orientation activities for colleagues.		
SERVICES TO BENEFICIARIES	(3) Reducing university dropout at Bucharest Academy of Economic Studies.	(3) Organizing and carrying out support activities and programs for the integration and adaptation of first-year students to the academic community; Supporting the implementation of student reintegration projects as "Second Chance" and supporting students from disadvantaged backgrounds, such as "First Student in the Family"; Organizing free psychological counseling sessions, individual and / or group; Organizing information sessions on mental health and well-being of students, students'	Throughout 2026.	Throughout 2026.	CCOC Coordinator; CCOC psychologists/ vocational counselors; Teaching staff with expertise in the students' field of specialization; Representatives of the ASE faculties (deans, vice-deans, administrative staff).	Minimum 600 individual counseling sessions conducted by CCOC employees. Minimum 400 students psychologically tested. Minimum 200 students individually counseled in the event that they wish to withdraw from college. A study on the causes of student withdrawal from college. Minimum 2500 students counseled annually, individually and in group sessions, by CCOC employees. Minimum 12 group counseling sessions organized and conducted by CCOC employees. Minimum 4000 students informed and advised and 20 information and orientation session organized and carried out by teaching staff with expertise in the field of	Minimum 7 psychologists/ vocational counselors; Minimum 15 teaching staff with expertise in the psychopedagogical field and / or in the field of specialization of the students and graduates being counseled. 1 room for individual counseling activities; 1 room for group counseling activities; 3 office spaces; Test batteries; Consumable materials; Furniture and equipment; Minimum 15 ASE students involved in information and orientation activities for colleagues.	



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		relationship with the university; Activities to reduce the phenomenon of violence - bullying within ASE.				psychopedagogy and/or in the field of specialization of the students and graduates advised. Minimum 15 students involved in information and orientation activities for colleagues.		
SERVICES TO BENEFICIARIES	(4) Facilitating the relationship between students and graduates of the Bucharest Academy of Economic Studies and the labor market, so that they know its real opportunities and challenges.	(4) Individual and group counseling; Educational counseling; Career information and education; Career counseling; Supporting students' academic integration; Employment counseling; Vocational guidance of students; Support for increasing the degree of insertion on the labor market of students and graduates; Developing the skills of integration on the labor market of students and recent graduates; Developing partnerships between the university and public or private	Throughout 2026.	Throughout 2026.	CCOC Coordinator; CCOC psychologists/ vocational counselors; Teaching staff with expertise in the students' field of specialization; Employer representatives.	Minimum 4 career events (conferences, workshops etc.) organized and held with a minimum of 20 participants/event; Minimum 15 employer representatives involved in career guidance and counseling activities.	Minimum 7 CCOC employees involved / event. Minimum 15 employer representatives involved in activities. 1 room for individual counseling activities; 1 room for group counseling activities; 3 properly equipped office spaces; Consumable materials; Furniture and equipment;	To involve employer representatives, external specialists (economic agents, entrepreneurs, representatives of public institutions, NGOs' etc. will be co-opted).



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SERVICES TO BENEFICIARIES		economic agents or with other institutions.						
	(5) Increasing the degree of insertion on the labor market of students and graduates of the Bucharest Academy of Economic Studies.	(5) Individual and group counseling; Career counseling; Career information and education; Supporting students' academic integration; Employment counseling; Vocational guidance of students; Support for increasing the degree of insertion on the labor market of students and graduates; Developing the skills of students and recent graduates to integrate into the labor market; Developing partnerships between the university and public or private economic agents or with other institutions.	Throughout 2026.	Throughout 2026.	CCOC Coordinator; CCOC psychologists/ vocational counselors; Teaching staff with expertise in the students' field of specialization; Employer representatives.	Minimum 4 career events (conferences, workshops etc.) organized and held with a minimum of 20 participants/event; Minimum 15 employer representatives involved in career guidance and counseling activities.	Minimum 7 CCOC employees involved / event. Minimum 15 employer representatives involved in activities. 1 room for individual counseling activities; 1 room for group counseling activities; 3 properly equipped office spaces; Consumable materials; Furniture and equipment;	To involve employer representatives, external specialists (economic agents, entrepreneurs, representatives of public institutions, NGOs' etc. will be co-opted).
	(6) Developing the decision-making capacity of current and future students	(6) Individual and group counseling; Career counseling; Career information	Throughout 2026.	Throughout 2026.	CCOC Coordinator; CCOC psychologists/	Minimum 4 career events (conferences, workshops etc.) organized and held	Minimum 7 CCOC employees involved / event.	To involve employer representatives, external specialists



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SERVICES TO BENEFICIARIES	and graduates of the Bucharest Academy of Economic Studies regarding career management in the context of legislative changes and the permanent dynamics of the labor market.	and education; Supporting students' academic integration; Employment counseling; Vocational guidance of students; Support for increasing the degree of insertion on the labor market of students and graduates; Developing the skills of students and recent graduates to integrate into the labor market; Developing partnerships between the university and public or private economic agents or with other institutions.			vocational counselors; Teaching staff with expertise in the students' field of specialization; Employer representatives.	with a minimum 20 participants/event; Minimum 15 employer representatives involved in career guidance and counseling activities.	Minimum 15 employer representatives involved in activities. 1 room for individual counseling activities; 1 room for group counseling activities; 3 properly equipped office spaces; Consumable materials; Furniture and equipment;	(economic agents, entrepreneurs, representatives of public institutions, NGOs' etc. will be co-opted).
SERVICES TO BENEFICIARIES	(7) Ensuring support for the provision of quality inclusive educational services by ASE to people with disabilities.	(7) Providing support to students with special educational needs, learning disabilities, or who are facing psycho-emotional problems; Providing support to students with disabilities to make higher education	Throughout 2026.	Throughout 2026.	CCOC Coordinator; CCOC psychologists/ vocational counselors; Teaching staff with expertise in the students' field of specialization;	Minimum 10 students with disabilities counseled, supported and monitored; Minimum one information session on mental health and well-being of students, organized and conducted in optimal conditions;	Minimum 7 CCOC employees involved / event. Minimum 15 employer representatives involved in counseling activities. 1 room for individual counseling activities;	In order to adequately respond to the needs of students with disabilities (whose number is increasing), it is necessary to operationalize the Department for students with



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		<p>accessible, respectively to complete their studies and monitor their educational progress; Ensuring the well-being of students; Organizing free psychological counseling sessions, individual and/or group; Organizing information sessions on mental health and well-being of students; Activities to reduce the phenomenon of violence – bullying within ASE.</p>			<p>Representatives of the ASE faculties (deans, vice-deans, administrative staff).</p>	<p>Minimum 10 individual counseling sessions conducted with students with disabilities / their relatives;</p> <p>At least one workshop for ASE teachers and administrative staff, on issues related to the needs of students with disabilities;</p> <p>At least one workshop for ASE students, on issues related to the needs of students with disabilities and bullying prevention.</p>	<p>1 room for group counseling activities;</p> <p>3 properly equipped office spaces;</p> <p>Consumable materials; Furniture and equipment;</p> <p>Minimum 7 psychologists/ vocational counselors;</p> <p>Minimum 1 pedagogue</p> <p>Minimum 15 teaching staff with expertise in the psychopedagogical field and / or in the field of specialization of the students and graduates being counseled.</p> <p>1 room for individual counseling activities;</p> <p>1 room for group counseling activities;</p> <p>3 office spaces;</p> <p>Consumable materials; Furniture and equipment;</p>	<p>disabilities within the CCOC by hiring 2 psychopedagogues (as provided for in the CCOC Methodology prepared according to OME no. 4042/2024) and providing special space for the office / work with these categories of students.</p>



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HUMAN RESOURCES	Optimization of CCOC activity by capitalizing on human resources.	Cooperation with faculty representatives/ DPPD – teaching staff with expertise in the field of specialization of the students and graduates being advised. Hiring a sociologist (position provided in the CCOC chart). Co-opting employer representatives in student counseling activities (economic agents, entrepreneurs, representatives of public institutions, NGOs etc). Selection, training and involvement of student volunteers in CCOC activities.	Throughout 2026.	Throughout 2026.	CA; ASE Senate; CCOC Coordinator; Human Resources Directorate; ASE directors / departments.	1 Coordinator Minimum 8 psychologists/ vocational counselors full-time employees; 1 office clerk Minimum 15 teaching staff with expertise in the psychopedagogical field and / or in the field of specialization of the students and graduates being counseled. Minimum 15 employer representatives involved in counseling and orientation activities. Minimum 12 ASE students involved in CCOC projects and activities. Minimum 1 pedagogue in Department for integration of students with disabilities from CCOC.	1 coordinator; 12 psychologists 1 sociologist 1 office clerk 20 teaching staff with expertise in the psychopedagogical field and / or in the field of specialization of the students and graduates (teaching staff with expertise in the field of specialization of the students; teaching staff with expertise in the psychopedagogical field). 12 students (one student representative for each faculty within ASE); 2 pedagogues in Department for integration of students with disabilities.	To involve employer representatives, external specialists (economic agents, entrepreneurs, representatives of public institutions, NGOs' etc. will be co-opted). To involve students (including from student organizations) will be recruited and trained to work on a volunteer basis. It is necessary to operationalize the Department for students with disabilities within CCOC by hiring 2 pedagogues.
	Participation in continuing professional training courses / thematic conferences /	February – December 2026	February – December 2026	February – December 2026	CCOC Coordinator; CCOC staff	Minimum 4 continuous professional training stages followed by CCOC staff / thematic conferences / meetings with specialists etc.	The financial resources that will be provided in the budgets of the CCOC projects and in the draft budget of the	



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HUMAN RESOURCES	meetings with specialists, etc.						Human Resources Department, in the section allocated to the chapter on training and continuous education of personnel.	
PROMOTION	Promoting CCOC activities	Creating and distributing informative materials about the services offered by CCOC. Updating information on the website: www.consiliere.ase.ro on the CCOC-ASE Facebook page and Instagram.	Throughout 2026.	Throughout 2026.	CCOC Coordinator; CCOC members; Coordonator CCOC; Membrii CCOC; Tipografia ASE.	An updated CCOC website; A monthly newsletter; Minimum 15 electronic/printed posters promoting CCOC activity; Participation in at least one conference and one meeting with CCOC representatives;	Minimum 7 CCOC employees involved in promotion activity. 1 statistician; Minimum 15 teaching staff with expertise in the psychopedagogical field and / or in the field of specialization of the counseling students and graduates involved in promotion activities.	The website, Facebook and Instagram pages will be updated throughout the year. The distribution of information materials will be carried out throughout the academic year.
		Participation in specialized conferences, meetings with specialists, representatives of CCOC from universities in the country and abroad, representatives of employers, etc.	Depending on the dates of the events.	Depending on the dates of the events.	CCOC Coordinator; CCOC staff.	A conference organized by CCOC – ASE; Minimum 3 partnership agreements; Minimum 5 meetings with high school students;	The site www.consiliere.ase.ro Printed advertising materials;	
		Organizing a thematic conference - (<i>Student Career Counseling, Student well-being, Counseling Services, etc.</i>)	November 2026.	November 2026.	CCOC members.	Minimum 5 meetings with teachers from pre-university education;	Financial resources required for transportation / accommodation / meals.	



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PROMOTION	Promoting the educational offer of the Bucharest Academy of Economic Studies.	Establish partnerships to expand CCOC services.	Throughout 2026.	Throughout 2026.	CCOC members.	Minimum 1 meeting with teachers from pre-university education;		
		Partnerships, collaborations and promotion of CCOC at the level of student associations and professional organizations.	Throughout 2026.	Throughout 2026.	CCOC members.	Minimum 5 meetings with representatives of employers. Publication of minimum 3 specialized studies.		
		Promoting the educational offer of ASE on the CCOC website, Facebook, Instagram, meetings with pupils/ students / participation in educational fairs/counseling bachelor's/ master's graduates for continuing their studies at ASE.	Throughout 2026.	Throughout 2026.	CCOC members.			
METHODOLOGY / INTERNAL PROCEDURES	Optimization of CCOC activity by developing and applying the methodology and operational procedures.	Application of CCOC's internal working procedures.	Throughout 2026.	Throughout 2026.	CCOC coordinator; Staff / CCOC collaborators.	Application of the internal working procedures of the CCOC.	Minimum 7 psychologists/ vocational counselors full-time employees; Minimum 15 teaching staff with expertise in the psychopedagogical field and / or in the field of specialization	



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METHODOLOGY / INTERNAL PROCEDURES							of the students and graduates. Equipments, furniture.	
		Preparation / approval of the annual report and activity plan.	January 2026.	February 2026.	CA; Senat ASE; Coordonator CCOC.	Annual activity plan.	PC; Printer; Internet acces.	
		Preparation / approval of the annual income and expenditure budget (for 2026) and the Annual Procurement Plan.	December 2026.	December 2026.	CA; Senat ASE; Coordinator CCOC.	Annual income and expenditure budget; Annual procurement plan.	PC; Printer; Internet acces.	
	Monitoring and ensuring the internal / managerial control system.	Preparation of documentation related to the Internal / Managerial Control System at the CCOC level.	Semesterly and annually, according to ASE internal procedures.	Semesterly and annually, according to ASE internal procedures.	Coordinator CCOC.	Compliance with reporting deadlines; SCIM documentation properly completed.	PC; Printer; Internet acces.	



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RESOURCES AND INFRASTRUCTURE	Optimizing CCOC activity by developing its own resources and providing adequate workspace.	Updating the CCOC database (career resources, records of advised students). Studies conducted at CCOC level.	Throughout 2026.	Throughout 2026.	CCOC Coordinator; CCOC psychologists/ vocational counselors; Pedagogues; teaching staff with expertise in the field of specialization of the students.	1 database with: a. Informations about labour market; b. ASE offer and the initial / continous training educational path; c. Jobs offer; d. Materials used in personality assessment and self-assessment; e. Career planning guides, job research strategies guides etc.; 1 database of counseling students.	Minimum 8 psychologists/ vocational counselors full-time employees; Minimum 15 teaching staff with expertise in the psychopedagogical field and / or in the field of specialization of the counseling students and graduates. 7 PCs; Consumables; Equipments (PC, printer, copy, telephon); Office furniture; Psychological tests.	The database will be updated throught the year.



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PROJECT	Diversifying the sources of funding for services offered to ASE students by CCOC.	Realisation of projects with non-reimbursable financing. Implementation of projects with non-reimbursable financing.	Throughout 2026.	Throughout 2026.	CCOC Coordinator; Staff / CCOC collaborators.	At least one grant project developed and submitted for funding. Involvement of CCOC members in at least 5 grant projects, implemented at the ASE level.	At least 7 psychologists/ vocational counselors; Minimum 15 teaching staff with expertise in the psychopedagogical field and / or in the field of specialization of the counseling students. Equipments (PC, printer, copy, telephon); Office furniture.	The development and submission of projects with non-reimbursable funding are dependent on the funding lines / competitions opened in 2026.

Coordinator CCOC,
Conf. univ. PhD. Camelia Stăiculescu