

REGULATION

for organizing and conducting Bachelor's and Master' degree examinations in Politehnica University Timișoara

I. General Framework

Art. 1. This Regulation is drawn up in accordance with:

- Law of National Education no. 1/2011, with subsequent amendments;
- Law no. 2881/2004 on the organization of university studies, with subsequent amendments;
- M.E.N.C.Ș. Order no. 6.125/2016 regarding the Methodology of organizing and conducting of Bachelor's degree/diploma and Master's exit examination, published in M.O. no. 07/04.01.2017;
- Regulation for organizing and conducting undergraduate study cycles in Politehnica University Timișoara;
- Regulation for organizing and conducting graduate study cycles at Politehnica University Timișoara;
- Regulation for organizing and conducting of Bachelor's degree/diploma and Master's exit examinations at Politehnica University Timișoara, amended in 2017;
- The Politehnica University Timișoara Charter, amended in 2014.
- Other specific regulations.

Art. 2. This Regulation establishes the framework, the content and the organization of activities related to the Bachelor's degree/diploma and Master's exit examinations at Politehnica University Timișoara (UPT).

Art. 3. (1) Bachelor's degree study cycles at UPT are to be finalized with a graduation or diploma examination for engineering sciences study cycles; the name of the examination will remain Bachelor's degree/diploma examination.

(2) Master's degree cycles at UPT are to be finalized with a master's exit exam.

Art. 4. (1) Bachelor's degree/diploma and master's exit examinations are conducted in the presence of the exam committee assigned for each examination and the examined candidate in the same place and at the same time, while respecting the terms instated by the legal stipulations.

(2) In exceptional situations imposed by legal stipulations (state of emergency, stare de alert, restrictions on public meetings etc.), Bachelor's and Master's degree examinations can be conducted in an online environment. The procedure of conduction of online Bachelor's and Master's degree examinations is presented in **Annex 1** of this Regulation, applicable to academic year 2019/2020 on the basis of GEO no. 58/2020.

(3) The decision of conducting „face to face” or online Bachelor's degree/diploma and master's exit examinations will be taken by the Faculty Council and announced to the students at least a week before the examinations. If, in the case of force majeure, the decision must be revised according to last moment legal stipulations, there will be a time frame of at least 3 days between the date of the new decision and the first examination.

Art. 5. UPT organizes Bachelor's degree/diploma and master's exit examinations for its own graduates.

Art. 6. (1) UPT can organize Bachelor's degree/diploma examinations for the graduates of other universities who have taken accredited study cycles which can be found at UPT or study cycles with provisional authorization, belonging to the same BA/MA domains which contain the study cycles accredited by UPT.

(2) The Administrative Board is responsible for establishing the opportunity of organizing the examinations mentioned par. (1) and their conducting procedures.

(3) Examinations mentioned par. (1) can be conducted only if:

- a. the senates of both universities allow it, for the graduates of accredited study cycles;
- b. there is a protocol established between both universities, approved by the senates, after the opinion of the administrative councils, for the graduates of study cycles with provisional authorization of functioning.

Art. 7. Bachelor's degree/diploma examinations will be organized in 3 sessions as:

- a. session 1: June, with no fees;
- b. session 2: September, with fees. In exceptional situations, the Administrative Board can approve that this session may be conducted without fees;
- c. session 3: February, via re-enrolment.

Art. 8. Master's exit examinations are organized during every session mentioned in art. 7.

II. Organizing and conducting Bachelor's degree/diploma examinations

Art. 9. The Bachelor's degree/diploma examination, at UPT, consists of two tests, as follows:

- a. test 1: oral or written assessment of knowledge, and of fundamental skills and competences, in a domain and specialized;
- b. test 2: presentation of a paper or project, called graduation thesis/project.

Art. 10. (1) The procedure of test 1 (written or oral) is decided upon by the Faculty Council for every faculty of UPT.

(2) If test 1 will be written, it will be taken a few days before test 2.

(3) If test 1 will be oral, it can be taken alongside test 2, before the examination committee. In this case, questions addressed to the candidates must be different than the ones for test 2.

(4) The decision regarding the procedure of conducting of test 1 must be taken and communicated to the students, by each faculty, by the end of the 3rd course week of the second semester of the academic year. In exceptional situations, imposed by amendments to the legislation, following the decision of the Administrative Board, the procedure of test 1 can be modified, and is to be communicated to the students at least a month before the sitting of the first test.

(5) Test 2 is public.

Art. 11. Test 1 will have a syncretic theme, agreed-upon on the basis of information taught via the effectual curricula and syllabi, which generate and develop knowledge, general fundamental competences and skills, specific to a domain or specialization.

Art. 12. (1) According to the Decision of the Executive Board of the Senate no. 1/05.01.2011, Faculty Councils will approve the thematic and bibliography of test 1, after reviewing propositions made by specialized boards, upon consulting with employers.

(2) The thematic and bibliography of test 1 will be posted on the faculty's web page at least 30 days before the sitting of the test.

Art. 13. (1) Examination committees are established according to lines of study, by the Rector's decision, on the Faculty Council's proposal. A committee consists of a president, 4-5 members and one secretary.

(2) The president and the members of an examination committee must be PhD holders and lecturer/associate professor/professor. The secretary of the committee can be an assistant professor.

Art. 14. (1) Final-year students who at the end of the session in the 2nd semester (including the 3rd exam sitting for subject matters in both semesters), have promoted all exams or have accumulated a maximum of 15 arrear credits (30 for Architecture students), which they fully recoup until the eve of the set date of the Bachelor's degree/diploma exam, can sit the exam in the June session of the current academic year.

(2) Final-year students who at the end of the session in the 2nd semester (including the 3rd exam sitting for subject matters in both semesters), have accumulated more than 15 arrear credits (30 for Architecture students), cannot sit the final exams in the June session of the current academic year and, in their study agreements, will have the fields "Elaboration of Bachelor's degree/diploma thesis/project" and "Bachelor's degree/diploma exam" terminated, through the unilateral intervention

of the university. For these students, the first sitting of their final exams will be considered in the academic year in which they accumulate less than 15 arrear credits (30 for Architecture students), at the end of the session of their final year and will be taken in consideration accordingly for the fee of the examination.

(3) Students who do not fall under the stipulations of paragraph (2) and who, at the start of the summer session, have a maximum of 2 re-examinations from non-final years and have promoted their ongoing subject matter activity, can sit their exams in the summer session of the current academic year. For re-examinations in the 2nd semester, the sitting dates will be the same as for the non-final year students, and for 1st semester examinations, the dates will be fixed with the tenured teacher. These exam sittings fall under the fee/subject matter regime, and the fee quantum will be established by the Administrative Board. If during these exam sittings, the students pass all of their re-examinations, the students can sit their Bachelor's degree/diploma examinations in the September session of the current academic year. If during the summer session, they have not passed all re-examinations, but have passed the ongoing subject matter activity for the re-examinations in question, they can attend the September session of the current academic year, on the dates fixed for non-final year students, if the re-examinations are from the 2nd semester, or on new dates fixed with the tenured teacher, if the re-examinations are from the 1st semester. These exam sittings fall under the fee/subject matter regime, and the fee quantum will be established by the Administrative Board. If the students pass all their re-examinations during these sittings, they can attend the February session of the following academic year to sit their Bachelor's degree/diploma examinations.

(4) In well-justified, exceptional situations, in which the student has passed the exam, but could not complete their activity in the allocated time-frame, due to reasons outside of their power, the Administrative Council can decide, on the Faculty Council Board's proposal, the organization of a special session dedicated to completing the ongoing activity, and can approve, exceptionally, the student's attendance on the 2nd session of Bachelor's degree/diploma exam sitting.

Art. 15. (1) The score for the Bachelor's degree/diploma examination is calculated as the arithmetic mean between test 1 and test 2.

(2) The average score of the Bachelor's degree/diploma examination must be at least 6 in order to pass.

(3) The average score of the tests must be at least 5 in order to pass.

(4) The score of each test is calculated as the arithmetic mean between the grades of the committee's chair and each member, expressed as integer numbers, from 1 to 10.

(5) The score for the Bachelor's degree/ diploma examination and the scores of the 2 tests are not to be rounded and must have 2 decimals.

Art. 16. (1) The committee deliberation for establishing the Bachelor's degree/diploma examination results is not public.

(2) Decisions are to be taken by the committee, by voting, under the rule of the simple majority. In case of a draw, the chair of the committee has the decisive vote. If the vote cannot be conducted, the chair of the committee holds the final decision.

Art. 17. The Bachelor's degree/diploma examination can only be passed by passing both tests. Passing the examination implicitly to the awarding of its corresponding credits: 30, for Architecture, and 15 for the other specializations. If a candidate does not pass one of the tests, they are not awarded any credits and must sit the whole examination again.

Art. 18. Students who pass the Bachelor's degree/diploma examination, thus being awarded $2n \cdot 30$ credits, receive the higher studies diploma according the current legal stipulations.

Art. 19. Students who do not pass the Bachelor's degree/diploma examination, but have at least $(2n-1) \cdot 30$ credits, for Architecture, or at least $(2n-1) \cdot 30 + 15$ credits, for the other specializations, cannot receive a higher studies diploma. They can only receive a certificate of unfinished higher studies, on their request.

III. Organizing and conducting master's exit examinations

Art. 20. The Master's exit examination consists of a single test: the presentation and defense of the master's exit thesis. The Master's exit examination is held publicly and will be evaluated by a committee named by the Administrative Board of the university, according to Art.13.

Art. 21. The theme of the master's exit examination is to be established by a teacher with a doctoral degree who will lead the master's exit examination alongside the master. It must be realized in correlation with the master study cycle, the teacher's field of competence and with the programs and policy of UPT. The Administrative Board designated to manage master's study cycles will approve the theme and the leader.

Art. 22. (1) The writing and presentation of the master's exit thesis are generally done in Romanian, but they can be also be done in an international language, upon the leader's agreement. If the master's study cycle is conducted in an international language, the master's exit thesis must be written and presented in that language.

(2) In the case of master's study cycles organized in a partnership, the master's exit must be submitted to the IOSUM responsible for the master's initial enrolment, alongside an essay from partner IOSUMs. The IOSUM responsible for the master's initial enrolment will hold the sitting of the master's exit, only if the essay from the partner IOSUMs is favorable.

Art. 23. If the master's exit thesis is written in a language other than Romanian, the thesis must be accompanied by a briefing in Romanian.

Art. 24. (1) The master's exit score is calculated as an arithmetic mean between the grades of the committee chair and the members of the committee.

(2) The average score of the master's exit must be at least 6 in order to pass.

(3) The grades of the committee's chair and of the members of the committee must be expressed as integer numbers, from 1 to 10.

(4) The score for the master's exit is not to be rounded and must have 2 decimals.

Art. 25. (1) The committee deliberation for establishing the master's exit examination results is not public.

(2) Decisions are to be taken by the committee, by voting, under the rule of the simple majority. In case of a draw, the chair of the committee has the decisive vote. If the vote cannot be conducted, the chair of the committee holds the final decision.

Art. 26. Once having complied with all the requirements of the master's study cycle and having obtained a score of at least 6 on the master's exit examination, the master will receive a Master's Diploma accompanied by a supplement established in compliance with the stipulations in place. This diploma confers the title of master in that line of study.

Art. 27. If the master does not pass the master's exit examination on the second try, they will only receive a certificate of graduation of master studies and their school transcript.

IV. The graduation examination of studies organized in accordance with law no. 84/1995

Art. 28. Graduates of academic study cycles organized in accordance with the Law of Education no. 84/1995, with subsequent amendments, who have been granted an extension of study, will be examined as follows:

- a. with a Bachelor's degree/diploma examination for long term study cycles;
- b. with a graduation examination for short term study cycles.

Art. 29. (1) The Bachelor's degree/diploma examination will have the same structure as the one organized for students who are in their final year and will fall under the same stipulations.

(2) The thematic and bibliography of test 1 will be the same as for students in their final year.

Art. 30. The graduation examination consists of a single test: the presentation and defense of the graduation thesis. The graduation examination is held publicly and will be evaluated by a committee named by the Administrative Board of the university.

Art. 31. (1) The graduation examination score is calculated as an arithmetic mean between the grades of the committee chair and the members of the committee.

(2) The average score of the graduation examination must be at least 6 in order to pass.

(3) The grades of the committee's chair and of the members of the committee must be expressed as integer numbers, from 1 to 10.

(4) The score for the graduation examination is not to be rounded and must have 2 decimals.

Art. 32. (1) The committee deliberation for establishing the graduation examination results is not public.

(2) Decisions are to be taken by the committee, by voting, under the rule of the simple majority. In case of a draw, the chair of the committee has the decisive vote. If the vote cannot be conducted, the chair of the committee holds the final decision.

V. Regulation for combating fraud

Art. 33. According to the Regulation in place, fraud refers to plagiarizing, partially or totally, the bachelor's/master's/graduation thesis/project, as well as purchasing the bachelor's/master's/graduation thesis/project. The attempt to copy off someone else's work during the written exams is considered fraud, as well.

Art. 34. Each bachelor's/master's/graduation thesis/project must contain a Statement, signed by the candidate, which assures the originality of the thesis/project. The Statement is mandatory for the candidate to be able to attend the presentation and defense of the bachelor's/master's/graduation thesis/project or diploma project.

Art. 35. Plagiarizing during the 1st test of the Bachelor's degree/Master's exit examination will be sanctioned with the elimination of the candidate from the test.

Art. 36. Fraudulent behavior, before or during the test, the presentation or defense of the bachelor's/master's/graduation thesis or diploma project, is sanctioned with a ban from attending or, respectively, the elimination of the candidate from examination.

VI. Final provisions

Art. 37. (1) The results of each test are made public no later than 48 hours from the date of each test.

(2) Possible appeals regarding a test will be submitted at the secretary of the IOSUM faculty where the test was conducted, within 24 hours from the publication of the results. The appeals will be resolved within 48 hours from the date of the submission, by appeal analysis committees, named by the organizing institution.

Art. 38. (1) The members of the committees for Bachelor's degree/diploma and Master's exit examinations and appeal analysis committees will be published on the web pages of the Faculties at least 2 weeks before the start of the examinations.

(2) According to the law, the members of the committees mentioned above cannot be related to the candidates, or among them, as spouses, in-laws, and relatives to the third degree.

Art. 39. This Regulation, alongside Annex no. 1, has been amended and approved by the Administrative Council of Politehnica University Timișoara on 05.05.2020, and by the Senate of Politehnica University Timișoara during the meeting on 15.05.2020.