

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 didactic activities of all categories of students attending the bachelor's and master's degree programmes.

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

- Law no.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 takes place in 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 distinct regulations.

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



Art. 2 (1) An academic year is structured into two semesters, each semester having 14 weeks of teaching and practical activities, and a 3-4-week 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 specificity 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, field-related 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 shall enrol in elective disciplines during the last week of activities of the previous year. Exceptions are the optional disciplines for the second semester of the first year, for which the options will be expressed in the last two weeks of the first semester.

(2) The 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 operational within 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 during the first week of the semester in which the course is held. If the number of additional students registered for a certain discipline leads to the modification of the working groups, the optional discipline will be 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 tenured teaching staff of Transilvania University of Braşov, the Centre for Continuing Education or the Centre for Modern Languages may organize additional 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 entered in grade books, at the faculty where the student is enrolled.

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

(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). The credits allocated to a discipline cannot be obtained in stages.

(4) Credit Units may be allocated for the internship, practical activities; and credit units are allocated to the practice for the elaboration of the bachelor's final paper / diploma paper / dissertation.

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

(6) The credits obtained from optional subjects or from Physical Education and Sports are not included in the 30 credit units within the curriculum and are not taken into account in the hierarchy of students.

(7) Students seeking post-graduate teaching positions shall attend the psycho-pedagogical training programmes organized within DPPD, with credits additional to those in the curriculum.

Art. 7 (1) The credits obtained for a discipline are recognized throughout the tuition period within the study programme and are not affected by syllabus- or curriculum changes. The credits allocated for a discipline common to several study programmes are recognized in the amount stipulated in the Curriculum for the study programme in which the student is enrolled.

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

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

(4) Credits may be obtained in advance and may be carried over into 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 Faculty Councils. The Faculty Council appoints a president who will record and sign the grades for equivalated disciplines in the grade books. Possible complaints are resolved by the Faculty Council.

Enrolment and student documents

Art. 8 (1) The enrolment consists in the student registration in the Official Academic Record under a unique number, valid for a study programme throughout the tuition period. These numbers are given successively for each student series per domain / study programme / teaching language / form of education. Students are registered for psycho-pedagogical training programmes under a matriculation number distinct from the one with which they were enrolled in the study programme which they were admitted to.

(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 prior to the start of the academic year. These places are occupied according to the student admission hierarchy. In the study contract, the student's will be mentioned.

(3) The enrolment 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 students who were accepted for academic mobility to Transilvania University of Braşov are enrolled in the academic year and study programme for which the application for mobility was approved.

(5) The enrolment 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 completed certain periods of study within an authorized or accredited programme may apply for enrolment in a higher year only after s/he is declared admitted in the university entrance examination.

(2) The enrolment application is submitted to the Faculty Secretariat, together with the documents necessary for the evaluation by the Credit Equivalence Board.

(3) The Credit Equivalence Board determines the student's year of attendance and the difference exams that the student has to take, up to a maximum of 20 unaccumulated credits from previous years.

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

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

Art. 10 (1) Each student shall sign the university studies contract in two copies, prior to the enrolment.

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

(3) The declaration on the processing of personal data and the annual contracts shall be appended to the contract for university studies, including at least the following: the study disciplines contracted for the current year with the related credits, the promotion conditions, as the case may be, and the financial obligations for the fee-paying student. Each student is required to sign the Annual Education Contract by November 15, at the latest; otherwise his / her status is assumed implicitly and according to the faculty records. The annual study contract substitutes the application for enrolment 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 ID card;
- b) a copy of the university studies contract with the corresponding appendices;
- c) the student ID, for students enrolled in full-time form of education;
- d) the personal email account and password on the intranet of the institution;
- e) access card to the campus.

(2) The student ID card is the document that proves the quality of a student. In the student ID card, all grades obtained by the student as assessment results are recorded. The student ID card shall be shown to the examiner. The student card is signed and stamped at Faculty Secretariat at the beginning of each academic year.

(3) By way of exception from the provisions of paragraph, in exceptional cases (states of emergency / alert, decisions at national, county or local level) in which the teaching activity is carried out online on the e-learning platform of the university, the examiner shall not ask the student to show his/her student card and the student will be identified, before the online assessment, through the institutional account from which s/he logs in the assessment application and, additionally, if necessary, by video image.

Art. 12 (1) Upon enrolment, the Faculty Secretariat compiles and keeps the student's personal file. (2) The content of the student's personal file is approved by the Executive Board for each category of students. For students enrolled on budget-funded (tuition fee-free) places, the baccalaureate diploma or the bachelor's degree / engineer diploma respectively shall be included in the file. Students who, during their studies, request in writing the issuance of the original diploma and do not return it within the time-limit stated in the application (maximum 5 working days) lose the



tuition fee-free place from the date of return mentioned in the application.

Foreign national students are required to update their identification documents annually and to inform the secretariats of the faculties where they are enrolled of any changes in citizenship status.

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

(4) In case of loss of one of the personal documents referred to in Art.11, (1), the student will 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 will be issued a certified copy of the original in the personal file.

(5) In cases of final academic mobility to another university, expulsion, interruption of studies or final withdrawal, the student shall hand over the student ID card, the student card 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 fully achieved by each student. The Faculty Council will determine how absences will be caught up with.

(3) At the beginning of the semester, the tenured teaching staff will communicate the conditions regarding the student's obligations to attend the planned activities. The records of the students' attendance at the compulsory activities are filled in by the teaching staff conducting these activities. They are not institutionally archived.

(4) The motivated absence from didactic activities is justified by the student with supporting documents submitted to the Faculty Secretariat within 7 days from the resumption of the activity. For activities where the student's attendance is compulsory, the Faculty Secretariat notifies the tenured teaching staff, who communicate the catching-up schedule to students.

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

(6) Students who are part of student teams, national and Olympic teams, during their participation in national, international, recreational or sports training camps, or other special training events, as well as students representing the university in official delegations may be exempted from attendance on condition of catching up with the practical activities, up to a maximum of 50% of the compulsory activities stipulated in 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 students' professional training is assessed throughout the studies, as well as through exams or colloquia taken in the sessions established according to the structure of the academic year and of the course outline.

(2) The examination sessions are: winter session, summer session, resit 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 and re-examination session include the exams and colloquia for subjects from both semesters which the students failed to pass. In addition, during the re-examination session the students may retake exams from that academic year



in order to increase their grades. For the final years, the resit and re-examination sessions are organized before taking the final exam, according to a calendar approved by the Faculty Councils, under the conditions of Art.2 paragraph (3).

(3) The exams credited from the previous year may be taken in the sessions corresponding to the teaching of the subject or in the resit exam session and the re-examination session.

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

(5) The examinations may be taken as written test, oral test, practical test, or combinations thereof, according to the course assessment methodology. The tenured teaching staff shall communicate at the beginning of the semester the minimum conditions for the passing of the exam, as well as the course outline.

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

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

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

(7) The access to an exam is conditioned by the presentation of the student ID card in which the examining teaching staff will register on the day of the oral exam, respectively later in the case of written exams, under signature, the grade obtained by the student.

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

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

(9) The scheduling of exams and colloquia in the exam sessions organized in 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 Faculty Secretariat. The colloquia will be scheduled mainly 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 tenured teaching staff.

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

(12) By way of exception from the provisions of par. (5), in exceptional cases (states of emergency / alert, decisions at national, county or local level) in which the teaching activity takes place online on the university's e-learning platform, with the approval of the department councils, the teaching staff may modify the syllabi before the exam session, in the sense of adapting the evaluation methods stipulated for the online evaluation.

(13) By way of exception from the provisions of par. (7), in exceptional cases (states of emergency / alert, decisions at national, county or local level) in which the teaching activity takes place online on the university's e-



learning platform, the examiner will not ask the student to show the student ID card, as his identification before the online assessment will be done through the institutional account from which the student logs in the assessment application and, additionally, if deemed necessary, by video image.

Art. 16 (1) The assessment of the students' competences is marked with grades - integers from 1 to 10 - or with *pass / fail* qualifiers, according to the curriculum. The minimum passing grade is 5 (five).

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

(3) In the cases of disciplines which require a written examination, the tenured teaching staff present the grading for each exam topic, and display the evaluation scale immediately after the examination.

(4) The exam grades are recorded by the examining teaching staff in the electronic grade records available on the Intranet, within a maximum of three working days from taking the test.

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

Art. 17 (1) The competences acquired by the student after going through the study disciplines are assessed by the tenured teaching staff, who is assisted by another academic, usually the one who held the applicative classes during the semester, or another one appointed by the Director of Department. If, for well-grounded reasons, the course holder is absent, the faculty management appoints, by dean's decision, an examination board made up of two specialized teaching staff who will ensure the examination.

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

(3) In case individual appeals written and signed in handwriting by most students present at the exam are registered at the secretariats of the faculties, for the reasons stipulated at art.11 paragraph 1 letter (r) of OMECTS no. 3666 / 30.03.2012, within two working days from the communication of the results, the Faculty Council will urgently analyse the situation and can decide to re-appoint a re-examination commission consisting of 3 teaching staff members, which the course holder may not be part of, reorganizing the examination during the same session; and all the results of the contested exam will be cancelled.

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

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

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

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

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

(2) The appeal shall be settled by an Appeal Committee appointed by the Faculty Management in the presence of the contesting student, at the student's request. The committee shall not include members of the teaching staff who initially evaluated the student.

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



Art. 19 (1) The written examinations, according to the Methodology for the Academic Studies Final Examination, are not archived institutionally, the provisions of Art.16 paragraph (5) of the Regulations being incidental.

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

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

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

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

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

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

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

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

(2) Submission of the same exam paper to several evaluations is a fraud in the academic evaluation on the date of its discovery; the University Ethics and Deontology Commission is invested to analyse the case, and the assessments in 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, including devices interconnected with others outside the place of assessment, substitution of person, etc., confirmed by a report concluded on the spot by the examiner and countersigned by at least one present witness, is sanctioned with the expulsion of those involved.

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

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

(6) The resolution of the appeals is within the competence of the Executive Board, within 20 days from the registration of the appeal.

(7) Based on the decision of the Executive Board to reject 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 sanctioning decision issued by the Dean and the faculty shall subsequently establish the conditions for the student's taking the exams of that session which were scheduled after the issuance of the Dean's decision.

(9) The decision of the Faculty Council that was not contested in the above conditions remains final and the Rector's order of expulsion is issued on its basis.

(10) The re-enrolment of expelled students under the conditions of art. 22 is possible after at least 12 months from the date of issuance of the expulsion order.



Promotion

- a) Student with a promoted year of study - who has accumulated the total number of credits for the respective year, 60 credit units;
 - b) Student with a credited year of study - who has accumulated at least 40 credit units for the respective year and 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 in tuition extension must meet the requirements of the Curriculum of the academic year / class with which s/he continues his/her studies. The Transfer Credit Equivalence Commission establishes the equivalated disciplines and difference exams the student has to take.
- (3) A student declared in extended tuition is enrolled in the study year that s/he repeats, on paid places. The tuition fee for repeating a year of study is proportional to the number of credits that the student must accumulate to pass the current year and the remaining credits from the previous year, except for the number of credits allocated to the subjects that appeared as differences. If there is no student series in an academic year, the student has two possibilities to continue studying: either s/he 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 enrol in the following year or to complete his/her studies, s/he is expelled. By way of exception, undergraduate students may continue their studies in the same year of study, upon request, with full payment of the tuition fee, once in a study cycle.
- (5) A student who completed the first year and accumulated between 10 and 39 credit units may repeat the first year, upon request, with full payment of the tuition fee.
- (6) A student who accumulated less than 10 credits in an academic year will be expelled.
- (7) A maximum of 5% of the number of full-time students in a bachelor's degree programme may complete 2 years of study in a single year with the approval of the Faculty Council, except during the last year of study and except for the Faculty of Medicine. The conditions thereof are stipulated in the Regulations for the organization and development of study programmes and in compliance with the legislation in force.
- (8) The students who request the completion of 2 years of studies in one have the obligation to obtain in the respective academic year the full credits necessary for the promotion of the two years of studies (120 credits). Otherwise, they will go through the study programme in the normal way.
- (9) If the request to complete 2 years in one is made in the second year of study, the student needs to have obtained 60 credits in the first year.

Art. 24 (1) A student who, during one academic year, 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 did not accumulate the required number of credits to pass into the next academic year will be re-enrolled in the same year of study.

- (2) The medical certificates shall be submitted to the Faculty Secretariat within 7 days from the resumption of the teaching activity.
- (3) The request for the extension of tuition on medical grounds is submitted to the Faculty Secretariat before the beginning of the next academic year. The approval is granted by the faculty management.
- (4). Medical extension of schooling may not be granted for two consecutive years.
- (5) Budget-funded students who benefit from medical extension of schooling do not pay tuition fees and avail themselves of the right to receive a 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 previously graduated from a study programme within the same cycle of academic studies and who 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 cycle of academic studies can benefit from budget funding for only one of the programmes. The period in which the student receives budget funding may not exceed the official duration of the current study programme.

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

(3) The value hierarchy of the students' results for one year of study is made 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 passing grades obtained. In the event of equal results, the students concerned are ordered according to the criteria established by each faculty. The value hierarchy of the students' results is made by the secretariat staff of each faculty, verified and certified by the Dean of the Faculty until 10 October. Students can contest the hierarchy within 2 working days after it is posted. The appeal must be submitted in writing to the Faculty Secretariat and may only refer to the student's own results. The student outlines the reasons why s/he considers the ranking incorrect and presents arguments and evidence in this respect. The appeal is solved by the Dean and the Vice-Dean for Didactic 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 throughout his/her tuition, for a maximum period of 2 years during the bachelor's degree and one year during the master's degree. During the interruption of studies, the University Studies Contract is suspended.

(2) The request for the interruption of studies is made by submitting an application to the Faculty Secretariat, at least ten days before the beginning of the academic year. The interruption of studies may also be requested during the academic year for medical reasons or for other well-founded reasons, with the endorsement of the Faculty Council.

(3) If the interruption of studies is requested during the semester, the students enrolled against tuition fee are obliged to pay the fee for the whole semester. Upon re-enrolment, 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 residence halls, 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 Faculty Secretariat at least 10 days before the beginning of the academic year; otherwise, the student will be expelled.

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

(6) The final interruption of the studies or the student's withdrawal from the faculty shall be made upon request and shall terminate the contractual relations of the respective student with the university.

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



Student academic mobility

Art. 27 (1) Academic mobility is the students' right to have the transferable credits recognized as acquired, under the law, in other accredited / temporarily authorized higher education institutions in the country or abroad. The mobility may be internal or international, permanent or temporary, for all forms of education.

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

(3) Academic mobility can occur as a result of the student's approach, as follows:

a) on the basis of interinstitutional agreements, which establish the conditions for carrying out mobility between higher education institutions accredited / provisionally authorized: type of mobility, duration of mobility, number of mobilities, field, study program, financing of temporary mobility, etc.;

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

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

a) the student applies for mobility at the higher education institution where s/he wants the mobility / the student submits the mobility application to the higher education institution where s/he wants the mobility;

b) after obtaining the mobility approval, the student requests the agreement of the higher education institution where s/he wants the 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 interinstitutional mobility is requested, the request being endorsed by the Dean of the faculty where the student is to be enrolled;

b) the deans, when intra-institutional mobility is requested.

(6) Approvals for admission to an intra- or inter-institutional student mobility are 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 the case may be.

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

(3) Temporary internal mobility on places financed from the budget or against 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 be granted temporary mobility within Transilvania University of Braşov, the student submits to the Secretariat of the faculty where s/he wants the mobility, the following documents:

a) the application for mobility;

b) the transcript of records issued by the university of origin (in the original);

c) proof of payment of mobility application processing fee;

d) other documents required by the Secretariat of the faculty where s/he wants the mobility (syllabus, etc.).



(7) The application for mobility is not approved:

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

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

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

Art. 29 (1) Temporary international mobility through international programmes is carried out in accordance with the regulations concerning such programmes.

(2) Temporary international mobility on a student'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 is carried out with the approval of the accredited / temporarily authorized higher education institution of origin, respectively the receiving institution.

(4) Temporary international mobility may occur after the completion of the first year of studies, after meeting all the requirements stipulated 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 origin or receiving institutions, respectively, on the grounds of university autonomy.

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

(7) For granting the temporary international mobility on the 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 permanent internal academic mobility is valid both for students financed from the state budget and for fee-paying students, and is performed in compliance with the legal provisions regarding the tuition and financing capacity of the higher education, with the agreement of the accredited / temporarily authorized higher education institutions, in accordance with the provisions of these Regulations.

(2) Permanent mobility can be achieved only at the beginning of the semester, after the first semester and until the end of the penultimate semester, between study programs with the same total number of compulsory transferable study credits, in the same branch of science.

(3) Permanent mobility can be accessed after satisfying all the requirements provided in the curriculum for the semester / academic year prior to the mobility, and the enrolment is made at the beginning of the new academic year, in exceptional cases at the beginning of the second semester of the current academic year, in which case the enrolment decision for mobility students will be part of the enrolment decision for students at the program in question.

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

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

(6) In order to grant the permanent internal mobility within Transilvania University of Braşov, the student submits the following documents to the Secretariat of the faculty where s/he wants the mobility:

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



Art. 31 (1) The provisions regarding the permanent internal mobility also apply to students from EU Member States, EEA and the Swiss Confederation. For these students, the procedures are those stipulated 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.

(3) For the refugee students from Ukraine, the provisions of Appendix 2 shall apply.

Expelling and re-enrolment

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

- a) if s/he obtained less than 10 credits in one academic year;
- b) if, after going through the complementary year, s/he has not accumulated the required number of credits for enrolment in the following year or for completing the studies;
- c) if s/he fails to meet the minimum study requirements necessary to promote in the superior year or to graduate and does not apply for the extension of the studies by application submitted to the Secretariat of the faculty;
- d) s/he 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 within the established time limits;
- f) upon request.

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

(3) The expelled student can only withdraw the documents from his personal file after producing the Student Departure Clearance Form to the Secretariat of the faculty.

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

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

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

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

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

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

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 examination receive a Bachelor's Degree Certificate on request.

(3) Graduates who have not taken or passed the final examination can register for a subsequent session organized for the respective study programme, according to the curriculum and the syllabi 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 its own funds under self-financing, in accordance with the legal regulations.

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

a) written warning;

b) suspension of the scholarship for a determined period of maximum 3 months;

c) suspension of the right to accommodation in residence halls;

d) expulsion.

(2) The penalties stipulated in letters a), b) and c) of paragraph (1) are 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 made 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 University's services and structures with a role in the enforcement of the sanction.

(4) The expulsion penalty is issued by Rector's order, at the proposal of the Faculty's Preliminary Investigation 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 stipulated in art. 20 of these Regulations apply, the preliminary investigation and the sanctioning are incumbent on the Commission of Academic Ethics and Professional Deontology, according to its own regulations.

Final provisions

Art.37 All technical and administrative activities regarding enrolment, interruption of studies, expulsion, re-enrolment, academic mobility of students, approved by the faculty and / or university, are carried out at the level of the Faculty Secretariats, which bear full responsibility for the promptness, correctness of data entry and for informing students about their school situation.

Art. 38 The official way in which the information and decisions taken in their regard are communicated to the



students is by posting on the notice boards of the faculties, as well as on the websites of the faculties and the university or intranet. It is the students' responsibility to take note of the information and decisions contained in the published announcements and to notify any elements of interest within the set deadline. Failure to meet these elements by the deadline will invalidate their right to challenge the content of those documents published by posting. The Faculty Secretariats shall archive all the announcements published by posting on the notice board, with a 1-year storage period. Any published announcement must include the date of posting and the date by which students can make comments on the content of the document displayed.

These Regulations were revised and approved in the meeting of the Senate of Transilvania University of Braşov on 15.09.2021, and are valid for the academic year 2021-2022.

At the meeting of the Senate of Transilvania University of Braşov on 30.03.2022, these Regulations were amended by adding Appendix 2.

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....., study year, 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)



Applications for permanent mobility submitted by refugee students from Ukraine shall be registered and processed in accordance with the specifications below.

- (i) Only applications for programmes under the UNITBV structure shall be registered, and only if the applicant proves that s/he holds a certificate of language proficiency (minimum B1) in the teaching language of the chosen programme; in the absence of such a certificate, candidates may take online certification tests for these skills through the Centre for Foreign Language Study [CILM].

Candidates who do not know the Romanian language, but who want to continue their studies at UNITBV, in Romanian language programmes, may be included in an intensive programme for learning the Romanian language, in order to obtain the B1 language proficiency certificate, necessary for them to enrol in a study programme, starting with the academic year 2022-2023.

- (ii) Previously obtained credits may be recognized either on the basis of the study documents held by the candidates or through an equivalence / recognition procedure established by specialized committees to be set up ad hoc in each faculty, for each programme in which applications are registered. These committees, appointed by the dean of that faculty, will establish the way of testing the knowledge acquired by the candidate, will organize the tests and will propose the year of study for the student to be enrolled in. The chair of the equivalence committee will record in the academic grade books the equivalent grades and their corresponding credits.
- (iii) If the students whose permanent mobility is approved have Ukrainian citizenship, they will be enrolled on a place financed from the state budget or on a place financed by UNITBV, in accordance with the provisions of the Order of the Minister of Education no. 3325/3.03.2022.