
 CODE ULST –R040	University of Life Sciences "King Mihai I" from Timisoara	Issuing body Quality Management Department
	REGULATION REGARDING THE PROFESSIONAL ACTIVITY OF STUDENTS IN THE UNIVERSITY OF LIFE SCIENCES "KING MIHAI I" FROM TIMISOARA	Ed. 4 /Rev.0

REGULATION REGARDING THE PROFESSIONAL ACTIVITY OF STUDENTS IN THE UNIVERSITY OF LIFE SCIENCES "KING MIHAI I" FROM TIMISOARA

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CAP. I. FIELD OF APPLICATION

Art. 1. (1) This regulation establishes the method of organizing and carrying out the professional activities of all students from the University of Life Sciences “King Mihai I” from Timisoara (ULST).

(2) The Regulation applies to all categories of students (budgeted or with tuition fees), from all forms of education, enrolled according to the laws in force, regardless of the year of study at the University of Life Sciences “King Mihai I” from Timisoara (ULST).

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

CAP. II. PURPOSE


Art. 2. The purpose of the elaboration of this regulation is to establish unitary rules regarding the way of organizing and carrying out the professional activities of all students from the University of Life Sciences “King Mihai I” from Timisoara .

CAP. III. DEFINITIONS. ABBREVIATIONS

Art. 3 . IN n the content of this regulation will use the following **abbreviations:**

A) Abbreviations:


- **ULST** –University of Life Sciences "King Mihai I" from Timișoara ;
- **IOUDS**– Institution Organizing University Doctoral Studies;
- **MNE** – Minister of National Education ;
- **MERYS** – Ministry of Education , Research, Youth and Sports;
- **MER** -Ministry of Education and Research;
- **MEGDIREA** – Ministry of Education/General Directorate of International Relations and European Affairs;
- **NCRED** – National Center for Recognition and Equivalence of Diplomas;
- **SMRRU** – Single Matriculation Register of Romanian Universities;
- **NEL** – National Education Law;
- **RAQAHE** – The Romanian Agency for Quality Assurance in Higher Education;
- **ESATSC** – The European system accumulation and transfer of study credits ;
- **PM**- Placement mobilities ;
- **QMD** – Quality Management Department.

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CAP. IV. NORMATIVE REFERENCES

Art. 4. Primary legislation

- Education Law National no. 1/2011, with subsequent amendments and additions;
- Law no. 441/2001 for the approval of the Government's Emergency Ordinance no. 133/2000 on university and postgraduate education with a fee, with subsequent amendments and additions;
- Law no. 288/2004 regarding the organization of university studies, with subsequent amendments and additions;
- Law no. 224/2005 for the amendment art. 5 of the Government Emergency Ordinance no. 133/2000 regarding state university and postgraduate education with a fee, over the places financed from the state budget;
- GD no. 404/2006 regarding the organization and conducting university master's studies;
- Order M.Ed.C. _ no. 3617/2005 regarding the generalized application of the European Transferable Credit System (ECTS), with subsequent amendments and additions;
- Emergency ordinance no. 75/2005 regarding quality assurance education ;
- Law no. 87/2006 for the approval of the Government Emergency Ordinance no. 75/2005 on quality assurance education , with subsequent amendments and additions;
- Government Decision no. 1004/2002 regarding the stimulation of students and students who received distinctions at the school olympiads international ones organized for pre-university education and for doctoral students who have obtained special results in research activity, with subsequent amendments and additions;
- GD no. 1424/2006 for the approval of the methodology-framework for the organization of integrated study programs offered by two or more universities leading to the obtaining of joint diplomas;
- MECTS order no. 3223/2012 for the approval of the Methodology for the recognition of study periods carried out abroad;
- MEN Order no. 3392/2017 regarding the establishment of the General Criteria for granting scholarships and other forms of material support for students and students from state higher education , part -time education , with subsequent changes and additions ;
- Order of MECTS no. 3666/2012 regarding the approval of the Code of Rights and the student's obligations ;
- Order no. 5140/2019 of September 11, 2019 for the approval of the Methodology regarding the academic mobility of students.

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Art. 5. Secondary legislation

- ULST charter;
- ULST Regulations/Procedures/Methodologies;
- Decisions of the University Senate and the Administrative Council

CAP. V. DESCRIPTION OF THE REGULATION

CAP. V.1. GENERAL DISPOSITIONS

Art. 6. This regulation is made in accordance with the provisions of art. 136 para. 2 of the Education Law national no. 1/2011 (LEN) , which regulates the need for each higher education institution to develop its own regulation of the professional activity of students (license and master) and starts from the principles that must regulate the activity of students within the university community stipulated in art. 202 para. (1) from the Education Law national no. 1/2011, with the amendments and completions further :


- a) the principle of non-discrimination;
- b) the principle of the right to assistance and free complementary services in state higher education ;
- c) the principle of participation in the decision;
- d) the principle of freedom of expression;
- e) the principle of transparency and access to information.

Art. 7. The regulation of the students ' professional activity is revised whenever necessary, in accordance with the new legal regulations.

CAP. V.2. REGISTRATION TO THE FACULTY AND THE STUDENT'S DOCUMENTS

Art. 8 . (1) Enrollment at ULST in the first year is done by the rector's decision. Candidates are enrolled in the first year admitted following the admission session, on places financed from the budget and with a fee. students transferred and those who wish to re-enroll, enroll in the year of studies for which they received approval, after the faculty has determined the eventual difference exams . All students will pay the related fees established by the University Senate.

at most two study programs , regardless of the study cycle and the type of higher education institutions . A person can benefit from funding from the budget for one bachelor's program and one master's program. Graduates of Medicine studies who have followed the form of budgeted financing can be enrolled in the master's university study cycle only with a fee.

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(3) The re-enrolled student, at the faculty and study program from which the expulsion took place, by the rector's decision, will maintain the same enrollment number under which he was originally enrolled.

(4) The student admitted through the admission competition in the first year can request enrollment in the higher year, based on previous schooling, only if the studies he followed are in the same fundamental field and he has not accumulated a number greater than 20 credits outstanding for the years of studies considered recognized. In this case, the student will submit this request accompanied by supporting documents (scholastic status, diploma supplement, etc.) to the faculty secretariat at least five (5) working days before the start of the academic year.

Art. 9. (1) Enrollment of students in the Matriculation Register is done in alphabetical order, assigning to each a unique matriculation number , valid for the entire period of schooling in the faculty to which he was admitted. The matriculation register is completed with pen or blue ink, changes are made with pen or red ink .


(2) Enrolled students are registered in the Single Matriculation Register of Romanian Universities (SMRRU) and in the University Management Platform of ULST.

Art. 10. (1) When enrolling in the first year of studies, the student's file is compiled , which will include:

- a. papers from the entrance exam (if applicable);
- b. application form for enrollment for the first year of studies;
- c. the study contract, specific to each study cycle and each form of schooling ;
- d. the baccalaureate diploma (or equivalent), in the original or copy "in accordance with the original" for those who are students and at another faculty/specialization; they will bring a certificate from that faculty showing that the original baccalaureate diploma is there;
- e. birth certificate in copy according to the original;
- f. documents certifying the change of name, copy in accordance with the original;
- g. certificate from which it can be concluded that the person applying for admission is fit for the field he is applying for;
- h. CI in copy according to the original;
- i. Tuition approval issued by MEGDIREA for Romanians everywhere; letter of acceptance to studies in the case of foreign citizens from third countries issued by the ME; certificate of recognition of the studies or certificate attesting the studies carried out abroad and allowing access to Romanian university education for Romanian citizens and from member states of the European Union, the European Economic Area and the Swiss Confederation, issued by CNRED ;
- j. The certificate of completion of the preparatory year of the Romanian language or the certificate of linguistic competence, as the case may be;

(2) During the schooling period , the student's file is completed with:

- a. the annual addendum to the study contract;
- b. documents certifying the studies completed in other universities in the country and abroad and the results obtained ;

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- c. requests for reasons for absences and medical documents if applicable;
- d. the documents by which interruptions, transfers, etc. were approved;
- e. the complete mobility file;
- f. credit equalization and recognition decision;
- g. other documents.

Art. 11. Study documents remain in the student's file throughout the schooling period and it is returned together with the graduation certificate/ bachelor 's degree /master's degree based on the liquidation sheet. The rest of the documents (including copies of the baccalaureate diploma and/or license) are archived in accordance with the legal provisions. Also, during the studies, the study documents in the file can be released upon request, for 48 hours.

Art. 12. (1) Upon enrollment in the faculty, each student is issued free of charge: the student card and student ID card .

obtained during the evaluations during the years of study are entered in the student card . Presentation of the student card to the examining teaching staff is mandatory.

(3) These documents are endorsed by the secretariat at the beginning of each academic year.

(4) No corrections or introduction of false data are allowed in the student's documents.

(5) In case of loss of personal documents (student card, identification cards), a duplicate is issued after announcing the loss in the press and paying the applicable fees.

(6) In case of withdrawal, transfer or expulsion, the student is obliged to return the student card and other identification cards (transportation, library card , etc.). They will be canceled and kept in the student's file.

CAP. V.3. THE RIGHTS AND OBLIGATIONS OF THE STUDENT


Art. 13. The student, as a member of the academic community , has rights and obligations arising from the legislation in force, the study contract, the Code of Rights and the student's obligations from ULST, the provisions of the University Charter and from ULST's own regulations.

Art. 14. During the schooling period , the student has the following **rights** :

a. To benefit from free studies, financed from the budget, for the entire normal duration of university studies, according to the laws and regulations in force, if he occupied a budgeted place through admission or redistribution. Free tuition is provided only for the legal duration of the study program of each faculty ;

b. To follow two specializations at the same time if he meets the requirements the conditions of the laws and regulations in force;

c. To use the laboratories, lecture halls and seminars , libraries and reading rooms, the sports base, the canteen, as well as all the means provided by the university for professional activity and cultural-sports activities ;

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d. To participate in the activities scientific , cultural and sports that take place in the faculties and in the university;

e. To receive scholarships and other forms of material support, in accordance with the legal norms and regulations established by the university and the legislation in force;

f. To benefit from free medical assistance ;

g. To be accommodated in the university dormitories , under the conditions provided by the regulations in force, within the limits of available places;

h. To choose and be elected as a student representative in the Faculty Council and in the University Senate ;

i. To benefit from mobility scholarships, for studies at other universities in the country and abroad;

j. To benefit from reduced tariffs in all situations provided by the laws and regulations in force;

k. To benefit from the advice and guidance from a teaching staff (tutor of the year/dean of the year), determined by the dean of the faculty , in matters of professional training, transferable credits and education ;

l. To benefit from open sessions if the students are engaged in artistic and sports performance activities , have been hospitalized for at least 3 weeks (attested by medical certificates) , have maternity leaves or if they have participated in mobility programs national or international . Open sessions are approved by the Faculty Council .

m. To be able to follow two years of studies at the same time under the conditions of LEN and the regulations in force.

Art. 15. During the schooling period , the student has the following obligations :

a. To fulfill their obligations according to the educational plan with exactingness , in good conditions and on time and university programs for the purpose of thorough professional training ;


b. To respect the norms of ethics and academic conduct regarding order, morality and the rights of others , both within the university and outside. The student is responsible for his entire behavior;

c. To use carefully the existing materials in the educational spaces , dormitories, canteens, etc .;

d. To respect the authority of the teaching, research and administrative staff, as well as the authority of the governing bodies of the faculties and from the university;

e. To pay the established fees and any resulting penalties within the deadline . The fees are established by the Senate, and the possible request for exemption from their payment can be approved by the Board of Administration only in thoroughly justified cases;

f. To respect the division into groups, the deadlines for issuing school documents according to the legislation in force and the university's regulations , the work schedule of the secretariats and the dean's office, the timetable;

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g. To respect the provisions of the University Charter , this regulation and other regulations that refer to students .

CAP. V.4. ATTENDANCE TO TEACHING ACTIVITIES

Art. 16. (1) The student has the obligation to attend all training activities : courses, seminars , laboratories, practical activities , provided with mandatory frequency in the regulations of the faculty , established by the departments and the Faculty Council . These are brought to your attention students through the subject sheets and education plans displayed at the beginning of each academic year, in the first two weeks.

(2) The manner of attending the didactic activity hours as well as the completion of the work carried out during them are established, depending on the specifics of the disciplines, by the Faculty Council , upon the proposal of the subject holder.

(3) All references to the minimum standards regarding the student's activity within a study subject can be found in the subject sheet , the curriculum document available to the student and displayed during the entire period of the academic year on the subject notice boards.

(4) Non-compliance with the provisions regarding the mandatory minimum attendance established by the Faculty Council , at the proposal of the subject holder, is sanctioned with the refusal of the student to take the exam and with the obligation to redo the activities provided for that discipline.

(5) Participation in the hours of didactic activity (laboratory work, practical work, clinics, tests, etc.) and the results obtained will be taken into account in the final evaluations with a certain weight, depending on the specifics of the discipline, a weight that will be provided in the discipline file .


absences from the activity provided with mandatory attendance by the dean can be justified or the vice-dean responsible for the didactic activity of the faculty , based on supporting documents and the student's individual request (**Appendix 3**).

(7) Absences are justified for medical cases, participation in sports performance events , participation in conferences , symposia and other special cases. In medical cases, only certificates issued by the polyclinic or the student hospital will be considered and submitted to the faculty secretariat within a maximum of 14 days from release. Reasoned absences are recovered free of charge.

(8) The maximum allowed level of recoverable absences , motivated or unmotivated, is established by each faculty at the beginning of the academic year.

(9) If the excused absences from practical activities exceed certain provisions established by the Faculty Council, the student can appear for the exam after recovering them, in accordance with the legal provisions in force (with the payment of fees established by the Senate under the additional activities).

(10) The recovery of absences is done according to a schedule established by the teacher who performs these activities , before the date of the scheduled exam.

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(11) The dean of the faculty can approve the partial exemption from attendance for pregnant students based on the medical documents provided by the student dispensary , in the case of repeating the activity provided with the obligatory attendance , this will be exempted from paying the fees.

(12) In the case of repeating the activity provided with the mandatory frequency , the tax exemption can also benefit students presenting medical documents certifying cases of serious illnesses, as well as students temporarily summoned for sports performance activities or scientific , cultural events, etc.

CAP. V.5. STRUCTURE OF THE UNIVERSITY YEAR

Art. 17. (1) The academic year is structured over two semesters, usually of 14 weeks each.

(2) Each study year has 2-4 weeks of practice, which usually take place after the summer exam session.

(3) For the completion of the undergraduate studies, at least 2 weeks will be provided for the completion of the diploma/ license project .

Art. 18. (1) Two regular sessions of 3-4 weeks each (winter session and summer session) and arrears sessions according to the structure of the academic year are provided for taking the exams.

(2) During the semesters, the course holders, together with the representatives students , can set partial exams.

(3) Faculty councils can approve special arrears sessions for students who could not participate in exams for medical reasons, due to participation in scientific , artistic, sports events, internal or external mobility , or other causes.

(4) Exams are scheduled by the teaching staff in charge of the subject, together with the students' representative , and are brought to the attention of the dean and students .


Art. 19. The educational process is organized in cycles.

- **cycle 1 – of** 3-4 year undergraduate university studies ; For the Faculty of Veterinary Medicine, cycles 1 and 2 are offered together in the 6 years of study.
- **cycle 2 – of** university studies 2-year master's degree.
- **cycle 3 – called the** 3- and 4-year doctoral university study cycle respectively (Veterinary Medicine).

Art. 20. (1) Each faculty has one or more study programs. The educational plans characteristic of each study program contain packages of disciplines, which ensure *the modularization and flexibility of the educational process* .

(2) According to the formative category, the disciplines are classified into:

- **the package of fundamental disciplines ;**
- **the package of training subjects in the field ;**

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- **the package of specialized subjects** , depending on the specifics of each faculty ;
- **the package of complementary disciplines.**
 - (3) Depending on optionality, the disciplines are classified into:
 - **compulsory subjects** – are subjects imposed during the course of a study program;
 - **optional subjects** – are subjects of choice, necessary to complete the package of subjects from the chosen study program;
 - **optional subjects are introduced with the aim of broadening** the students' training horizon in the field of study followed. The optional subjects in the psycho-pedagogical training program create the prerequisites for the occupation of teaching positions in pre-university/high school and university education .

Art. 21. (1) For each subject of study, a file (discipline file) is drawn up annually by the teaching staff for teaching activities and application activities, which will be endorsed by the department director and approved by the dean of the faculty. The discipline file is written in the language of the study program to be known by potential candidates and by the students register .

(2) The subject file includes the following information : the name and code of the subject, its holder(s), the semester in which it is studied, the total estimated time for teaching activities , the prerequisites and the conditions for carrying out teaching activities , the specific skills , the objectives of the discipline, the content of the courses, practical works, seminars or clinics, the related credits, the minimum necessary bibliography, the corroboration of the content of the discipline with the expectations the epistemic community , professional associations and employers, the student evaluation system (examination methods and weighting of different tests).


CAP. V.6. EXAMINATION AND GRADING OF STUDENTS

Art. 22. The evaluation of the student's professional training is done throughout the studies, in seminars , practical works, the course and other activities provided in the curricula , as well as through exams held in the sessions established in accordance with the structure of the academic year and with the discipline sheet .

Art. 23. (1) Attendance at practical works, laboratories, seminars is mandatory and conditions the student's participation in the exam. The share of compulsory participation in the course hours is established by the Council of each faculty .

(2) Hours of practical work, laboratories, seminars missed are motivated by the management of the faculty and fully recovered. Unexcused absences are recovered with the fee established by the university Senate .

Art. 24 . The student carries out a minimum training activity of 40 hours per week, highlighted in the Education Plan, consisting of a number of physical didactic hours and individual study hours (preparation of reports, projects, doing homework, bibliographic studies, etc.).

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Art. 25. (1) The volume and level of knowledge required for the assessment tests are established by the respective subject sheets , per study program. The form of final evaluation of students is provided in the curriculum and it can be, depending on the completed study program: exam; colloquium; project; check along the way, project support / license /graduation. At least half of the subjects in the curriculum in a semester are checked by exam.

(2) The evaluation procedures are described in the *Discipline Sheet* . The final evaluation of students for each didactic activity is carried out:

- to the compulsory /optional subjects included in the curriculum of the study program that the students follow ;
- to the optional subjects included in the educational plans of the study programs, subjects for which the students expressed their option in writing;
- to the disciplines of the psycho-pedagogical training program , if they opted for such a discipline.


(3) Teaching staff have the obligation to prepare and hand over the Course Sheets of the subjects to be supported to the department director in two original copies, one will be archived at the department and one at the faculty secretariat. A copy of the course sheet is displayed on the course notice board and posted on the ULST University Management Platform, E- learning section . They also have the obligation to inform the students and to explain the evaluation procedures in the first meeting with them , at the beginning of each semester. The subject files are kept for the entire duration of the academic year at the department and are renewed annually.

(4) The department director analyzes the content of *the Discipline Sheet* and requests changes in case of inconsistencies . The faculty council approves the assessment strategies set by the departments.

Art. 26. The mode of taking the exams is established , for each subject separately, at the beginning of the semester and is made known to the students , by posting , along with the requirements imposed by the titular teaching staff for the student to enter the exam (attendance at the didactic activities , carrying out the laboratories, drawing up the portfolios, drawing up the projects, etc.). Also, teachers have the obligation to establish and communicate to students the minimum required knowledge for passing the exam.

Art. 27. In ULST, the exams are taken orally . By way of exception , with the approval of the Faculty Council Office , exams can be held in written form or grid tests. In this case, students who do not obtain a passing grade will be examined orally on the same day. The oral exam will be held , according to the legal provisions, in front of a committee made up of at least two members, one of whom must be the owner of the course, assisted by the teaching staff who led the seminars or practical works or by another specialized teaching staff.

Art. 28. Tests and written papers are kept by the teaching staff during the entire academic year.

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Art. 29. (1) The period of the exam sessions is established annually, by the University Senate , by approving the structure of the academic year.

(2) The day and time of the exams, for all forms of education , are approved by the dean's offices, upon the proposal of the student groups and with the consent of the teaching staff of the discipline.

(3) The schedule of the exams is determined by group and is announced students by displaying on the notice board and on the University Management Platform of ULST, at least two weeks before the start of the exam session.

(4) The exam verification form cannot be changed during the session.

(5) In well-justified cases, students or teaching staff can request the Faculty Council to change the exam date, in the same session.

(6) For the autumn session, the exams are scheduled until the end of the summer session and a notice board is displayed and posted on the ULST University Management Platform. In the case of arrears and re-examination sessions, a maximum of 2 exams can be scheduled at different times.

Art. 30. (1) Students have the obligation to respect the schedule of the exam session. For all forms of assessment, students are required to identify themselves with their student card and present this card to the course instructor, in order to record the final grade, regardless of whether it is a pass or not.

(2) Exams are held in ordinary exam sessions (winter, summer), arrears and re-examination sessions , provided that all the activities provided in the discipline sheet (courses, laboratories, seminars, etc.) are completed in full.

(3) Faculty councils can decide to organize extraordinary exam sessions for students find out , during the session, in one of the situations below: pregnancy; temporary disability; special events in the family; other situations regulated by the legislation in force.

(4) For students trained in performance sports or artistic activities , as well as for those participating in mobility programs Nation and international , the Faculty Council can approve special exam sessions.


(5) For students arrears from the final years, arrears sessions are organized before the period of registration for the license .

(6) Prohibition of students' participation in exams is possible in the case of non-payment of the current tuition installments , in this way it is the students ' non-fulfillment of the contractual clause, or in the case of other situations indicated in this regulation.

(7) The student who does not appear for the exams planned in the respective session is marked "Absent" in the exam catalog.

(8) Students who have outstanding credits from previous years can take the exam in the exam sessions (arrears, re-examination) scheduled in the current academic year. In this case, the examination fee will be in the amount determined by the University Senate.

Art. 31. To take the exam, the course holder prepares a number of subjects described on the exam tickets, subjects that must be signed by him.

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Art. 32. (1) Students must be informed of the objectives pursued by the evaluation, the scope of the subjects required for the exam and according to which criteria they will be evaluated .

(2) Students must be given a minimum bibliography for taking the exam, as well as for problems, applications , exercises and the case studies that will be written on the exam papers.

Art. 33. (1) **For** undergraduate study cycles and master's degree, in each discipline, the student can take the exams at most twice for free.

(2) If the student does not obtain passing grades after the second presentation, he has the right to present himself in the arrears and re-examination session.

(3) Failure to appear for the exam in the scheduled sessions implies the exhaustion of the right to appear for the exam without a fee .

(4) Students have the obligation to attend the scheduled sessions only together with the group they belong to. Only in exceptional cases , students can appear for exams with another group, with the approval of the teaching staff and the approval of the dean of the faculty .


Art. 34. (1) The dean can approve, based on the individual request, the re-examination, in order to increase the grade in at most 2 disciplines per year, the student who has passed all the exams provided in the curriculum , passed in the regular exam sessions, for the current academic year and the previous years (integralist). It is not allowed to take exams to increase grades in subjects studied in previous years . Re-examination for grade increase cannot be repeated.

(2) Re-examinations in order to increase the grade are held during the arrears session in the fall, and for the final years in the summer. They will be able to be defended in front of a committee of which the course holder is a member. The grade is changed only if the student obtains a higher grade than the initial one .

(3) The exams scheduled in the re-examination sessions will be held in front of a committee made up of 3 members of which the course holder is a part. The commissions are proposed by the dean of the faculty and approved by the Office of the Faculty Council. The grade in the catalog will be passed and signed by the course owner/dean based on an examination report.

Art. 35. The student who tries to pass the assessment tests (exams, checks, projects, tests, etc.) by fraud will be expelled by the Rector, upon the proposal of the Faculty Council , and with the approval of the Board of Administration following the presentation of a report from the the teaching staff.

Art. 36. Faculties will display , at the beginning of the first semester of the penultimate year of studies, the list of supervisors and the topics for diploma projects/ undergraduate theses . For dissertation papers, the list of supervisors and the topic will be displayed in the second semester of studies. Students will opt, in writing, for the chosen topic until the end of the semester.

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Art. 37. (1) The specialized practice is mandatory for the student whose specialization also includes this type of activity. The verification of the skills acquired by the student in the practical activity is done, as a rule , through an evaluation method by the teaching staff responsible for the practice (dean of the year/tutor of the year).

(2) Pedagogical practice will take place according to the educational plans and of the own Methodology for organizing psycho-pedagogical training programs in order to certify competences for the teaching profession.

Art. 38. (1) Grading of the student's answers to exams, colloquiums, checks along the way, projects is done, as a rule, with marks from 10 to 1, expressed in whole numbers, the minimum pass mark being 5. In some cases according to the education plan, checks can be marked with accepted/rejected.

(2) The grade calculation method must be made known students . The share of the evaluation of the course activity in the final grade is 40-60%.

(3) Grades are entered in the University Management Platform of ULST. The grades will be displayed (in the case of written exams) by indicating **the student's code** assigned to him at the time of registration for the admission test.

(4) Each discipline has only one final grade in a semester.

(5) Acceptance of the project (if it is established for a specific discipline) constitutes a condition for presentation to the exams in the respective discipline; the grade obtained for the project is included in the exam grade. If the project constitutes a distinct discipline in the education plan, the grade obtained is transferred to the related catalog.


Art. 39. Appeals regarding the results of the evaluation process (except for the oral evaluation) can be submitted to the faculty secretariat within two working days of the publication of the results. The appeal is resolved by the Faculty Council , within 3 working days, from the date of filing the appeal .

Art. 40. (1) The catalogs completed in all sections and signed by the examiner and the assistant examiner must be submitted to the secretariat, no later than the day after the end of the exam .

(2) For optional subjects, the grade in the catalog is transferred according to the option students . If the student refuses to pass the grade in the catalog or does not appear for the exam in the ordinary, arrears and re-examination sessions, he is considered withdrawn from the discipline in question and recorded .

Art. 41. (1) The academic year is considered completed when the student has passed all the subjects provided in the curriculum for the respective academic year, under the terms of this regulation , and has accumulated the set number of credits.

(2) The student who has arrears can be enrolled in the higher studies year as arrears (promoted through credits).

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(3) For the student of the last year of studies, the situation the school year ends one week before the date set for the license /diploma, dissertation exam (as applicable).

(4) The Board of Administration , upon the proposal of the Faculty Council , may approve the extension of tuition free of charge, for students on budgeted places, by at most one academic year compared to the legal duration of tuition provided by the curriculum in the following situations :

- a) maternity leaves;
- b) medical cases certified by medical certificates;
- c) participation of performance athletes in special training programs and competitions national or international .

(5) If at the end of the legal duration of the study program the student has not obtained all the credits established in the curriculum , he can request (**Appendix 4**) extending the duration of study (for a maximum of 1 year) in the regime with a fee for subjects not promoted and cannot benefit from the facilities provided by law for students during this extension. The extension request is submitted to the faculty secretariat for its approval by the Faculty Council at least 10 days before the start of the academic year. The student who requested the extension of his studies must satisfy the requirements of the educational plan of the promotion with which he ends his studies. Therefore, he will be considered a graduate of the promotion with which he acquires all the credits necessary to complete his studies and will take the final exam in the session scheduled for this promotion. The fee will be established according to the number of outstanding credits.

Art. 42. (1) Closing the situation the student's education is done after the autumn session with at least 10 days before the start of the new academic year.


(2) Promotion in the next year of study, from the same cycle, is conditional on obtaining in the previous year of study at least 2/3 of the total credits allocated to the respective year or the accumulation of no more than 20 outstanding credits from the previous year and from the years previous ones, except Veterinary Medicine Faculties where a maximum of 20 outstanding credits from the previous year are admitted.

Art. 43. (1) In accordance with Law no. 224/2005 at the beginning of each academic year, the places financed from the state budget that remain available, to be occupied by students , are evaluated eligible, registered with fee.

(2) Places financed from the state budget remain available to the extent that the students occupying them do not meet the criteria and performance standards established by the University Senate (accumulation of credits necessary to advance one year of study) or for other reasons.

(3) The occupation of the remaining available places is based on the classification of fee-paying students , in relation to the degree of fulfillment of the performance criteria and standards stipulated in the university studies contract.

(4) Students who lost places financed from the state budget can continue their studies with a fee.

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CAP. V.7. STIMULATION OF STUDENTS WITH SPECIAL RESULTS AND RECOVERY OF THOSE WITH INADEQUATE RESULTS IN THE PROFESSIONAL TRAINING ACTIVITY

Art. 44. The evaluation of the professional performance of students from ULST is carried out, according to the provisions of LEN, through summative exam-type evaluations and through continuous evaluation through: seminars, presentation of bibliographic reports, tests, projects, etc., held during the semester) and complete through exams during the scheduled examination sessions at the end of the semester.

Art. 45. The results obtained by ULST students are analyzed periodically, after each exam session, or whenever the situation requires it by the year dean/year tutor, within the disciplines and departments and are presented within the Faculty Council .

Art. 46. The situation regarding the results obtained by students in the professional training activity but also in related activities (cultural-artistic, sports) are used by the academic structures of ULST to highlight and the stimulation of students who achieve special performances in the process of professional training and ensure the necessary conditions for the identification and recovery of students who have inadequate results in the process of professional training.


Art. 47. In the category of students who achieve special performances in the professional training activity are included those students who obtain , following the scheduled exam sessions, at least an average of 9.50 or achieve notable performances in the scientific research activity .

Art. 48. Students with inadequate academic results are included in the category students who do not meet the minimum requirements regarding the didactic activity established by specific regulations (attendance and participation in specific didactic and practical training activities , promotion of checks and exams), those who are frequently arrears and have an average exam grade lower than 6.00.

A. ENCOURAGING STUDENTS WITH SPECIAL RESULTS IN THE PROFESSIONAL TRAINING ACTIVITY

Art. 49 . Students who achieve special performances in the professional training activity (didactic and scientific research) can be stimulated and rewarded by:

- a. awarding performance or merit scholarships, in accordance with the regulations for awarding these forms of student incentives meritorious ;
- b. granting camp tickets;
- c. awarding diplomas of merit or excellence ;

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- d. granting other forms of material stimulation from ULST's own funds;
- e. reduction/exemption from paying some taxes;
- f. selection and support for obtaining scholarships in the country and abroad through different mobility programs for students ;
- g. selecting and supporting students for participation in scientific events students , national / international and the publication of materials resulting from their individual research activity;
- h. support from the ULST for activities that especially concern the professional training of students and , as the case may be, cultural-artistic and sports activities ;
- i. posting of outstanding professional achievements on the university's website ;
- j. counseling in order to complete their professional training and in choosing a professional career;
- k. co-opting into contractual research collectives;
- l. integration into professional associations ;
- m. facilitating connection to the national academic circuit and international .

B. RECOVERY OF STUDENTS WITH INADEQUATE RESULTS IN THE PROFESSIONAL TRAINING ACTIVITY


Art. 50 . In order to prevent situations that lead to a lack of performance in the professional training of students , the year tutor / year dean will monitor the activity of each individual student. Students with difficulties in the professional training activity will be alerted by the teachers of the discipline, and the situation of these students will be brought to their attention in time year tutors/year deans and the dean of the faculty .

Art. 51 . Semesterly or whenever the situation requires it, at the level of the discipline / department / faculty , an analysis of students who have difficulties in the professional training process is carried out .

Art. 52 . In the recovery process of students who have difficulties in the process of professional training, all teaching staff must be engaged, as well as the commissions at the level of the departments / faculties / university that have attributions in the field of professional training of students .

Art. 53 . For the recovery of students who have difficulties in the professional training process, the teaching staff from the subjects where the students do not meet the minimum requirements and /or the Faculty Council adopts the following measures:

- a. analyzing, individually, each individual case, adapting in particular the strategy aimed at the recovery of students with poor academic results ;
- b. establishing recovery programs for practical work activities and consultations for courses, in the case of students with reduced learning performance due to lack of attendance at teaching activities ; the recovery of practical works (seminars , clinics) will be done by the date of the scheduled exam;

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- c. the monitoring of the recovery process of students with inadequate learning results will be carried out through tutorial -type actions ;
- d. engaging their colleagues and , as the case may be, the associations students in student recovery actions ;
- e. periodic analysis in the Faculty Council of the results of the recovery activity of students with difficulties in the professional training activity.

CAP. V.8. APPLICATION OF THE TRANSFERABLE CREDIT SYSTEM

Art. 54. The credit is a conventional unit that measures the amount of work required of the student in different forms: participation in courses, seminars and laboratories; individual study activity; development of projects; carrying out the study practice; taking exams and colloquiums; license exam (graduation), etc., simultaneously with the quality assessment learning through notes.

Art. 55. For each discipline provided in the curriculum , which ends with a form of evaluation: exam, colloquium, verification along the way, project, etc., a number of credits is assigned that reflects the time spent for preparation. Credits do not replace grading and are therefore not intended to measure quality learning .

Art. 56. The credits do not value the activity of the teaching staff (training), but that of the student (learning).


Art. 57. Credits are numerical values assigned (distributed) to the study subjects and are fully obtained by the student by promoting the respective subjects, i.e. by obtaining a minimum grade of 5 (five) or the Admiss qualification.

Art. 58 . The diploma/ license / dissertation exam , as well as the support of the diploma project/ undergraduate work/ dissertation work is credited separately.

Art. 59. Credits can be aggregated (collected) in modules to obtain a study program or a complementary qualification.

Art. 60. Credits are transferable between structures belonging to study programs or related fields. The transfer is made on the basis of the student's individual request and the clear, official credit situation . The dean of the receiving faculty approves this transfer.

Art. 61. Credits are transferable from one educational unit to another by subjects, by groups of subjects (modules) or by compact periods of study (horizontal transfer). The transfer of credits can only be carried out within the same cycle of university studies. The transfer is made at the student's request, based on an agreement between the educational institutions involved .

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Art. 62. (1) Equivalence of disciplines and the granting of the corresponding credits will be done at the beginning of each university year by the Faculty's Teaching Committee/Studies' Equivalence Committee of which the head secretary of the faculty and the holder of course that has invited status . The recognized grades will be listed in the catalogs by the head faculty secretary , based on the decision of the Teaching Committee/ Commission for equalization of studies .

(2) The grades for the subjects with unrecognized credits (difference exams), established by the Teaching Commission/Study Equivalence Commission , from the previous study years will be registered on the ULST University Management Platform by the holder of the respective discipline.

Art. 63. Loans can be obtained in advance and can be carried over to the following semesters (loan mobility). Obtaining it in advance or carrying it over to the following semesters is done at the request of the student and is approved by the Faculty Council .

Art. 64. Credits once obtained are recognized for the entire duration of schooling and their recognition is not affected by changes in the curriculum or the discipline sheet (credits cannot be lost).


Art. 65. The application of the transferable credit system allows: student mobility , recognition of study periods, diversification of the degree of student options and flexibility of the study program within the curriculum , inclusion of new subjects within the curriculum , recognition of compact periods of study studies carried out in other universities , integration into the norms of European education .

Art. 66. Passing the exam (verification) also involves granting the number of credits provided for the respective discipline. The number of credits allocated to a discipline is not divisible.

Art. 67. (1) The student who does not meet the conditions of article 42 par. 2 will be dematriculated, with the right to re-enroll in the year of studies not promoted, under the conditions of payment of the tuition fee . The tuition fee for expelled students, who re-enroll, is established proportional to the number of unaccumulated credits (from the year in which they are re-enrolled and from previous years), by referring to the annual tuition fee related to the year of re-enrollment. The student who did not pass the first year of studies will be expelled and has the right to present himself again for admission.

(2) Students who do not obtain the credits necessary for promotion in the following academic year, and are re-enrolled in the same year of study, must satisfy the requirements of the education plan of the respective promotion .

(3) The studies carried out within the study program interrupted as a result of the expulsion due to the violation of the provisions of the Code of University Ethics and Deontology cannot be recognized in the case of a new registration.

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Art. 68. At the end of the academic year/semester, students are ranked by calculating the weighted average, a criterion that regulates the granting of scholarships and places in student camps.

Art. 69. (1) The number of credits required to complete university undergraduate studies is a minimum of 180 and a maximum of 240 (with the exception of Veterinary Medicine which has 360 credits, the license and the master's degree being offered together) depending on the length of schooling , with an annual value of 60 credits. students enrolled in the master's studies, until the defense dissertation , must accumulate 120 credits.

(2) Optional subjects are credited separately, being recorded in the matriculation register. Credits awarded to these disciplines are not included in the 60 annual credits.

Art. 70. In some undergraduate degree programs, the full-time form of education, the Faculty Council can approve for a maximum percentage of 5% of the number of students, the completion of 2 years of studies in a single year, except for the first and last year of study . Applicants they must be integralists and have a minimum average of 9 in the last year of study.

CAP. V.9. INTERRUPTION OF STUDIES. MOBILITY OF STUDENTS RE-REGISTRATION. WITHDRAWAL FROM STUDIES

A. INTERRUPTION OF STUDIES


Art. 71. (1) At the student's request, the dean of the faculty can approve the interruption of studies for a maximum period of 2 (two) years, provided that at least two semesters are completed . The duration of studies for which the student benefits from free education , according to LEN, is not affected by the period for which the interruption of studies was approved.

(2) Interruption of university master's studies it is done at the student's request and is approved by the university management . **Cumulative periods of interruption of university master's studies cannot exceed 1 year.**

(3) The duration of the master's degree is postponed, in case of interruption, corresponding to the cumulative periods of the interruptions. In the case of those who benefit from a scholarship, it is automatically suspended for the periods of interruption of the master's studies approved under the conditions provided for in paragraph (2).

(4) The application for the interruption of studies shall be submitted to the faculty secretariat before the start of the academic year (**Annex 5**). For health reasons, attested by a medical certificate in which the doctor recommends interruption, or other well-founded reasons, established as such by ULST regulations (scholarship abroad, etc.), interruption can be requested during any semester .

(5) Students cannot be interrupted in their studies you are in a situation of expulsion.

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Art. 72. The student who interrupted his studies, upon resuming them, will fulfill any obligations schools of difference resulting from the modification of the educational plans and benefits from the recognition of passed exams, until the moment of interruption, based on the System of transferable credits (**Appendix 6**).

B. ACADEMIC MOBILITY OF STUDENTS

Art. 73. (1) The student can transfer, upon request, for well-founded reasons, from one accredited university to another, from one faculty to another, from one form of education to another, from a study program to another, with the same degree fields or fields with a similar profile, taking into account the application of the transferable credits system and the compatibility of the educational plans .

(2) Requests for academic mobility will be submitted to the faculty secretariat / IOUDSsecretariat, at least 10 days before the start of the academic year (**Annex 7**).

Art. 74. (1) The definitive academic mobility of the student for bachelor's and master's university studies can be achieved between study programs with the same total number of mandatory transferable study credits, from the same branch of science.

undergraduate university studies and master's university studies, definitive academic mobility can only be done at the beginning of the semester, after the first semester and until the end of the penultimate semester.

(3) Academic mobility can only be carried out outside the academic year and only after passing the year of studies in which the student was enrolled, full-time or with the minimum number of credits established for passing, within the limits of the places allocated for the respective series.


(4) If the number of mobility requests is greater than the number of places available in the respective study program, the situation will be taken into account first school record of the applicants (classification order).

(5) Definitive internal academic mobility is based on the "subsidies follow the student" principle.

(6) The definitive academic mobility of the doctoral student can be carried out within the same doctoral field, between accredited doctoral schools, after the completion of the training program based on advanced university studies, in compliance with the provisions of the Doctoral University Studies Code. The definitive academic mobility of the doctoral student can also be carried out within the same doctoral school for thoroughly justified situations regarding the doctoral supervisors (retirement, death, etc.).

Art. 75. Mobility approval has the following sequence and is the responsibility of :

a. To the Faculty Dean , with the favorable opinion of the Faculty Council , when mobility is requested, from one form of education to another, from one study program to another, within the same faculties ;

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b. To the Board of Administration , when mobility is requested from one faculty to another within the university , with the consent of the deans and Councils of the faculties in question.

c. To the rectors of the two universities , when mobility from one university to another is requested, the requests being approved favorably by the deans of the faculty / directors of the doctoral schools of the two universities between which the mobility took place. The institution accepting the mobility first signs the student's mobility application.

Art. 76. (1) The didactic commission/Equivalence of studies commission in the case of transfer establishes :

- ❖ recognition or equivalence of exams and credits;
- ❖ difference exams and other obligations - where applicable;
- ❖ the period of taking the distinction exams .

(2) Recognition and the equivalency of the exams from the disciplines already taken, on the university route, is done by the receiving faculty students transferred , based on the analysis of **the analytical programs** of the subjects in the curricula of the respective study programs and based on the transferable credits accumulated up to the time of transfer. As the case may be, the commission can establish additional examinations to eliminate the differences between the educational plans .

(3) Based on the decision of the didactic committee/equivalence committee of studies, the secretariat will draw up the " Catalogue of equivalence and differences", in which, for each year of study, both the disciplines whose final checks are recognized and the disciplines different from the educational plans of the faculty to which the transfer is made and for which the transferred student must take differential exams .


(4) Enrollment of the student whose mobility was approved in the case of art. 75 letter b is made by the rector's decision, based on the approval of the Board of Administration , mentioning the year of studies in which the student resumes his activity and any final exams .

(5) The distinction exams are taken in the first year of mobility. For fee-paying students, the partial fee is paid, corresponding to the credits for which the distinction exams are taken.

(6) The transferred student who does not exactly fulfill the program established by the Faculty Council and fails during a maximum of 2 semesters to complete the distinction exams , as well as the promotion of the subjects and the accumulation of credits provided in the education plan , he will be expelled.

Art. 77. The student who has been approved for academic mobility submits the following documents to the secretariat of the faculty to which he wishes academic mobility:

- a. the request for academic mobility, approved under the conditions of art. 75;
- b. the situation student's school certificate , in original, issued by the institution /faculty from which it comes;
- c. all documents necessary for enrollment at the faculty;
- d. proof of payment of the fees established by the university senate ;
- e. all mentioned documents must be stamped and dated.

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C. RE-REGISTRATION OF STUDENTS

Art. 78. Students expelled in a previous year due to non-promotion under the conditions of art. 42 para. 2 of this regulation can be re-enrolled , upon request, at the proposal of the Faculty Council and with the approval of the Board of Administration , under the "fee" regime. They will not be able to be re-enrolled students expelled in the first year.

Art. 79. The student expelled for non-payment of the tuition fee can be approved, upon request, to be granted student status , on the condition that the amount representing the tuition fee for the respective year and the re-enrollment fee is fully covered.

Art. 80. (1) The re-enrolment of the student expelled for reasons other than non-payment of the fee is done at the beginning of the academic year, at the proposal of the Faculty Council , with the approval of the Board of Administration and on the condition of paying the re-enrollment fee and the first installment of the tuition fee established by the University Senate for the respective academic year.

(2) The request for re-enrollment is submitted to the faculty secretariat at least 10 days before the start of the academic year . At the time of re-enrollment, the re-enrollment fee and the first installment of the tuition fee (including the fee for credits not completed for previous years (**Appendix 8**)) must be paid .

D. WITHDRAWAL FROM STUDIES


Art. 81. (1) The student who, for various reasons, withdraws from studies, has the obligation to submit a request for withdrawal from studies before the beginning of the semester. If the application is submitted after the beginning of the semester, the tuition fee is not returned, and if the fee has not been paid, it is mandatory to pay it. The model of the request for withdrawal from studies can be obtained from the faculty secretariat . The request will be approved by the dean of the faculty , the person in question losing the status of a student, being considered expelled.

(2) In the situation where the student occupies a budgeted place at the time of formulating the withdrawal request, the place thus vacated will be occupied by the next eligible student who occupies a fee-paying place, and his tuition fee will be recalculated until the date of occupying the place budgeted.

(3) If the student occupying a budgeted place submits the withdrawal request during the examination sessions, his place will be filled at the end of the examination session by the eligible students, depending on the results obtained in the session.

CAP. V.10. COMPLETION OF STUDIES

Art. 82. (1) Within the ULST , the studies carried out within the programs of the bachelor's degree cycle end with a diploma/ **license exam** , and those carried out within the programs of the master's university studies cycle end with a **dissertation exam** .

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(2) US VT also organizes conducts the license , diploma and dissertation , for all accredited study programs or operating in an accredited field, based on the Education Law national no. 1/2011, of the Framework Methodology developed by the Ministry of Education and of the Regulation code ULST PG 001R038 regarding the organization and conducting final exams in the University of Life Sciences “King Mihai I” from Timisoara .

Art. 83. (1) In accordance with the provisions of art. 143 para. 4 of the Education Law national no. 1/2011, the supervisors of the bachelor's , diploma or dissertation works are jointly responsible with the legal authors of these works, respectively the students , for ensuring the originality and quality their content .

(2) Enrollment in the graduation exam will be done in accordance with the legal provisions in force on the date of its organization and the specifications issued by ministerial order, annually, by the Ministry of Education . Also, enrollment is conditioned by students completing the entire curriculum of the study program followed.

Art. 84. The rector can cancel, with the approval of the university senate, a certificate or a degree when it is proven that it was obtained by fraudulent means or by violating the provisions of the Code of University Ethics and Deontology.

CAP. V.11. INTERNATIONAL MOBILITIES

Art. 85. (1) International mobility is based on a Study Agreement, which guarantees the recognition of credits and qualifications obtained .


(2) The training program during mobility is established by the student depending on the Curriculum of the faculty /study program in which he is enrolled and the educational offer of the host university .

(3) The training program will include similar subjects (compulsory, optional), so as to cover the 30 credits allocated to a semester or 60 credits per year.

(4) If the student obtains credits for subjects that are not found in the Curriculum of the faculty /study program in which he is enrolled, these are considered additional and will be listed separately in an appendix to the diploma supplement drawn up by ERASMUS+ office.

Art. 86. (1) The student who benefits from mobility , with the approval of the dean and the approval of the Rector, to universities abroad, his activities are recognized conducted and the exams held , based on the study documents issued by the respective university education institutions .

(2) The recognition (equalization) of the exams and the years of study is done by the Didactic Commission /Study Equivalence Commission of each faculty and the grades will be entered in the catalogs by the course holder based on the decision of the Didactic Commission/Equalization Commission of studies.

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Art. 87. For students with mobility scholarships, the evaluation of the disciplines provided for in the mobility contract is done at the host university, the results being transferred according to the recognition procedure and equalization.

Art. 88. Scholarship students from other universities who come to ULST are required to submit an application to the departmental ERASMUS+ Co-donor within the faculty where they are temporarily enrolled to accumulate credits, mentioning the name of the subjects they will follow, an application that must be approved by the dean.

Art. 89. (1) Foreign scholarship students are evaluated in the same conditions as well the others students of ULST.

(2) Exam results are entered in special catalogs for each individual discipline (approved form) and are kept in the student's personal file. Based on these catalogs, the faculty sends an address to the Cooperation Office International , signed by the chief secretary of the faculty and dean, specifying:

- the name of the subjects in which the student took exams;
- the grades obtained in the exams;
- the number of credits transferable (ECTS) assigned to the disciplines in the approved curriculum .


(3) In the case of placement mobilities (SMP), if the student takes exams, their results will be entered by the teaching staff in special folders for each individual discipline. In this situation , the faculty sends an address to the Office of International Cooperation , signed by the chief secretary of the faculty and of the dean, specifying :

- a) the name of the subjects in which the student took the exam;
- b) the grades obtained following the assessment;
- c) the number of transferable credits (ECTS) allocated to the disciplines in the approved curriculum .

CAP. V.12. REWARDS AND PENALTIES

Art. 90. For outstanding performance in professional activity and scientific the student can be rewarded by:

- a. awarding the diploma of merit or some special distinctions of the ULST;
- b. special scholarships (merit, performance) in accordance with the regulations in force regarding their award;
- c. mobility scholarships in Socrates/Erasmus+/CEEPUS programs;
- d. other forms of awards established by the University Senate or the Faculty Council from extrabudgetary funds, in a self-financing regime , in accordance with legal regulations.

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Art. 91. (1) Non-compliance by the student with the obligations and duties included in this regulation, in the Code of Rights and the student's obligations from the ULST, the provisions contained in the University Charter and the own regulations of the ULST, as well as those provided in the study contract, entail the application of the following sanctions :

- a) written warning;
- b) the withdrawal of the scholarship for a determined period (of a maximum of 3 months);
- c) deregistration with or without the right to re-enroll;
- d) other sanctions provided by university regulations and the code of ethics and university professional deontology.

(2) The sanctions provided for in para. 1, is applied depending on the seriousness of the violations, their repetition, the conditions in which they were committed .

(3) The sanctions provided for in para. 1 lit. a and b are decided by the Faculty Council and is applied by the dean, and the sanction from letter c is decided by the Board of Administration upon the proposal of the Faculty Councils and is applied by the rector.

(4) The sanctions established by the university ethics committee follow the sanctioning regime provided by the Education Law national no. 1/2011 and the procedure established by the organization regulation and functioning of the university ethics committee.

Art. 92. (1) Sanctions can be challenged by the student within 5 calendar days from the communication to the Faculty Council , respectively the Administrative Council , depending on the structure that established them.


(2) Disenrollment determined by non-fulfillment of professional obligations cannot be contested.

CAP. VI. FINAL AND TRANSITIONAL PROVISIONS

Art. 93. All administrative activities related to admission, registration, de-registration, re-registration, promotion, interruption of studies and transfer of students , approved by the management of the faculty or university , are carried out at the Faculty Secretariats , which bear full responsibility for the correctness of data entry and informing students about their school situation .

Art. 94. Each faculty has the obligation to delegate for each year of study a year tutor/ year dean, from among the teaching staff. His duties are established by the faculty management .

Art. 95. (1) In order to evaluate the learning environment at the ULST level, the questionnaire regarding the evaluation of the learning environment by students , **Annex 1** to this regulation, will be applied .


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(2) The organization of the evaluation process of the learning environment by the students will be done once every 3 years, by the dean of the year/tutor under the coordination of the vice-deans with the didactic activity, so as to ensure that the process takes place on an ARACIS evaluation cycle, considering the fact that all students must be guaranteed the right to participate in this evaluation. The annual evaluation plan of the learning environment by the student (**Annex 11**) will be completed by the person in charge of quality at the faculty/doctoral school level and forwarded to the DMC.

(3) In the evaluation process, at the faculty level, the vice-deans with didactic activity are responsible for multiplying the forms used, based on the needs developed by the year deans/tutors.

(4) The dean of the year/tutor will centralize the data according to the centralizer in (**Annex 2**) , data that will be transmitted to the person in charge of quality assurance at the faculty and the vice dean with didactic activity. The centralized data at the faculty level is transmitted through the quality assurance officer at the faculty to the Quality Management Service, which processes the data at the university level.

quality assurance within the Doctoral School will centralize the data according to the centralizer in (**Annex 2**) , data that will be transmitted through the person in charge of quality assurance on IOUDSto the Quality Management Department, which processes the data at the university level .

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CAP VII. ANNEXES

Art. 96 . (1) The records regarding the way of organizing and carrying out the professional activities of all students within the ULST framework are made using the attached annexes :

Appendix 1	Questionnaire	CODE: ULST- R040- F01
Appendix 2	centralizing	CODE: ULST- R040- F02
Appendix 3	Application for recovery of unpaid absences	CODE: ULST- R040- F03
Appendix 4	Tuition extension request	CODE: ULST- R040- F04
Appendix 5	Request to interrupt studies	CODE: ULST- R040- F05
Appendix 6	Request to resume studies	CODE: ULST- R040- F06
Appendix 7	Mobility request (transfer)	CODE: ULST- R040- F07
Appendix 7a	English mobility (transfer) request	CODE: ULST- R040- F07a
Appendix 7b	Mobility request (transfer) - French	CODE: ULST- R040- F07b
Appendix 8	Request for re-registration	CODE: ULST- R040- F08
Appendix 9	Application for the issuance of a certificate regarding the completion of a period of studies	CODE: ULST- R040- F09
Appendix 10	Tuition fee refund request	CODE: ULST- R040- F10
Appendix 11	The annual evaluation plan	CODE: ULST- R040- F11
Appendix 12	Application for release of analytical program	CODE: ULST- R040- F12
Appendix 13	Application for release of school status	CODE: ULST- R040- F13
Appendix 14	Application for the issuance of a schooling certificate	CODE: ULST- R040- F14