

## **Regulation**

### **regarding the organization and development of the educational process at the master's degree cycle within Politehnica University of Timisoara**

**-Updated in April 2020-**

#### **1. Framework provisions**

**Article 1.** Politehnica University of Timisoara organizes Master degree university studies in accordance with the provisions of the following normative acts:

- National Education Law, no. 1/2011, with subsequent amendments and completions
- Ministry of Education and Research Order (MENCS) no. 6. 102/2016 regarding the approval of the framework methodology with respect to the organization of the admission in the cycles of bachelor, master and doctoral studies, with the subsequent modifications and completions
- Ministry of Education and Research Order ( MENCS) no. 6. 125/2016 regarding the approval of the framework methodology with respect to the organization and examination process of bachelor/diploma and dissertation, with the subsequent modifications and completions
- Government decision no. 404/ 2006 regarding the organization and development of the university master degree studies
- Emergency Ordinance no. 75/2005 on ensuring the quality of education
- Ministry of National Education Order (MEN) no 5.146/2019 approving the general application of the European Credits Transfer System-ECTS  
Nevertheless, taking into account the requirements of :
- *External evaluation methodology, standards, benchmarks, and list of performance indicators document*, generated by the National Agency for Quality Assurance of Higher Education(ARACIS) having the quality of Institution Organizing Master Degree University Studies(IOSUM)

#### **Article 2.**

(1) Master's degree studies can be organized in the following forms of education: with frequency and with reduced frequency

(2) The duration of studies is 2 years of length regardless of the form of education

(3) Also, the total of the related transferable credits are the same, as well as the structure and content of the preparation program.

(4) Master's degree studies in the form of frequency education are organized, from a financial point of view, both in a fee-free regime and in a fee-paying regime.

(5) Master's degree studies in the form of reduced frequency education are organized only in a fee regime.

(6) In the case of fee regime studies, the tuition fee will be established by the Administrative Council, using as a reference the budgetary allocations related to the studies without fee.

(7) The total number of places for each study program is established by the Administrative Council, in accordance with the interest among the candidates, the interest on the labor market and the schooling capacity available. In the case of places without fee, the inclusion in the number of tuition fees allocated to the university by MECTS will be taken into account, in a global way, together with the ARACIS requirements.

**Article 3.** (1) In UPT, the master's university studies are organized in the fields of its bachelor university studies, but, possibly, in other fields as well, with the observance of the regulations in force.

(2) Within the established legal limits, UPT promotes with interest, in its master's degree programs, interdisciplinarity.

(3) In accordance with ARACIS standards, each domain in which UPT organizes master studies will have internal regulations, adopted by the UPT Senate, which establish general knowledge, specialized knowledge, general competencies, specialized competencies and related cognitive skills.

**Article 4.** Candidates of the master's degree programs must have a bachelor's degree or equivalent. Graduates of other higher education cycles may also apply in relation to cycle 1, Bachelor's degree, within the Bologna process. Persons with a bachelor's degree or equivalent, master's studies represent the 2nd cycle of university studies and constitute a mandatory preliminary stage for doctoral studies, which represent the 3rd cycle.

**Article 5.** (1) The access to the master's university studies from UPT is made through an admission contest.

(2) The admission contest ensures the selection of the candidates according to criteria such as: average at the bachelor's exam (or equivalent), the mark at one or more written knowledge verification tests, the mark at one or more oral knowledge verification tests, the grade of an interview type test.etc, according to the options of the Faculty Councils that manage each master's program separately.

(3) In the case of master's degree studies organized in a language of international circulation, the admission competition must also contain the verification of the linguistic competences for the language of study.

(4) The enrollment in the admission competition of the master's university studies in a field can be made regardless of the field in which the bachelor's degree or equivalent or the diploma of some higher education cycles was obtained in relation to cycle 1, Bachelor, within the Bologna process.

(5) The persons who, following the competition, are declared admitted have the quality of student and are referred by the term master students.

**Article 6.** Master's degree studies have the following forms: a. professional master's degree, mainly oriented towards the formation of professional competencies; b. research master, oriented

mainly towards the formation of scientific research competencies; the study carried out within the research master's degree can be equivalent to the first year of study within the doctoral university study programs; the research master is exclusively in the form of full-frequency education and can be organized within the doctoral studies; c. didactic master, organized exclusively in the form of full-time education.

**Article 7.** (1) UPT can be associated with other IOSUM from the country or abroad, in order to carry out master's degree studies in cooperation.

(2) In order to be associated and cooperate regarding master university studies, the minimum necessary conditions for an institution are the followings: a. to have the legal right to organize master's university studies, b. to apply the ECTS transferable credit system and c. to have an implemented quality assurance system.

(3) In the provided situation within paragraph 1, the master degree student may carry out his activity, based on a written agreement between the partner institutions involved, including itinerary, within one or another of them, in compliance with the requirements of each of them.

(4) The provided agreement within paragraph (3) has included the organizational requirements and the development of the master's degree in each of the partner institutions, in accordance with the role that each assumes within the joint program of studies and with the specific legislation of each country, as well as the mutual recognition of the scientific title of master degree, by the relevant authorities in the two countries and in accordance with the legal provisions of each country.

## **2. Provision regarding the curricula**

**Article 8.** The master's university studies are in UPT are carried out based on the curricula which has been elaborated by the specialized boards, approved by the Faculties Councils and by the Administrative Council. The educational plans include disciplines of advanced knowledge in the field of master's university studies and complementary and interdisciplinary training disciplines, meant to create the premises for a quick insertion of future graduates on the labor market. In addition, they create the framework for the mandatory involvement of master students in the scientific research activity.

**Article 9.** Master's students can carry out scientific research activity in UPT, in a partner university or in a company approved a priori by UPT. The results of the research can be capitalized by the master student by publishing scientific articles and / or by completing the dissertation.

**Article 10.** The curricula are drawn up at each semester level, the semester representing the unit of administration of the master's study years (likewise, of the bachelor's study years). One year of master's study consists of 2 semesters, of 18 weeks each.

**Art.11.** The school obligations related to a semester have 30 associated transferable study credits.

**Article 12.** Of the four semesters of the master's degree program, the first three (semesters 1,2,3) are allocated to the transmission of knowledge and the formation of competencies and abilities

through taught disciplines, and semester 4 includes the necessary activities to develop and defend the dissertation.

**Article 13.** From the 18 weeks of the semesters 1st , 2nd and 3rd, the first 14 are dedicated to the transmission of knowledge and the formation of competencies and abilities, and the last 4, sessions, exclusively to the evaluation of knowledge, competencies and abilities.

**Article 14.** The 18 weeks of the 4th semester include the necessary activities to develop and support the dissertation. In the first 7 weeks the master's student has the obligation to elaborate a scientific paper or a synthesis material or similar for the professional masters, in the format indicated by the coordinator and on the topic of the dissertation.

**Article 15.** Each faculty will decide whether to organize a student communication session for the presentation of materials resulting from the internship of research practice or professional practice/ design or if they shall only be approved by the coordinator and shall be an annex of the dissertation. Failure to meet this requirement will reduce the final grade obtained in the dissertation by a minimum of 1 point and a maximum of 2 points. The decision belongs to the Faculty Council, at the proposal of the dean and is communicated to the students at least one month before the dissertation presentation.

### **3. Provisions regarding the teaching staff**

**Article 16.** Only persons who have obtained the scientific title of doctor can be teachers in the master's degree programs.

**Article 17.** Only the persons who have obtained the scientific title of doctor and, in addition, the didactic degree of lecturer, associate professor or university professor may be holders of the course in the master's university study programs.

### **4. Provisions regarding the participation of master students in educational activities**

**Article 18.** The master degree studies are carried out on the basis of a study contract concluded between the master's student and the UPT. The contract stipulates the rights and obligations of each party involved in the master's degree cycle, so as to ensure the premises of a quality education.

**Article 19.** Master's students have the following obligations regarding the participation in educational activities:

- attend at least 50% of the total course reports:
- presence at all seminar hours, laboratory and respectively, project of each discipline; it is allowed the absence at maximum two seminar sessions, laboratory and respectively, project, with recovery;
- preparation, support and promotion of reports in the schedule provided by teachers, after consulting master students
- elaboration, support and promotion in time of the established topics
- meeting the requirements specific to semester 4

## **5. Provisions regarding evaluation and promotion**

**Article 20.** The rules for the evaluation of master's students and the specific criteria for passing the tests within the master's degree training program are established by distinct procedures for each study program and are published on the UPT website.

**Article 21.** The issue of promotion is raised both at the level of discipline and at the level of one year of study.

**Article 22.** A discipline is promoted when the corresponding grade is at least 5. Obtaining the grade of 5 or more will result in the award of all study credits associated with that discipline.

**Article 23.** In establishing the grade of a discipline, shall be taken into account, in a proportion of at least 1/3, the appreciation for the student's ongoing activity. This appreciation will be expressed by a grade in the range 1-10, mandatory to download in the grade catalogs, along with the grade for the exam / distributed assessment / project support, the coefficients with which the two grades interfere in calculating the final grade and, of course, of the final grade.

**Article 24.** (1) Each test, that can be an exam, a distributed evaluation paper, a project support, is scheduled 3 times in an academic year, with all the appointments open to any student, in a cumulative sense, and not an alternative. Appointments 1 and 2 will be placed in the sessions that follow immediately after the knowledge transmission periods or appointment 3 will be placed as follows:

- for the subjects within 1st semester: during the knowledge transmission period from 2nd semester;
- for the subjects within 2nd semester: during autumn sessions;
- for the subjects from 3rd semester: in the first 7 weeks of the 4th semester.

Appointment 3 has a fee regime.

(2) The activity along, as well as the afferent evaluations, is carried out and finalized exclusively within the period of knowledge transmission, within the reference semester.

(3) For the disciplines with distributed evaluation: the appointments 1 and 2 of the tests for which the marks regarding the acquired knowledge, competences and abilities are granted, are located during the period of knowledge transmission and skills training in the current semester. Appointment 3 of the tests for retaking the grades awarded for the disciplines with distributed assessment is located in the session comprising the appointments 2 related to semesters 1, 2 and 3.

**Article 25.** The 1st year of study is promoted when the total credits obtained by promoting disciplines and its educational plan is greater than or equal to 40.

**Article 26.** The 2nd year of study is promoted when the total credits obtained by promoting disciplines from its curricula are considered disciplines proper and not the activity of elaboration, respectively support of the dissertation, is more or equal to 20.

**Article 27.** Students who at the end of the academic year do not meet the promotion conditions stipulated by article 25, respectively 26, are expelled, with the right of re-registration, in tax regime, in the following academic year.

**Article 28.** Master students who at the end of the academic year meet the promotion conditions stipulated by article 26, respectively 27, as the case may be, have the obligation to re-contract their remaining subjects in the next academic year. Re-contracting is done with the fee, punctual on the discipline, representing a share of the annual study fee of the fee regime.

**Article 29.** A fee shall be set for re-registration. Its amount will be established by the Administrative Council of UPT.

**Article 30.** Integral masters have the right to defend their dissertation for the first time in the June-July session of the academic year in which they acquired this status, and further, in any of the February, June-July sessions of the following academic years.

### **Provisions regarding the completion of studies**

**Article 31.** The master's university studies are completed by the public defense of a dissertation.

**Article 32.** The public presentation of the dissertation is made in front of a commission appointed by the university leading power.

**Article 33.** The topic of the dissertation is established by a teacher with the scientific title of doctor who assumes the quality of dissertation supervisor. It correlates with the master's degree training program, with the field of competence of the dissertation supervisor and with the institutional programs and policy of UPT. The topics of the dissertations and their supervisors are approved by the Faculty Council that manages the master's university studies.

**Article 34.** The dissertation must demonstrate the advanced scientific knowledge of the approached topic, to contain elements of originality in the development or solution of the topic, as well as the modalities of their scientific validation.

**Article 35.** The elaboration of the dissertation is made during the 2nd semester of the study year 2 or during one of the semesters of the extension year, when such a year exists.

**Article 36.** (1) The elaboration and presentation of the dissertation are done, as a rule, in Romanian, but they can also be done in a language of international circulation, if this is expressly provided in the master's university studies contract. If the master's degree program is conducted in an international language, then it is mandatory that the elaboration and presentation of the dissertation be done in that language.

(2) In the case of master's degree programs organized in partnership, the dissertation is submitted to IOSUM which made the initial registration of the master's student, together with a report from IOSUM partners. The dissertation is defended in IOSUM, which made the initial registration of the master student, but it is allowed only if the report from the partner IOSUM is favorable.

**Article 37.** If the dissertation is written in a language other than Romanian, the paper will be accompanied by a summary written in Romanian.

**Article 38.** In the case of dissertations written in a language of international circulation, public presentation may be made in that language. If the master's degree program is conducted in a language of international circulation then it is mandatory that the public support be done in that language.

**Article 39.** The presentation of the dissertation must highlight the contributions of the master student in its realization and especially the elements of originality.

**Article 40.** The commission's assessment of the dissertation is expressed first by the arithmetic mean of the marks awarded by each member of the commission; the grades will be whole, from 1 to 10.

**Article 41.** (1) The dissertation test shall be considered to have been passed if the average of the marks awarded by the members of the commission is greater than or equal to 6.

(2) In case of non-promotion of the dissertation test, the candidate may appear at a second session, after intervening in the work in a corrective manner, taking into account the observations and / or recommendations of the commission.

(3) If even at the second dissertation of the dissertation the master student does not obtain a promotion average, he will receive a certificate of graduation of the master's degree program and the transcript.

**Article 42.** UPT ensures the access to the dissertations publicly supported by consulting them in its own libraries or through interuniversity exchanges.

**Article 43.** The master student who has fulfilled all the requirements provided in the master's degree program and obtained at least the 6 average in the public presentation of the dissertation, receives the master's degree diploma accompanied by the diploma supplement, prepared according to the regulations in force. This diploma confers the master's degree in the field of study approached.

## **7. Other provisions**

**Article 44.** Masters enrolled in the form of education with frequency benefit from scholarships and social rights specific to students, in accordance with the law.

**Article 45.** A master student can interrupt his / her master's university studies, based on well-founded reasons, with the approval of the UPT management, for a period of one year, counted from the beginning of the semester in which he / she requests the interruption. The resumption of the study is done with a fee unless the interruption was made for proven medical reasons and, at the time of the interruption, the status of the master's student was free of tax.

**Article 46.** During the cycle of master's university studies, a master's student may pass from one form of education to another, according to the regulatory provisions and the clauses of the master's university studies contract.

## **8. Final provisions**

**Article 47.** (1) The master's university studies are the object of the internal and external quality assurance procedures, established on the basis of the good European practices.

(2) The external quality assurance is materialized in the evaluation activities, standards, norms, measures, procedures established by ARACIS.

(3) The internal quality assurance is materialized in the self-assessment activities, standards, norms, measures, procedures established by UPT in order to obtain, maintain and improve the quality, based on the elements provided in paragraph (2).

(4) The main people responsible for the quality of the master programs organized by UPT are UPT, the organizing faculty and the master student.

**Article 48.** In order to ensure high quality standards, in UPT it is mandatory to use the UPT Virtual Campus as a didactic support for all MASTER level study programs. CVUPT is integrated as an academic support, as a learning assistance program by accessing course, seminar, laboratory and project materials, developed in accordance with international blended learning standards, by facilitating communication with students. The necessary technical support is provided by the UPT e-Learning Center.

**Article 49.** (1) Based on the internal quality assurance procedures, UPT will perform the internal evaluation of the master's university studies every 2 years.

(2) Based on the external quality assurance procedures, UPT, will be evaluated once every 5 years by the Romanian Agency for Quality Assurance in Higher Education, in order to guarantee the maintenance of quality standards.

**Article 50.** UPT is assuming the obligation, in its capacity of Organizing Institution for Master's Degree Studies (IOSUM) to publish an annual report on its master's degree study programs.

**Article 51.** The present regulation enters into force starting with the academic year 2019-2020, entailing the abrogation of the other provisions and regulations of UPT regarding the master level education.