
	University of Life Sciences "King Mihai I" from Timisoara	Issuing body Quality Management Department
C OD US VT _ – R038	Regulation regarding the organization and conduct of final exams in ULST	Edition 4 / Revision 0

REGULATION

regarding the organization and conduct of final exams in ULST

	Name and surname	Function	Date:	Signature
Elaborate	Head of work dr. MOISA SEBASTIAN	Director DPPD	24.11.2022	
Checked	Professor TULCAN CAMELIA	Acting Director Quality Management Department	25.11.2022	
	Dr. Eng. POPA CAROLINA	Interim Chief Secretary	25.11.2022	
Endorsed:	Professor IANCU TIBERIU	CEAC coordinator	05.12.2022	
	HAIDUC SIMONA	Legal Adviser	05.12.2022	
	Professor ISIDORA RADULOV	President CMO	05.12.2022	
Approved in the Board of Directors by Decision no. 8928 of 05.12.2022				
Approved in the University Senate by Decision no. 8945 of 05.12.2022				
RECTOR	Univ. Prof. Dr. Eng. POPESCU COSMIN ALIN			

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CHAPTER _ I. FIELD OF APPLICATION

Art. 1 (1) This regulation establishes the general framework for the organization and conduct of final studies (bachelor's and master's) within the University of Life Sciences "King Mihai I" in Timisoara (ULST).

(2) The regulation is applicable to all faculties and graduates.

(3) The regulation is used by the staff of the examination commissions, the staff of the commissions for analysis and resolution of appeals and the staff of the secretaries of the faculties.

(4) Users of the regulation are responsible for applying and complying with the provisions of the documents in this regulation.

CHAPTER. II. PURPOSE

Art. 2 .The purpose of the elaboration of this regulation is to establish unitary rules regarding the organization and conduct of the graduation exams (bachelor's and master's) within the University of Life Sciences "King Mihai I" from Timișoara.

CHAPTER III. ABBREVIATIONS


Art. 3 . In this regulation, the following abbreviations will be used:

- **ULST** - University of Life Sciences "King Mihai I" from Timisoara
- **ME** – Ministry of Education
- **MRE** – Ministry of Research and Education
- **MNESR** – Ministry of National Education Scientific Research.

CHAPTER. IV. REFERENCE DOCUMENTS

Art. 4. Primary legislation

- National Education Law no. 1/2011, with subsequent amendments and additions;
- Law no. 288/2004 regarding the organization of university studies, with subsequent amendments and additions;
- Law no. 60/2000, regarding the right of private higher education graduates to take the final exam at accredited state higher education institutions;
- Order of the Minister of Education, Research, Youth and Sports no. 3.952/2012 for the regulation of some measures regarding the completion of studies in higher education, with subsequent amendments and additions.

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- Order no. 3106 of February 9, 2022 regarding the approval of the Framework Methodology for the organization and conduct of license/diploma and dissertation exams , with subsequent amendments and additions.

Art. 5. Secondary legislation

- ULST charter;
Decisions of the University Senate/Board of Administration regarding the organization and conduct of final studies exams (bachelor's and master's).

CHAPTER. V. DESCRIPTION OF THE REGULATION

CHAPTER. V.1. GENERAL CRITERIA

Art. 6 . Bachelor's degree programs organized under Law no. 288/2004 on the organization of university studies, with subsequent amendments and additions, is completed with a license exam for the cycle of university undergraduate studies or a diploma exam for university undergraduate education in the field of engineering sciences, hereinafter referred to as a license/diploma exam, according to the provisions art. 143 para. (1) lit. a) from the National Education Law no. 1/2011, with subsequent amendments and additions.

Art. 7 . University study programs organized under Education Law no. 84/1995, republished, with subsequent amendments and additions, is finalized:


- a) with a license/diploma exam, for studies in long-term university education;
- b) with graduation exam, for short-term university education studies.

Art. 8 . (1) In the situations provided by Law no. 60/2000 regarding the right of private higher education graduates to take the final exam at accredited state higher education institutions, taking the license/diploma exam is conditional on the graduates passing a selection exam.

(2) The selection exam is organized and held within the accredited higher education institutions where the license/diploma exam will be held later, within the ULST consisting of 3 written tests.

(3) The passed selection exam is recognized in all subsequent license/diploma exam sessions, but only within the institution where it was taken and passed.

Art. 9 . For the situations provided for in art. 361 para. (4) and (5) of Law no. 1/2011, with subsequent amendments and additions, respectively for students and graduates who were enrolled in specializations/study programs that were not authorized to operate provisionally or accredited and who ended their teaching process, the provisions apply Order of the Minister of Education, Research, Youth and Sports no. 3.952/2012 for the regulation of some measures regarding the completion of studies in higher education for the situations provided for in art. 361 para. (4) and (5) of the National Education Law no. 1/2011.

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Art. 10 . I can take the license/diploma exam:

- a) higher education graduates of study programs/specializations accredited or authorized to operate provisionally existing, liquidated or entered into liquidation;
- b) graduates who passed the selection exam, according to the provisions of art. 8.

Art. 11 . ULST, an accredited higher education institution, organizes, as the case may be, graduation exams, both for its own graduates and for graduates of other state or private higher education institutions, at:

- a) undergraduate degree programs/specializations accredited under the law;
- b) undergraduate study programs/specializations authorized to operate provisionally, for which they have, in the same field of study, accredited university study programs/specializations.

Art. 12. (1) ULST, an accredited higher education institution, organizes, as the case may be, license/diploma exams for graduates of other accredited or provisionally authorized higher education institutions for undergraduate study programs that exist within the structure of our institution, in compliance with the legal provisions.

(2) Graduates of an accredited higher education institution, as well as graduates from provisionally authorized higher education institutions can register and take the license/diploma exam at ULST, based on a collaboration protocol, according to **Annex 3** to this regulation, with the approval of the university senates of the two higher education institutions, after the approval of the administrative boards, in compliance with the legal provisions .


(3) The collaboration protocol will also establish the costs related to the organization of the license exam in the case of graduates from other accredited or provisionally authorized higher education institutions, in compliance with the legal provisions in force and the decisions regarding the fees for the organization of the license exam.

(4) Graduates of provisionally authorized or accredited study programs/specializations within accredited/authorized to operate provisionally entered into liquidation or liquidation, who did not take or did not pass the graduation exam, may take the exam of bachelor's/diploma in ULST if there are those university degree programs/accredited specializations.

Art. 13. (1) ULST, an accredited higher education institution, organizes and conducts the dissertation exam for its own graduates, from the current promotion and from previous promotions, both from the university master's studies and from the postgraduate master's studies organized on the basis of Law no. 84/1995, republished, with subsequent amendments and additions..

(2) ULST can organize a dissertation exam for graduates of other accredited higher education institutions if it has master's degree programs with the same name and in the same field of study, in compliance with the legal provisions.

(3) Graduates of an accredited higher education institution , they can register and take the dissertation exam at ULST, based on a collaboration protocol, according to **Annex 6** to this regulation, with the approval of the university senates of the two higher education

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institutions, after the approval of the administrative boards, in compliance with the legal provisions.

(4) The collaboration protocol will also establish the costs related to the organization of the dissertation exam in the case of graduates from other accredited higher education institutions, in compliance with the legal provisions in force and the decisions regarding the fees for the organization of the dissertation exam.

Art. 14 . For a university studies/specialization program, the graduation exam is organized and held under the same conditions for all graduates, at the ULST headquarters, regardless of the form of education completed or the higher education institution graduated from.

Art. 15 . The graduation exams can be organized, as a rule, in three sessions, respectively June-July, September - the current academic year, and in February of the following academic year. Graduates of previous promotions can register for the graduation exams in the sessions scheduled for the current promotion.

Art.16 . Only people who have the status of graduates, i.e. those who have fully completed the education plan provided for the cycle and the respective study programs, can appear for the graduation exam.

Art. 17 . Candidates for the graduation exam present a certificate of language proficiency in a language with wide international circulation, issued by the organizing institution, or by another specialized institution, national or international, recognized by the organizing institution, as well as proof of payment of the fee to register for the exam. Registration of candidates for the final exam is carried out at least 10 days before

CHAPTER. V.2. PROVISIONS REGARDING THE CONDUCT OF LICENSE/DIPLOMA AND DISSERTATION EXAMS


CHAPTER. V.2.1. PROVISIONS REGARDING THE CONDUCT OF LICENSE/DIPLOMA EXAMINATIONS

Art. 18 . Completion of the studies organized on the basis of Law no. 288/2004 regarding the organization of university studies, with subsequent amendments and additions and those organized on the basis of Law no. 84/1995, republished with subsequent amendments and additions, ends with a license exam or a diploma exam, as the case may be.

Art. 19 . The license/diploma exam consists of 2 tests, namely:

a) Test 1 - Evaluation of fundamental and specialized knowledge; written or oral exam, with the exception of the Faculty of Veterinary Medicine where the evaluation is in the form of a grid and a practical test. The topic and the bibliography are published on the ULST website.

b) Test 2 - Presentation and defense of the bachelor thesis/diploma project. The

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presentation and oral defense of the bachelor thesis/diploma project are public.

Art. 20 . The tests mentioned above for the license/diploma exam take place in the presence, in the same place and at the same time, of the examination committee/commissions specific to each test and the examinee.

Art. 21 . For each test, the examination ends with the awarding of grades: The passing grade of each test must be at least 5.00, and the passing average of the exam must be at least 6.00. The average of a test, as the arithmetic average of the marks awarded exclusively by the members of the examination board, as well as the average of the license/diploma exam is calculated with two decimal places, without rounding. The marks awarded by the members of the examination board are whole numbers from 1 to 10. Decision-making within the board is done by simple majority. The deliberation of the commissions regarding the establishment of the results of the license/diploma examination is not public.

Art. 22 . The results of each test are communicated by posting, within no more than 48 hours from the date of its taking, on the notice board of the organizing faculty and on the university's website.

Art. 23 . (1) Examination committees/commissions for analysis and resolution of appeals are established on study programs, by decision of the rector, upon the proposal of the faculty councils, and are published on the institution's website.

(2) Each commission is made up of the president, members and secretary. The president of the license/diploma examination committee and the committee for analysis and resolution of appeals must have the didactic degree of university professor or university lecturer. The members of these commissions must have the scientific title of doctor and the didactic degree of lecturer/head of work/university lecturer/university professor. The secretary of the commissions must have at least the teaching degree of university assistant and has only the duties of document administration.


(3) The members of the commissions for examinations and of the commissions for the analysis and resolution of appeals cannot be with the examinees or with each other in the relationship of spouses, relatives and relatives up to the 3rd degree inclusive, according to the law.

(4) The composition of the license/diploma commissions and the commissions for resolving appeals, as well as the number of their members, does not change during the final exams.

Art. 24 . Graduates who pass the final exam receive a higher education diploma according to the regulations in force, those who did not pass or did not pass, receive, upon request, a certificate of graduation without a final exam.

CHAPTER. V.2.2. PROVISIONS REGARDING THE CONDUCT OF THE DISSERTATION EXAMINATIONS

Art. 25 . University master's studies organized on the basis of Law no. 288/2004, with subsequent amendments and additions, as well as postgraduate master's studies organized on the basis of Law no. 84/1995, with subsequent amendments and additions, is completed by dissertation examination. The dissertation exam consists of the presentation and defense of

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the dissertation work. This is public and takes place in the presence, in the same place and at the same time, of the examination committee and the examinee.

Art. 26 . (1) The public defense of the dissertation is done in front of a commission appointed by the decision of the rector, at the proposal of the faculty council, and is published on the institution's website.

(2) Each commission is made up of a president, members and secretary. The president of the dissertation examination committee and the committee for analysis and resolution of appeals must have the didactic degree of university professor or university lecturer. The members of these commissions must have the scientific title of doctor and the didactic degree of lecturer/head of work/university lecturer/university professor. The secretary of the commissions must have at least the teaching degree of university assistant and has only the duties of document administration.

(3) The members of the commissions for examinations and of the commissions for the analysis and resolution of appeals cannot be with the examinees or with each other in the relationship of spouses, relatives and relatives up to the 3rd degree inclusive, according to the law.

(4) The composition of the dissertation commissions and the commissions for resolving appeals, as well as the number of their members, does not change during the final exams. Decision-making within the commission is done by simple majority.

Art. 27 . The topic of the dissertation work is determined by a teaching staff with the scientific title of doctor together with the master's student. It correlates with the master's university preparation program, with the field of competence of the dissertation supervisor and with the ULST programs.

Art. 28. The elaboration and presentation of the dissertation work are usually done in Romanian, but they can also be done in an international language, if this is expressly provided for in the master's university studies contract.


Art. 29. If the dissertation is written in a language other than Romanian, the paper will be accompanied by a summary written in Romanian. In the case of the dissertation written in an international language, the public defense can be done in that language.

Art. 30. The presentation of the dissertation work must highlight the contributions of the master's student in its realization and especially the elements of originality.

Art. 31 . The committee's assessment of the dissertation work is expressed by the arithmetic mean of the marks awarded by each component of the committee; grades are whole numbers from 1 to 10. Decision-making within the commission is done by simple majority. The deliberation of the committees regarding the establishment of the results of the dissertation examination is not public.

Art. 32 . (1) The dissertation defense test is considered passed if the average of the marks awarded by the committee members is greater than or equal to 6.00. The average is calculated with two decimal places, without rounding, exclusively based on the marks awarded by the members of the examination board.

(2) In case of failure to pass the proof of defense of the dissertation, the candidate may appear at a second session, for a fee, taking into account the committee's observations and/or recommendations.

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(3) If the master's student does not obtain a passing average at the second defense of the dissertation, he will receive a certificate of graduation without a final exam.

Art. 33 . The master's student who has fulfilled all the requirements set out in the master's university study program and obtained at least a 6.00 average at the public defense of the dissertation receives the master's degree accompanied by the supplement to the degree, drawn up according to the regulations in force.

Art. 34 . The results are communicated by posting, within no more than 48 hours from the date of the defense, on the notice board of the organizing faculty and on the university's website.

Art. 35. (1) Any appeals regarding the results of a test are submitted to the secretariat of the faculty where the exam in question was held, within no more than 24 hours from the communication/display of the results and are resolved, exclusively at the university level, within 48 hours from the date of the conclusion of the submission of appeals, by the Commission for analysis and resolution of appeals appointed by ULST.

(2) The decisions of the commissions for analysis and resolution of appeals are final.

(3) Appeals for oral, sports or artistic aptitude tests and appeals based on ignorance of the regulations for completing university studies are not accepted.

CHAPTER. VI. FINAL PROVISIONS

Art. 36 . Graduates will fill in a declaration on their own responsibility that the bachelor thesis/diploma project/dissertation thesis is not plagiarized (Annex 4).

Art. 37. In case of failure to pass the graduation exams, they can be held in a later session, with the candidate bearing the related expenses, under the conditions established by the University Senate and in accordance with the legal provisions in force.

Art. 38. After graduation, the faculties have the obligation to permanently monitor the placement of graduates on the labor market from the point of view of the moment of employment as well as the acquired university qualification, by using a form for collecting the data of the graduates as well as other mechanisms implemented at the level institutional (**Appendix 5**) .

CHAPTER. VII. ANNEXES

Art. 39. The records regarding the organization and conduct of the end-of-studies exams in ULST are made using attached annexes:

APPENDIX 1	LIQUIDATION NOTE FOR GRADUATES OF PART-TIME / DISTANCE EDUCATION	ULST-R038 – F01
APPENDIX 2	LIQUIDATION NOTE FOR FULL-TIME EDUCATION GRADUATES	ULST-R038– F02
APPENDIX 3	LICENSE/DIPLOMA EXAMINATION SUPPORT COLLABORATION PROTOCOL	ULST-R038– F03
APPENDIX 4	DECLARATION ON YOUR OWN RESPONSIBILITY REGARDING THE AUTHENTICITY OF THE DIPLOMA PROJECT/THESIS/DISSERTATION	ULST-R038– F04
APPENDIX 5	GRADUATES DATA COLLECTION FORM	ULST-R038– F05