



"POLITEHNICA" UNIVERSITY OF TIMIȘOARA

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of the UPT Senate on 15.04.2007*

**REGULATION ON THE ORGANISATION AND FUNCTIONING OF THE
EDUCATIONAL PROCESS FOR MASTER'S STUDY CYCLE IN
"POLITEHNICA" UNIVERSITY OF TIMIȘOARA**

1. Framework Provisions

Art. 1. "Politehnica" University of Timișoara – hereinafter called UPT – organises Master's university studies in compliance with to the provisions of the following legislation:

- **Law no 288/2004¹** on the organisation of university studies, with its further completions and amendments
- **Expeditious Ordinance no 75/2005²** on quality assurance in education
- **MER Ordinance no 3617/2005³** on the generalised application of the European Credit Transfer System
- **Government Decision no 404/2006⁴** on the organisation and functioning of Master's university studies; as well as in compliance with the requirements of the following document:
„Methodology on external evaluation, standards, reference standards and list of performance indicators”, generated by the Romanian Quality Assurance Agency for Higher Education,

in its capacity of institution administering Master's university studies (IAMUS⁵).

Art. 2 (1) Master's university studies may be organised in any of the modes of study: full time, part time and distance education.

(2) Duration of studies, for all three modes of study: full time, part time and distance education is the same, namely: 2 years.

(3) The total number of transferable credits, as well as the structure and the contents of the programme are also the same.

(4) Distance education can also be organised online, provided that the necessary IT platform is available.

(5) From a financial perspective, full time Master's university courses are organised both free of charge or with tuition fees.

¹ Law no 288/2004 (in romanian: Legea nr. 288/2004 privind organizarea studiilor universitare cu modificarile si completarile ulterioare)

² Expeditious Ordinance no 75/2005 (in romanian: Ordonanta de Urgenta nr. 75/2005 privind asigurarea calitatii educatiei)

³ MER Ordinance no 3617/2005 (in romanian: Ordinul MedC nr. 3617/2005 privind aplicarea generalizata a Sistemului European de Credite Transferabile)

⁴ Gouvernement Decision no 404/2006 (in romanian: Hotararea de Guvern nr.404/2006 privind organizarea si desfasurarea studiilor universitare de masterat)

⁵ IAMUS (in romanian: IOSUM – Institutie Organizatoare de Studii Universitare de Masterat)

- (6) Part time and distance Master's studies are organised only based on tuition fees.
- (7) In case of studies with tuition fees, these fees shall be determined by the University Senate, based on the budgetary allocations related to tax free studies.
- (8) The total number of students for each study programme shall be determined by the University Senate, based on the number of candidates, the labour market demand and the available capacity. In case of tuition-free places the number of students indicated by the Ministry of Education, Research and Youth for the respective university shall be taken into account globally.

Art. 3. (1) At UPT, Master's university studies are organised in the fields of Bachelor university studies it provides but, where possible, in other fields as well, in compliance with the legislation in force.

(2) Within the limits provided by legislation, UPT promotes interdisciplinarity in its Master's university studies.

(3) In compliance with the standards adopted by the Romanian Agency for Quality Assurance in Higher Education, for each field of Master's studies organised by UPT the UPT Senate shall adopt internal regulations on the related general and specialised knowledge, general and specialist competences and cognitive skills.

Art. 4. Master's university studies are open, on the one hand, to graduates of the Bachelor cycle – according to the Bologna process and, on the other hand, to graduates of other types of initial training, considered at the same level or higher than the Bachelor level – first cycle in the Bologna process. For the former, the Master's studies are the second cycle of university studies and are a prerequisite for PhD studies, which are the third cycle of studies.

Art. 5. (1) Access to Master's university studies in UPT is made by means of admission competition.

(2) The admission competition ensures candidates selection against criteria such as: multiannual average score for the Bachelor cycle (or equivalent), average score at the Bachelor examination (or equivalent), scores obtained in one or several written tests to check the level of knowledge, scores obtained in one or several oral tests to check the level of knowledge, score for an interview type assessment, etc., according to the option made by the Councils of Faculties / Independent Departments organising each Master's programme.

(3) In case of Master's university studies organised in an international language, the admission competition shall include an assessment of the linguistic competences in the study language.

(4) Enrolment to the admission competition for Master's university studies in a given field may be made irrespective of the Bachelor studies field.

(5) The candidates who, following the admission competition, are declared admitted are students and shall be referred to as Master's students.

Art. 6. Master's university studies ensure either in-depth studies in the field of the previous Bachelor studies or in a related field or attainment of complementary competences in other fields, as well as development of scientific research skills.

Art. 7. (1) Master's university studies that continue in-depth Bachelor studies are organised within the faculties or independent departments and interdisciplinary Master's university studies to acquire complementary competences are organised within adequate consortia of faculties and/or independent departments.

(2) Irrespective of their category, the Master's university study programmes must have obtained the functioning approval of the Ministry of Education and Research issued by Minister Ordinance, following the proposal of the Romanian Agency for Quality Assurance in Higher Education based on an evaluation of the institutional capacity of the university to provide an integrated learning and research environment, in compliance with national and international standards.

Art. 8. (1) UPT may associate with other Institutions Administering Master's University Studies (IAMUS) from Romania or abroad in order to provide Master's university studies in cooperation.

(2) The minimum requirements necessary for a Romanian or foreign institution to associate in order to provide Master's university studies in cooperation are as follows:

- a) It should be legally entitled to organise Master's university studies
- b) It should apply the ECTS credit transfer system
- c) It should have a quality assurance system in place.

(3) In the situation provided for at paragraph (1), the Master's students may undertake their activities within one or another of the partner institutions involved, based on a written agreement signed by the respective institutions and in compliance with the requirements of each institution.

(4) The agreement provided for at paragraph (3) includes the requirements regarding the organisation and implementation of Master's studies in each of the partner institutions, according to the role each of them assumed in the joint study programme and to the specific legislation in each country, as well as the joint recognition of the Master's degree by the competent authorities in the two countries, in compliance to the legal provisions in force in each country.

2. Provisions on the Curricula

Art. 9. In UPT Master's university studies are organised based on the curricula developed by the specialised boards, endorsed by the Councils of Faculties / Independent Departments and approved by the Senate Executive Office. The curricula include disciplines that ensure in-depth knowledge in the field of Master's university studies and complementary and interdisciplinary ones, to facilitate future graduate's employment. Moreover, they create the framework for the students' mandatory involvement in scientific research activities.

Art. 10. Master's students may undertake scientific research activities within UPT, a partner university or a company agreed by UPT. The results of the scientific research may be valorised by the students through their publication in scientific articles and/or use for the dissertation.

Art. 11. The curricula shall be drafted for each semester; a semester is the unit for administering Master's studies (as well as Bachelor studies). A study year in a Master's degree programme includes 2 semesters with an extension of 18 weeks each.

Art. 12. The educational obligations related to a semester have 30 transferable credits associated.

Art. 13. Out of the four semesters of the Master's degree programme, the first three (semesters 1, 2, 3) are allocated for acquiring knowledge and training competences and skills through the disciplines taught, while the fourth semester is allocated for elaborating and presenting the dissertation.

Art. 14. Out of the 18 weeks of semesters 1, 2 and 3 the first 14 weeks are **essentially** allocated for acquiring knowledge and training competences and skills, while the last 4 weeks are **exclusively** allocated to the assessment of knowledge, competences and skills.

Art. 15. The 18 weeks of semester 4 are allocated for the elaboration and presentation of the dissertation.

Art. 16. During the weeks allocated for acquiring knowledge and training competences and skills in semesters 1, 2 and 3, the curriculum provides for a total of 196 hours, both didactic courses and laboratory and/or project work per semester, allocated according to the following specifications:

- a) number of hours per week: 14

- b) maximum number of disciplines per semester: 4
- c) ratio of course hours/applications hours: 0.85 ... 1.1
- d) weight of optional disciplines: at least 25 % (both as number of disciplines and as number of hours)

3. Provisions on the teaching staff

Art. 17. Only scientific PhD holders may hold teaching positions within the Master's university study programmes.

Art. 18. Only scientific PhD holders who have also obtained the teaching position of lecturer, associate professor or professor may hold tenured positions in the Master's university study programmes.

4. Provisions on the participation of Master's students to the educational activities

Art. 19. Master's university studies are undertaken based on an agreement concluded by the student and UPT. This agreement provides for the rights and obligations of each party involved in the Master's university study cycle, thus ensuring the prerequisites of a quality education.

Art. 20. The Master's students have the following obligations with regards to participation to educational activities:

- they shall participate to at least 75 % of the total number of hours (course, laboratory and project activities) allocated for each discipline, taking into consideration that only one absence is allowed from laboratory activities provided that compensatory tasks are allocated to the respective student and penalties might be applied in the general performance score
- they shall elaborate, present and participate to assessment of papers according to the timetable determined by the teaching staff
- they shall progress in fulfilling their tasks, including their presentation and assessment, according to the agreed planning
- they shall develop, present and submit for assessment in due time the tasks assigned

5. Provisions on assessment and graduation

Art. 21. The rules regarding the assessment of Master's student and the specific criteria on passing the tests and examinations within the Master's university study programme are determined based on distinct procedures for each study programme and are published on the UPT website.

Art. 22. The students must obtain graduation scores both for disciplines and study years.

Art. 23. The student obtains a graduation score for a discipline when the final grade for that discipline is at least 5. If a student has obtained a final score of ≥ 5 for a discipline, the student is granted all study credits associated with the respective discipline.

Art. 24. In determining the final score for a discipline, the appraisal of the general performance of the student during the study of that discipline shall have a weight of at least 1/3. This appraisal

shall be expressed as a score, ranging from 1 to 10 and it shall be indicated in the register, together with the scores obtained after the examination/distributed assessment/project presentation, the weight of the two scores in calculating the final score and, of course, the final score itself.

Art. 25. Each test – examination, distributed assessment, project presentation – shall be scheduled twice during a university year, both being open to any student, cumulatively, not alternatively.

Art. 26. The first study year is graduated when the total number of credits obtained through graduation scores for the disciplines included in the curriculum is at least 45.

Art. 27. The second study year is graduated when the total number of credits obtained through graduation scores for the disciplines included in the curriculum – here we consider the study disciplines as such, not the activities involved for elaborating and presenting the dissertation – is at least 20.

Art. 28. The Master's students who at the end of the university year do not meet the requirements provided for at art. 26 or 27, as the case might be, are expelled, without the right to regain the status of UPT students.

Art. 29. The Master's students who at the end of the university year meet the requirements provided for at art. 26 or 27, as the case might be, have the obligation to re-contract the disciplines they have not graduated in the following university year. Re-contracting shall be made against a punctual fee for each discipline, representing a quota of the annual tuition fee for the tuition-based studies.

Art. 30. The Master's students who have graduated the first and the second study years according to the provisions of art. 26 and 27 but who have not obtained the mandatory number of credits have one university year available, as an extension, to obtain the remaining credits. In case they fail in doing so by the end of the respective university year they shall be automatically expelled, without the right to regain the status of UPT students.

Art. 31. The master's students who have obtained the mandatory credits have the right to present their dissertation during the June-July session of the university year they have acquired this status or further, in any of the sessions organised in February or June-July of the following university years.

6. Provisions on completion of studies

Art. 32. Master's university studies are completed through the public presentation of a dissertation.

Art. 33. The public presentation of the dissertation shall be made before a commission appointed by the university management.

Art. 34. The dissertation topic shall be determined by a member of the teaching staff, holder of a scientific PhD degree, who assumes the role of dissertation supervisor, together with the student. The topic shall be correlated with the Master's university study programme, with the field of competence of the dissertation supervisor and with the UPT programmes and institutional policy. The dissertation topics and supervisors shall be approved by the management of the faculty or independent department administering the Master's university studies.

Art. 35. The dissertation shall demonstrate in-depth scientific knowledge on the topic approached, shall include elements of originality in the elaboration or in the solutions reached, as well as means of scientific validation.

Art. 36. The dissertation shall be elaborated during the second semester of the second study year or during one of the semesters of the extension year, if any.

Art. 37 (1) Generally, the dissertation is elaborated and presented in Romanian but an international language may also be used if so provided by the Master's university studies agreement.

(2) In case of Master's university study programmes organised in partnership, the dissertation shall be submitted to the IAMUS where the student was initially enrolled, together with a report from the partner IAMUS. The presentation of the dissertation shall be made in the IAMUS where the student was initially enrolled, but it shall be allowed only if the report submitted by the partner IAMUS is favourable.

Art. 38. In case the dissertation is written in a language other than Romanian the paper shall have annexed a summary in Romanian.

Art. 39. In case of dissertations written in an international language, their presentation can be delivered in the respective language.

Art. 40. The presentation of the dissertation shall emphasize student's contribution to its development and especially the elements of originality.

Art. 41. The commission's appraisal on the dissertation shall be expressed as an arithmetic mean of the scores granted by each member of the commission; the scores can be from 1 to 10.

Art. 42. (1) The test consisting of the dissertation presentation shall be considered successfully passed if the arithmetic mean of the scores granted by the commission members is at least 6.

(2) In case the dissertation presentation is not passed successfully, the candidate may attempt again in a second session, after having improved the paper, taking into account the observations and recommendations of the commission.

(3) If after the second attempt the candidate still has not successfully passed, he/she will receive a graduation certificate for the respective Master's university study programme and the transcript.

Art. 43. UPT ensures access to publicly presented dissertations by making them available in its libraries or through interuniversity exchanges.

Art. 44. The Master's student who has successfully met all requirements included in the Master's degree programme and has obtained a score of at least 6 after the public presentation of the dissertation shall receive the Master's diploma together with the Diploma Supplement, filled in according to the regulations in force. This diploma grants the title of Master in the respective study field.

7. Miscellaneous

Art. 44. (1) The Master's student enrolled in the full time mode of study benefit from scholarships and social rights specific to students, in compliance with the legal provisions in force.

(2) The Master's scholarship is granted based on UPT Scholarships Regulation. In case a student is expelled, he/she shall have the obligation to reimburse the scholarship he/she received, indexed according to the inflation rate.

Art. 45. A Master's student may interrupt Master's university studies for a period of one year, calculated from the beginning of the semester he/she required interruption, only based on well-grounded reasons and with the approval of UPT management.

Art. 46. (1) During the Master's university studies cycle a student may change from a mode of study to another, in compliance with the regulations provisions and with the terms of the study agreement.

8. Final provisions

Art. 47. (1) Master's university studies are subject to internal and external quality assurance procedures, established based on European good practices.

(2) External quality assurance consists of the evaluation activities, standards, rules, measures and procedures established by the Romanian Agency for Quality Assurance in Higher Education (RAQAHE⁶).

(3) Internal quality assurance consists of the self-assessment activities, standards, rules, measures and procedures established by UPT in order to achieve, maintain and improve quality, based on the elements indicated at paragraph (2).

(4) The main responsables for the quality of the Master's degree programmes administered by UPT are: UPT, the faculty / department administering the programme and the student.

Art. 48. (1) UPT shall undertake the internal evaluation of Master's university studies every two years, based on the internal quality assurance procedures.

(2) UPT shall be evaluated every five years by the Romanian Agency for Quality Assurance in Higher Education, based on the external quality assurance procedures, to guarantee the quality standards are maintained.

Art. 49. In its capacity of Institutions Administering Master's University Studies (IAMUS) UPT assumes the responsibility of publishing an annual report on its Master's degree programmes.

Art. 50. This regulation shall come into force starting with the university year 2006 / 2007 and it annuls all other UPT provisions and regulations regarding Master's studies.

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⁶ RAQAHE (in romanian: ARACIS – Agentia Romana pentru Asigurarea Calitatii in Invatamantul Superior)