

## **METHODOLOGY**

### **for the organization and conduct of the academic study final examination**

#### **Preamble**

Within Transilvania University of Braşov, the academic study final examination is conducted according to the Law of Higher Education no. 199/2023, with subsequent amendments, and it also applies to the university education organised under the Law no. 288/2004 on the organization of academic studies, the Law no. 84/1995, and the Law no. 60/2000 on the private higher-education graduates' right to take the academic study final exam at accredited state higher-education institutions, respectively according to art.1, art.2 and art.3 of the Government Decision (G.D.) no. 404/2006 on the organization and conduct of graduate studies, in conjunction with the provisions in the relevant Ministry's order on the general framework for the organization and conduct of the bachelor's/diploma and dissertation exams, valid for the academic year concerned.

#### **Chapter I. General provisions**

**Art. 1** The academic study final examinations in higher education are conducted through:

- a) Bachelor's degree examination for the graduates of the bachelor's study programmes, or diploma examination for the graduates of the bachelor's study programmes in the field of engineering sciences;
- b) Dissertation examination for the master's study programmes;
- c) Final examination for the graduates of the short-term programmes organised under the Law No. 84/1995.

**Art. 2** (1) The bachelor's/diploma examination consists of one or two tests, as follows:

*Test 1:* Evaluation of basic and specialised knowledge;

*Test 2:* Presentation and defence of the bachelor's thesis/diploma project.

(2) The dissertation examination consists of a single test, namely the presentation and defence of the master's dissertation.

**Art. 3** (1) The faculties will establish and announce on their own website, within the legal timeframe, how the test for the evaluation of the basic and specialised knowledge (written, oral, practical test) will be taken, according to its specificity. The tests referred to in art. 2 take place in the same place and at the same time, in the presence of the test-specific examination committee and of the examinee.

(2) The presentation and defence of the bachelor's thesis/diploma project and the defence of the dissertation are public.

**Art. 4** In human medical-pharmaceutical higher education, Test 1 of the bachelor's degree examination consists of a national component and, where applicable, a specific component. The national component is a written paper on the set of topics and bibliography announced by the organization committee made up of experts appointed by the managements of the accredited universities of medicine and pharmacy.



As regards the Medicine study programme, the evaluation of the basic and specialised knowledge (written test) also has a national component on the set of topics for residency; as for the medical-pharmaceutical higher-education programmes, test 1 may include a practical assessment as well.

**Art. 5** Transilvania University of Braşov may organise the bachelor's degree examination/diploma examination for its own graduates or for the graduates of other state- or private higher education institutions, in the following programmes:

(a) study programmes for which it has accreditation under the law - hereinafter called accredited programmes;  
(b) study programmes authorised to operate provisionally if, within the university, there is another accredited specialization under a similar field of study to the authorised study programme. The "similar" study programmes are established by the Romanian Agency for Quality Assurance in Higher Education.

**Art. 6 (1)** The graduates of the study programmes authorised to operate provisionally, for which Transilvania University of Braşov does not have accredited programmes in a similar field of study, will take the academic study final examination at other organising universities. A collaboration agreement is concluded between the organising universities and Transilvania University of Braşov, which specifies the conditions for organising and conducting the exams, according to this Methodology.

(2) In special situations, upon request, the graduates of Transilvania University of Braşov may register and take, as the case may be, the bachelor's degree examination/diploma examination at another accredited higher-education institution, subject to approval from the University Senates of both Transilvania University of Braşov and the organising institution, after prior endorsement from the Executive Boards of the two higher-education institutions.

(3) In special situations, upon request, the graduates of an accredited higher-education institution may register and take, as appropriate, the bachelor's/diploma examination at Transilvania University of Braşov, subject to approval from the University Senates of both the graduated institution and Transilvania University of Braşov, after prior endorsement from the Executive Boards of the two higher-education institutions. The requests addressed to the Senate of Transilvania University of Braşov by the graduates of other higher-education institutions shall be submitted by the end of the month of September preceding the academic year in which the graduate intends to take the bachelor's/diploma exam. The approval of the Senate of Transilvania University of Braşov is conditional on the opinion of a scientific supervisor affiliated with the faculty where the bachelor's/diploma exam is to be taken, in terms of supervision throughout the preparation of the thesis/project.

(4) The graduates of higher-education study programmes/majors accredited or authorised to operate provisionally, either operational, liquidated or into liquidation, may take the bachelor's/diploma exam. The graduates of other higher-education institutions abide by the procedure set out in par. (3) of this article.

**Art. 7 (1)** Transilvania University of Braşov may organise the dissertation exam, upon completion of graduate studies, for its own graduates of both the current and the previous classes, in the actual master's and the postgraduate master's education cycles alike, as per the Law no. 84/1995, republished, with subsequent amendments.

(2) Transilvania University of Braşov may organise the dissertation exam for the graduates of other accredited higher-education institutions, if it has, in its structure, master's study programmes with the same name and under the same field of study. The candidates must obtain approval from both University Senates: of the institution they graduated from and Transilvania University of Braşov, after prior endorsement from the Executive Boards of the two higher-education institutions. The requests addressed to the Senate of Transilvania University of Braşov by the graduates of other higher-education institutions shall be submitted by the end of the month of September preceding the academic year in which the graduate intends to take the dissertation exam. The approval of the Senate of Transilvania University of Braşov is conditional on the opinion



of a scientific coordinator affiliated with the faculty where the dissertation exam is to be taken in terms of supervision throughout the preparation of the master's dissertation.

**Art. 8** The faculties of the university will inform the candidates about the periods of defence, the terms, conditions and periods of registration, the content, programmes, access to libraries or training courses, etc., through meetings, display, printed brochures/leaflets and web pages.

## **Chapter II. Organization and conduct of the academic study final examination for the graduates of Transilvania University of Braşov**

**Art. 9** Every academic year, the final exams may be organised, at the request of the faculties, in three sessions: *summer* (June-July), *autumn* (September) and *winter* (the month of February of the following academic year). The Faculty Councils will approve and communicate to the Vice-Rectorate for Didactic Activity the exam sessions (minimum two) and, during each session, the periods in which they organise academic study final exams.

**Art. 10** (1) The set of topics and bibliography are established by the Faculty Councils of the organising university, in compliance with the educational plans and the curricula according to which the graduates of the current class studied, and are brought to the attention of everyone interested. The set of topics and the bibliography are published on the website of the higher-education institution.

(2) The supervisors of the bachelor's theses/diploma projects/dissertations and the number of assigned topics are established by the coordinating departments of the study programmes, by 30 June of the penultimate year of study; and they are communicated to the Dean's office. A scientific supervisor may coordinate a maximum of 15 students at a time.

(2-1) The scientific supervisors propose the topics of the bachelor's theses/diploma projects and dissertations, and advise the students in the choice of their topic. By mutual agreement, the students and scientific supervisors may propose a change of topic or a new topic.

(2-2) The students shall lodge with the secretariat of the department a request for the title of the chosen topic, endorsed by the scientific supervisor, until the first half of October of the last year of study, but not later. The students who will not have chosen their topic will be *ex officio* assigned to a supervisor by the coordinator of the study programme, after the approval of the topics, according to par. 3 of this article.

(3) The topics of the final papers/bachelor's theses/diploma projects and dissertations are established by the coordinating departments, at the supervisors' proposals, and are approved by the Faculty Councils by 30 October of the last year of study.

(3-1) The topic of the final paper/bachelor's thesis/diploma project and dissertation may be changed until the beginning of the last semester, with the scientific supervisor's consent and the approval of the Faculty Council.

(3-2) The scientific supervisor may be changed in special, duly justified situations, with both scientific supervisors' consent and the approval of the Director of Department, in compliance with the provisions of par. 2, final sentence, of this article.

(4) The bachelor's theses/diploma projects are scientifically supervised, as the case may be, by Professors, Associate Professors, Lecturers or Assistant Professors with the scientific degree of Doctor. Any member of the academic personnel teaching for the study programme may be a scientific supervisor. The bachelor's theses/diploma projects may be scientifically supervised by adjunct teaching personnel holding the scientific degree of Doctor as well, with the approval of the Director of Department. As regards the interdisciplinary topics, the scientific supervision may be joint, *en cotutelle*, with the endorsement of the Director of Department.

(5) The dissertations are scientifically supervised by Professors, Associate Professors and Lecturers with the degree of Doctor. Any member of the academic personnel teaching for the study programme may be a scientific



supervisor. In special situations (e.g. interdisciplinary topics, topics proposed by the economic/cultural partners), the scientific supervision may be joint, en cotutelle, with the endorsement of the Director of Department.

(6) The University takes measures to ensure originality for the content of the bachelor's theses/diploma projects/dissertations, by asking the candidates to fill out a statutory declaration on the authenticity and originality thereof (**Appendix 1**).

The final papers/bachelor's theses/diploma projects and dissertations undergo the similarity analysis through the *Turnitin* software. In this regard, the maximally accepted similarity percentage is 15%, or 5% if from one source. The scientific supervisors are under the duty of care, and respectively must check the compliance of the scientific papers with the prerequisites of an original creation.

(7) Scientific projects shall not be trafficked, lest the purchaser should falsify the authorship of a bachelor's thesis/diploma project or dissertation.

**Art. 11** In case of evidence for a study document to have been obtained through fraudulent means or the infringement on the provisions of the Code of Academic Ethics and Deontology, within 30 days of notification in this regard or, as the case may be, issuance of the academic ethics committee's decision, the Rector shall request the Legal and Litigation Department to annul that study document, according to the statutory provisions.

**Art. 12** The organization and conduct of the academic study final examination are unitary for both UNITBV's own graduates and the graduates of other higher-education institutions, whether accredited or authorised to function provisionally, who take the academic study final examination at Transilvania University of Braşov (exam tests, topics and bibliography, test assignments, grading, passing conditions, etc.) and take place on the premises of the organising institution.

By way of exception, in special, duly justified situations, the academic study final exams may be held on the premises of the candidates' institution of origin, based on a protocol concluded between the two higher-education institutions, subject to approval from the relevant Ministry.

**Art. 13 (1)** The examination committees and the appeals committees are established according to the study programmes, by Rector's Order, at the proposal of the Faculty Councils and with the approval of the University Senate, so that the full members of an examination committee amount to at least 3, are experts in the field of the study programme, have at least the academic rank of Lecturer and the scientific degree of Doctor, except for the chairperson, who must be Professor or Associate Professor. These committees shall include at least 2 alternate members, as per the previous provisions hereof, from among whom the Faculty Dean may replace, by decision, upon duly justified request, one of the full members of the examination and/or appeals committee.

(2) The structure of the committees, as well as the number of their members may not change throughout the academic study final exams.

(3) The secretary of the examination committee may be Assistant Professor and only has document-management tasks. The secretary of the committee is directly responsible for the management of the exam documents.

(4) The structure of the committees for the bachelor's degree/diploma project and dissertation exams, and of the appeals committees is displayed on the website of the institution.

(5) In exceptional cases, if the chairperson of the examination and/or appeals committees, for objective reasons communicated/justified in writing to the Faculty Dean, cannot coordinate the committee, his/her place as a committee member will be taken, under Dean's decision, by one of the alternate members. Under the same decision, the Dean also establishes the member of the academic teaching personnel who will become the chairperson of that committee.



(6) In the situations stipulated in paragraph 1, 2<sup>nd</sup> sentence, and paragraph 5, the Dean's decision together with the Rector's order for appointing the committees are archived in the faculty's documentation regarding the organization of the final exam, and are brought to the attention of the Vice-Rectorate for Didactic Activity.

**Art. 14** The structure of the committees for the academic study final examination shall abide by the following aspects:

a) As regards the graduates of the study programmes within both state and private higher education authorised to operate provisionally, the committee on the academic study final examination is the same as for the UNITBV graduates;

b) Neither the members nor the secretary of the committee on the academic study final examination may be in a relationship of marriage, affinity and kinship up to and including the third degree with the examinees or among themselves; the situations of incompatibility shall be assumed by both the graduates and the members of the teaching personnel in the committee; failure to comply with this prohibition, subsequently identified, will produce legal effects for both parties. A teaching personnel member's abstention, on grounds of incompatibility, respectively the students' complaint on a state of incompatibility shall be notified to the Dean's office within 48 hours of the test/exam.

c) The academic teaching personnel who conducted activities with the graduates of private higher education may not be appointed in the committees on the academic study final examination for the candidates concerned.

**Art. 15** The defence of the bachelor's thesis/diploma project/dissertation by the graduates of state and private higher education may be attended by the supervisors of the bachelor's thesis/diploma project/dissertation who are not committee members.

**Art. 16** The Faculty Councils of Transilvania University of Braşov may amend this Methodology depending on the specificity of the field and study programmes, in compliance with the applicable statutory provisions, provided that the University Senate validates the proposed amendments. The specific provisions adopted by the Faculty Councils to supplement this Methodology are made known to whom they might concern by display on the faculty website at least 6 months before the exam.

**Art. 17 (1)** With a view to taking the academic study final exam, the candidates register at the faculty which the study programme belongs to.

(2) The graduates will lodge the documents referred to in **Appendix 2** with the faculty secretariat.

(3) The graduates who did not take or pass the bachelor's/diploma or dissertation examination may register for a subsequent session to this end.

(4) The candidates shall register at least 10 days before the start of the exam, only at the organising institution, with strict observance of the statutory provisions.

(5) The registration for the academic study final exam is based on a standard written application, transmitted by each graduate to the faculty secretariat.

(6) Upon registration, the graduates must submit the receipt for payment of the fee set out in the applicable rules and regulations. The graduates are exempted from this fee only in the first three final exam sessions organised after the completion of the studies. Subsequently to this period, the candidate shall incur the related expenses, as provided for in the applicable rules and regulations. As regards the graduates of other higher-education institutions, the fees for the academic study final examination are set on the basis of an estimate by the organising faculties, and then approved by the Executive Board, under the collaboration agreement on the organization of the academic study final examination, respectively punctually in the case of the graduates who register individually to take the academic study final examination, if there are exceptional situations.



(7) The documents referred to in the procedure of the Quality Assurance Office, *File of registration for the graduation/bachelor's degree/diploma/dissertation examination*, as amended (**Appendix 2**) are required for registration.

(8) The chief secretary of the faculty organising the academic study final examination is directly responsible for the accuracy of the registration file. The faculties will display the start date of the academic study final exam, the time limit for the submission of the applications and final papers at the beginning of the last tuition semester.

9) The final paper/bachelor's thesis/diploma project or dissertation, which has the related the evaluation sheet with the scientific supervisor's appraisal of the content appended thereto, shall be submitted at least 5 days before the start date of the academic study final examination. It will be submitted electronically, in editable PDF format, by uploading the document on the University's e-learning platform, under a section created especially for the current class; and the appended evaluation sheet will bear the scientific supervisor's scanned signature and will be also transmitted electronically.

The statutory declaration on the authenticity and originality of the project content (**Appendix 1**) and the graduate's consent on the recording of the evaluation, where applicable, will be uploaded under the same section.

The supervisor of the paper/project/dissertation will analyse the similarity report generated by the *Turnitin* software and enter the resulting similarity percentage and possible comments in the evaluation sheet of the paper/project/dissertation. The similarity reports are included in the examination file on the e-learning platform.

(10) Once the period of registration is over, the secretariats of the faculties will make the lists of candidates entitled to take the final exam. The lists will include the candidates ordered alphabetically, by study programmes, regardless of their state or private higher-education institution of origin, and are approved by the Dean's decision on the candidates' acceptance to the graduation/bachelor's degree/diploma project or dissertation examination.

(11) The bachelor's theses/diploma projects rejected by the scientific supervisor entail the concerned candidates' failure to take the academic study final exam.

**Art. 18** (1) The academic study final examination involves two tests: evaluation of basic and specialised knowledge (test 1), which takes place in the form of a written test, a practical test or an oral test, according to the options of the faculties; and presentation and defence of the bachelor's thesis/diploma project (test 2), which takes places after the candidates' passing test 1, two working days away from the former.

(2) As regards each test, the examination ends with the award of marks on a 10 to 1 grading system. The passing mark for each test is minimum 5.00.

(3) The academic study final examination is passed if its component tests are taken and passed, and the pass average grade for the exam, calculated as the arithmetic mean of the marks awarded for each test, with two decimal places, without rounding, is at least 6.00.

(4) As regards the written tests, the mark is awarded according to the grading scale approved by the committee on the academic study final examination and signed by its chairperson.

(5) As for the written test of the bachelor's degree/diploma exam, the grading scale/score will be communicated to the candidates within an hour of expiry of the examination time.

(6) In the case of grid tests, the candidates may file appeals on the test solutions; they are submitted to the committee on the bachelor's/diploma examination, according to the schedule approved by this committee. The appeals committee deliberates on their admission or rejection, and may request the examination committee's standpoint before issuing a definitive solution.

(7) The written papers may be corrected and graded only after the settlement of the grid solution-related appeals.



(8) As regards the oral tests, each committee member proposes a mark on a 1 to 10 grading system (integers), with the final grade being their average mean, calculated with two decimal places, without rounding. If there is a difference of more than one point between the marks given by the committee members, the final decision will be taken through arbitration of the situation by the chairperson of the committee. As regards the latter, s/he is directly responsible for the candidates' correct evaluation.

(9) The mark for the presentation of the bachelor's thesis/diploma project is exclusively given by the examination committee members, based on its defence to the plenum of the commission. The minimum number of marks contributing to the calculation of the average grade is at least three.

(10) The results for each test of the academic study final exam will be displayed within 24 hours of their actual conduct, on the premises of the organising faculties and on the webpage of the faculty, in compliance with the rules and regulations for the protection of personal data, and with the mention of the date and time of display, under the chairperson's signature.

(11) The deliberations of the committees on the establishment of the bachelor's/diploma exam results are not public.

(12) Any appeals against the results of a written test will be submitted to the faculty secretariats within 24 hours of communication (display) of the results, according to par. 7 of art. 19; by way of exception, if the display of results falls on a non-business day, the appeals will be submitted on the first business day after the display of results, during the working hours. The appeals will be settled by the appeals committee within 24 hours of expiry of the period for the submission of appeals, but no later than the start date and time of test 2, as scheduled for those candidates.

(13) The appeals are exclusively settled at the university's level, to the effect that the decisions of the appeals committee are definitive.

(14) The results of the oral, sports-skill or artistic-aptitude tests may not be challenged.

(15) In case of fraud/attempted fraud or infringement on the provisions of the Code of Academic Ethics and Deontology, the graduate may no longer sit for the following two consecutively organised sessions of the bachelor's degree/diploma exam.

(16). The failure to pass test 1 leads to overall failure in the academic study final exam.

**Art. 19.** (1) As regards the master's degree examination, the mark for the final paper is exclusively given by the examination committee members, based on its defence to the plenum of the committee. The minimum number of marks contributing to the calculation of the average grade is at least three.

(2) Every committee member proposes a mark from 1 to 10 (integers), with the final grade being their arithmetic mean, calculated with two decimal places, without rounding. If there is a difference of more than one point between the marks given by the committee members, the final decision will be taken through arbitration of the situation by the chairperson of the committee. As regards the latter, s/he is directly responsible for the candidates' correct evaluation.

(3) The dissertation examination is passed if the final grade is at least 6.00.

(4) In the event of failure in the dissertation examination, the candidate may sit for a second session. If the graduate student doesn't get a pass average grade even in the second defense of the dissertation, s/he will receive a certificate of completion of the master's study programme and the transcript of records (cf. G.D. 404/2006, art. 33, par. 1,2,3).

(5) In case of fraud/attempted fraud or infringement on the provisions of the Code of Academic Ethics and Deontology, the graduate may no longer sit for the following two consecutively organised sessions of the bachelor's dissertation exam.

**Art. 20.** The faculties will transmit to the Office for Study Documents, subordinated to the University's Chief Secretary, the documentary evidence for the results in the final examination, as per the relevant Ministry's requirements.



### **Chapter III. Organization and conduct of the academic study final examination for the study programmes unfolding under the Law no. 84/1995**

**Art. 21** The academic study final examinations in higher education are conducted through:

- a) *Bachelor's degree examination/diploma examination*, for the graduates of long-term academic studies (the *diploma examination* is organised for the study programmes in the field of Engineering Sciences, whereas the *bachelor's degree examination*, for all other study programmes);
- b) *Final examination* for the graduates of short-term academic studies;
- c) *Dissertation examination* for the graduates of the master's study programmes.

**Art. 22** The topics and bibliography are established by the Faculty Councils, in line with the educational plans and curricula according to which the graduates of the latest promotion have studied, and are notified to those interested, by display on the faculty's website.

**Art. 23** The candidates' registration shall be completed by late October for the current academic year, in strict compliance with the statutory provisions and with this Methodology.

### **Chapter IV. Organization and conduct of the academic study final examination for the graduates of other higher-education institutions accredited or authorised to operate provisionally**

**Art. 24** (1) Transilvania University of Braşov may organise the bachelor's/diploma examination for the graduates of other higher-education institutions, whether accredited or authorised to operate provisionally, in the bachelor's degree programmes that are operational in the university's structure.

(2) Transilvania University of Braşov may organise the dissertation examination for the graduates of other accredited higher-education institutions, if it has, in its structure, master's degree programmes with the same name and in the same field of study.

(3) A Collaboration Agreement is concluded between Transilvania University of Braşov and the higher-education institutions accredited or authorised to operate provisionally, the students of which, enrolled in provisionally authorised study programmes, will take the bachelor's/diploma/dissertation examination at Transilvania University of Braşov, with the approval of the University Senates, and the prior endorsement of the Executive Boards. The Agreement stipulates the conditions for the organization and conduct of the academic study final exams. The Agreement also stipulates the fee charged on the beneficiary institution to cover the costs of organising the academic study final exams. The organising institution may not charge examination fees on the students.

(4) Transilvania University of Braşov may accept for the bachelor's/diploma/dissertation examination the graduates of other higher-education institutions, whether accredited or authorised to operate provisionally, who individually request to take the final examination at Transilvania University of Braşov and who have the approval of both University Senates, under the terms of par.1 for the bachelor's/diploma exams, respectively of par. 2 for the dissertation exams. This graduate will pay the examination fee.

(5) The final examination in a study programme will be organised and conducted under the same terms for all graduates only within Transilvania University of Braşov. By way of exception, in special, duly justified situations, the bachelor's degree exams may be held on the premises of the candidates' institutions of origin, based on a protocol concluded between the two higher-education institutions, subject to approval from the relevant Ministry.

**Art. 25** Transilvania University of Braşov does not organise selection exams and bachelor's/diploma exams for the graduates of the higher-education institutions and bachelor's study programmes unauthorised to operate provisionally.



## **Chapter V Organization and conduct of the academic study final examination for the graduates with disabilities/special educational needs**

**Art.26** The graduate suffering from a temporary or permanent disability, medically certified, may request to be evaluated through an alternative method, when it is impossible for him/her to present the acquired knowledge as provided for herein. This request is accompanied by documentary evidence from an expert psycho-pedagogue/Centre for Career Counselling and Guidance (CCOC), in order to identify the most appropriate method of evaluation, so as not to obstruct the achievement of the examination-related quality standards. The request is submitted during the period of registration for the final exam and approved by the Faculty Dean. The Dean's decision is subsequently brought to the attention of the final examination committee, in order to be implemented.

## **Chapter VI. Issuance of diplomas**

**Art. 27** (1) The graduates of higher education who passed the final examination are issued the Diploma of Graduation.

(2) The graduates of higher education who passed the bachelor's degree examination are issued the Bachelor of Science/Arts Diploma.

(3) The graduates of higher education who passed the diploma examination are issued the Bachelor of Engineering Diploma.

(4) The graduates of higher education who passed the dissertation examination are issued the Master's Diploma.

(5) The graduates of higher education who completed the joint undergraduate and graduate academic studies are issued the Bachelor's and Master's Diploma.

**Art. 28** (1) The diplomas are issued by the organising institution within 12 months of the candidates' passing the academic study final examination. Until the issuance of the diploma, the graduates who passed the academic study final examination receive, upon request, certificates of graduation.

(2) The certificate of graduation gives the graduate the same statutory rights as the diploma, and must contain the signatures and information entered on the diploma, as well as information about the form of education in which the tuition was organised, the period of study, the average grade of the academic study final examination. In the event of loss or destruction, the issuance of a new certificate abides by the procedures for duplicate diplomas.

(3) The graduates who did not pass the academic study final examination are issued, upon request, a certificate of graduation without the academic study final examination, or certificate of attendance and course completion, by the higher-education institution they graduated from. This certificate contains information about the form of education in which the tuition was organised, the period of study and the passing average grades of the study years.

(4) The diploma has the diploma supplement appended thereto. The faculties must issue to the passed candidates the certificates on the completion of the academic studies, which are valid until the issuance of the diplomas and diploma supplements. A graduate is issued a single certificate on the completion of the academic studies. The certificates will have a registration number and will be issued only upon signature. In the event of loss or destruction, a new certificate will be issued, upon request, with another registration number, and valid for a maximum 12 month-period from the candidate's passing the academic study final examination.

## Chapter VI. Final provisions

**Art.29** (1) 10 ECTS credits are awarded for passing the bachelor's degree/diploma examination.

(2) 10 ECTS credits are awarded for passing the master's degree examination.

**Art. 30** The provisions of this Methodology are valid starting with the 2025-2026 academic year, and apply to the graduates who have not taken or passed the academic study final examination by the entry into force of this Methodology.

**Art. 31** The Management of Transilvania University of Braşov and the examination committees bear full responsibility for the organization and conduct of the academic study final exams.

This Methodology was discussed and approved in the meeting of the Senate of Transilvania University of Braşov on 27.05.2026.

Prof. Eng. Mircea Horia Țierean, PhD

President of the University Senate





**STATUTORY DECLARATION ON THE ORIGINALITY OF THE FINAL PAPER/BACHELOR' THESIS/  
DIPLOMA PROJECT/DISSERTATION**

TRANSILVANIA UNIVERSITY OF BRAȘOV

FACULTY .....

STUDY PROGRAMME .....

SURNAME AND FORENAME .....

CLASS .....

SESSION OF GRADUATION/BACHELOR'S/DIPLOMA/DISSERTATION .....

TITLE OF THE FINAL PAPER/THESIS/PROJECT/DISSERTATION .....

.....

.....

SCIENTIFIC SUPERVISOR .....

I, the undersigned, hereby declare on my own responsibility that this project is the result of my own work, based on my own research and on information obtained from sources that have been cited and indicated according to the ethical rules and regulations in the text of my final paper/thesis/project/dissertation, in its notes and bibliography. I also declare that other people's work has not been tacitly or illegally used, and that no part of my final paper/thesis/project/dissertation infringes on another natural or legal person's intellectual property rights.

I declare as well that the project has not been submitted in this form to any higher-education institution in order to obtain a scientific title or didactic degree.

In case false statements are subsequently ascertained, I undertake to face the full force of the law.

Date:

Graduate (surname, forename) .....

*signature*



**FILE of registration  
for the graduation/bachelor's/diploma/dissertation examination**

In order to register for the graduation/bachelor's degree/diploma/dissertation examination, the graduates of UNITBV shall transmit electronically to the secretariat of the faculty:

1. Standard application form;
2. Statutory declaration on the candidate's consent to the processing of his/her personal data within the procedure of organization for the bachelor's degree/diploma/dissertation examination;
3. Birth certificate, in a legalised copy or in a copy certified as "true to the original" by the officer for this purpose in the faculty secretariat, upon submittal of the document in the original;
4. Marriage certificate, in a legalised copy or in a copy certified as "true to the original" by the officer for this purpose in the faculty secretariat, upon submittal of the document in the original, if applicable;
5. Rector's order on the graduate's name change, if applicable;
6. Baccalaureate Diploma or the equivalent thereof, in a legalised copy or in a copy certified as "true to the original" by the officer for this purpose in the faculty secretariat, upon submittal of the document in the original – for the bachelor's degree/diploma examination;
7. Bachelor of Arts/Science or Diploma or Bachelor of Engineering Diploma, and the appendix thereto, in a legalised copy or in a copy certified as "true to the original" by the officer for this purpose in the faculty secretariat, upon submittal of the document in the original – as regards the dissertation examination;
8. Copy of the relevant Ministry's Letter/Order on the candidate's acceptance to studies, or of the Certificate of Equivalence, if applicable;
9. Identity card or passport, in copy;
10. Proof for payment of the examination fee, if applicable;
11. Two recent photos, size 3 x 4 cm, colour, on photographic paper (for the Bachelor of Arts/Science Diploma or Bachelor of Engineering Diploma);

The graduates of other higher-education institutions shall submit the aforementioned documents as well, with the addition of:

12. The Diploma Supplement issued by the state or private higher-education institution, which shows, for each semester and year of study, the passed study disciplines, the number of hours stipulated for each course, the applications, practical works – separately, the form of verification (exam, colloquium, project, assessment), the credits and grades obtained, as well as a copy of the Diploma Supplement, certified as "true to the original" by the issuing faculty;
13. The certificate issued by the candidate's state or private higher-education institution of origin, attesting to his/her status of graduate, made as per the provisions of OM 4156/2020

As regards the graduates from disestablished higher-education institutions, the documents under points 12-13 are replaced with their school situation/transcript of records, respectively with documents issued by the National Archives - the county services/Bucharest Municipality Service of the National Archives, or by the institutions where the archive of the disestablished institution was submitted, as the case may be, which show, for each semester and year of study, the passed study disciplines, the number of hours stipulated for each course, the applications, practical works – separately, the form of verification (exam, colloquium, project, assessment).

The diploma supplement is filled out and issued by the faculty that organised the academic study final exam, based on the documentary evidence enabling the graduate to take the academic study final exam.

In this situation, the following mention will be entered on the diploma supplement:



"This document is issued by Transilvania University of Braşov,  
Faculty of ..... (name of the faculty),  
based on the documentary evidence obtained from .....  
(name of the entity that issued the latter)."

The chief secretary of the organising faculty is directly responsible for the accuracy of the registration file.