



REGULATIONS

on students' professional activity

General provisions

The Regulations on the students' professional activity includes a set of rules regarding the organization, conduct and completion of studies at Transilvania University of Braşov and applies to the teaching activities of all categories of students of Bachelor's and Master's degree programmes.

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

- Law no.1 / 2011 - National Education Law;
- Law no.288 / 2004 on the organization of university studies;
- Law no.84 / 1995 and Law no.60 / 2000;
- GD no.404 / 2006 regarding the organization and development of Master's degree studies;
- Order of the Ministry of Education no. 651 / 19.11.2014 for the approval of the Methodology regarding the academic mobility of the students;
- The Charter, Regulations and Methodologies of Transilvania University of Braşov.

The following abbreviations are used in this document: ECTS - European Credit Transfer System; UC - Credit Units; PC credit points; IP - educational plan; IF - full-time studies; IFR - part-time studies; ID - distance learning; DPPD - Department for the Training and Development of Teaching Staff.

Organizing the learning process

Art. 1 (1) University education shall take the form of Bachelor's degree academic studies (3, 4 or 6 years), Master's degree academic studies (2 years) and doctoral studies.

(2) The didactic activity at Bachelor's degree level is organized as full-time studies (IF), part-time studies (IFR) and distance learning (ID), and at Master's degree level as full-time studies and part-time studies. The duration of academic studies is the same for all forms of education.

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

Art. 2 (1) An academic year is structured in two semesters, each semester having 14 weeks of didactic and practical activities and a 3-4 week exams 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 for practice to complete the diploma / Bachelor's / dissertation project.

(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 determined by the faculty Council according to the specifics of the study programme and communicated to the vice-rector for didactic activity.

Art. 3 (1) The curriculum document that the teaching process is based on is the Curriculum of the study programme. The Curriculum includes disciplines, forms of verification, and credit units allocated to each discipline.

(2) The disciplines included in the Curriculum are fundamental disciplines, subject disciplines, specialized disciplines and complementary disciplines, and their proportion is established according to ARACIS standards. These subjects can be:

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

Art. 4 (1) Students enroll in elective disciplines in the last week of activities of the previous year. The options for the second semester elective disciplines are expressed in the last two weeks of the first semester.

(2) The choice of elective courses is based on the majority of the options expressed. Students who have not expressed their choice will be assigned the course ex officio by the study programme coordinator.

Art. 5 (1) Students may choose as optional subjects disciplines included in the curricula of other study programmes that operate in the university. The attendance is free of charge but based on an application approved by the dean of the faculty to which the study programme belongs to. The application needs to be submitted in the first week of the semester in which the course takes place. If the number of additional students enrolled in a certain discipline leads to the modification of the working groups, the optional discipline will be carried out for a fee. The amount of the fee is set by the Senate for each academic year.

(2) At the request of at least 15 students or a teaching staff member of Transilvania University of Braşov, the Center for Continuing Education or the Center for Modern Languages may organize other courses in addition to the offer of the curricula. These courses are organized for a fee. The fees for these courses will be proposed by the Executive Board and approved by the University Senate.

(3) The grades obtained at optional disciplines are recorded at the faculty where the student is enrolled.

(4) A student may attend no more than two optional courses per semester except for the courses of the pedagogical module.

(5) The results of the evaluation of the optional subjects shall be recorded in the Academic Register and in the diploma supplement.

Transferable credits

Art. 6 (1) Credits are units of value allocated for the subjects included in the Curriculum and reflect the amount of work submitted by the student for the acquisition of a subject (course, seminar, practical works, project and individual study).

(2) The mobility of students in the European Space is ensured by the adoption of the European Credit Transfer System (ECTS), by allocating 60 credit units per year of study and 30 credit units per semester.

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

(4) Credit Units can be allocated for the practical internship and within the internship, credit units are allocated for working out the BA project / diploma work/ dissertation work.

(5) Credit Units shall not be allocated to disciplines with assessment grading Pass / Not pass, except for Physical Education and Sports, which is allocated a credit per semester.



- (6) Credits obtained from optional subjects or from Physical Education and Sports are not included in the 30 credit units in the curriculum and are not taken into account in the hierarchy of students.
- (7) Students seeking post-graduate teaching positions will follow the DPPD pedagogical training programmes with credits additional to those in the curriculum.

Art. 7 (1) The credits obtained at a discipline are recognized throughout the students' study period in a certain study programme and are not affected by syllabus or curriculum changes. The credits allocated to a discipline common of several study programmes are recognized in the amount foreseen in the Curriculum for the study programme in which the student is enrolled.

(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 shall be equated as per the conventions concluded between faculties of the same or related profiles.

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

(4) Credits may be obtained in advance and may be reported in subsequent semesters. In order to obtain credits in advance, the course validation procedure applies in the case of optional disciplines. The grades obtained in these examinations are recorded in special catalogues and are then transcribed in the official catalogue by the subject holder in the current year.

(5) At the level of each faculty and each field of study, Credit Equivalence Boards are appointed by the Councils of the faculties. The Faculty Council appoints a president who will record and sign the grades on equivalent subjects in the catalogue. Possible complaints are resolved by the Faculty Council.

Enrollment and student documents

Art. 8 (1) The enrollment consists in the student registration in the Matriculation Register under a unique number, valid for a study programme throughout the study period. These numbers are given successively for each student series per domain / study programme / teaching language / form of education.

(2) Considering the university autonomy, depending on the internal financing policy, the number and status of students on places financed from the state budget (tuition-free studies) in the first year of study is established by the Executive Board before the beginning of the academic year. These places are occupied according to the admission hierarchy. In the study contract, the status of the student shall be mentioned.

(3) The enrollment is subject to the rector's decision before the start of the current academic year, but not later than the 30th of September.

(4) The enrollment of students who have received the acceptance for academic mobility at Transilvania University of Braşov is made during the academic year and for the study programme for which the application for mobility was approved.

(5) The enrollment of international students from non-EU countries, including for the preparatory year in the Romanian language, shall be done 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.

(6) Students re-enrolled in the same study programme will normally receive the same matriculation number under which they were initially enrolled.

Art. 9 (1) A person who has completed certain periods of study within authorized or accredited programmes may apply for enrollment in a superiour year only after he / she is declared admitted in the admission examination.

(2) The enrollment application shall be submitted to the Secretariat of the Faculty, together with the documents necessary for the evaluation by the Credit Equivalence Board.



- (3) The Credit Equivalence Board shall determine the student's year of attendance and the difference exams that the student has to take, up to a maximum of 20 lacking credits in the previous years.
- (4) The enrollment application for a superiour year, approved by the Credit Equivalence Board, shall be further approved by the university's Executive Board at the proposal of the faculty.
- (5) Graduates of short-term university studies who have been awarded a graduation diploma may only apply for admission through competetion to a Bachelor's programme which is in the same field as the short-term one which s/he graduated from (continuation of studies). The year of study in which the student is enrolled for the further study is decided by the Faculty Council, at the proposal of the Credit Equivalence Board.

Art. 10 (1) Each student has the obligation to sign two copies of the university studies contract, prior to the enrollment.

(2) The university studies contract includes the rights and obligations of the university, of the faculty and of the student regarding the development of didactic activities, for the entire study period and has as identification number the student's matriculation number.

(3) The annual Contracts shall be annexed to the contract for university studies, which shall include at least the following: the study subjects contracted for the current year with the corresponding credits, the promotion conditions and the student's financial obligations. Each student is required to sign the Annual Education Contract by November 15, otherwise his / her status is assumed implicitly and occurs according to the faculty records. The annual study contract substitutes the application for enrollment in a year of study. First-year students submit to the faculty the university contract signed by the date stipulated in the admission contract.

Art. 11 (1) Enrolled students receive:

- a) the student card;
- b) a copy of the Education Contract with the corresponding annexes;
- c) the student ID, for students enrolled for full-time studies;
- d) the personal email account and password on the intranet of the institution;
- e) access card to the campus.

(2) The student card is the document that proves the quality of a student. In the student's card, all grades obtained by the student as assessment results are recorded. Presentation of the student card is obligatory at examination. The student card is signed stamped at the faculty's Secretary's office at the beginning of each academic year.

Art. 12 (1) At enrollment, the Secretariat of the faculty 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 students enrolled on budget-funded (tuition-free) places, the baccalaureat diploma or the Bachelor's degree / Engineer diploma respectively is mandatory included in the file. Students who, in the course of their studies, request in writing the issue of the original diploma and do not return it within the time limit stated on the application (maximum 5 working days) lose the tuition-free place on the date mentioned in the restitution application.

Students who are foreign citizens are required to update their identification documents annually and to inform the secretariats of the faculties where they are enrolled of any change in their citizenship.

(3) No deletions, additions or entries of false data, which are forged in official documents, are accepted and they are punishable according to the law.

(4) In case of loss of one of the personal documents referred to in Art.11, (1), the student shall request a duplicate, in accordance with internal regulations and legal procedures. In the case of loss of the original copy of the university contract and / or its appendices, the student shall be issued with a certified copy of the original on request.

(5) In cases of: final academic mobility at another university, expelling, interruption of studies or final withdrawal, the student shall hand in the student card, the student ID and the campus pass.



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 the National Education Law no. 1/2011, the Charter of Transilvania University of Braşov, the Student's Rights and Obligations Code and the present Regulations.

Attendance and assessment of student competencies

Art. 14 (1) Under the European Credit Transfer System, in order to accumulate credit units, the student must participate in the scheduled teaching activities and carry out individual training activities.

(2) The attendance at practical activities (laboratory, project, internships) is mandatory. The program of practical activities must be carried out in full by each student. The faculty council will determine how to make up for absences.

(3) At the beginning of the semester, every course responsible teacher will communicate the conditions regarding the student's obligations to attend the planned activities. Evidence of attendance of students in the activities with compulsory attendance is completed by the teaching staff conducting these activities. They are not institutionally archived.

(4) The motivated absence from the didactic activities is justified by the student with supporting documents submitted to the Secretariat of the faculty within 7 days from the resumption of the activity. For activities where the attendance of the student is compulsory, the Secretariat of the faculty notifies the course holder, who communicates the new schedule to the students.

(5) These re-scheduled practical activities shall be carried out against payment, except for cases of hospitalization or isolation and of special family situations. For the exception "special family situation", the dean of the faculty's approval is required.

(6) Students who are part of student teams, national and Olympic teams during periods of their participation in national, international, camp, camp, or other special training events, as well as students representing the university in official delegations may be exempted from attendance on condition of re-scheduling the practical activities, up to a maximum of 50% of the compulsory activities provided by the curriculum. 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 evaluation of the students' professional training is carried out throughout the studies, as well as through exams or tests that are held in the sessions established according to the structure of the academic year and the course description.

(2) The examination sessions are: winter session, summer session and re-examination session. The winter session evaluates the students' preparation for the subjects taught in the first semester of the academic year, the summer session evaluates the preparation for the second semester subjects, and the resit exam session includes the re-examinations for the disciplines in both semesters. For the final years, the resit exam session shall be held before the completion of the graduation examination, according to a schedule approved by the Faculty Councils, as per Art.2 paragraph (3).

(3) Exams credited from previous years may be taken in the sessions corresponding to the subject or in the resit exam session.

(4) The Faculty Council may approve additional and special sessions for re-examinations or other special cases for all students. The Faculty Council informs the University's Executive Board about the organization and conduct of such sessions. Medical deferred exams justified by a medical document valid for summer, winter, or resit exam sessions are held in an additional session of medically deferred exams. The medical certificates, certified by the Medical Unit of the University, are submitted to the Secretariat of the faculty within 7 days from the resumption of the teaching activity.

(5) The examinations may be taken in form of a written test, an oral test or a mixed written and oral test, according to the course assessment methodology. The course holder will be required to communicate at the



beginning of the semester the minimum conditions for the passing of the examination, as well as the course description.

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

Students who have fulfilled all their professional obligations provided in the course description have the right to attend exams.

(6) In a university year, students may take the exam in the sessions planned or in the additional sessions. Course holders can plan partial exams during the semester. Presentation of students to partial exams is optional. It is not possible to examine a person who has lost his or her status as a student by expelling, namely the person who is not enrolled and does not appear in the official records (catalogues, matricol register) of the faculty. Any examination of a person who is not a student, found in one of the situations referred to in the previous paragraph, is null and void and does not imply any responsibility on the part of the university, and the dean will cancel the above mentioned grades in the catalogue for persons who have lost their status of student and are after the date of loss of student status. Under the sanction of canceling the examination under the previous conditions, the examiner does not have the right to complete the olograf examination catalogues with students who submit to the examination, but are not initially included in the catalogue provided by the faculty secretariat. The deed is a disciplinary offense and may incur the responsibility of the examiner. The chief secretary of the faculty is obliged to communicate to the teaching staff, at the beginning of each session, the list of expelled students.

(7) The access to an examination is conditioned by the presentation of the student's card, in which the course holder records the grade obtained by the student under his / her signature.

(8) If the student fails to attend the planned examinations, the absence of the exams shall be recorded in the grades catalogue. Failure to attend exams in the session scheduled for a discipline means the use of one right to take the examination out of the possibilities at hand.

Every student has the opportunity to attend free of charge exams in all sessions organized in the current academic year, except for exams and tests credited from the previous year, for which fees are charged, according to Senate approval.

(9) The scheduling of exams and tests in sessions organized during the winter session and in the summer session is based on the data proposed by the students in agreement with the course holders and is sent to the Secretariat of the faculty. Tests are scheduled in the first week of the session.

(10) For the resit exam sessions, the Secretariat of the faculty establishes two dates for each examination / test, in consultation with the course holder.

Art. 16 (1) The assessment of students' competences is marked with grades - whole numbers from 1 to 10 - or with pass / not pass grades, according to the curriculum. The minimum passing grade is 5 (five).

(2) In the cases of disciplines where several tests are taken, the examiner establishes a single grade, by evaluating all the results obtained by the student, with the weights provided in the course description and assessment methodology.

(3) In the cases of disciplines which require a written examination, the course holder presents the grading for each exam topic, and displays the evaluation scale immediately after the examination.

(4) The grades obtained at the examinations are recorded in the student's card and in the catalogues by the examiner and by the chairman of the examining committee, at the Secretariat of the faculty, within 2 (two) working days after the exam.

(5) Students' written tests are not archived institutionally, but they are kept by the course holder during the period settled for possible exam contestations.

Art. 17 (1) The examination of the competences acquired by the student from the studied subjects is the course holder's responsibility, who is assisted by another professor, usually the one who held the applied hours during the semester or another professor appointed by the head of department. If, for good reasons, the course holder



is absent, the faculty management appoints by means of the dean's decision an examination board made up of two specialized teaching staff who will ensure the examination.

(2) In the additional sessions, the examinations shall be taken by written tests, with an examination board consisting of three teaching staff members (two of whom are course holders) appointed by the faculty management based on the proposal made by the relevant department.

(3) In cases where written complaints signed by the majority of the students present at the examination regarding the objectivity of the evaluation by the course holder or regarding the non-observance of the procedures are registered at the faculties' secretariat's office within 2 working days from the communication of the results, the Faculty Council shall urgently analyze the situation and decide on the appointment of a re-examination committee consisting of 3 teachers from which the holder can be excluded. The examination is re-scheduled in the same session for those students who have issued the complainant.

(4) The examination of the competences acquired by the student in the practical activity is done through a test in front of a practical stage evaluation committee, which may also include representatives of the organizations where the practical stage takes place.

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

Art. 18 (1) Students may submit a complaint against the grade obtained on a written test, within 24 hours of the grade being announced. The complaint is submitted personally to the Secretariat of the faculty.

(2) The complaint shall be solved by a board appointed by the faculty management, consisting of three teachers with competences in the field, a board of which the persons who initially evaluated are not members. The complaint is resolved in the presence of the complaining student, if the student so requests, but copies of the written paper are not released.

(3) The results of oral tests cannot be contested.

Art. 19 (1) The written examinations, according to the Methodology for organizing and conducting the exams for completing the studies, are not archived institutionally, the provisions of Art.16 paragraph (5) of the Regulations being incumbent.

(2) The diploma projects / Bachelor's degree projects / dissertation works defended in the graduation exam session are not institutionally archived.

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

(2) The number of exams which a student has the right to attend in the re-examination session shall be established by the Faculty Council.

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

(2) The examination for grade improvement is taken in the re-examination session free of charge.

(3) Examinations for grade improvement are limited to two per year and can only be requested by students who have passed all the exams of the curriculum at the end of the current academic year.

(4) The grades obtained in the re-examination session replaces the previously obtained grade only if it is higher.

Art. 22 (1) Cheating is forbidden in academic evaluations by using any kind of sources and means.

(2) Submission of the same work to more than one evaluation is a deception in the academic evaluation at the date of its discovery, the University Ethics and Deontology Commission being invested for the analysis of the case, and the assessments of the respective disciplines are suspended for the student concerned.

(3) Fraud or attempted fraud, irrespective of the form of committing it: direct communication, the existence of written materials, electronic communication devices, substitution of a person, etc., confirmed by a report



concluded on the spot and countersigned by at least two witnesses, shall be sanctioned by expulsion.

(4) Penalties in the case referred to in paragraph (3) shall be established by the Faculty Council at the proposal of the course holder and shall be communicated to the student by means of a decision of sanction by the dean. The decision is displayed at the faculty's notice board, and from the date of the decision, the student cannot take any further examinations.

(5) The student has the right to appeal, within 5 days from the notification of the sanction decision. The appeal is addressed to the rector and is filed with the University Registry.

(6) The appeal shall be solved by the Executive Board within 20 days from filing the appeal.

(7) Based on the decision of the Executive Board rejecting the appeal, the rector issues 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 issues the order for revocation of the sanction decision issued by the dean and the faculty shall subsequently determine the conditions for the student's taking the exams in the same session if the exams were scheduled after the decision was issued.

(9) The decision of the Faculty Council, which has not been contested under the above conditions, remains final and the order of the rector of expulsion is issued based on it.

Promotion

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

a) Student with a completed year of study - who has accumulated the total number of credits for the respective year, 60 credit units;

b) Student with a credited year - who has accumulated at least 40 credit units for the respective year and has passed all previous years of study;

c) Student extending the tuition duration or student in a complementary year - who accumulated between 10 and 39 credit units;

d) Expelled student - who has interrupted the contractual relations with the university, as a result of a situation stipulated in the present Regulations or upon request.

(2) A student who is in studies extension shall meet the requirements of the Curriculum of the year with which he continues his studies. The Transfer Credit Equivalence Commission establishes the equivalent disciplines and difference exams the student has to take.

(3) A student in the extended study year is enrolled in the year of his / her repeated studies, and has to pay tuition fee. The tuition fee for repeating one year of study is proportional to the number of credits that the student has to accumulate for the promotion of the current year and the unattained credits of the previous year, except for the number of credits allocated to disciplines that appeared as differences. If there is no student series in an academic year, the student has two possibilities to continue studying: either he/ she requests interruption of studies and waits for the next series or requires final academic mobility.

(4) If, after completing the complementary year, a student has not accumulated the required number of credits to enroll in the following year or to complete the studies, he / she shall be expelled. By way of exception, undergraduate students may continue their studies in the same year of study, upon request, with full payment of the tuition fee, once in a study cycle.

(5) A student who has completed the first year and has accumulated between 10 and 39 credit units may repeat the first year on request, upon payment of the full tuition fee.

(6) A student who has accumulated less than 10 credits in a university year will be expelled.

Art. 24 (1) A student who was hospitalized or had a medical leave for more than 60 days, of which at least 20 consecutive days of hospitalization between 1 October and 30 September and who has not accumulated 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 certified by the Medical Office of the University shall be submitted to the Secretariat



of the faculty within 7 days from the resumption of the teaching activity.

(3) The request for the extension of studies for medical reasons shall be submitted to the Secretariat of the faculty before the beginning of the next academic year. The approval is up to the faculty management.

(4) The extension of studies for medical reasons cannot be granted for two consecutive years.

(5) Students with state budgeting (no tuition fees) benefiting from extension of studies for medical reasons do not pay tuition fees and receive the right to receive scholarship.

Art. 25 (1) Students may be enrolled on a tuition-free place (financed by the state budget) or on a place against tuition fee. A student can benefit from budget funding for a single Bachelor's degree programme, for a single Master's degree programme and for a single doctoral programme. A student who has previously completed a programme of study within the same university cycle and who has received funding from the budget cannot be enrolled on the budget-financed (tuition-free) places.

Students who attend simultaneously or successively several study programmes within the same university cycle can benefit from budget funding for only one of the programmes. The period in which the student receives funding from the budget cannot exceed the official duration of the current study programme.

(2) Students can occupy study places funded from the state budget either after the admission contest (year I) or after the value hierarchy made at the beginning of the academic year (for those who have obtained the number of credits required for enrollment in the respective academic year). Student value hierarchy can be done exceptionally during the academic year for occupying the places financed by the vacant budget funded places.

(3) The value hierarchy of students' results for one year of study shall be in descending order of credit points. Credit points are obtained by adding up the values obtained by multiplying the credits allocated to the disciplines in the Curriculum with the promotion grades obtained. In case of equal results, the students concerned are ordered according to the breakdown criteria established by each faculty. The student hierarchy is performed by the staff of the secretariats of each faculty, verified and certified by the dean of the faculty by 10 October. Students can contest the hierarchy within 2 business days after it is posted. The complaint must be submitted in writing to the Secretariat of the faculty and may only refer to the student's own results. The student outlines the reasons why he /she considers the classification incorrect and presents arguments and evidence in this respect. The contestation is solved by the dean and the vice-dean in charge of teaching activities within 2 working days. The decision on the appeal is final.

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

Interruption of studies

Art. 26 (1) A student may request the interruption of studies only once for the duration of the studies, for a maximum of 2 years during the Bachelor's degree and for one year during the Master's degree. During the interruption of studies, the university study contract is suspended.

(2) The request for interruption of studies shall be submitting to the Secretariat of the faculty at least ten days before the beginning of the academic year. Interruption of studies may also be required during the academic year for medical reasons or for other good reasons, with the approval of the Faculty Council.

(3) If the interruption of studies is requested during the semester, the students enrolled with tuition fee are obliged to pay the fee for the whole semester. Upon re-enrollment, the payment of the fee for the interrupted semester is recognized.

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

(4) At the end of the interruption period, the student shall be re-enrolled on the basis of a request to resume the studies submitted to the Secretariat of the faculty 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 fulfill all the obligations of the student series in which he / she has been re-enrolled.
- (6) The final suspension of the studies or the student's withdrawal from the faculty shall be made on request and shall terminate the contractual relations of the respective student with the university.
- (7) The interruption of studies entails the student's presenting the Liquidation Record at the Secretariat.

Students' academic mobility

Art. 27 (1) Academic mobility grants students' right to have the transferable credits recognized as have been acquired, in legal conditions, in other accredited / temporarily authorized higher education institutions in the country or abroad. Mobility may be internal or international, final or temporary, for all forms of education.

(2) Recognition of transferable credits for international academic mobility may be made by higher education institutions only for persons who prove the status of a student with relevant documents issued by the higher education institution he/she attended.

(3) Academic mobility can occur as follows:

a) based on interinstitutional agreements, which set the conditions for carrying out mobility between accredited / temporarily authorized higher education institutions: type of mobility, duration of mobility, number of mobility, field, study programme, financing of temporary mobility, etc.;

b) only with the acceptance of accredited / temporarily authorized higher education institutions, as the case may be, of provenance, respectively receiving institutions.

(4) The interinstitutional agreement consists of completing and signing the application for mobility set out in the Annex to these Regulations, as follows:

a) the student applies for mobility at the higher education institution where he wants mobility;

b) after obtaining the mobility approval, the student requests the agreement of the higher education institution where he wants mobility;

c) the higher education institution accepting mobility signs the student's application for mobility first, then the institution of departure signs it as well;

d) the conditions in which the mobility takes place are specified in the application.

(5) Acceptance of mobility is the responsibility of:

a) the rector, when requesting interinstitutional mobility, the application being approved by the dean of the faculty to which the student is to be enrolled;

b) deans, when requiring intra-institutional mobility.

(6) Approvals for admission to an intra- or inter-institutional student mobility shall be conditional upon observance of the maximum schooling capacity for the respective study programme.

Art. 28 (1) **Temporary internal mobility** of students may be carried out between two accredited / temporarily authorized higher education institutions, as relevant.

2. Recognition of transferable study credits and the compatibility of the curriculum shall be carried out both at the beginning and at the end of the mobility period under these Regulations by the Credit Equivalence Board.

(3) Temporary internal mobility on places financed from the budget or for tuition fee may only occur after the first year of study, except for the last year of study and after meeting all the requirements stipulated in the curriculum.

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

(5) In case of temporary internal mobility on a budgeted place, the financing follows the student. Students paying tuitions fees who benefit from temporary mobility at Transilvania University of Braşov pay the tuition fee at the value corresponding to the study programme in which mobility is accepted.

(6) In order to grant temporary temporary mobility within Transilvania University of Braşov, the student submits to the Secretariat of the faculty where the mobility is desired:



- a) the application for mobility;
- b) the study record issued by the university of provenance (in the original);
- c) proof of payment of mobility application processing fee;
- d) other documents required by the Secretariat of the faculty where the mobility is done (syllabus, etc.).

(7) The application for mobility shall not be approved:

- if the student's coming in or leaving changes the number of course and / or seminar / laboratory / project classes; in special cases, waivers are approved by the Executive Board;
- if the maximum number of tuition is exceeded by the incoming student.

(8) In order to promote, the student who has benefited from mobility has the obligation to obtain the credits corresponding to the disciplines in the curriculum of the programme of provenance.

(9) Temporary internal mobility may be 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) Temporary international mobility through international programmes shall be carried out in accordance with the regulations concerning such programmes.

(2) Temporary international mobility on a students's own account is a temporary mobility outside the framework established by an international programme.

(3) Temporary international mobility on a student's own account shall be carried out with the approval of the institution of a accredited / temporarily authorized higher education of provenance, respectively the receiving institution.

(4) Temporary international mobility may occur after the completion of the first year of studies, after satisfying all the requirements laid down in the curriculum, and except for the last year of study.

(5) In the case of temporary international academic mobility, the recognition of transferable credits is carried out by accredited / temporarily authorized higher education institutions of provenance or receiving institutions, respectively, by virtue of university autonomy.

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

(7) For granting of temporary international mobility on students' own account at Transilvania University of Braşov, the provisions of the *Methodology for the recognition of study periods abroad* are applied.

Art. 30 (1) The final internal academic mobility is valid for students financed by the state budget as well as for students paying tuition fees and is performed in compliance with the legal provisions regarding the tuition capacity and financing of the higher education, with the agreement of the accredited / temporarily authorized higher education institutions, in accordance with the provisions of these Regulations.

(2) Final mobility can be accessed after the first year and by the end of the last but one year of study at the same study programme.

(3) Final mobility can be accessed only after the end of a year of study, after meeting all the requirements stipulated in the curriculum, and the enrollment is carried out at the beginning of the new academic year.

(4) In the case of final mobility, the diploma shall be issued to the graduate by the higher education institution which accepted the student.

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

(6) In order to grant final internal mobility within Transilvania University of Braşov, the student submits the following documents to the Secretariat of the faculty where the mobility is envisaged to take place:

- a) the application for mobility;
- b) study record issued by the university of provenance (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 the mobility is envisaged to take place



(syllabus, etc.).

Art. 31 (1) The provisions regarding final internal mobility also apply to students from EU Member States, EEA and the Swiss Confederation. For these students, the procedures are those set out in the *Methodology for the recognition of study periods abroad*.

(2) For third countries, the provisions of the relevant bilateral agreements and international agreements in force at the time of the mobility shall apply.

Expelling and re-enrollment

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

- a) if he / she obtained less than 10 credits in one academic year;
- b) if, after completing the complementary year, he/ she has not accumulated the required number of credits for enrollment in the following year or for completing the studies;
- c) if he / she fails to meet the minimum study requirements necessary to promote in the superiour year or to graduate and does not apply for the extension of the studies by application submitted to the Secretariat of the faculty;
- d) he / she has seriously violated the provisions of the Code of Academic Ethics and Deontology - Part II of the University Charter or the special procedures provided for in these Regulations;
- e) for non-payment of tuition fees at the due deadlines;
- f) upon request.

(2) The student expelled as a result of breaching the provisions of the Code of Academic Ethics and Deontology does not recognize the credits obtained previously.

(3) The student expelled from a Master's degree programme has the right to enroll in a new admission competition only on places with tuition fee, irrespective of the form of education (full-time or part-time studies).

(4) The expelled student can only withdraw the documents from his personal file after the presentation of the Liquidation Record to the Secretariat of the faculty.

Art. 33 (1) Expelled students from the undergraduate study cycle may be re-enrolled in the same study programme in the first five years after the expelling, upon request, but only once during the studies.

(2) Students expelled more than five years before applying for re-enrollment may be enrolled only following the admission procedure. They can benefit from the recognition of periods of study in the same fundamental field at accredited higher education institutions in the country, within accredited or temporarily authorized study programmes.

(3) Applications for re-enrollment shall be submitted to the Secretariat of the faculty at least ten days before the beginning of the academic year. Re-enrollment of students referred to in paragraphs (1) and (2) is accepted only from the second year of study.

(4) The Credit Equivalence Board establishes the equivalent disciplines and differences exams that the student has to take. The board's proposal, endorsed by the Faculty Council, is submitted for approval to the Executive Board. Re-enrollment becomes effective by rector decision.

(5) There is payment of full tuition fee required for the year in which the student is re-enrolled. In the following years, the funding regime is set annually, depending on the student's performance.

(6) Re-enrolled students shall be enrolled in the corresponding year of study only after signing the Contract for university studies and after paying in full the financial obligations for the previous university years, according to the present Regulations.



Completion of studies

Art. 34 (1) Academic studies end with a final examination, organized according to the university's own methodology approved by the University Senate.

(2) Graduates who have not passed the Bachelor's / diploma exam receive a Bachelor's Degree Certificate on request.

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

Rewards and sanctions

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

- a) Special scholarships (for merit, for performance) according to the regulations in force regarding their awarding;
- b) other kinds of prizes established by the university management from own funds under self-financing, in accordance with legal regulations.

Art. 36 (1) The student's non-observance of the duties under these Regulations, as well as of the provisions of the University Charter, except for breaches of ethical norms, has as consequence one of the following disciplinary sanctions, depending on the seriousness of the offense:

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

(2) The penalties provided in letters a), b) and c) of paragraph (1) shall be applied by the faculty's management, based on a report on the deeds committed and the applicable sanction, a report drawn up by a faculty preliminary investigation board. The preliminary investigation board is appointed by the dean for each case and is made up of 3 (three) members, one being a student. The preliminary investigation shall be undertaken and the sanction shall be applied within 45 days from the date of registration at the faculty of the notification regarding the deed committed by the student.

(3) Sanctioning decisions are issued and communicated by the faculty management both to the student concerned and to the services and structures of the university with a role in the enforcement of the sanction.

(4) The expulsion penalty shall be issued by order of the rector, at the proposal of the faculty preliminary investigation board.

(5) Penalties shall be applied according to the seriousness of the offences, their repetition and the conditions under which they were committed. They may be appealed under the terms of these Regulations.

(6) For deeds which represent violations of the norms of university ethics and deontology other than those to which the procedure provided for in art. 20 of these Regulations, the preliminary investigation and the sanctioning are the responsibility of the Board for Academic Ethics and Deontology, according to its own regulations.

Final provisions

Art.37 All technical and administrative activities related to enrollment, interruption of studies, expelling, re-enrollment, academic mobility of students, approved by faculty and / or university management, are carried out



at the level of the faculty secretariats, who are fully responsible for timeliness, accuracy of data entry and informing students about their study situation.

Art 38 The official way of communicating to students the information and decisions is made by posting them at the faculty's notice boards as well as on the faculty and university websites or the intranet. It is the responsibility of the students to get acquainted with the information and decisions contained in the posted announcements and to notify any possible items of interest within the set deadlines. Students' failure to do so overrides their right to challenge the content of those posted documents. The faculties secretariats have the obligation to archive all the advertisements posted on the notice boards for one year. Any posted announcement must include the date of the display and the date by which students can comment on the content of the displayed document.

These Regulations have been revised and approved at the Senate meeting of Transilvania University of Braşov on 18.07.2018, being valid for the academic year 2018-2019.

Prof. Dr. Eng. Mircea Horia Țierean,
President of the Senate of Transilvania University of Braşov





MOBILITY APPLICATION FORM

UNIVERSITY.....

TRANSILVANIA UNIVERSITY

OF BRAȘOV

(where the student comes from)

(where the student comes)

APPROVED

APPROVED

Rector,

Rector,

.....

.....

To: Transilvania University of Brașov

I, the undersigned....., student at the University....., Faculty....., study programme, year of study, full-time studies/ part-time studies / distance learning, with/ without tuition fee, hereby request the approval of my **temporary / final** mobility as student enrolled in the academic year..... at the Faculty....., the study programme....., anul de studii, full-time studies/ part-time studies / distance learning.

I am applying for this mobility for the following reasons:

-
-

I attach the following documents:

-
-
-

Date

Signature

.....

.....

Approval

Approval

Dean,

Dean,

.....

.....

(where the student comes from)

(where the student comes)