

## REGULATIONS

### for organizing and conducting the educational process at undergraduate level in Politehnica University of Timișoara

#### 1. Framework provisions

**Art. 1.** This REGULATION defines the framework, principles and rules underlying the organization and carrying out of the educational process at the Bachelor study cycle in Polytechnic University of Timișoara (UPT), having as legal support the specific legislation in force and the UPT Charter.

**Art. 2.** The educational process in Politehnica University of Timișoara is carried out using the system of transferable study credits (credits). Each study discipline is associated with a number of credits.

**Art. 3.** The credits associated to a study discipline quantify and reflect its aliquot part in the load which the curriculum, in one way or another, disciplines the student:

- by way of the requirement of attendance at courses, seminars, laboratories, projects or, as the case may be, practical activities;
- in terms of individual effort:
  - learning the discipline taught and/or indicated in the course,
  - doing homework,
  - preparation of laboratory work, processing of experimental data and preparation of reports,
  - elaboration of projects;
  - in the process of evaluation of the acquired knowledge and skills.

The following are also expressed through credits: the effort of preparation for the final exam, considered in its completeness and the carrying out of the tests of which the final exam consists.

**Art. 4.** (1) The credits related to a discipline are obtained by passing that discipline, regardless of the mark with which the promotion takes place.

(2) Passing a discipline leads to the obtaining of all the credits allocated to the respective discipline.

(3) Fractions cannot be obtained from the number of credits allocated to a discipline.

**Art. 5.** It is said about credits that they have the attribute of transferability when they can be recognized, within the same specialization or another one, in the same university or in another one, at individual level or in package/packages, instead of other credits, corresponding to other disciplines, assimilable to those with which they are associated or acceptable as an alternative to them.

**Art. 6.** It is said about an educational process that it is organized in the system of transferable credits, if, within it, each student, in agreement with the university where he/she is enrolled, establishes, through a bilateral study contract which takes into account the specifics of the specialization in which the student aspires to obtain the diploma, the curriculum he/she has to follow, so that in the end, but also during, he/she obtains, both in quantitative and assortment aspect, the credits established as necessary, respectively as acceptable, for the specialization in question; some of the credits,

specified in the contract and representing a relatively small share of the total, can be obtained in another/ other specializations, including from another faculty/faculties or even another university/universities.

**Art. 7.** (1) UPT organizes undergraduate university studies in the fundamental fields of:

1. "Engineering Sciences",
2. "Architecture"
3. "Exact sciences": the field of Computer science,
4. "Social and political sciences": the fields of Communication sciences and Administrative sciences,
5. "Humanities": the field of Modern applied languages.

(2) The duration of the undergraduate studies is:

- 4 years for the fundamental field "Engineering Sciences", corresponding to 240 credits (excluding the credits granted by the elective disciplines);
- 6 years for the fundamental field "Architecture", the specialization "Architecture", corresponding to 360 credits (excluding the credits granted by the elective disciplines) and
- 3 years for the fundamental fields "Exact sciences", "Social and political sciences", "Humanities" and "Architecture", specialization "Furniture and interior design", corresponding to 180 credits (excluding credits granted by the elective disciplines).

(3) For the Bachelor diploma exam, 20 credits are allocated in the Architecture field and 10 credits in the other fields. These credits are included in the 180/240/360 credits.

**Art. 8.** Undergraduate studies at UPT are organized in two stages:

1. stage I, comprising years of study I-II for all fundamental fields except the field "Architecture", specialization "Architecture", to which stage I corresponds to years of study I-IV;
2. stage II, comprising years of study III-IV for the fundamental field "Engineering Sciences", years of study V-VI for the fundamental field "Architecture", specialization "Architecture" and the year of study III for the fundamental fields "Exact sciences", "Social and political sciences", "Humanities" and "Architecture", specialization "Furniture and interior design".

**Art. 9.** (1) UPT organizes undergraduate higher education studies in the following forms of education: full-time (IF), part-time (IFR) and distance learning (ID).

(2) The durations of the study programs for IFR and ID are equal to the durations of similar programs for IF.

**Art. 10.** (1) One year of study lasts 36 weeks and is structured by semesters. The first 18 weeks represent the first semester, and the last 18 weeks represent the second semester. Each semester, the first 14 weeks are dedicated to the transmission of knowledge and skills training, and 4 weeks are dedicated to the assessment of knowledge and skills. The periods dedicated exclusively to the assessment of knowledge and skills are called "exam sessions". There are situations in which the assessment can be done during the period of transmission of knowledge and skills (**Art. 10** (3) and (4), **Art. 34** (2), paragraph 3).

(2) In each semester there are two exam sessions scheduled at the end of the semester. In the case of the first semester, the first exam session has a duration 3 weeks, being intended for the 1<sup>st</sup> assessment. The second exam session for make-up exams follows, with a duration of 2 weeks (of which the second week overlaps the first week of the second semester). This exam session is dedicated to the 2<sup>nd</sup> assessment and the 3<sup>rd</sup> assessment for distributed exams. In the case of the second semester, a first exam session of 3 weeks is similarly foreseen, destined to the 1<sup>st</sup> assessment. The second exam session for make-up exams follows, lasting 2 weeks (of which the second week is provided as an extension to the 36 weeks that define the semesters), dedicated to the 2<sup>nd</sup> assessment

and the 3<sup>rd</sup> assessment for the distributed exams.

The exam sessions from the first semester are numbered with 1, respectively 2, and the sessions from the second semester with 3, respectively 4.

In extension to the 36 weeks that define the semesters, for the years of study I and II (where applicable) and III non-final, internships are scheduled with a duration in accordance with the curriculum.

Also in extension to the 36 weeks that define the semesters, another assessment session is foreseen for make-up exams, the 5<sup>th</sup> assessment, with a duration of 2 weeks, in September, dedicated exclusively to the 3<sup>rd</sup> assessment for the exams related to the disciplines from the second semester.

(3) The Administration Council may decide, at the proposal of the Faculty Council Bureau, to organize a special exam session, for the students that, during the above mentioned exam sessions, are in one of the following exceptional situations:

- pregnancy,
- participation in national or international sports competitions under the auspices of specialized federations or recognized international bodies,
- participation in high level artistic competitions,
- temporary disability,
- hospitalizations,
- special events in the family (surgeries of the parents, urgent hospitalizations of the parent -in single-parent families-, deaths of parents, grandparents, siblings),
- national and/or international mobilities under the auspices of the university,
- other situations regulated by specific legislation.

(4) The Administration Council may decide to organize a special session for students in the final years. It may also decide to postpone assessments 3, 4 and 5 for disciplines pre-contracted by final year students.

**Art. 11.** The educational process in UPT, as a whole, through the entire load to which it disciplines the student (according to the specifications of **Art. 3**), determines an average weekly load of 40 hours for the student, throughout all the 18 weeks of each semester. Consequently, at a semester level, the total load will be  $18 * 40 = 720$  hours.

**Art. 12.** The load of a student per each semester is transposed into credits so that, at the level of all the disciplines programmed for the semester in question, in accordance with the norms defined and promoted by the European Union under the logo ECTS (European Credit Transfer System), totals 30 credits.

The assignment of credits per each study discipline is done at the level of the Faculty Councils, in accordance with the semantics of the notion of credit (see **Art. 3**) and starting from the proposals of the Boards managing each field / specialization. Exceptions to this rule are the disciplines imposed by the curricular standards of the UPT, for credits are established by the Board of Directors at the proposal of the Advisory Commission for the Educational Process.

## 2. Provisions regarding the educational plans

**Art. 13.** The educational activities from UPT consist in: course, seminar, laboratory, project, practice, individual study. They are associated to each discipline, according to its specificity and inclusion in the curriculum under the conditions of **Art. 14**. From the point of view of evaluation, the disciplines in the curriculum are of the following types:

- disciplines with exam, for which the final mark is established according to **Art. 28**, from an exam mark and a mark for the ongoing activity during the semester;
- disciplines with distributed evaluation, for which the final mark is established, according to

**Art. 31**, based on several evaluations;

- disciplines with colloquium, where the evaluation is done at the end of the semester based on practical tests;
- disciplines with project presentations, where:
  - the discipline is independent, the project is autonomous so that the final mark is established similarly to the disciplines with exam, in which case the mark given to the project presentation has the role of exam mark,
  - the project is part of the discipline, the project is non-autonomous so that the mark for the project presentation is part of the mark of the ongoing activity during the semester.

The curricula are displayed on the websites of the university and the faculties.

**Art. 14.** During stage I of education, the curricula are specific **at the field level**. During stage II of education, the curricula are customized **at the level of specialization**. Compiling the curriculum is based on the following specifications:

- a) Semesters 1-7 for the fundamental field "Engineering Sciences", semesters 1-5 for the fundamental fields "Exact Sciences", "Social and Political Sciences" and "Humanities" as well as semesters 1-11 for the fundamental field "Architecture" include courses, seminars, laboratories, projects and internships, as well as related evaluations; all these, together, have associated, at semester level, 30 credits;
- b) The discipline "Physical Education" ends with the mark pass/fail and can be included in the curricula, during 2-4 semesters, within the 30 transferable credits of a semester or by granting 3-4 transferable credits, in total, over the 30 credits of a semester. This ensures the compatibility of the credit system from the ID and IFR programs with those from the IF programs.
- c) The 12th semester in Architecture is dedicated to the elaboration of the diploma project and to the preparation and taking of the final exam; all these activities are associated with a total of 30 credits;
- d) Semester 8 for the fundamental field "Engineering Sciences", respectively semester 6 for the fundamental fields "Exact Sciences", "Social and Political Sciences", and "Humanities" includes 7 weeks of teaching with associated a total of 15 credits and 7 weeks dedicated to the elaboration of the bachelor's thesis/ diploma project, the preparation and taking of the final exam, having associated 15 credits;
- e) In semesters 1-4 for the fundamental fields "Engineering Sciences" and "Architecture", respectively semesters 1-2 for the fundamental fields "Exact Sciences" "Social and Political Sciences", and "Humanities", all disciplines have the status of mandatory disciplines, opting being prohibited; the discipline "Languages of international circulation" has a special situation: it can function, optionally, as English, French, German, etc. .;
- f) In semesters 5-6 for the fundamental field "Engineering Sciences", 5-11 for the fundamental field "Architecture", respectively 3-4 for the fundamental fields "Exact Sciences" "Social and Political Sciences" and "Humanities", at least 25% of the disciplines have the status of independent optional disciplines;
- g) In semesters 7-8 for the fundamental field "Engineering Sciences" and 5-6 for the fundamental fields "Exact Sciences", "Social and Political Sciences" and "Humanities", all disciplines have the status of optional disciplines, at least 50% of them having to be freely eligible ("independent optional");
- h) At the level of stage I, the curricula of specializations in the same field are identical;
- i) The maximum number of disciplines per semester (other than Physical Education and Practice) is 7, with well-founded exceptions approved by the Council of Administration;
- j) The average number of physical teaching hours per week, at the level of the academic year and not

necessarily of the semester is of maximum 26 (excluding the hours for Physical Education and Practice) for all fields except for "Architecture". Exceptionally, the Council of Administration may accept, at the level of stage I, in this case, an average number of 27 physical teaching hours per week. The average number of physical teaching hours per week in the fundamental field "Architecture" with the specializations "Architecture" and "Furniture and Interior Design", at the level of academic year and not necessarily of the semester is maximum 29 (excluding the hours for Physical Education and Practice). Exceptionally, the Council of Administration may accept, at the level of stage I, in this case, an average number of 30 physical teaching hours per week;

k) The number of average course hours per week related to a discipline is a maximum of 2.5; exceptionally, with the approval of the Council of Administration, 3 hours are allowed;

l) The ratio between the number of course hours per semester and the number of application hours per semester, except for the practice ones, must be 1 to 0.1.

The term "project" refers, in the context of point a), to the cases presented in **Art. 13, par. 4**. Curricula may also contain elective disciplines.

**Art. 15.** The optional disciplines for a certain specialization can be chosen:

- among the optional disciplines in the curriculum of that specialization;
- among the compulsory or optional disciplines in the curriculum of another/other specializations, in the field of the specialization in question;
- among the compulsory or optional disciplines in the curriculum of another/other specializations, of a different field from that of the specialization in question.

**Art. 16.** Students choose the optional disciplines in relation to the offer of the faculties, conceived in accordance with the provisions of **Art. 15**, and after a thoroughly being informed through the means of written materials, presented to them and offered for direct consultation in due time by the Student Information and Counseling Offices, under the assistance of the boards of the specialization in which the aim is to obtain the diploma. The result of the student's choice will be reflected in the study contract. Students' options must be expressed by submitting a signed request to the secretariat, physically or online, identifying students as a user or by email. After using the online option, students will receive a confirmation email with the expressed options. Emails sent must be archived on the server. Students must submit their options at the latest until the end of the second semester of the academic year preceding the one for which the choice is made. In justifiable situations, students may choose optional disciplines, different from proposals made by the faculty, formulated in accordance with **Art. 15**. The faculty management has the duty to examine the students' proposals and if they consider them justified and possible to apply, to approve and administer them.

**Art. 17.** In order to establish the optional disciplines that function at a given moment, it must be taken into account, on one hand, the professional constraints established by the Faculty Council which administrates the operation of the specialization in which the aim is to obtain the diploma and on the other hand constraints related to the schooling policy promoted by the university and financial constraints. Based on the latter, the option for a discipline/a package of disciplines is honored in the offer of a specialization only if it is to be attended by a number of students given by the maximum between 1/4 of the total number of students of the specialization and 15.

**Art. 18. (1)** Among the study disciplines, at most 4 per semester may have, both in terms of courses and in terms of applications, a duration of all the 14 weeks of knowledge transmission and skills training which the semester contains; the evaluation of these disciplines is done by exam. The others,

and mandatorily the disciplines with distributed evaluation, will be, at least regarding the course, modularized over the first 7 - 12 weeks of the semester. Application activities related to disciplines with modularized courses may or may not be modularized.

(2) Both in the case of disciplines with modularized courses, and in the case of disciplines with non-modularized courses, it is strictly forbidden to schedule more than 4 hours of course in a discipline on the same day.

**Art. 19.** The curricula are elaborated by the boards of the fields/specializations, validated by the Faculties Councils and approved by the Council of Administration.

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

**Art. 20. (1)** In UPT, the schooling process is carried out on the basis of an individual study contract, drawn up between the institution and each student. All obligations and rights of the parties in their interrelationship are fixed by this contract.

(2) The study contracts are concluded, for all the study years, during the first two weeks of each academic year.

**Art. 21.** The presence of students at all types educational activities (course, seminar, laboratory, project, practice) is mandatory. Stage II students who have passed all exams in the immediately lower year of study and have an average of at least 7 are exempted from the obligation to attend courses. Any exceptional cases in which derogations from this article would be justified (cases of illness, high-level sports competitions, etc.) will be dealt with by the Council of Administration.

**Art. 22.** Absence from educational activities with compulsory attendance leads to sanctioning, as follows:

- a) "warning", for unjustified absence from more than 1/5 of the total number of hours provided in the semester program via the study contract;
- b) "expulsion", for unjustified absence from more than 1/3 of the total number of hours provided in the semester program via the study contract or following the granting of a second warning during the same academic year.

The sanctions are applied by the Faculty Councils, specifying that for expulsion the approval of the Council of Administration is necessary. The sanctions are communicated to the students in question via the faculty secretariats.

**Art. 23.** Seminars, laboratory work and non-autonomous projects not completed on time or not completed with a passing mark or for which it is desired to increase the mark can be recovered/ re-followed with other formations, during the semester within the possibilities offered by the seminar and laboratory rooms. . A number of seminars/laboratory papers/project meetings, totaling, per discipline, a maximum of 25 % of the total seminar/ laboratory/project hours for the discipline, can be recovered even during an express schedule, in the time of the periods of knowledge transmission and skills training, within the limits of material and human resources available to the departments or, as an exception, during the exam sessions but, in this case, with fee.

**Art. 24.** Attendance to the activities provided in the curriculum and the fulfillments during these activities are elements based on which the component of the final mark called "mark for the activity during" is granted. This mark does not represent a condition of student acceptance for exams /tests

at the distributed evaluation /colloquium and is not taken into account when establishing the mark given during the exam/test for the distributed evaluation /colloquium; however, it intervenes in the calculation of the final mark, in accordance with **Art. 28** of the present regulation.

**Art. 25.** A passable mark for the ongoing activity for a certain study discipline can only be given to students who have done all laboratory work related to that study discipline, participated in at least 2/3 of the total seminar hours and/or at least 2/3 of the total project hours and had a professional performance corresponding to the minimum requirements for passing the discipline.

**Art. 26.** Students who have been hospitalized, female students in pregnancy and maternity situations, students who practice high performance sports (participate in national or international sports competitions under the auspices of specialized federations or recognized international bodies), students who carry out high level artistic activities, students benefiting from scholarships or exchange of experience in other university centers and other students in exceptional situations may benefit of a favoring regime, by the Faculty Council Office, for recovering absences from the application activities foreseen in the curriculum. The procedures in this respect are established by the Faculty Council Offices considering the material and human resources available to the departments.

#### **4. Provisions regarding the contracting of study disciplines by the students**

**Art. 27. (1)** For each academic year, students have the obligation to contract all the credits, not yet acquired, related to the study year in which they are enrolled, as well as all the remaining credits from the previous study years (if applicable).

**(2)** If the study disciplines not yet passed in the current year of study and the remaining disciplines related to the previous years of study total more than 70 credits, then the student has the right to contract only a part of the remaining disciplines from the previous years of study along with all the disciplines not yet passed from the current study year, up to a minimum of 70 credits. Exceptionally, students after an expulsion/re-enrollment for non-promotion of the study year are not required to re-contract all or part of the remaining disciplines from previous years of study capped at 70 credits, but have the right to contract fewer or , at the limit none, according to their own options.

**(3)** If the total outstanding credits and credits related to the current study year, not yet acquired, is less than 60, then disciplines from the next study year may also be contracted, within a total of maximum 70 credit points. Students who have passed all exams and have a multiannual average greater than or equal to a threshold set by the Faculty Councils have the right, in addition to the credits for the next study year, not yet acquired, to contract disciplines from the next study year, within a total load of maximum 90 credits.

**(4)** Students who contract and pass optional disciplines will receive the credits associated with them, above the 60 allocated to the compulsory and optional study disciplines in the curricula. The credits corresponding to the optional disciplines cannot replace the credits corresponding to the compulsory and optional disciplines from the curricula and, as such, they are not considered in the situations presented in **Art. 22, 27 par. 1) - 3), 34 paras. 3), 40, 43, 45 para 1), 48, 49, 51 para. 1), 56 and 57.**

#### **5. Provisions on evaluation**

**Art. 28. (1)** All disciplines end at semester level. Practice and Physical Education are completed following a colloquium and distributed evaluation, with **assessment**, and all other disciplines are completed with a **mark**. The assessments can be “passed” or

“failed”, and the marks take full values in the range 1-10 (the final marks are considered). The value of a final mark is determined by the formula:

$$\text{final mark} = \text{integer\_part of } (k_1 e + k_2 p + 0.5)$$

where:

e = exam mark/test mark for distributed evaluation/colloquium mark /mark for autonomous project presentation;

p = mark for the ongoing activity;

k<sub>1</sub>, k<sub>2</sub> = weighting coefficients with the properties: k<sub>1</sub> + k<sub>2</sub> = 1 and k<sub>2</sub> ≥  $\frac{k_1}{2}$

The coefficients are established by the head of the discipline and are noted in the Discipline Sheet.

(2) The mark for the exam/ test for the distributed evaluation/ presentation of the autonomous project represents **exclusively** the measure of knowledge/ skills demonstrated during the exam/ test at the distributed evaluation/ project presentation, while the mark for the ongoing activity is an overall assessment of the student’s performance throughout the semester, capturing elements such as: the degree and quality of participation in discussions and debates and answers to questions in class, seminar, laboratory and project, the manner of performing laboratory work, the degree of completing and handing in homework and its quality, the rhythmicity in the design work, the presence in class, seminar, laboratory, project, etc. Both of these marks can be expressed either by whole numbers or by real numbers with two decimals, as considered by the head of the discipline. The final mark, however, must be an integer.

(3) Passing the ongoing activity of a study discipline cannot be conditioned by passing a single test, regardless of its name or form.

**Art. 29.** The exam mark can be either the result of a single assessment, covering the whole study discipline, or the arithmetic mean between a partial exam mark, corresponding to the first half of the discipline and a final exam mark, regarding the second part of the discipline. Partial exams are organized at the request of students.

**Art. 30.** For both autonomous and non-autonomous projects, the mark for project presentation depends only on the value of the project, the quality of its written and oral presentation, the answers given to the questions during the presentation and, in case of teamwork, the personal contribution brought by each student to the accomplishment of the work.

**Art. 31.** The final mark in the case of distributed evaluation must result as an average of at least 3 marks given during the study discipline, one of which will reflect the overall performance of the student, and the others the knowledge, skills and abilities acquired. The mark, from the total of minimum 3, which reflects the overall performance of the student in the discipline will be noted in the section of the marks catalog entitled “mark for the ongoing activity”, respectively in the computer system and will have, from all points of view, including that of re-contracting, the same treatment as the mark for the ongoing activity in the disciplines provided with the exam. The weights in the final mark of the minimum 2 marks that reflect the knowledge, skills and abilities acquired must be quasi-equal, in any case not being able to differ from each other by more than 10%. The average of the minimum 2 marks, from the total of at least 3 that reflect the knowledge, skills and abilities acquired by the student in the discipline, will be noted in the fields from the marks catalog entitled “mark for scheduling x where  $x \in \{1,2,3\}$ ”, respectively in the computer system, and will have, from all points



of view, including the one of re-contracting, the same treatment as the mark for the exam in the disciplines provided with the exam. For the minimum 2 marks that reflect the acquired knowledge, skills and abilities, it is mandatory to ensure the possibility of re-taking the tests under the conditions of **Art. 34**.

**Art. 32.** The formulas from **Art. 28** and **Art. 31** apply only if the marks which they are comprised of have values greater than or equal to 5. If this condition is not met, then the final mark cannot be calculated, and the student remains failed, not being awarded any credit points for the study discipline in question.

**Art. 33.** Scheduling the evaluation activities, considering the normal activities and not the additional ones which will be treated as indicated in **Art. 34**, is done as follows:

- **project presentations:** exclusively during the periods of knowledge transmission and skills training;
- **colloquia /tests for distributed evaluations:** especially during the periods of knowledge transmission and skills training;
- **for disciplines with exams:** especially in exam sessions, but possibly also in the periods of knowledge transmission and skills training, in weeks other than those directly preceding the exam sessions; during exam sessions other than the those for make-up exams, 4 exams will be scheduled, which can be, in all cases, partial or full exams.

**Art. 34. (1)** For each evaluation test: exam/colloquium/project presentation/test for distributed evaluation (those tests for which the minimum 2 marks regarding the acquired knowledge, skills and abilities were given), in addition to the regular assessment session, numbered with 1, two more assessment sessions are provided:

- assessment session 2, free of charge (as well as assessment session 1) and
- assessment session 3, for a fee.

Partial exams are not considered here. They are scheduled, when applicable, once, free of charge and without affecting the 3 assessment sessions referred to above.

**(2)** The normal scheduling of the exams (1<sup>st</sup> assessment) is done in exam session 1 for the disciplines from the first semester, respectively in exam session 3 for the disciplines from the second semester. The 2<sup>nd</sup> assessment is done in exam session 2, for the disciplines from the first semester, respectively in exam session 4, for the disciplines from the second semester. The 3<sup>rd</sup> assessment is done in the period of knowledge transmission and skills training during the second semester, without exceeding the 6th week, for the disciplines of the first semester, respectively in exam session 5 (autumn session) for the disciplines of the second semester. For the disciplines with distributed evaluation: the 1<sup>st</sup> and 2<sup>nd</sup> assessments including the tests for which the minimum 2 marks regarding the acquired knowledge, competences and abilities are given, is done during the period of knowledge transmission and skills training from the current semester. The 3<sup>rd</sup> assessment including the do-over tests for the disciplines with distributed evaluation is done during exam session 2 for make-up tests (for the tests related to the first semester) and respectively in the exam session 4 for make-up tests (for the tests related to the second semester). A student, having the status “passed”, may present him/herself to increase his/her marks during the 2<sup>nd</sup> and 3<sup>rd</sup> assessment sessions for passed study disciplines of the current year as well as in the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> assessment sessions for passed, but having to be re-contracted, study disciplines of the previous years. Note that all tests for increasing the student’s mark are free of charge.

**(3)** In the case of the final years of study, all assessment sessions including tests related to the

disciplines from the second semester of the current study year or re-contracted disciplines will be planned at the latest 2 weeks before the final exam. The 3<sup>rd</sup> assessment for disciplines from the first semester of the current study year or re-contracted disciplines must also be planned no later than 2 weeks before the final exam.

**(4)** The Council of Administration may decide, for the final years of study, an exceptional session for the 4<sup>th</sup> assessment, including the exams/ tests for distributed evaluation/ colloquia/ presentation of autonomous projects, for 2 disciplines with the passed ongoing activity. This assessment will be paid and will be done in penultimate week before the final exam. The value of the fee will be determined by the Council of Administration.

**Art. 35.** Regardless of their type, the evaluations are scheduled through mutual agreement of the students and professors in question, under the approval of the Faculty Council Offices, and their calendar is made known by posting on the notice boards and on the faculty websites at least 2 weeks before. Scheduling 2 evaluation tests on the same days is disallowed.

**Art. 36.** The exams / colloquia / tests for the evaluations for the disciplines with distributed evaluation are held in writing, orally or in writing and orally. The form of examination is established by the Faculty council Office, in consultation with the heads of each study discipline. In each semester, starting with the first semester of specialization, at least one oral or written and oral exam will be foreseen. The duration of the partial written exams is a maximum of 1.5 hours, and of the full written exams a maximum of 3 hours (the actual working time of the students is considered). At the oral exams/ colloquia, each student will have 15-20 minutes to prepare the answer and 15-20 minutes to present the answer.

**Art. 37. (1)** At all the evaluation tests, the students have the obligation to identify themselves with the student card and to present this card to the head of the study discipline, in order to record the final mark, regardless of whether it is a pass or not.

**(2)** At all the evaluation tests the students have the obligation to present themselves in a decent outfit, adequate to a higher education activity.

## **6. Provisions on passing examinations**

**Art. 38.** The query of pass/ fail arises, on the one hand, at the level of study discipline, and on the other hand, at the level of a year of study.

**Art. 39.** A study discipline is passed when the final mark related to it is at least 5 or, in the case of the study disciplines provided with assessment, when the assessment related to it is "pass".

**Art. 40.** A year of non-final studies is promoted when the total credits obtained by passing study disciplines from its curriculum is 60 (the credits corresponding to the optional disciplines are not considered). For non-final years of study, it is possible to move to the next study year if the following conditions are met:

- at the end of the first year a total of minimum 35 credits are obtained;
- at the end of the second year a total of minimum 75 credits, comprised of credits from the first and second years, are obtained, of which minimum 35 credits are from the second year;
- at the end of the third year a total of 120 credits, comprised from credits from years I-III are obtained, of which minimum 35 credits are from the third year;

- at the end of the fourth and fifth years for Architecture (noted x) a total of  $120 + (x-3) * 45$  credits are obtained from the first x years of which at least 35 credits being from year x;

Credits corresponding to optional disciplines are not considered. The transition is made with outstanding, non-passed, disciplines, which must be re-contracted under the conditions of **Art. 41**. Since in the final years of study the disciplines have associated, in the field of Architecture only 30 credits, and in all the other fields only 45 credits, the rest, up to 60 credits, belonging to the elaboration of the undergraduate thesis/ diploma project and the passing of the undergraduate/ diploma exam, the condition for promoting these study years is to obtain minimum 20 credits in the field of Architecture and minimum 30 credits in the other fields.

**Art. 41. (1)** Failing a study discipline within an academic year implies its re-contracting, under the conditions of the provisions of **Art. 27**, starting from the academic year which follows immediately, every year, until it is passed. Re-contracting is done with a punctual fee, per study discipline, representing a share of the annual tuition fee of financial study status “with tax”, proportional to the share that the discipline credits have in the total nominal annual credits (60); if the discipline was not passed only at the exam/ colloquium/ autonomous project presentation/ evaluation tests of the acquired knowledge, skills and abilities, within the distributed evaluation, as the case may be, then the re-contracting fee will be 25% of its full value; if the discipline was not passed only to the ongoing activity in the case of the disciplines provided with exam/ colloquium/ distributed evaluation, then the re-contracting fee will be 75% of its full value. The re-contracting fee, whether full or reduced, is multiplied, from year to year, by  $0.5 * (x + 1)$ , where x is the gap in academic years between the current year and the year in which the discipline should have been normally passed (the determination of the value of x does not take into account the years in which the person in question did not have the status of a student or was in a suspension of studies or had the status of a student but followed a study program that did not include the discipline in question). The disciplines can also be re-contracted if they are passed, but the student is not satisfied with the mark he/ she obtained. In this case, if the new mark is higher than the first, then it is considered, otherwise it is ignored. Re-contractings to increase the mark are made free of charge. In the context of re-contracting, the passing marks agreed to by the student to the ongoing activity, partial exams, full exams, colloquia or projects are recognized without any conditioning.

**(2)** In the cases considered appropriate, the faculty managements may approve, **in advance, on the occasion of concluding the study contracts and not after their conclusion**, the attendance to the re-contracted disciplines by the students in question with other course series from the same faculty or from another in which the disciplines can be found in the curricula, regardless of whether in this manner the discipline is taught by another or the same head of discipline (the faculty managements will take into account the load limits of the targeted heads of discipline and all other aspects with an impact on the seriousness and quality of the instructional process provided by UPT).

Also, in the context of re-contracting, the Faculty Council Offices may approve for students to re-contract another discipline, instead of re-contracting an optional discipline that they have failed to pass, with all related obligations and totaling the same number of credits; the new discipline will be treated in all aspects, including the financial one, as if from the beginning it was the contracted one and not the discipline it replaces.

**(3)** Students may be examined, upon request, exceptionally, by a committee and not by the head of the discipline. The head of the discipline cannot be part of the commission. The conditions for approving such applications are:

- the proportion of those passed from the total number of students enrolled in the discipline in question, at its first contracting, is below 50%;

- the students were present at assessments 1, 2 and 3 at the evaluation tests related to the discipline in question.

The examination by the commission, when it takes place, is done after the 3<sup>rd</sup> assessment and must be paid with the equivalent of the 3<sup>rd</sup> assessment fee.

A student may benefit from examination by the commission only once per contracted and/ or re-contracted discipline.

**(4)** If a certain discipline is no longer offered, as a result of the modification of the curricula and there are students who have not passed it, then the Faculty Council Offices will set to the respective students, from the current curricula in force, new obligations totaling the same number of credits.

**Art. 42.** A maximum percentage of 5% of the full-time students enrolled in the Bachelor study cycle, may complete, in compliance with **Art. 27**, 2 years of studies in a single academic year, with the approval of the Council of Administrators and at the proposal of the Faculty Council. Students in their final years of study do not benefit from this possibility.

**Art. 43.** The non-promotion of an academic year, i.e. the non-totalization at the end of an academic year of the number of credits foreseen in **Art. 40**, automatically leads, except in the cases in which it is benefitted from the interruption of studies, to expulsion.

## 7. Provisions regarding the completion of studies

**Art. 44. (1)** The completion of the bachelor's studies in UPT is carried out through an examination consisting in:

1. a test to verify basic and specialized knowledge;
2. a proof of a work/ project, called undergraduate thesis/ diploma project.

Access to the second test is conditional on passing the first test.

**(2)** The undergraduate thesis/ diploma project is elaborated in the intervals provided in **Art. 14, points b) and c)**. The elaboration is monitored and coordinated by a professor, undergraduate thesis/ diploma project coordinator, alone or in collaboration, based on an activity plan associated with the project.

The conditions which that must be met by an undergraduate thesis/ a diploma project are established by each faculty and are published on the faculty website.

Any undergraduate thesis/ diploma project will, at the end, contain a statement of the author, on his own responsibility, under the sanction of the criminal law on false statements, respectively the sanctions provided by Law no. 1/2011, regarding the fact that “the work / project is the result of one's own intellectual activity and does not contain plagiarized portions”.

**(3)** Once completed, the undergraduate thesis / diploma project is presented to the undergraduate thesis/ diploma project coordinator(s). In order to be defended, each undergraduate thesis/ diploma project, is evaluated in writing by the undergraduate thesis/ diploma project coordinator(s). The evaluations will argue the mark given. If, following the evaluation, the mark given is lower than 5, the graduate is not accepted at the final exam. The mark given by the coordinator of the undergraduate thesis/ diploma project can be challenged at the Faculty Council Office, which appoints a board of 3 persons for the analysis of the appeal. The coordinator of the undergraduate thesis/ diploma project is not part of the board. The appeal will be discussed in the presence of the coordinator(s) and the graduate, based on the undergraduate thesis/ diploma project and the activity plan. The activity of the board is recorded in a report. The board will decide whether the mark given by the coordinator(s) is retained or changed. The board's decision is final.

**Art. 45. (1)** Final year students who at the end of the exam session from the second semester (including the 3<sup>rd</sup> assessment for the disciplines from semesters I and II), have passed all exams or accumulate at most 15 outstanding credits (30 outstanding credits for the Architecture field), which they acquire in full until the day before the period established by the structure of the academic year for taking the undergraduate/ diploma exam, can present themselves in the June session of the current academic year to take the final exam.

**(2)** Final year students who at the end of the exam session from the second semester (including the 3<sup>rd</sup> assessment for the disciplines from semesters I and II), accumulate more than 15 outstanding credits (30 outstanding credits for the field of Architecture), cannot present themselves in the June session of the current academic year to take the final exam and will have, through the unilateral intervention of the university, the positions "Elaboration of the undergraduate diploma thesis/ project" and "Undergraduate/ Diploma exam" terminated from the study contract for the current year. For these students, the first contracting of the final exam will be considered in the year in which they accumulate less than 15 outstanding credits (30 outstanding credits for the Architecture field) at the end of the last exam session of the final year and will be treated as such in the calculation of the fee for this exam.

**(3)** Students from the final years who do not fall within the provisions of paragraph (2) and have, at the beginning of the summer exam session, a maximum of 2 remaining disciplines from the non-final years of study, with the passed ongoing activity, may attend the summer exam session of the current academic year. For the outstanding disciplines from the second semester, the presentation dates will be the ones fixed for the students from the non-final years and for the disciplines from the first semester, new dates will be fixed, together with the head of the discipline. These presentations are for a fee and the amount of the fee will be set by the Council of Administration. If, as a result of these presentations, all the outstanding disciplines are passed, the students can attend the September session of the current academic year to take the final exam. If, following the summer exam session, they did not pass all the outstanding disciplines, but have the passed the ongoing activity for the outstanding disciplines, they can attend in the autumn session of the current academic year, at the dates set for students in non-final years if the disciplines are from the second semester or at new dates, fixed together with the head of the discipline, if the disciplines are from the first semester. These presentations are for a fee and the amount of the fee will be fixed by the Council of Administration. If, as a result of these presentations, all outstanding disciplines are passed, students can attend the February session of the following academic year to take the final exam.

**(4)** If the final exam is not taken within 3 years from the date of the first contracting, the topic of the undergraduate thesis/ diploma project loses its validity. Exceeding this term leads to the obligation of the coordinator to set a new topic of work/ project and implicitly to the complete re-contracting of the final exam, in the status of first contracting.

**(5)** The final exam can be taken in 3 sessions:

- in June,
- in September of the same academic year, for a fee,
- in February of the following academic year, by re-contracting.

**Art. 46. (1)** The exam for finalizing studies is passed only by passing both of its tests. Passing the exam leads, implicitly, to obtaining the credits that he has allocated them, 20 in the field of Architecture, respectively 10 in all the other fields.

**(2)** Failure to pass at least one of the tests leads to the non-granting of any credit points out of the 20 for the Architecture field, respectively 10 for all the other fields, allocated to the position

"Undergraduate/ Diploma exam" from the study contract and the need to repeat the exam in its entirety.

**Art. 47.** Students who pass the final exam and thus enter in possession of  $2n \cdot 30$  credits,  $n$  being the unextended number of years of study of a study program, receive the bachelor's degree provided by the legal regulations in force.

**Art. 48.** Students with the final exam not passed, but in possession of at least  $(2n-1) \cdot 30$  credits in the field of Architecture, respectively of at least  $(2n-1) \cdot 30 + 15$  credits in the other fields (with  $n$  the same as in **Art. 47**), cannot yet receive the bachelor's degree referred to in **Art. 47**, but only a certificate of incomplete higher education which is issued upon request.

**Art. 49.** Students who, after the end of the academic year in which they followed their final year of study, do not have the  $(2n-1) \cdot 30$  credits in the field of Architecture, respectively  $(2n-1) \cdot 30 + 15$  credits in the other fields (with  $n$  being the same as in **Art. 47**) foreseen by the curriculum of the study program in question and who do not fall under the incidence of **Art. 45**, have an unlimited number of years to re-contract their outstanding study disciplines, in accordance with **Art. 41**. In the UPT records, these students will appear in years of extension of study (extension 1, extension 2, etc.), without, however, benefiting from any facility related to student status (accommodation, scholarship, social assistance, price reduction on public transport, etc.).

## 8. Provisions regarding the obtaining/ re-obtaining of the UPT student status

**Art. 50.** The status of UPT student is obtained in one of the following ways:

- a) by admission competition;
- b) by recognition of the prizes obtained at the national and international phases of the professional competitions organized for high school students and accepting the laureates for tuition free of charge, in accordance with the Methodology of organizing and conducting the admission competition to the undergraduate study cycle at the Politehnica University of Timisoara ;
- c) by transfer from another state university in Romania or from other countries of the European Union;
- d) through mobility, for a limited period, within the specific European programs;
- e) through mobility, for a limited period, between the universities in the country;
- f) by re-enrollment with fee, until the promotion to the immediately higher year of studies;
- g) by placement by the Ministry of Education and Research.

In all cases, except for mobilities, the student status is revalidated annually, together with the bilateral signing of the study contract. On this occasion, the financial status of the studies is updated, in accordance with the regulations in force.

**Art. 51. (1)** The enrollment is done in the first year of studies, with zero credit points, for the students who do not have, from previous contexts, recognizable and equivalent higher studies, respectively in the highest year of studies,  $x$ , for which, following the application of the procedure for recognition and equivalence of studies, a number of credit points results in accordance with **Art. 40**, in relation to the number of credit points that would nominally correspond to the beginning of that year.

**(2)** In the case of mobilities, the enrollment is done in the study year resulting from the specifications

of the type of mobility.

**Art. 52. (1)** Expelled students may be re-enrolled, with the approval of the Council of Administration, but not in the academic year in which the expulsion took place. The re-enrollment is done with a fee until the promotion in the immediately higher study year. Re-registration is done only from the beginning of the university year.

**(2)** As an exception, students expelled for non-payment of tuition fees may be re-enrolled in the same academic year in which the expulsion took place.

## 9. Provisions regarding the interruption / resumption of studies

**Art. 53. (1)** Students who become temporarily unable to continue their studies due to situations of force majeure, the competence to assess in this regard belonging to the Council of Administration, may benefit from the right to interrupt their studies. Resuming the studies is done in a financial status with tuition fee, except for situations of force majeure of a medical nature when resuming the studies after interruption is done with the same financial status which the student had at the time of the request. During the period of interruption of studies, the status of student is maintained but the right to access the social facilities granted to students is suspended. Interruption of studies may be granted at any time, provided that at the time of its request, the student has not reached the situation of expulsion.

**(2)** Resuming interrupted studies is done based on a written request. Students who interrupted their studies during the first semester can resume their studies only at the beginning of the academic year. The study contract of these students will not be affected in any way by the fact that their studies was interrupted. Students who interrupted their studies during the second semester can resume their studies either from the beginning of the academic year or from the beginning of the second semester. In the first case, for the first semester they will contract the outstanding study disciplines related to the previous study years and the current study year, in a status with punctual fees, according to **Art. 41** and, if necessary, in addition, up to 30 credits worth of disciplines in advance from the immediately higher year of study, these being attended within the same financial status in which the respective students are studying. In both cases, the contracting of study disciplines in the second semester by this category of students will not be affected in any way by the fact that they interrupted their studies.

## 10. Provisions regarding rewards and sanctions

**Art. 54.** The students who obtain special results (prizes I, II and III or mention) at the international and national phases of professional student competitions are rewarded by granting a special scholarship, for the duration of one academic year (except for the mention for which the reward is granted once), cumulative with any other type of scholarship. The reward is approved by the Council of Administration at the proposals of the Faculty Council Offices.

**Art. 55. (1)** Students who obtain very good results in their professional activity are rewarded by:

- diplomas and annual awards at special events (e.g. opening of the academic year, various scientific events, etc.);
- scholarships which can be: performance, merit or study.

**(2)** Students with difficult financial situations may receive social scholarships.

**(3)** Students with good professional results and difficult financial situations are rewarded with scholarships and special social aids, from UPT own funds, cumulative with any other type of

scholarship.

**(4)** Master students with good results in studies and research may receive special scholarships, from UPT own funds, cumulative with any other type of scholarship.

**Art. 56. (1)** The unjustified absence at more than 1/5 of the total number of hours foreseen in the semester program through the study contract is sanctioned with “warning”.

**(2)** Committing misconducts is sanctioned with a “warning”.

**Art. 57.** Students who are in one or more of the following cases are expelled from UPT:

a) absent without reason for more than 1/3 of the total number of hours provided in the semester program through the study contract or those who receive a second warning during the same academic year;

b) do not total, without benefiting from the interruption of studies, at the end of a university year, for a non-final year study, as follows:

- at the end of year I at least 35 credits;
- at the end of year II at least 75 credits totaled from years I and II, of which at least 35 credits from year II;
- at the end of year III 120 credits totaled from years I-III, of which at least 35 credits from year III;
- at the end of year IV or V Architecture (marked x)  $120+(x-3) * 45$  credits totaled from the first x years of which at least 35 credits from year x; and for a final year of study less than 20 credits in the field of Architecture and less than 30 credits in the other fields, in all cases, in the disciplines from the curriculum of the study year;

c) cheat (including by plagiarism) or try to cheat in the assessment process including the final exam.

d) do not pay their financial obligations towards UPT within the set deadlines;

e) undertake other acts incompatible with the status of student (the appreciation in this sense belongs to the Council of Administration);

f) do not sign the study contract within the fixed term;

g) request to give up the status of UPT student.

**Art. 58.** The sanctions are applied by the Faculty Councils, specifying that for expulsions the approval of the Council of Administration is necessary. The sanctions are communicated to the students in question by the secretariats of the faculties.

## **11. Provisions on transfers**

**Art. 59.** UPT enrolls by transfer only students coming from state universities, from fields identical or assimilable to those which the enrollment targets, who have the consent of the respective universities and the acceptance of the faculty to which they request to be transferred. Their enrollment is made in the year of study and in the schooling regime resulting based on **Art. 51 and 53** of the present REGULATIONS.

**Art. 60.** Transfers within the UPT can be made only with the agreement of the Faculty Council Office /Offices involved, provided that the student in question has obtained at the admission contest an average at least equal to the minimum average admission mark for entry in the current academic year respectively into the field which enrollment targets.



**Art. 61.** Only students who, based on **Art. 51** of the present specifications, could be enrolled in a year of study equal or greater to II in the field/ specialization to which they aspire can benefit from the transfer to or within UPT.

**Art. 62.** All types of transfer are approved by the Council of Administration, and the record of approved transfers will be kept at both the Rector's Office and the Dean's Office and will include, on the one hand, the applications in this case, chronologically filed, and on the other on the other hand, a tabular synthesis of the information that the requests contain, also organized in chronological order.

## **12. Provisions regarding the study regime**

**Art. 63. (1)** The financial status of studies, with tuition fee/ without tuition fee, for the first year of study is, for one academic year, the one acquired exclusively based on the result of the admission competition.

**(2)** The financial status of studies for years greater than or equal to II is established annually, depending on the school performance, in accordance with the provisions of **SD no. 1/2006**.

## **13. Final provisions**

**Art. 64.** These REGULATIONS apply starting with the academic year 2016-2017 for all UPT students from the undergraduate studies cycle. Any contrary internal provisions shall be repealed from the date of entry into force of these regulations.