

REGULATIONS on the Students' Professional Activity

General provisions

The Regulations on the students' professional activity include a set of rules regarding the organization, conduct and completion of studies at Transilvania University of Braşov, and apply to the didactic activities of all categories of students attending the bachelor's and master's degree programmes.

The Regulations are based on the European Credit Transfer System and meet the provisions of the following normative acts:

- Law no.199/2023 on Higher Education, with subsequent amendments;
- GD no.404/2006 on the Organization and Conduct of Master's Degree Studies;
- ME Order no. 4394/07.05.2024 on the approval of the Student's Rights and Obligations Code;
- ME Order no. 4262/15.04.2024 on the approval of the Methodology for the Students' Academic Mobility;
- The Charter, Regulations and Methodologies of Transilvania University of Braşov.

The following abbreviations are used in these Regulations: ECTS – European Credit Transfer System, UC – Credit Units; PC credit points; IP – educational plan; IF – full-time studies; IFR – part-time education; ID – distance learning; DPPD – Department for the Academic Teaching Personnel's Training and Development.

Organization of the learning process

Art.1 (1) Higher education takes place in the form of short-term studies, bachelor's degree academic studies (3, 4 or 6 years, as the case may be), master's degree academic studies (2 years) and doctoral studies.

(2) The didactic activity at bachelor's degree level is organised as full-time education (IF), part-time education (IFR) and distance learning (ID); and at master's degree level, as full-time education and part-time education.

The duration of the academic studies is the same for all forms of education.

(3) Distance learning and part-time education are organised according to their own regulations; for the doctoral studies there are distinct regulations.

(4) Based on the regulations at national level, in exceptional cases (states of emergency/ alert, decisions at national, county or local level), the online mode, on the university's e-learning platform or on alternative platforms, can be used as an alternative teaching method for all programmes, regardless of their nature (IF/ ID/ IFR), in compliance with the instructions of the Executive Board on certifying the fulfilment of the obligations stipulated in the applicable academic documents. Throughout the period that the teaching activity takes place exclusively online, the directors of the didactic departments shall draw up a weekly report on the activities conducted by all the teaching personnel within the programmes coordinated by the department. The laboratory/ practical work activities that cannot be conducted online will be caught up with after the end of the emergency state, according to a programme communicated to the Executive Board by each director of department.



Art. 2 (1) An academic year is structured into two semesters, each semester having 14 weeks of teaching and practical activities, and a 3-4-week exam session.

(2) The final semester may have less than 14 weeks of didactic activity. If the final semester has less than 14 weeks of didactic activity, the remaining weeks are allocated to the practice with a view to completing the diploma project/ bachelor's degree thesis/ dissertation.

(3) Periods of activity and legal interruptions are included in the structure of the academic year as approved by the University Senate and communicated at the beginning of each academic year. For the final semester, the structure is established by the Faculty Council according to the specificity of the study programme, and is communicated to the Vice-Rector for Didactic Activity.

Art. 3 (1) The curricular document underlying the teaching process is the Educational Plan of the study programme. The educational plans include the disciplines, forms of verification and credit units allocated to each discipline.

(2) The disciplines included in the educational plan are fundamental disciplines, field-specific disciplines, specialized disciplines and complementary disciplines, and their proportion is established according to ARACIS standards. These disciplines can be:

- a) mandatory disciplines,
- b) elective disciplines,
- c) optional disciplines.

Art. 4 (1) Students will register for the elective disciplines during the last week of activities of the previous year. Exceptions are the elective disciplines scheduled in the second semester of the first year, for which the options will be expressed in the last two weeks of the first semester.

(2) The elective courses are chosen according to the criterion of majority of the expressed options. The students who have not expressed their option will be assigned ex officio by the coordinator of the study programme.

Art. 5 (1) Students may choose, as an optional subject on a state-budgeted basis, any discipline included in the educational plans of other study programmes operational within the University, based on an application approved by the dean of the faculty which organises that discipline; the application needs to be submitted during the first week of the semester in which the course is held. If the number of additional students registered for a certain discipline leads to the modification of the working groups, the optional discipline will be held on a self-financing basis. The amount of the fee is established by the Executive Board and approved by the University Senate for each academic year.

(2) The optional disciplines provided for in each education plan can be held either on a state-budgeted basis (for example, the academic subjects Volunteering, Mathematics Complements, as well as academic subjects organised within partnership agreements with other universities, etc.) or on a self-financing basis (other courses proposed by the departments that coordinate the study programmes).

(3) An optional discipline may only be organised on a state-budgeted basis by decision of the Executive Board. For the optional subjects organised on a self-financing basis, the amount of the fee is established by the Executive Board and approved by the University Senate for each academic year

(4) The grades obtained in the optional disciplines are entered in grade books, at the faculty where the student is enrolled.

(5) Except for the courses included in the psycho-pedagogical training programme, a student may attend no more than two optional courses per semester.

(6) The results of the evaluation in the optional subjects will be recorded in the Academic Record and in the diploma supplement.



Transferable credits

Art. 6 (1) Credits are units of value allocated for the disciplines included in the educational plan and reflect the student's amount of work for the acquisition of a discipline (course, seminar, practical works, project and individual study).

(2) The students' mobility in the European Space is ensured by the adoption of the European Credit Transfer System (ECTS), that is, by the allocation of 60 credit units to the disciplines in a year of study, respectively 30 credit units to the disciplines in a semester.

(3) The recognition of the credit units allocated to a discipline is conditional upon obtaining the minimum grade of 5 (five). The credits allocated to a discipline cannot be obtained in stages.

(4) Credit units are also allocated to the specialised practice, the practice in the field, and the practice for drafting the bachelor's degree thesis/ diploma project/ dissertation.

(5) Credit units are not allocated to the disciplines in which the students' assessment is marked with *Pass / Fail*, except for Physical Education and Sports, which is allocated a credit per semester.

(6) The credits obtained for the optional disciplines or for Physical Education and Sports are not included in the 30 credit units within the educational plan and are not taken into account when ranking the students.

(7) Students pursuing didactic positions after graduation will attend the psycho-pedagogical training programmes organised within DPPD, with a separate allocation of credits to those provided for in the educational plan.

Art. 7 (1) The credits obtained for a discipline are recognised throughout the tuition period within the study programme and are not affected by the changes in the curriculum or in the educational plan. The credits allocated for a discipline common to several study programmes are recognised in the amount stipulated in the educational plan of the study programme which the student attends.

(2) The credits obtained by the student based on the protocols concluded by Transilvania University of Braşov with other universities in the country or abroad are equivalated according to the conventions concluded between faculties of the same or related profiles.

(3) The credits obtained by students during the study stages conducted in the country or abroad at disciplines compatible with those in the educational plan are recognised according to the University's internal regulations.

(4) At the level of each faculty and each field of study, Credit Equivalence Committees are appointed by the Faculty Councils. The Faculty Council appoints, for each committee, a chairperson who will enter and sign the grades at the equivalated disciplines in a grade book. Possible complaints are settled by the Faculty Council.

Enrolment at the faculty and the student's documents

Art. 8 (1) The enrolment implies the student's registration in the Official Academic Record under a unique number, valid for a study programme throughout the tuition period

Students are enrolled in the psycho-pedagogical training programmes under a distinct student identification number from the one under which they were enrolled in the study programme they were admitted to.

(2) Considering the university autonomy, depending on the internal financing policy, the number and status of students on state-budgeted places is established, in the first year of study, by the Executive Board prior to the beginning of the academic year. These places are distributed according to the student admission hierarchy. In the contract of studies, the student's status shall be mentioned.

(3) The enrolment takes effect by Rector's decision before the beginning of the current academic year.

(4) The students who were accepted for a permanent academic mobility within Transilvania University of Braşov are enrolled in the academic year and study programme for which the mobility application was approved.



(5) The international students from non-EU countries will be enrolled, including in the preparatory year for learning the Romanian language, within 30 days from the date of entry in Romania and no later than the 31st of December. Other exceptional situations are approved by the Executive Board.

Art. 9 (1) A person who completed certain periods of study within authorised or accredited programmes, in the country or abroad, may apply for enrolment in a higher study year only after s/he is declared admitted following the university entrance examination.

(2) The enrolment application is submitted to the Faculty Secretariat, together with the documents necessary for the evaluation, by the Credit Equivalence Committee. The credits are recognised, equivalated and transferred only if the following conditions are cumulatively met:

- a) they have been obtained at an accredited higher education institution;
- b) they have been obtained in a study programme in the same fundamental field, which has the same level of qualification in the European Qualifications Framework;
- c) the initial and current study programmes lead to similar skills/ learning outcomes.

(3) The Credit Equivalence Committee determines the student's year of attendance and the difference exams that the student has to take, so that the credits contracted by the student in the current academic year do not exceed the maximum limit of 80 ECTS credits.

(4) The application for enrolment in a higher study year, endorsed by the Credit Equivalence Committee, is further approved by the University's Executive Board, at the proposal of the faculty.

(5) Graduates of short-term university studies completed with a graduation diploma may apply for enrolment only through an admission competition, to a bachelor's degree programme in the field of the short-term one (continuation of studies). The year of study in which the student enrolled for continuing studies will be registered is decided by the Faculty Council, at the proposal of the Credit Equivalence Committee.

Art. 10 (1) Each student shall sign the Contract of Academic Studies in two copies, prior to his/her enrolment.

(2) The Contract of Academic Studies includes the rights and obligations of the University, of the faculty and of the student, as regards the smooth development of the didactic activities, for the entire study period, and has as its identification number the student identification number.

(3) The declaration on personal data processing and the annual contracts shall be appended to the Contract of Academic Studies, including at least the following: the study disciplines contracted for the current year with the related credits, the passing conditions, as the case may be, and the financial obligations for the self-financing student. Each student shall sign the Annual Contract of Academic Studies by the 1st of November, at the latest; otherwise, his/her status is assumed by default and according to the faculty records. First-year students submit to the faculty the signed Contract of Academic Studies by the date stipulated in the Contract of Admission.

Art. 11 (1) Enrolled students receive:

- a) a copy of the Contract of Academic Studies with the corresponding appendices;
- b) the student ID for transport discounts, to the students enrolled in the full-time form of education;
- c) the personal email account and password of access on the intranet of the institution;
- d) the student ID digital card;

(2) The student ID digital card certifies one's status as a student. The student ID card must be shown to the examining teaching personnel.

Art. 12 (1) Upon enrolment, the Faculty Secretariat compiles and keeps the student's personal file.

(2) The content of the student's personal file is approved by the Executive Board for each category of students. For the students enrolled on budget-funded places, the baccalaureate diploma, respectively the bachelor's degree/ engineering diploma shall be included in the file. Students can request to have their baccalaureate diploma or bachelor's/ engineering diploma returned, starting from the second semester, in which case the copy thereof



certified as "according to the original" by the faculty's secretariat remains on file.

Students who are foreign citizens must annually update their identification documents and inform the secretariats of the faculties where they are enrolled of any changes in citizenship status.

(3) No deletions, additions or entries of false data are accepted in the student's documents, since they constitute forgeries in official documents and are punishable by law.

(4) In case of loss of one of the personal documents referred to in Art.11, para. (1), the student will request a duplicate, in accordance with the internal regulations and legal procedures. In case of loss of the original copy of the Contract of Academic Studies and/or its appendices, the student will be issued a certified copy for compliance with the original, of the original copy in the personal file, upon request.

(5) In cases of permanent academic mobility to another university, of expulsion, interruption of studies or permanent withdrawal, the student shall hand over the student ID; and his/her institutional account and the digital card will be cancelled.

Art. 13 All students, as members of the academic community and partners in the educational process, have rights and obligations according to the provisions of Law no.199/2023 on higher education, the Charter of Transilvania University of Braşov, the Code of the Student's Rights and Obligations, and these Regulations.

Attendance and evaluation of the students' skills

Art. 14 (1) According to the European Credit Transfer System, in order to accumulate credit units, the student must participate in the scheduled didactic activities and conduct individual training activities.

(2) The attendance at the practical activities (laboratory, project, practical placements) is mandatory. The schedule of practical activities must be fully covered by each student. The Faculty Council will determine how absences will be caught up with.

(3) At the beginning of the semester, the teaching personnel who are holders of discipline will communicate the conditions regarding the students' obligations to attend the planned activities. The records of the students' attendance at the compulsory activities are filled in by the teaching personnel who hold those activities. They are not institutionally archived.

(4) The reasoned absence from didactic activities will be justified by the student with supporting documents submitted to the Faculty Secretariat within 7 days from his/her resumption of the activity. For activities where the students' attendance is compulsory, the Faculty Secretariat notifies the teaching personnel who are holders of discipline and they communicate the catching-up schedule to the students.

(5) The re-scheduled practical activities are carried out for a fee, except in cases of hospitalization or isolation and of special family situations. With a view to coming under the "special family situation" exception, the faculty dean's endorsement is required.

(6) The students who are part of student teams, national and Olympic teams, during their participation in national, international, recreational or sports training camps, or other special training events, as well as the students representing the University in official delegations may be exempted from attendance, provided they catch up with the practical activities, up to a maximum of 50% of the compulsory activities stipulated in the educational plan. An extended session might also be accepted. Approval for these cases is granted by the Executive Board at the proposal of the Faculty Council or at the suggestion of the sports clubs or the forum that delegated those students.

Art. 15 (1) The students' professional training is assessed throughout the studies, as well as through exams or colloquia taken in the sessions established according to the structure of the academic year and of the course outline.

(2) The examination sessions are: winter session, summer session, arrear session and re-examination session. During the winter session, the students' preparation for the subjects taught in the first semester of the



academic year is evaluated; during the summer session, their preparation for the second semester subjects is evaluated; whereas the arrear and re-examination session include the exams and colloquia for subjects from both semesters which the students failed. In addition, during the re-examination session the students may retake exams from the current academic year in order to increase their grades. For the final years, the arrear and re-examination sessions are organised before taking the graduation exam, according to a calendar approved by the Faculty Councils, under the conditions of Art.2 para. (3).

(3) The exams credited from the previous year may be taken in the sessions corresponding to the teaching of that subject or in the arrear exam, respectively re-examination sessions.

(4) The Faculty Council may approve additional sessions, for duly justified reasons, which all the students concerned may participate in. The Faculty Council informs the University's Executive Board about the organization and conduct of such sessions. By way of exception, medically deferred exams justified by a medical document valid, as the case may be, for the summer, winter, arrear and re-examination sessions are held in an additional session of medically deferred exams. The medical certificates are submitted to the Faculty Secretariat within 7 days from the resumption of the didactic activity.

(5) The examinations may be taken as written test, oral test, practical test, or combinations thereof, according to the course outline. The holder of discipline shall communicate the minimal conditions for passing the exam, as well as the course outline at the beginning of the semester.

The exams take place between 8:00 a.m. and 8:00 p.m., as planned.

Students who have fulfilled all their professional obligations stipulated in the course outlines are entitled to take the exams.

(6) In an academic year, students may attend exams in the planned sessions or in the additional sessions. The holder of discipline may plan partial exams during the semester. Partial exams are optional for students. A person who has lost his/her status as a student by expulsion, respectively a person who is not enrolled and does not appear in the official records (grade books, official academic record) of the faculty cannot be evaluated. Any examination of a person who does not have the student status, found in one of the situations referred to in the previous paragraph, is null and void, and does not incur any liability upon the University. The secretary in chief of the faculty shall communicate the list of expelled students to the teaching personnel at the beginning of each session.

(7) The access to an exam is conditional upon the student's presenting his/her student ID card.

(8) If the student fails to attend the planned examinations, his/her absence will be recorded in the grade book. Failure to attend exams in the session scheduled for a discipline means wasting one right of taking the exam, out of all available possibilities.

Any student has the opportunity to take the exams free of charge in all sessions organised in the current academic year, except for the exams and colloquia credited from the previous year, for which fees are charged, as approved by the Senate.

(9) The scheduling of exams and colloquia in the exam sessions organised in the winter session and in the summer session is based on the data proposed by the students in agreement with the holders of discipline, which data are sent to the Faculty Secretariat. It is recommended, within the limits of possibilities, to have at least two days off between two consecutive exams. The colloquia will be scheduled in the last week of didactic activity.

(10) For the arrear exam sessions, the Faculty Secretariat establishes two dates for each exam/colloquium, in consultation with the holders of discipline.

(11) In exceptional cases (states of emergency/ alert, decisions at national, county or local level), in accordance with the national regulations, the students' evaluation will take place online, in compliance with the procedure made by the Executive Board and approved by the Senate of Transilvania University of Braşov.

(12) By way of exception from the provisions of par. (5), in exceptional cases (states of emergency/ alert, decisions at national, county or local level) in which the teaching activity takes place online on the University's



e-learning platform, with the approval of the department councils, the teaching personnel may modify the course outlines before the exam session, in the sense of adapting the evaluation methods stipulated for the online evaluation.

(13) By way of exception from the provisions of par. (7), in exceptional cases (states of emergency/ alert, decisions at national, county or local level) in which the teaching activity takes place online on the University's e-learning platform, the examining teaching personnel will ask the student to prove his/her identity before the online assessment by means of the institutional account through which the student logs in the assessment application and, additionally, if deemed necessary, through video image.

Art. 16 (1) The assessment of the students' competences is marked with grades - integers from 1 to 10 - or with *pass/ fail* qualifiers, according to the educational plan. The minimum passing grade is 5 (five), certifying the acquisition of the minimal learning outcomes associated to a discipline and the related study credits.

(2) In the cases of disciplines for which several tests are taken, the examiner settles upon a single grade, by evaluating all the results obtained by the student, with the weights provided in the course outline.

(3) In the disciplines that are completed by written exam, the holder of discipline presents, upon the students' taking the exam, the grading for each exam topic, and communicates them the evaluation and grading scale at the venue of the test.

(4) The exam grades are recorded by the examining teaching personnel in the electronic grade books available on the Intranet, within a maximum of two working days from taking the test. On the 3rd day after the end of the exam session, the academic teaching personnel will be blocked from entering/ modifying grades. Any change after this time limit can only be made following the submission of a request by the teaching personnel, addressed to the faculty dean, with his written endorsement.

(5) The students' written tests are not archived institutionally, but they are kept by the tenured teaching personnel throughout the period provided for the settlement of any appeals against the examination.

Art. 17 (1) The competences acquired by the student after going through the study disciplines are assessed by the holder of discipline, who is assisted by another academic, usually the one who held the applicative classes during the semester, or another one appointed by the Director of Department. If, for well-grounded reasons, the course holder is absent, the faculty management appoints, by Dean's decision, an Examination Committee made up of two specialized teaching personnel who will ensure the examination, with mention of the one who will enter the grades in the grade book.

(2) In the additional sessions, the exams are held through written tests, with an examination committee consisting of three teaching personnel members (two of whom are tenured teaching personnel) appointed by the faculty management based on the proposal made by the relevant department to which the holder of discipline belongs.

(3) In case individual appeals written and hand-signed by most students present at the exam are registered at the secretariats of the faculties, for the reasons stipulated at art.9 para. 1 lett. (q) of OME no. 4394/2024, within two working days from the communication of the results, the Faculty Council will urgently analyse the situation and can decide to re-appoint a re-examination committee consisting of 3 teaching personnel members, which the course holder may not be part of, thus reorganizing the examination during the same session, and cancelling all the results of the contested exam.

Appeals on the conception or relevance of the examination topics, as well as those on the structuring method or the score assigned in the evaluation and grading scale, in the case of written tests, are not admitted.

(4) The competences acquired by the student in the practical activity are assessed through a colloquium in front of an internship- or practice-assessing committee, which may also include representatives of the organizations where the practical stage takes place.

(5) The students' pedagogical practice is evaluated according to the Methodology devised by DPPD, in compliance with the regulations in force.



(6) By way of exception from the provisions of para. (3), in exceptional cases (states of emergency/ alert, decisions at national, county or local level) in which the teaching activity takes place online on the University's e-learning platform, the appeals may also be submitted electronically, through a message sent from the student's institutional account to the official email address of the faculty.

Art. 18 (1) After the display of the grade in a written test, the student may request in writing to the examining teaching personnel clarifications on the grading of his/her paper. If this consultation is not edifying, the student can personally file an appeal to the Faculty Secretariat within two working days from the communication of the grade.

(2) The appeal will be settled by an Appeal Committee appointed by the Faculty Management, which does not include the teaching personnel who made the initial evaluation, in the contesting student's presence, upon his/her request.

(3) The results of the oral tests may not be contested.

Art. 19 (1) The written papers for the final examination, according to the Methodology for the Organization and Conduct of the Academic Studies Graduation Exam, are not archived institutionally, the provisions of Art.16 para. (5) of these Regulations being incidental.

(2) The diploma projects/ bachelor's degree theses/ dissertations defended within the graduation exam are not institutionally archived.

Art. 20 (1) The number of days for the re-examination session is established by the Faculty Council.

(2) The number of exams which a student has the right to take within the re-examination session is established by the Faculty Council.

Art. 21 (1) A student may request a re-examination to improve the grade obtained at an exam in the current year by an application submitted to the Faculty Secretariat.

(2) The resit for a higher grade is taken in the re-examination session, free of charge.

(3) Examinations for a higher grade are limited to two per year and can only be requested by students who fully passed, at the end of the summer session of the current academic year, all the exams and verifications stipulated in the educational plan.

(4) The grade obtained in the resit replaces the previously obtained grade only if it is higher.

Art. 22 (1) During academic evaluations, cheating by any type of sources and means, including another student's complicity, whether present or not at the venue of the evaluation, is prohibited.

(2) Submission of the same exam paper to several assessments is a fraud in the academic evaluation on the date of its ascertainment; the Committee for Academic Ethics and Deontology is invested to analyse the case, and the evaluations in the respective disciplines are suspended for the student concerned.

(3) Fraud or attempted fraud, as well as complicity in fraud, irrespective of the form of perpetration: direct communication, the presence of written materials, electronic communication devices, including devices interconnected with others outside the venue of the evaluation, substitution of person, etc., confirmed by a report concluded on the spot by the examiner and countersigned by at least one present witness, is sanctioned with the expulsion of those involved.

(4) Penalties in the case referred to in paragraph (3) is established by the Faculty Council at the course holder's proposal and is communicated to the student by means of a decision of sanction issued by the dean. The decision is displayed on the notice board of the faculty; and from the date of issuance of the decision, the student may no longer take other exams.

(5) The student has the right to appeal, within 5 days of the communication of the decision on the approved sanction. The appeal is addressed to the Rector and is filed with the University's Registry Office.



- (6) The settlement of the appeals falls within the competence of the Executive Board, within 20 days of the registration of the appeal.
- (7) Based on the decision of the Executive Board to reject the appeal, the Rector will issue the expulsion order, which validates the expulsion and the faculty's procedure.
- (8) Based on the decision of the Executive Board to admit the appeal, the Rector will issue the order for revocation of the sanctioning decision issued by the Dean; and the faculty will subsequently establish the conditions for the student's taking the exams of that session which were scheduled after the issuance of the Dean's decision.
- (9) The decision of the Faculty Council that has not been contested under the above conditions remains final; and, on its basis, the Rector's Order of Expulsion is issued.
- (10) The re-enrolment of the students expelled under art. 22 is possible after at least 12 months from the date of issuance of the expulsion order.

Passing

Art. 23 (1) After completing one year of study, a student is in one of the following situations:

- a) Student with a passed year of study - the student who has accumulated the total number of credits for that year, 60 credit units;
 - b) Student with a credited year of study - the undergraduate student who has accumulated at least 40 credit units for that year, and passed all previous years of study; respectively the graduate student who has accumulated at least 30 credits from the first year;
 - c) Student under extension of the tuition, or student in a complementary year - the undergraduate student who has accumulated between 10 and 39 credit units; respectively the graduate student who has accumulated between 10 and 29 credits;
 - d) Expelled student - the student who has interrupted the contractual relationship with the University, as a result of a situation stipulated in these Regulations or upon request.
- (2) A student in tuition extension must meet the requirements of the educational plan for the class with which s/he continues the studies. The Credit Transfer Equivalence Committee establishes the equivalated disciplines and difference exams the student has to take.
- (3) A student declared in extended tuition is enrolled in the study year that s/he repeats, on self-paid places, except for the first year of studies, to which the provisions of paragraph (5) *infra* apply. The tuition fee for repeating a year of study is proportional to the number of credits that the student must accumulate to pass the current year and the remaining credits from the previous year, except for the number of credits allocated to the academic subjects that appeared as differences. If there is no student series in an academic year, the student has two possibilities to continue his/her studies: s/he requests either interruption of studies and waits for the next series, or permanent academic mobility.
- (4) If, after going through the complementary year, a student has not accumulated the required number of credits to register for the following year or to complete his/her studies, s/he is expelled. By way of exception, undergraduate students may continue their studies in the same academic year, upon request, with full payment of the tuition fee, once in a study cycle.
- (5) The undergraduate student who has gone through the first year and accumulated between 10 and 39 credit units may repeat the first year only once, upon request, as a self-financing student, with full payment of the tuition fee. The graduate student who has gone through the first year and accumulated between 10 and 29 credit units can repeat the first year only once, upon request, as a self-financing student, with full payment of the tuition fee.
- (6) A student who accumulated less than 10 credits in an academic year will be expelled.
- (7) A maximum of 5% of the full-time students in a bachelor's degree programme may complete 2 years of study in just one year, with the approval of the Faculty Council, except for the Faculty of Medicine and except



for the final study year, under the conditions provided for in the Regulations for the Organization and Conduct of the Study Programmes and in compliance with the legislation in force.

(8) The students who apply for the simultaneous completion of 2 years of study have the obligation to obtain in that academic year the full credits necessary for passing those two years of study (120 credits). Otherwise, they will go through the study programme in the normal way, and the credits obtained in advance will be carried over to the next academic year.

(9) If the application to simultaneously complete 2 years of study is submitted in the second academic year, the student must have obtained 60 credits in the first year.

Art. 24 (1) A student who, during one academic year, was hospitalized or had medical leaves for more than 60 days, of which at least 20 consecutive days of hospitalization between 1 October and 30 September, and who did not accumulate the required number of credits to pass into the next academic year will be re-enrolled in the same year of study.

(2) The medical certificates shall be submitted to the Faculty Secretariat within 7 days of resumption of the didactic activity.

(3) The request for the extension of tuition on medical grounds is submitted to the Faculty Secretariat before the beginning of the next academic year. The approval is incumbent on the Faculty Management.

(4) Extension of tuition on medical grounds may not be granted for two consecutive years.

(5) Budget-financed students who benefit from extension of tuition on medical grounds do not pay tuition fees and benefit from the right to receive a scholarship.

Art. 25 (1) Students may be enrolled on a state-budgeted place or on a self-financed place.

A student can benefit from budget financing for a single short-term study programme, for a single bachelor's degree programme, for a single master's degree programme and for a single doctoral programme. A student who previously graduated from a study programme within the same cycle of academic studies and who benefited from budget funding may not be enrolled on a state-budgeted place. By way of exception, the graduates of a master's degree programme who benefited from state-budget financing can attend a didactic master's degree programme with state-budget financing.

Students who attend simultaneously or successively several study programmes within the same cycle of academic studies can benefit from budget funding for only one of the programmes. The period in which the student benefits from budget financing may not exceed the official duration of the current study programme. The students who benefited from budget financing within a study programme have, under the law, the right to attend another study programme offered by UNITBV, within the same cycle of academic studies, on a self-financing basis. Students in these situations fill out a statutory statement about the previously completed academic studies of the same level.

(2) Students can occupy state-budgeted places either after the admission competition (1st year) or after the value ranking made at the beginning of the academic year (the ones who obtained the number of credits required for being registered in that academic year). The students' value ranking can be exceptionally done with a view to filling the vacant budget-funded places.

(3) The value ranking of the students' results for one year of study is made in descending order of the credit points. The credit points are obtained by adding up the values got when multiplying the credits allocated to the disciplines in the Educational Plan with the passing grades. In tie-break situations, the tied students concerned are ranked according to the criteria established by each faculty.

The value ranking of the students' results is made by the secretariat personnel of each faculty, verified and certified under signature by the Dean of the Faculty, in the first two weeks of the academic year. Students can contest the ranking within 2 working days of its display. The appeal shall be submitted in writing to the Faculty Secretariat and may only refer to the student's own results. The student sets out the reasons why s/he considers the ranking incorrect and provides arguments and evidence in this respect. The appeal is settled by



the Dean and the Vice-Dean for Didactic Activity within 2 working days of its submission. The decision on the appeal is final.

(4) The methodology for occupying the budget-funded places also applies to the students enrolled as a result of the approval of the permanent academic mobility and to the students who resume studies following interruption of studies.

(5) Students shall submit a registration application for the next year of study between the 15th and 30th of September, corresponding to their academic records, according to the model in Appendix 2. Failure to submit this application will result in the student's expulsion.

Interruption of studies

Art. 26 (1) A student may request the interruption of studies only once throughout his/her tuition, for a maximum period of 2 years during the bachelor's degree, and 1 year during the master's degree. During the interruption of studies, the Contract of Academic Studies is suspended.

(2) The request for the interruption of studies implies submitting an application to the Faculty Secretariat, at least ten days before the beginning of the academic year. The interruption of studies may also be requested during the academic year for medical reasons or on other just and proper grounds, with the endorsement of the Faculty Council.

(3) If the interruption of studies is requested during the semester, the self-financing students shall pay the fee for the whole semester. Upon re-enrolment, the payment of the fee for the interrupted semester is acknowledged. State-budgeted students who request to interrupt their studies during the semester can resume their studies on a self-financing basis for the interrupted academic year.

During the interruption of studies, the student does not benefit from the rights granted by the law to students (accommodation in dormitories, scholarships, discounts for local public transportation and railway transport, student certificate, etc.).

(4) At the end of the interruption period, the student will be re-enrolled on the basis of study-resumption application submitted to the Faculty Secretariat at least 10 days before the beginning of the academic year; otherwise, the student will be expelled.

(5) Upon resuming the studies, the student will fulfil all the obligations incumbent on the student series in which s/he was re-enrolled.

(6) The permanent interruption of studies or the student's withdrawal from the faculty takes place upon request and implies the student's termination of his/her contractual relationship with the University.

(7) The interruption of studies entails the student's submitting the Student Departure Clearance Form to the Secretariat.

Student academic mobility

Art. 27 (1) Academic mobility is the students' right to have the transferable credits recognised as acquired, under the law, in other accredited/ temporarily authorised higher education institutions in the country or abroad. Student academic mobility may be internal or international, respectively permanent or temporary, for all forms of education, and can be organised in physical, virtual or mixed format. The status of UNITBV student is maintained throughout the period of internal and international mobility.

(2) Transferable credits, in case of internal and international academic mobilities, are acknowledged by UNITBV for the person who proves to have completed the mobility stage with supporting documents issued by the higher education institution s/he attended. The grades/ qualifiers obtained within the partner institution abroad are acknowledged on the basis of a conversion grid approved by the Executive Board.

(3) An academic mobility can be conducted following the student's action taken as follows:

a) on the basis of interinstitutional agreements, which establish the conditions for the conduct of academic



mobilities between accredited/ provisionally authorised higher-education institutions: type of mobility, duration of mobility, number of mobilities, field, study programme, temporary mobility funding, accommodation conditions, participant selection method, support services offered to mobility participants, conditions for the recognition of the academic mobility results, etc.;

b) on one's own, at the request of the student who has identified a possible receiving university, only with the consent of the accredited/ temporarily authorised higher-education institutions, as the case may be, of origin, respectively host.

(4) The interinstitutional acceptance implies filling out and signing the application for mobility provided for in the Appendix to these Regulations, as follows:

- a) the student applies for mobility at the higher education institution where s/he wants the mobility;
- b) after obtaining the approval for mobility, the student requests the consent of the higher education institution of origin;
- c) the higher education institution accepting the mobility is the first to sign the student's application for mobility, then the institution of departure signs it as well;
- d) the conditions in which the mobility takes place are also specified in the application.

(5) The acceptance to the mobility falls within the competence of:

- a) Rector, when an interinstitutional mobility is requested, the application being endorsed by the Dean of the faculty where the student is to be enrolled;
- b) deans, when an intra-institutional mobility is requested.

(6) The approvals for receiving a student in an intra- or inter-institutional mobility are conditional upon the observance of the maximum tuition capacity for that study programme.

Art. 28 (1) The students' **temporary internal mobility** may be carried out between two accredited/ temporarily authorised higher education institutions, as the case may be.

2. The compatibility of the curriculum for the recognition of the transferable study credits is established prior to the period of mobility. The transferable study credits are recognised after the completion of the mobility period, based on these Regulations, by the Credit Equivalence Committee. At the proposal of the Credit Equivalence Committee, the Dean issues the decision on the equivalence of the studies, respectively of the practical placement, within 10 working days of submission of the equivalence file by the student.

(3) The temporary internal mobility on either state-budgeted or self-financed places may occur only after the completion of the first semester, until the end of the penultimate semester.

(4) The period of temporary internal mobility is of one semester or of one academic year.

(5) In the case of the temporary internal mobility, the student's method of financing is the one provided for in the inter-institutional agreements. The students who benefit from a temporary mobility on their own at Transilvania University of Braşov pay the tuition fee at the value corresponding to the study programme in which the mobility is accepted.

(6) In order to be granted a temporary mobility within Transilvania University of Braşov, the student submits to the Secretariat of the faculty where s/he wants the mobility, the following documents:

- a) the application for mobility;
- b) the transcript of records issued by the university of origin (in the original);
- c) proof of payment of the processing fee for the mobility application;
- d) other documents required by the Secretariat of the faculty where s/he wants the mobility (course outline, etc.).

(7) The application for mobility is not approved if:

- the student's reception or departure changes the number of course and/or seminar/ laboratory/ project classes; in special cases, derogations are approved by the Executive Board;
- the maximum tuition capacity is exceeded by receiving the student.

(8) In order to pass, the student who benefited from a temporary mobility has the obligation to obtain the



credits corresponding to the disciplines in the educational plan of the initial programme. In the event that the mobility period overlaps with the sessions established by the structure of the academic year, the faculties will establish additional sessions for the evaluation of the academic subjects which the student did not have the opportunity to take.

(9) The temporary internal mobility may take place up to a maximum of four times in a study cycle, depending on the duration of each programme, in compliance with all legal provisions.

Art. 29 (1) The temporary international mobility through international programmes takes place in accordance with the regulations on such programmes/ institutional agreements.

(2) The temporary international mobility on one's own is a temporary mobility carried out outside the framework established by an international programme. The period of temporary international mobility on one's own is one semester or one academic year.

(3) The temporary international mobility on one's own is conducted with the approval of the accredited/ temporarily authorised higher-education institution of origin, respectively host.

(4) The temporary international mobility may occur after the completion of the first semester, until the end of the penultimate semester, except for the mobilities carried out within international programmes such as Erasmus+, etc., which may take place in the last semester as well.

(5) The compatibility of the curriculum for the recognition of transferable study credits is established prior to the period of mobility. The transferable study credits are recognised after the completion of the mobility period, based on these Regulations, by the Credit Equivalence Committee, for all types of temporary international mobility, except for those carried out within the Erasmus+ programme. At the proposal of the Credit Equivalence Committee, the Dean issues the decision on the equivalence of studies, respectively of practical placement, within 10 working days of submission of the equivalence file by the student.

(6) The students who benefit from a temporary international mobility on their own at Transilvania University of Braşov pay a tuition fee in RON (for Romanian or EU and EEA citizens) or in foreign currency (for third-country citizens) in the amount corresponding to the study programme for which the mobility was approved.

(7) In order to grant the temporary international mobility on one's own at Transilvania University of Braşov, the provisions of the *Methodology for the Recognition of Study Periods Abroad* shall apply.

Art. 30 (1) The permanent internal academic mobility is valid both for the state-budgeted students and for the self-financing students, and takes place in compliance with the legal provisions on the tuition and financing capacity of higher education, with the agreement of the accredited/ temporarily authorised higher education institutions, the host, as well as the one of origin, in accordance with the provisions of these Regulations.

(2) The permanent mobility can only be conducted in early semester, after the first semester and until the end of the penultimate semester, between study programmes with the same total number of compulsory transferable study credits, in the same fundamental field.

(3) The permanent mobility is achieved after meeting all the requirements set out in the educational plan for the semester/ academic year prior to the mobility; and the enrolment is made at the beginning of the new academic year, and exceptionally early in the second semester of the current academic year, in which case the enrolment decision for the students in mobility will be part of the enrolment decision for the students in the relevant programme.

(4) In the case of a permanent mobility, the diploma is issued to the graduate by the higher education institution which organises the graduation exam.

(5) The permanent mobility is based on the principle "the grant follows the student".

(6) In order to grant the permanent internal mobility within Transilvania University of Braşov, the student submits the following documents to the Secretariat of the faculty where s/he wants the mobility, at least 10 days before the beginning of the academic year/ semester:

a) the application for mobility;



- b) the transcript of records issued by the university of origin (in the original);
- c) proof of payment of the processing fee for the mobility application;
- d) other documents required by the Secretariat of the faculty where s/he wants the mobility (syllabus, etc.).

Art. 31 (1) The provisions regarding the permanent academic internal mobility also apply to the students from Member States of EU, EEA and the Swiss Confederation, as well as to the British citizens and their family members, as beneficiaries of the Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and from the European Atomic Energy Community 2019/C 384 I/01. (2) For third countries, the provisions of the relevant bilateral agreements and international agreements in force at the time of the mobility shall apply.

Expulsion and re-enrolment

Art. 32 (1) A student might be expelled in the following situations:

- a) if s/he obtained less than 10 credits in an academic year;
- b) if, after going through the complementary year, s/he has not accumulated the required number of credits for his/her registration in the following year or for the completion of studies;
- c) if the student does not request an extension of the tuition through an application submitted to the Faculty Secretariat, in the event of the failure to fulfil the minimum tuition requirements necessary for passing into the higher academic year or for graduation;
- d) if s/he has seriously transgressed the provisions of the Code of Academic Ethics and Deontology - Part II of the University Charter, respectively according to the special procedures provided for in these Regulations;
- e) for the failure to pay the tuition fees within the established time limits;
- f) upon request.

(2) The student expelled as a result of infringing the provisions of the Code of Academic Ethics and Deontology is not recognised the previously obtained credits.

(3) The expelled student may only withdraw the documents in his personal file after producing the Student Departure Clearance Form to the Faculty Secretariat.

Art. 33 (1) Expelled students may be re-enrolled in the same study programme in the first five years after expulsion, upon request, only once during tuition.

(2) Students expelled more than five years ago, in relation to the date of application for re-enrolment, may be enrolled only after passing the admission competition. They may benefit from the recognition of the periods of study completed in the same fundamental field at accredited higher education institutions in the country, in study programmes accredited or authorised to operate provisionally.

(3) Applications for re-enrolment will be submitted to the Faculty Secretariat until the 10th of September. The re-enrolment of the students referred to in par. (1) and (2) is admitted only starting with the second year of studies.

(4) The Transferable Credit Equivalence Committee establishes the equivalated disciplines and difference examinations to be taken by the student. The proposal of the Committee, endorsed by the Faculty Council, is sent for approval to the Executive Board. Re-enrolment becomes effective by the issuance of the Rector's decision.

(5) The scheme of financing for the year in which the student is re-enrolled is with full fee. In the following years, the financing scheme is established annually, depending on the professional performance.

(6) The re-enrolled students are enrolled in the corresponding year of study only after signing the Contract of Academic Studies and after full payment of the financial obligations incumbent on them for the previous academic years, according to these Regulations.



Completion of studies

Art. 34 (1) Academic studies end with a graduation exam, organised according to the University's own methodology approved by the University Senate.

(2) Graduates who have not passed the bachelor's/ diploma examination receive, upon request, a certificate on the completion of studies without a final exam.

(3) Graduates who have not taken or passed the final examination can register for a subsequent session organised for that study programme, according to the educational plan and to the curricula of the last cycle of studies, at the same institution or at another education institution, in compliance with the internal rules and the legislation in force.

Rewards and penalties

Art. 35 For outstanding performance in the professional, scientific and research activity, the student can be rewarded with:

- a) scholarships, according to the applicable regulations on their granting;
- b) other forms of awards established by the University's management from its own funds under a self-financing scheme, in accordance with the legal regulations.

Art. 36 (1) The student's failure to comply with the duties arising from these Regulations, as well as with the provisions contained in the University Charter, except for breaches of ethical norms, entails, depending on the seriousness of the guiltfully committed act, the gradual application of one of the following disciplinary sanctions:

- a) written warning;
- b) suspension of the scholarship for a determined period of maximum 3 months;
- c) suspension of the right to accommodation in dormitories;
- d) expulsion.

(2) The sanctions referred to in lett. a), b) and c) under para. (1) are applied by the faculty's management, on the basis of a report on the perpetrated deeds and the applicable penalty, which report is drawn up by a Faculty Preliminary Investigation Committee. The Preliminary Investigation Committee is appointed by the Dean, for each case and is made up of 3 (three) members, one of them being necessarily a student. The preliminary investigation will be made and the sanction will be applied within 45 days from the date of registration at the faculty of the notification on the deed committed by the student.

(3) The sanctioning decisions are issued and communicated by the faculty management both to the student concerned and to the University's structures with a role in the enforcement of the sanction.

(4) The expulsion penalty is issued by Rector's order, at the proposal of the Faculty's Preliminary Investigation Committee.

(5) The sanctions are applied according to the seriousness of the offences, their repetition and the conditions under which they were committed. They can be contested under the conditions of these Regulations.

(6) For deeds that qualify as infringements of the norms of academic ethics and deontology other than those to which the procedure stipulated in art. 20 of these Regulations apply, the preliminary investigation and the establishment of the sanction fall within the competence of the Committee of Academic Ethics and Deontology, according to its own regulations.

Final provisions

Art.37 All technical and administrative activities regarding the students' enrolment, interruption of studies,



expulsion, re-enrolment, academic mobility, approved by the managements of the faculties and/or the University, are conducted at the level of the Faculty Secretariats, which bear full responsibility for the promptness, correctness of the data entry and for the student information on their academic status.

Art. 38 The official way in which the information and decisions made in their regard are communicated to the students is, as the case may be, by display on the notice boards of the faculties, on the websites of the faculties and the University, on the intranet, or to the institutional email address, in compliance with the applicable rules on the persons' protection as regards the processing of personal data. It is the students' responsibility to take note of the information and decisions contained in the displayed/ transmitted announcements and to notify any elements of interest within the set time limit. The students' failure to notify these elements by the set time limit invalidates their right to contest the content of those displayed/ transmitted documents. Any published announcement must include the date of posting and the date by which the students can make comments on the content of the displayed document.

These Regulations were revised and approved in the meeting of the Senate of Transilvania University of Braşov on 26.03.2025.

Prof. Eng. Mircea Horia Țierean, PhD
President of the University Senate



MOBILITY APPLICATION FORM

UNIVERSITY.....

TRANSILVANIA UNIVERSITY

OF BRAȘOV

(where the student comes from)

(where the student goes to)

APPROVED

APPROVED

Rector,

Rector,

.....

.....

I, the undersigned, student in the academic year at the University, Faculty, study programme, year of study, form of education: full-time studies (IF)/ part-time studies (IFR)/ distance learning (ID), form of financing: state budget/ self-financing, hereby request the approval of my **temporary/ permanent** mobility as a student in the academic year..... at Transilvania University of Brașov, Faculty, study programme....., year of study, form of education IF/IFR/ID, form of financing: state budget/ self-financing.

I am applying for this mobility on the following grounds:

-

-

I attach the following documents:

-

-

Date

.....

Signature

.....

Endorsed

Dean's Office of the Faculty

.....

(where the student comes from)

Endorsed

Dean's Office of the Faculty

.....

(where the student goes to)

APPLICATION FOR THE ENROLMENT IN THE YEAR OF STUDY

I, the undersigned, student at the Faculty of

.....

in the study programme

year of study form of education (full-time/ part-time/ distance learning)

hereby apply for the enrolment in the academic year 20__ – 20__, in the year of study

I hereby agree that, depending on my previous academic records, the Faculty of
proceeds with establishing the financing scheme, according to the provisions of the Regulations on the
Students' Professional Activity:

☐ on state-budgeted places

☐ on tuition-free places.

Date,

Signature,

Academic Tutorship

■ Preamble: What is the tutoring activity?

The activity of academic tutorship is the articulated set of activities and measures aimed at supporting and guiding the students, with a view to facilitating their integration into higher education.

This activity supposes the provision of support and professional counselling to the students in:

- didactic activities
- cultural-scientific activities specific to the academic community
- administrative/institutional activities

The students have the right to benefit from academic tutorship throughout the academic path, for the full development of their professional potential.

The tutoring activity takes place at least once a month, according to the schedule set at the beginning of the academic year. The tutoring activity can be conducted individually or in small groups, depending on the students' request. The students may ask the tutor for both physical and online support.

■ Who is the academic year tutor?

The academic year tutor is a member of the academic teaching personnel appointed in this regard, at the beginning of the academic year, by the Faculty Council, at the proposal of the Director of the Department, for a 3- or 4-year period of time (bachelor's education cycle), respectively for 2 years (master's education cycle), in order to ensure the continuity of activity for the class concerned.

The tutors shall be appointed at the beginning of each academic year, until 30 September.

The Vice-Dean for Students organises a guidance meeting with all year tutors at the beginning of the year.

Each faculty will display on its website the list of tutors for each study programme, year and group, with their contact information (university building, room, time frame, email).

The tutors must be of moral and professional integrity, and they must have skills of communication, of team management, of networking with various groups, organizational skills, as well as the willingness to provide support and help.

The tutors have a duty to promote equality of treatment, to favour to the same extent all student problems which they face, to respect diversity under all its forms.

The tutors are bound to ensure the full confidentiality of the information acquired and communicated within the guidance/counselling of students in matters related to the latter.

The tutors must bring to the attention of the Vice-Dean for Students or Vice-Dean for Didactic Activity the situations that obstruct the students' adaptation and academic success, or the various situations that require a decision-making intervention from another hierarchical level.



- **Mission:** The academic year tutor has the mission of facilitating the students' adaptation/integration into the academic community and their active participation in the teaching and research process.
- **Duties:**
 - To fully support the students' integration into the academic community by facilitating their awareness on the organization and operation of the University's structures (faculties/departments, management structures, support structures, etc.);
 - To foster adaptation to student life by presenting and making accessible the documents specific to the academic path (*University Charter, Regulations on the Students' Professional Activity*, educational plan of the class concerned, etc.), the manner of conducting the activity based on the system of transferable credits, as well as the way of capitalising on the digital resources: institutional email account, e-learning platform, Intranet, Student@UniTBv.ro app;
 - To assign responsibilities for the students whom s/he guides during that year (academic year/group officers);
 - To ease the creation of constructive interpersonal relations at the level of the student groups, and to streamline the communication with the decision-makers (academic personnel teaching for the programme, Dean's office/Rector's office);
 - To assist the students in accessing the University's resources (library, sports halls, laboratories etc.);
 - To inform the students about the scientific, social, cultural, and sports opportunities that might strengthen/supplement their academic learning experience;
 - To inform and guide the students as regards the opportunities to continue their education with the graduate and doctoral studies, the various study and internship mobilities or activities;
 - To organise meetings with the practitioners of professions relevant to the students' major, with representatives of the social, cultural and business environment;
 - To assist the students in making personal decisions (for example, health problems that require the interruption of studies), as well as in solving current administrative problems;
 - To involve the students in activities of evaluation on the didactic act, of volunteering;
 - To organise extracurricular activities (debates, workshops, thematic excursions) with the students whom s/he guides, in order to boost their sense of belonging to the academic community of UNITBV;
 - To participate in the opening ceremony of the academic year, respectively, in the graduation ceremony, as well as in other events of the student class whom s/he guides.
- **S/he collaborates with:**
 - Coordinator of the study programme;
 - Academic personnel teaching to the study programme of that academic year;
 - Career Counselling and Guiding Centre (CCOC) officer for that faculty;
 - Vice-Dean for Students;
 - Vice-Dean for Didactic Activity.