



“POLITEHNICA” UNIVERSITY OF TIMISOARA

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REGULATION ON THE ORGANISATION AND FUNCTIONING OF BACHELOR UNIVERSITY STUDIES IN “POLITEHNICA” UNIVERSITY OF TIMISOARA (UPT)

I. FRAMEWORK PROVISIONS

Art. 1. The educational process within UPT is undertaken under the transferable credits system.

Art. 2. The notion of “**credit**” designates a *score* associated to a study discipline in order to quantify its *share* in the *workload* requested through the educational plan from the *student*:

- Requirements regarding attendance to courses, seminars, laboratory, project or practical training activities, as appropriate;
- Individual efforts:
 - to learn the subject matter taught and/or indicated at the course,
 - to do the homework,
 - to prepare laboratory works, process experimental data and draft essays,
 - to develop projects;
- Assessment of knowledge and skills acquired.

The credit points also reflect the efforts in *preparing* the graduation examination, as a whole, and in *undertaking* the related tests.

Art. 3. The credit related to a discipline is obtained by *passing* that discipline, *irrespective* of the grade obtained.

Art. 4. The credits are *transferable* when they can be *recognised*, within the same specialisation or another, within the same university or another, individually or as package/s, *instead of other credits*, related to other disciplines, that can be assimilated to those associated to them or accepted as alternative.

Art. 5. An educational process is organised under the *transferable credits system* when each student undertaking it, upon agreement with the university he/she is registered with, determines, by means of a *bi-lateral study agreement* taking into consideration the specifics of the specialisation he/she aspire to obtain a degree in, the curriculum to be followed, so that upon completion, but also during studies, he/she shall acquire both the volume and the types of credits set as necessary and acceptable for the respective specialisation; some of the credits, indicated in the agreement and having a relatively lower weight of the total, may be obtained within another specialisation/s, including from another faculty/faculties or even another university/universities.

Art. 6. UPT organises bachelor university studies in the following fundamental fields:

1. “Engineering Sciences”
2. “Architecture”
3. “Exact Sciences” – Informatics field
4. “Social and Political Sciences” – “Communication Sciences” and “Administrative Sciences” fields
5. “Humanities” – „Applied Modern Languages” field.

The duration of the bachelor university studies is 4 years for the fundamental field “Engineering Sciences”, 6 years for the fundamental field “Architecture” and 3 years for the fundamental fields “Exact Sciences”, “Social and Political Sciences” and “Humanities”.

The bachelor university studies in UPT are structured in two stages:

1. Stage I, including study years I-II
2. Stage II, including study years III–IV for the fundamental field “Engineering Sciences”, study years III–VI for the fundamental field “Architecture”, study year III for the fundamental fields “Exact Sciences” and “Social and Political Sciences”.

Art. 7. A study year has 36 weeks duration, structured on semesters. The first 18 weeks are semester I, and the last 18 weeks – semester II. Every semester, 14 weeks are designated **essentially** to conveying knowledge and training skills and 4 weeks are **exclusively** allocated to assessment of knowledge and skills. Exceptions to these provisions are the terminal semesters structured as provided for by article 11 b) and c). The periods allocated **exclusively** to the assessment of knowledge and skills are called *sessions*. Each semester includes two sessions: one with a duration of x weeks, as $x=0-2$, scheduled in the period between weeks 8 and 10 of the semester, and one with a duration of $4-x$ weeks, scheduled at the end of the semester. The sessions in semester I are numbered 1 and 2 respectively, and the sessions in semester II are numbered 3, and 4. The duration and scheduling of sessions are set by the Offices of the Faculty Boards *specifically for each study year, observing the majority views of the students directly involved*.

Besides the 36 weeks duration of the semesters, practical training periods are organised for the non-terminal study years; their duration is set by the educational plan. The practical training period of a study year shall be taken into consideration as 50% for semester I and 50 % for semester II, irrespective of the mode and the time periods covered.

Also, besides the 36 weeks duration of the semesters all study years have included a 1 week resitting session, immediately after the summer session – session 5 – and a 2 weeks resitting session, before the beginning of the new academic year – session 6.

Art. 8. The educational process in UPT, in whole, considering all activities indicated at art. 2, determines an average weekly workload of 42 hours, extended during the 18 weeks of each semester. Consequently, at semester level, the total workload will be $18 \times 42 = 756$ hours.

Art. 9. The total student workload per semester is transposed into credit points so that, at the level of disciplines planned for the respective semester, in compliance with the regulations defined and promoted by the European Union on ECTS (**E**uropean **C**redit **T**ransfer **S**ystem), it would sum up 30 points.

As the total student workload per semester, expressed in hours, is different from one university to another, the significance in workload hours of a credit point is also different, from case to case; obviously, this cannot be ignored, unless the respective differences are minor ones.

The allocation of credit points to disciplines is made at the level of Faculty Boards, according to the meaning of the “credit” notion (see art. 2) and starting from the proposals made by the fields / specialisations boards. Exceptions from this rule are the disciplines imposed by the UPT curriculum standards, whose credit points are determined by Executive Office of the Senate.

II. PROVISIONS ON THE EDUCATIONAL PLANS

Art. 10. The educational activities within UPT are the following types: course, seminar, laboratory, project, practical training. They are associated to each discipline, according to its specificity and to the educational plan, as provided by art. 11. From the assessment viewpoint, the educational plan includes the following types of disciplines:

- *Disciplines with examination*, for which the final mark is determined according to art. 24, based on the examination mark and a mark awarded for the overall activity;
- *Disciplines with distributed assessment*, for which the final mark is determined according to art. 27, based on several assessments undertaken during the semester;

- *Disciplines with collocutional examination*, for which the assessment is undertaken at the end of the semester based on practical tests;
- *Discipline with projects*, for which the final mark may be determined either as in the case of disciplines with examination, when the mark obtained after defending the project has the role of an examination mark, or as in the case of disciplines with distributed assessment, when the defence of the project is considered the last assessment.

The educational plans are posted on the university and faculties websites.

Art. 11. For educational stage I, the educational plans are specific at **field level**, while for educational stage II the educational plans are customised at **specialisation level**. The following specifications underpin the educational plans:

- a) Semesters 1-7 for the fundamental field “Engineering Sciences”, semesters 1-5 for the fundamental fields “Exact Sciences”, “Social and Political Sciences”, and “Humanities” and semesters 1-11 for the fundamental field “Architecture” comprise courses, seminars, laboratory and practical training periods, as well as their related assessments; all these together have associated at semester level 30 credits.
- b) Semester 12 for “Architecture” is allocated for the elaboration of the diploma project and for preparing and undertaking the final examination upon completion of studies; all these activities have associated a total of 30 credits.
- c) Semester 8 for the fundamental field “Engineering Sciences”, and semester 6 for the fundamental fields “Exact Sciences”, “Social and Political Sciences”, and “Humanities” include 7 weeks designated essentially to conveying knowledge and training skills, followed by two weeks assigned exclusively to assessment of knowledge and skills, which have associated together a total of 15 credits, then by 9 weeks allocated for the elaboration of the diploma paper or project upon completion of studies and for preparing and undertaking the Bachelor examination, having associated other 15 credits.
- d) During semesters 1-4 for the fundamental fields “Engineering Sciences” and “Architecture”, and 1-2 for the fundamental fields “Exact Sciences”, “Social and Political Sciences” and “Humanities”, all disciplines are compulsory, no electives are allowed. The discipline “International Languages” has a special situation: students may choose here English, French, German etc.
- e) During semesters 5-6 for the fundamental field “Engineering Sciences”, 5-11 for the fundamental field “Architecture”, or 3-4 for the fundamental fields “Exact Sciences”, “Social and Political Sciences” and “Humanities”, at least 25 % of the disciplines are independent electives.
- f) During semesters 7-8 for the fundamental field “Engineering Sciences” and 5-6 for the fundamental fields “Exact Sciences”, “Social and Political Sciences” and “Humanities”, all disciplines are electives, and at least 50% of them should be free electives („independent electives”).

- g) At the level of stage I, the specialisation curricula in the same field are identical.
- h) The maximum number of disciplines per semester (others than Sports and Practical Training) is 7, except for well grounded situations, approved by the Senate Executive Office.
- i) The average number of contact hours per week is maximum 26 (except Sports and Practical Training hours).
- j) The number of course hours per week for a discipline is maximum 2.5 (in exceptional cases, with the approval of the Senate Executive Office, 3 hours are admitted).
- k) The ratio between the number of course hours per week and the number of application hours per week should be 1 ± 0.1 .

The term “project” in the context of point a) refers to autonomous projects, namely projects that are introduced in the educational plan as stand alone disciplines, having a distinct mark. Besides the autonomous projects, when appropriate, homework and non-autonomous projects associated with the seminar or laboratory activities may be assigned within the various disciplines. These do not have a distinct mark. Their appraisal shall be taken into consideration when determining the mark for the “overall activity” (see art. 20).

Art. 12. The electives for a certain specialisation may be chosen:

- from the electives in the educational plan of the respective specialisation;
- from the compulsory or the elective courses included in the educational plan of another specialisation/s, in the field of the respective specialisation;
- from the compulsory or the elective courses included in the educational plan of another specialisation/s, in a different field than the respective specialisation.

Art. 13. Students’ choice of electives is based on the faculty provision, designed according to art. 12 – thorough information of students, made based on written materials presented to the students and provided for direct consultation, in due time, by the Student Information and Counselling Offices -, with assistance from the board of the respective specialisation, and the results shall be specified in the study agreement. Students’ options shall be specified **in writing and signed**, by the end of the second semester of the academic year previous to the one for which the choice is made. In well grounded situations, students may choose other electives than the one proposed by the faculty, formulated according to art. 12. The faculty management has the obligation to analyse these situations and when considered justified and applicable, it shall approve and administer those electives. The study agreements shall be concluded, for all study years, during the first two weeks of each academic year.

Art. 14. In determining the electives administered one needs to take into account, on the one hand, the professional constraints set by the Board of the Faculty administering the specialisation of the respective degree and, on the other hand, constraints related to the policy on the number of students promoted by the university and financial constraints. With regard to the last category of constraints, the choice for a discipline/package of disciplines shall be ensured only if it will be followed by a number of students between 1/4 of the total number of students following that specialisation and 20.

Art. 15. From the study disciplines, 4 at the most during one semester may run for all the 14 weeks of conveying knowledge and training skills, both during courses and applications, included in one semester. At least for courses, the others shall have a modular structure of 4-11 weeks periods, so that the number of disciplines including courses at any given moment should not exceed 5 (in well grounded situations this limit may be exceeded, but only for short periods of time). The applications related to the modular courses may also have a modular structure, either parallel with the courses or subsequent. Both in case of modular courses disciplines and non-modular ones, it is strictly forbidden to schedule more than 4 hours of courses for a discipline in the same day.

III. PROVISIONS ON STUDENTS' PARTICIPATION TO EDUCATIONAL ACTIVITIES

Art. 16. In UPT, the educational process is undertaken based on an individual study agreement, concluded between the institution and each student. All rights and obligations of the parties are stipulated in this agreement. (Annex 1 – (click))

Art. 17. For students in non-terminal study years attendance to all types of educational activities (course, seminar, laboratory, project, practical training) is compulsory. For students in terminal study years attendance is compulsory only for seminars, laboratory activities, projects and practical training. Students in stage II, in non-terminal study years, who graduated integrally the previous year with an average of minimum 7, are exempted from the obligation to attend courses.

Possible derogations from this article (illness, employment, etc.) shall be dealt with by the Faculty Board Office.

Art. 18. Absence from the educational activities with compulsory attendance shall lead to penalties, as follows:

- a) *Warning*, for unmotivated absence to more than 1/5 from the total number of hours stipulated in the semester timetable by the study agreement;

- b) *Expelling*, for unmotivated absence to more than 1/3 from the total number of hours stipulated in the semester timetable by the study agreement or following a second warning during the same academic year.

Penalties shall be enforced by the Faculty Board Office, based on the compulsory regularly attendance reports, submitted to the dean's office by the tenured professors of the respective disciplines; mention should be made that expelling requires the endorsement of the Senate Executive Office.

Art. 19. Seminars, laboratory activities and projects not undertaken in due time or not completed with a pass mark or where students want a better mark may be re-sat with other groups, during the semester, within the possibilities provided by availability of seminar rooms and laboratories. A number of seminars/laboratory activities/project meetings per discipline in a total of maximum 25% of the total number of seminars/ laboratory activities/project meetings hours of that discipline may be recovered following a specific timetable, during the periods focused specifically on conveying knowledge and training skills, within the limits imposed by availability of physical and human resources in the departments and chairs or, as an exception, during the sessions, for a fee.

Art. 20. Attendance to activities provided for in the educational plan and performance during these activities are the basic factors that underpin the mark for the "overall activity". This mark **is not a prerequisite** for accepting students' seat in examinations/collocutional examinations and it **shall not be taken into consideration** in determining the mark awarded for the examination/collocutional examination; but it does have a role in the calculation of the final mark, according to art. 24 of this regulation.

Art. 21. Only students who undertook all the related laboratory activities, attended at least 2/3 of the total number of seminar hours and at least 2/3 of the total number of project hours and had an adequate professional performance may obtain a pass mark for the overall activity for a certain discipline.

Art. 22. Students who were hospitalised, pregnant students or young mothers, students who practice high performance sports (namely participate to national level competitions organised under the aegis of specialised federations), students undertaking valuable artistic activities, students who benefit from scholarships or exchange programmes I other university centres and other students in exceptional situations may benefit from a favourable timetable set by the Faculty Board Office in order to compensate for the absence from the applicative activities provided for by the educational plan. The procedures shall be determined by the Faculty Board Office, taking into account the physical and human resources available for the departments and chairs.

IV. PROVISIONS ON STUDENTS' CONTRACTING THE STUDY DISCIPLINES

Art. 23. For each university year the students have the obligation to contract all the credits related to the study year they are enrolled for – obviously, credits they have not acquired yet – as well as all pending credits from the previous study years (if any). If the disciplines which were not passed from the current study year and those not passed from the previous study years sum up a total exceeding 70 credits, the student has the right to contract only a part of the disciplines not passed from previous study years together with all disciplines not passed yet from the current study year, within the limit of at least 70 credits.

If the total of pending credits and of the credits allocated for the current study year, not acquired yet, does not exceed 60 credits, the student may contract disciplines from the next study year, within the limit of a total of maximum 70 credit points.

Students who passed integrally with a multiannual average equal or higher than a threshold set by the Faculty Board have the right to contract, besides the credits related to the current study year, disciplines from the next study year, within the limit of a total workload of 90 credits.

V. PROVISIONS ON ASSESSMENT

Art. 24. All disciplines are completed at semester level. Practical training and Sports shall be completed following a collocutional examination or distributed examinations, with **an appraisal**, and all other disciplines are completed with a **mark**. Appraisals can be “passed” or “not passed”, and the marks are expressed as integers between 1-10 (final marks are considered). The value of a final mark is determined according to the following formula:

$$\text{final mark} = \text{part of } (k_1 \cdot e + k_2 p + 0.5)$$

where:

e = mark after the examination / collocutional examination / autonomous project

p = mark for overall course activity

*k*₁, *k*₂ = weight coefficients with the characteristics: *k*₁ + *k*₂ = 1 and

$$k_2 \geq \frac{k_1}{2}$$

The mark after the examination / collocutional examination / project represents **exclusively** the level of knowledge / skills demonstrated during the examination / project defence, while the mark for overall activities is an overall appraisal of the student's performance during the entire semester, focusing on elements such as: level and quality of participation to discussions and debates and answers given to questions during the course, seminar, laboratory and project hours, manner of undertaking the laboratory works, accomplishment of

homework and their quality, project work pace, attendance to courses, seminars, laboratory and project activities etc. Both marks may be expressed either as integers or as real numbers with two decimals, as the professor of that discipline considers appropriate. Nevertheless, the final mark shall be expressed as an integer.

Art. 25. The examination mark may be the result of a sole assessment, encompassing the entire subject matter, or an average mean between the mark from a partial examination covering the first half of the subject matter, and a final examination mark, covering the second half; partial examinations are organised – it is compulsory to organise them – only for those disciplines whose course is delivered during all the 14 weeks for conveying knowledge and training skills included in a semester.

Art. 26. Both for autonomous and non-autonomous projects, the mark awarded after the project defence depends only on the value of the project (assessed based on multiple criteria), on the quality of its written and oral presentation, on the answers given to questions asked during the oral presentation and, in case of team work, on the personal contribution of each student.

Art. 27. In case of distributed assessment, the final mark should result as the arithmetic mean of at least three marks awarded during the study of the respective discipline: one to reflect the overall involvement and quality of student's activity and the other two the knowledge, competences and skills acquired. The mark reflecting the overall involvement and quality of student's activity shall be taken from the marks register or from the IT system, where it is indicated as "mark for overall activity", and shall be treated for all purposes, including re-contracting, as the mark for the overall activity during within disciplines with examination. The arithmetic mean of the minimum two other marks reflecting the knowledge, competences and skills acquired by the student under that discipline shall be specified in the respective columns of the marks register or in the IT system, under the title „mark for schedule x where $x \in \{1,2,3\}$ and shall be treated for all purposes, including re-contracting, as the examination mark for disciplines with examination. For the minimum 2 marks reflecting the knowledge, competences and skills acquired it is mandatory to ensure the reseat possibility, according to art. 30.

Art. 28. The formula specified at art. 24 applies only if the marks are equal to or higher than 5. In case this requirement is not met, the final mark cannot be calculated and the student shall not pass, thus shall not be awarded any of the credit points allocated for the respective discipline.

Art. 29. The timetable of the assessment activities – we are considering here only the usual ones, not the additional ones as well, they will be discussed under art. 30 – is set as follows:

- **project presentations:** only in the periods allocated essentially for conveying knowledge and training skills;
- **collocutional examinations/distributed assessments:** only in the periods allocated essentially for conveying knowledge and training skills;
- **for disciplines with examinations:** mainly during the sessions, but also possible during the periods allocated essentially for conveying knowledge and training skills, to be undertaken in other weeks than the ones immediately before the sessions; during the 1 week sessions – others than the resitting session – 1-2 examinations shall be scheduled, during the 2 weeks sessions 2-4 examinations shall be scheduled, during the 3 weeks sessions 3-4 examinations shall be scheduled, and during the 4 weeks sessions 4 examinations shall be scheduled (obviously, in all cases, examinations may be partial or integral).

Art. 30. For each type of assessment – examination / collocutional examination / project defence –, besides the common schedule, numbered 1, two more are ensured: schedule 2 – free of charge (just like 1) and schedule 3 – for a fee. Partial examinations are not considered here; they are schedule only once – free of charge – without interfering with the other 3 schedules described above and are organised for all students who contracted that discipline. For the disciplines with distributed assessment, the tests leading to the minimum 2 marks for knowledge, competences and skills acquired may be resat free of charge only once during the interval allocated for conveying knowledge and training skills of the current semester.

Schedules 2 and 3 for the assessment tests related to semester I may be organised anytime during the intervals allocated essentially for conveying knowledge and training skills subsequent to schedule 1, in compliance with art. 31; exemptions may be granted for schedule 3, upon approval of FBO, so that it may be organised during session 5.

Schedule 2 for the assessment tests related to semester II may be organised during the intervals allocated essentially for conveying knowledge and training skills subsequent to schedule 1 or during session 5.

Schedule 3 for the assessment tests related to semester II may be organised during session 6 (autumn session). Mention should be made that only the students who, after session 5, acquired for the current study year a minimum of $30-x$ credits, where x is the number of credits related to the practical training during that year, in case of non-terminal study years, have the right to participate to the autumn session. Failure to meet this requirement shall automatically lead to expelling, except in cases of interruption of studies.

For the terminal years, all schedules for assessment tests related to disciplines in semester II shall be planned two weeks before the graduation examination at the latest.

We mention that reseats within schedule with the purpose of getting a higher mark – undertakes by students who passed – shall be exempted from payment of fee.

Art. 31. Irrespective of their type, the timetable for assessments shall be agreed upon by the students and teaching staff involved, upon approval of Faculty Board Office, and it shall be posted on the faculty notice board at least 2 weeks prior the assessment period.

Art. 32. Examinations / collocutional examinations / distributed assessments shall be undertaken in writing, orally or both. This shall be decided by the Faculty Board Office, by consultation with the tenured professors for those disciplines. Every semester, starting with the first specialisation semester, shall include at least one oral examination or one oral and written examination. The duration of partial written examinations is maximum 1.5 hours and of integral written examinations – de maxim 3 hours (considering the student working time). During the oral examinations / collocutional examinations, each student shall have available 15-20 minutes to prepare their answers and 15-20 minutes to present their answers.

Art. 33. For all assessment types students have the obligation to identify themselves with their student card and to present it to the professor, to record the final mark, irrespective if the examination is passed or not.

VI. PROVISIONS ON PASSING

Art. 34. The issue of passing / not passing applies at discipline level and at study year level.

Art. 35. A discipline is passed when the final mark awarded for it is at least 5 or, in case of disciplines passed with appraisals, when the appraisal is "*passed*".

Art. 36. A non-terminal study year is passed when the total of credits acquired by passing the disciplines included in the educational plan is higher than or equal to 40. **Nevertheless, the nominal obligation of students is to acquire 60 credits during an academic year.** There is a possibility to pass with a shortage of up to 20 credits out of the 60 nominal credits, as **derogation**, granted to support those students who, for reasons beyond their control – illness, financial hardship, family circumstance etc. – find it impossible to engage in the educational process at their full potential. As during terminal years the study disciplines has associated only 30 credits for “Architecture” and 45 credits for the other fundamental fields, the rest up to 60 being allocated for the diploma examination, the passing requirement for these years is to acquire at least 20 credits for the “Architecture” field and 30 credits for the other fields.

Art. 37. Failure to pass a discipline within an academic year shall lead to the obligation to re-contract it every year, starting with the next academic year, until the respective student has passed. Recontracting will involve a fee for each discipline, representing a part of the annual tuition fee, proportional to the weight of the credits allocated to the respective disciplines for the total annual credit points (60); if the discipline was not passed only for the examination/ collocutional examination/autonomous project defence /tests for assessment of knowledge, competences and skills acquired within the distributed assessment, the recontracting fee shall be 15% of its integral value; if the discipline was not passed only for the overall activities in case of disciplines with examination/ collocutional examination/distributed assessment, the recontracting fee shall be 85% of its integral value. The recontracting fee – may it be integral or reduced – shall be multiplied every year by $0.5*(x+1)$, where x is the difference in academic years between the current year and the year when the discipline should have been passed (naturally, in determining the value of x the years of interruption of studies or years when he/she did not hold the status of a student shall not be taken into consideration).

Disciplines may also be recontracted even if they have been passed, when the student is not satisfied with the mark obtained. In this case, the new mark shall be taken into consideration only if it is higher than the first one. Recontracting with this purpose is free of charge.

In the context of recontracting, the passing marks agreed by the student for the overall activity, partial or integral examinations, collocutional examinations or projects shall be recognised without any other requirements.

If considered appropriate, the faculty management may approve – **in advance, when concluding the study agreement, under no circumstances postfactum** - that the respective students follow the recontracted disciplines with students from other groups in the same faculty or in another faculty that has them provided in the educational plan, irrespective if this way there will be another tenured professor for that discipline or not (obviously, the faculty management shall take into account the workload limits of the respective professors and of all other issues that might impact on the seriousness and the quality of the teaching/learning process ensured by UPT). If a certain discipline is not provided anymore as a result of changes in the educational plan and there are students who have not passed it yet, the Faculty Board Office shall set for those students new obligations from the educational plan in force, to sum up the same total number of credit points. In the recontracting context, the Faculty Board Office may also approve that students who have not succeeded in passing one discipline contract another discipline, with all related obligations, and reaching the same total number of credit points; the new discipline shall be treated for all purposes – including the financial one – as though it had been contracted from the very beginning, not replacing another discipline.

Art. 38. Failure to pass an academic year – namely failure to obtain at the end of the academic year at least x credits for the disciplines in the educational plan for the respective academic year, with $x=40$ for non-terminal years in all fields, $x=20$ for the terminal year in the „Architecture” field and $x=30$ for the terminal study years in the other fields – shall automatically lead to expelling, except in cases of interruption of studies.

VII. PROVISIONS ON COMPLETION OF STUDIES

Art. 39. Completion of Bachelor studies in UPT is achieved by passing an examination consisting of:

1. a test to assess fundamental and specialist knowledge;
2. a project presentation test, the diploma project.

Access to the second test is conditioned by passing the first one.

The diploma project shall be elaborated during the intervals specified at art. 11, points b) and c). Project elaboration is monitored and coordinated by a member of the teaching staff, the diploma project supervisor, individually or in cooperation, based on an activity plan related to the project.

The requirements a diploma project must meet are set by each faculty and published on the faculty website.

Any diploma project shall include a statement of its author that “the project is the result of own intellectual activities and does not include plagiarized parts”. Once finalised, the diploma project is presented to the supervisor. To be defended, each diploma is assessed in writing by the diploma project supervisor/s. The assessments shall explain the decision reached. If following assessment the score is lower than 5 the graduate shall not be allowed to seat the study completion examination.

The mark granted by the diploma project supervisor/s may be appealed against at the Faculty Board Office, which shall appoint a commission consisting in 3 members. The diploma project supervisor/s shall not be part of this commission. The appeal shall be discussed in the presence of the diploma project supervisor/s and of the graduate, based on the diploma project and the activity plan. The commission’s works are recorded in a minute. The commission shall decide whether the mark awarded by the supervisor shall be maintained or changed. The decision reached by the commission is definitive.

Art. 40. Only students who – at the beginning of the semester when the session for defending the diploma is scheduled – are not more than 30 credits short from the total of their credit obligations related to the respective specialisation may undertake the study completion examination during that session. Of the students who meet this preliminary requirement only those who, by the date of the first

test, have acquired a total of $(2n-1)*30$ credits for the “Architecture” field and of $(2n-1)*30 + 15$ credits for the other fields, n being the normal duration of studies expressed in study years, and who hold a certificate of linguistic competence for specialised communication in an international language may actually undertake the examination. The certificate may be issued by the Communication and Foreign Languages Department in UPT, Embassies, Consulates or Cultural Centres of countries where the respective language is official language. The Communication and Foreign Languages Department shall issue certificates to those students who either studied for at least one semester the respective foreign language and got a passing mark or successfully passed a linguistic competence test organised by the Department.

The students who are more than 30 credits short at the beginning of the semester when the study completion examination is scheduled shall have cancelled, by unilateral intervention of the University, the position “Study completion examination” from their study agreement for the respective year.

For those students, the first opportunity to contract the study completion examination shall occur in the year when they are less than 30 credits short at the end of the last session in the terminal year and it shall be included in the calculation of the fee related to this examination.

The study completion examination shall be scheduled in the second half of July. As an exception, the study completion examination may be scheduled in the winter session of a subsequent academic year, as a reseat.

Art. 41. The study completion examination shall be passed only if both tests it includes have been passed. Passing the examination shall implicitly lead to acquiring the credits allocated for it, namely: 30, for “Architecture”, 15, for the other fields. No credit point is awarded in case of failure to pass at least one of the tests; this shall lead to a reseat of the entire examination.

Art. 42. Students who pass the study completion examination and thus acquire $2n*30$ credits (n being the same as described at art. 40) shall be awarded the higher education diploma in compliance with the legal provisions in force.

Art. 43. Students who have not passed the study completion examination, but have acquired at least $(2n-1)*30$ credits, for the “Architecture” field, and at least $(2n-1)*30 + 15$ credits, for the other fields (n being the same as described at art. 40), cannot be awarded yet the higher education diploma mentioned at art. 42, but only a higher education certificate to be issued on demand.

Art. 44. Students who, after the end of the academic year during which they followed the terminal study year, have not acquired the $(2n-1)*30$ credits for the “Architecture” field, or the $(2n-1)*30 + 15$ credits for the other fields (n being the same as described at art. 40) provided by the educational plan of the

respective specialisation (obviously: only students who do not fall under the scope of art. 38) have the opportunity to recontract the pending disciplines, in compliance with art. 37. These students shall be registered with UPT as following extended study years (extension 1, extension 2, etc.), without benefitting from any of the benefits related to the student status (accommodation, scholarship, social benefits, lower fees for public transportation, etc.).

VIII. PROVISIONS ON ACQUIRING THE STATUS OF UPT STUDENT

Art. 45. The status of UPT student may be granted/re-granted as follows:

- a) by admission competition
- b) by recognition of prizes obtained in the national and international levels of professional competitions organised for high school students and acceptance of laureates in the tuition free system
- c) by transfer from another public university from Romania or other Member States of the European Union
- d) by reenrolment in the tuition based system until passing to the next study year
- e) by distribution decided by Ministry of Education

In all cases, the student status shall be revalidated on annual basis, upon bi-lateral signing of the study agreement. The same opportunity shall be taken for updating the financial study regime, in compliance with the regulations in force.

Art. 46. Enrolment is made in study year I, with *zero* credit points for students who have not acquired in previous contexts higher education studies that may be recognised and equivalated, or in the last study year x , where, following the recognition and equivalation procedure, the credit points shortage does not exceed $20*(x-1)$, as compared to the number of credit points nominally allocated for the beginning of the respective study year.

IX. PROVISIONS OF INTERRUPTION / RECOMMENCEMENT OF STUDY

Art. 47. Students who due to force majeure situations (to be appraised by the Senate Executive Office) find it temporarily impossible to continue their studies may benefit once for each study stage of the right to interrupt their studies; the maximum duration of such interruption is 24 months, running from the beginning of the semester during which the application for interruption of

studies is initiated. During the interruption of studies period the person shall still have the student status, but shall not be entitled to the social benefits granted to students. Interruption of studies may be granted anytime, on the condition that, when applying for it, the student is not expellable.

Recommencement of interrupted studies shall be done based on a written application. Student who interrupted their studies during semester I may recommence studies only at the beginning of the academic year. Their study agreement shall not bear any modification in light of their interruption of studies. Students who interrupted their studies during semester II may recommence studies either at the beginning of the academic year or at the beginning of semester II. In the first case, for semester I they shall contract pending disciplines related to the previous study years and to the current one, tuition based, according to art. 37 and, if appropriate, disciplines in advance for the next study year up to 30 credits – according to their study regime (tuition based or tuition free). In both cases, contracting disciplines from semester II shall not bear any modification in light of their interruption of studies.

X. PROVISIONS ON PENALTIES

Art. 48. Unmotivated absence to more than 1/5 from the total number of hours stipulated in the semester timetable by the study agreement as well as certain instances of inappropriate behaviour shall be penalised by “warning”. Penalties shall be enforced by the Faculty Board Office.

Art. 49. The following categories of students shall be expelled from UPT:

- a) Students who sum up unmotivated absence to more than 1/3 from the total number of hours stipulated in the semester timetable by the study agreement or following a second warning during the same academic year
or:
- b) Students who, without benefiting from an interruption of studies, have acquired at the end of the summer session of a non-terminal study year less than $30-x$ credits, where x is the number of credits allocated to practical training during the respective year, or at the end of the summer session of a terminal study year – less than 20 credits for the “Architecture” field and less than 30 credits for the other fields, in all cases, for the disciplines in the educational plan of the study year followed
or:
- c) Students who, without benefiting from an interruption of studies, have acquired at the end of a non-terminal study year less than 40 credits
or:
- d) Students who commit fraud (including plagiarism) or attempt to fraud the assessment process, including the study completion examination

or:

- e) Students who do not observe their financial obligations to UPT according to the set deadlines

or:

- f) Students who engage in other activities that are incompatible with the status of student (to be appraised by the Senate Executive Office)

or:

- g) Students who do not sign the study agreement on due time

or:

- h) Students who chose to give up their status as UPT students

We mention that plagiarism (see point d) is understood as using ideas or words of another and passing them off as one's own.

In all cases, through expelling, all possible debts a student may have to UPT, are **settled**.

XI. PROVISIONS ON REENROLLMENT

Art. 50. Students expelled with reenrolment rights may be reenroled, upon approval of the Senate Executive Office, **but not during the academic year of expelling**. Reenrolment shall be done in the tuition-based regime until passing to the next study year. Reenrolment shall be done only at the beginning of the academic year.

As derogation to the provisions of art. 23, paragraph 1 reenrolled students may contract only the disciplines they have not passed from the current study year.

XII. PROVISIONS ON TRANSFERS

Art. 51. UPT enrolls by transfer only students coming from public universities, from fields that are either identical or may be assimilated to the one they want to study, who have the agreement of the respective universities and the approval of the faculty they intend to transfer to. Their enrollemnt shall be for the study year and regime in compliance with art. 45 and 46 of this regulation.

Art. 52. Transfers within UPT may be applied only with the approval of the Faculty Board Offices involved, on the condition that the student obtained in the admission competition a mark that is at least equal to the lowest admission mark obtained in the field he/she intends to study in the respective year.

Art. 53. Only students who, based on art. 47 of this regulation could be enrolled in the second year of study of further in the field/specialisation they wish to pursue may benefit from transfer to UPT.

Art. 54. All types of transfer shall be approved by the Senate Executive Office and records of transfers shall be kept both by the Rectorate and by the Dean's Offices, to include, on the one hand, the applications, chronologically filed, and on the other hand, a table synthesis of information presented in the applications, chronologically presented as well.

XIII. PROVISIONS ON THE STUDY REGIME

Art. 55. The study regime (tuition-based or tuition free) for year I is, for one academic year, the one obtained through the admission competition.

The study regime starting with study year II shall be established annually, based on the student's performance, according to the provisions of the SD no 1 / 2006.

XIV. FINAL PROVISIONS

Art. 56. This regulation integrates all regulations and decisions on the educational process adopted and validated by the UPT Senate starting with 1998 and still in force and it shall be applied starting with the academic year 2008 / 2009 for all UPT students following the Bachelor cycle.

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Professor Nicolae ROBU, PhD

REGISTRAR,
Alexandru GAȘPAR