


	Universitatea de Științe Agricole și Medicină Veterinară a Banatului „Regele Mihai I al României” din Timișoara	Organism emitent Departament ul de Management ul Calității
COD USAMVBT – R038	Regulament privind organizarea și desfășurarea examenelor de finalizare a studiilor în USAMVBT	Ediția 3/Revizia 0

REGULATION

**on the organization and conduct of graduation exams (bachelor's and
master's) in Banat's University of Agricultural Sciences and Veterinary
Medicine**

"King Mihai I of Romania" from Timisoara

	Last Name and first name	Function	Date:	Signature
Elaborated:	Șef lucr. Dr. MOISA SEBASTIAN	DPPD Director	03.03.2021	
Verified:	Conf.Univ.Dr. TULCAN CAMELIA	Interim director Department of Quality management Quality	03.03.2021	
	Dr. Ing. POPA CAROLINA	Chief Secretary Interim	03.03.2021	
Endorsed:	Prof.Univ.Dr. IANCU TIBERIU	Coordinator CEAC	18.03.2021	
	HAIDUC SIMONA	Legal Adviser	18.03.2021	
	Prof.Univ.Dr Radulovic ISIDORA	CMO President	18.03.2021	
Endorsed in the Board of Directors by Decision no. 1389 of 19.03.2021				
Approved in the University Senate by Decision no. 1409 dated 22.03.2021				
RECTOR	Prof.univ.dr.ing. POPESCU COSMIN ALIN			

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CHAPTER I. SCOPE

Article 1 (1) This Regulation establishes the general framework for organization and conducting the final exams (bachelor's and master's degree) at Banat's University of Agricultural Sciences and Veterinary Medicine "King Mihai I of Romania" in Timisoara.

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

(3) The regulation is used by the examination commissions staff, the appeals analysis and settlement commissions staff and the faculty secretariats staff.

(4) The users of the regulation are responsible for the application and observance of the provisions of the documents of this regulation.

CHAPTER II. PURPOSE

Article 2. The purpose of elaborating this regulation is to establish unitary rules regarding the organization and conduct of graduation exams (bachelor's and master's) within Banat's University of Agricultural Sciences and Veterinary Medicine "King Mihai I of Romania" in Timisoara.

CHAPTER III. ABBREVIATIONS


Article 3 The following shall be used in this Regulation **abbreviations:**

- **USAMVBT** – Banat's University of Agricultural Sciences and Veterinary Medicine of "King Mihai I of Romania" in Timisoara;
- **MEC** - Ministry of Research and Education.
- **MENCS** - Ministry of National Education and Scientific Research.

CHAPTER IV. REFERENCE DOCUMENTS

Art. 4. Primary legislation:

- National Education Law no. 1/2011, with subsequent amendments and completions;
- Law no. 288/2004 regarding the organization of university studies, with the subsequent modifications and completions;
- 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 National Education and Scientific Research no. 6125 din 20.12.2016 on the approval of the Methodology - framework for organizing and conducting bachelor's / diploma exams and dissertation, with subsequent amendments and completions;

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- 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 the subsequent modifications and completions.

Art. 5. Secondary legislation

- USAMVBT Charter;
- Decisions of the University Senate / Board of Directors regarding organization and development of graduation exams (bachelor and master)

CHAPTER V. GENERAL CRITERIA

Article 6. Bachelor's degree programs organized based on Law no. 288/2004 on the organization of university studies, with subsequent amendments and completions, ends with a bachelor's exam for the bachelor's degree cycle or a diploma exam for a bachelor's degree in engineering, hereinafter referred to as a bachelor's / diploma exam, according to the provisions of art. 143 para. (1) lit.

a) of the National Education Law no. 1/2011, with subsequent amendments and completions.

Article 7 University study programs organized based on the Education Law no. 84/1995, republished, with subsequent amendments and completions, is finalized:


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

Article 8 (1) In the situations provided by Law no. 60/2000 on the right of graduates private higher education to take the final exam at accredited state higher education institutions, the passing of the bachelor's / diploma exam is conditioned by the passing by the graduates of a selection exam.


(2) The selection exam is organized and carried out within the accredited higher education institutions in which the bachelor's / diploma exam will be held later, within USAMVB Timișoara consisting of 3 written tests.

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

Article 9 For the situations provided in art. 361 of Law no. 1/2011, with subsequent amendments and completions, the provisions of the 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 in art. 361 para. (4)

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and (5) of the National Education Law no. 1/2011, with subsequent amendments and completions.

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Article 10 Are able to take a bachelor's / diploma exam:

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

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

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

Article 12. (1) USAMVB from Timișoara, higher education institution accredited, organizes, as appropriate, bachelor's / diploma exams, **for graduates of other accredited or provisionally authorized higher education institutions** to bachelor's degree programs that exist in the structure of our institution, in compliance with legal provisions.


(2) Graduates of an accredited higher education institution, as well as graduates from provisionally authorized higher education institutions may register and take the bachelor's / diploma exam at USAMVB Timișoara, based on a collaboration protocol, according to Annex 4 to this regulation, with the approval of the university senates of the two higher education institutions, after the approval of the boards of directors, in compliance with the legal provisions

(3) The collaboration protocol will also establish the costs related to the organization of the bachelor's 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 on fees for organizing the bachelor's exam.

(4) Graduates of study programs / specializations provisionally authorized or accredited from higher education institutions accredited / authorized to function provisionally entered into liquidation or liquidated, who did not take or did not pass the graduation exam, may take the bachelor's exam / diploma in USAMVBT if there are those accredited undergraduate / graduate programs.

Article 13 For a university / specialization program, the final exam is organized and carried out in the same conditions for all graduates, at USAMVB Timișoara, regardless of the form of education completed or the higher education institution graduated.

Article 14 The final exams can be organized in three sessions (February, June-July, September), during a calendar year. Graduates of previous promotions can enroll in the final exams in the sessions scheduled for the current promotion.

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Article 15 Only persons who have the quality of graduates, those who have fully completed the curriculum provided for the respective cycle and study programs, can take the final exam.

Article 16 Candidates for the final exam must present at the registration a certificate of linguistic competence in a language of 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. exam registration. The registration of the candidates for the final exam is made at least 10 days before it.

CHAPTER VI. PROVISIONS CONCERNING THE CONDUCT OF LICENSE / OF DIPLOMA AND DISSERTATION EXAMS

A. PROVISIONS CONCERNING THE CONDUCT OF LICENSE / DIPLOMA EXAMS

Article 17 Completion of studies organized based on Law no. 288/2004 on the organization of university studies, with subsequent amendments and completions and those organized under Law no. 84/1995, republished with subsequent amendments and completions, ends with a bachelor's exam or a diploma exam, as the case may be.


Article 18 The bachelor's / diploma exam consists of 2 tests, namely:

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

b) Test 2 - Presentation and defense of the bachelor's thesis / diploma project. The presentation and oral presentation of the paper / project are public.

Article 19 The above-mentioned exams for the bachelor's / diploma exam are held in the presence, in the same place and at the same time, of the exam committee (s) specific to each exam and the examinee.

Article 20 At each test, the examination ends with the award of marks: The average pass of each test must be at least 5.00, and the average pass of the exam must be at least 6.00. The average of a test, as an arithmetic average of the marks of the members of the examination commission, as well as the average of the bachelor's / diploma exam is calculated with two decimals, without rounding. The marks of the members of the examination commission are integers from 1 to 10. The decisions in the commission are made with a simple majority. The deliberations of the commissions regarding the determination of the results of the bachelor's / diploma exam are not public.

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Article 21 The results of each test are communicated by posting, within a maximum of 48 hours from the date of its holding, on the notice board of the organizing faculty and on the university's website.

Article 22. (1) Examination commissions / commissions for analysis and settlement of appeals they are established on study programs, by decision of the rector, at the proposal of the faculties councils. The commissions are made public.

(2) Each commission is composed of the president, members and secretary. The chairman of the bachelor's / diploma examination commission and of the commission for the analysis and settlement of appeals must have the didactic degree of university professor or associate professor. The members of these commissions must have the scientific title of doctor and the didactic degree of lecturer / head of works / associate professor / university professor. The secretary of the commissions must have at least a didactic degree of university assistant and has only the attributions of document management. . The composition of the bachelor's / diploma commissions and of the commissions for solving the appeals as well as the number of their members does not change during the final examinations. .


Article 23 Graduates who pass the final exam receive a higher education diploma according to the regulations in force, those who do not pass receive, upon request, a certificate of graduation.

B. PROVISIONS CONCERNING THE CONDUCT OF DISSERTATION EXAMS

Article 24 Master's degree studies organized based on Law no. 288/2004, with the subsequent modifications and completions as well as the postgraduate master studies organized based on Law no. 84/1995, with subsequent amendments and completions, is completed by dissertation exam. USAMVB Timișoara can organize a dissertation exam only for its own graduates from the current and previous promotion. The dissertation exam consists of taking the dissertation. It is public and takes place in the presence, at the same place and at the same time, of the examination board and the examinee.


Article 25. (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.

(2) Each commission is composed of the president, members and secretary. The chairman of the dissertation examination commission and of the commission for the analysis and settlement of appeals must have the didactic degree of university professor or associate professor. The members of these commissions must have the scientific title of doctor and the didactic degree of lecturer / head of works / associate professor / university professor. The secretary of the commissions must have at least a teaching degree of assistant professor and has only the attributions of document administration. The composition of the dissertation commissions and the commissions for solving the appeals as well as the number of their members does not change during the final examinations. Decisions in the commission are

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made by simple majority.

Article 26 The theme of the dissertation is established by a teacher with the scientific title of doctor together with the master student. It correlates with the training program

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master's degree, with the field of competence of the dissertation supervisor and with the USAMVBT programs

Article 27 The elaboration and presentation of the dissertation is usually done in Romanian, but can also be done in a language of international circulation, if this is expressly provided in the master's degree contract.

Article 28 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 dissertation written in a language of international circulation, public support may be made in that language.

Article 29 The presentation of the dissertation must highlight the contributions of the master student in its realization and especially the elements of originality.

Article 30 The commission's assessment of the dissertation is expressed by the arithmetic mean of the marks awarded by each member of the commission; grades can be from 1 to 10.

Decisions in the committee are made by simple majority. The deliberation of the commissions regarding the determination of the results of the dissertation exam is not public.

Article 31. (1) The test for the dissertation is considered to have been passed if the average of the marks given by the members of the commission is greater than or equal to 6.00. The average is calculated to two decimal places, without rounding.


(2) In case of non-promotion of the test for the dissertation, the candidate may appear at a second session, for a fee, taking into account the observations and / or recommendations of the commission.

(3) If even at the second defense of the dissertation the master student does not obtain a promotion average, he / she will receive a certificate of graduation of the master's degree program and the transcript.

Article 32 The master student who has fulfilled all the requirements provided in the master's degree program and obtained at least an average of 6.00 in the public defense of the dissertation receives the master's degree accompanied by the diploma supplement, prepared according to the regulations in force.


Article 33 The results are communicated by posting, within a maximum of 48 hours from the date of the defense, on the notice board of the organizing faculty and on the university's website.

CHAPTER VII. FINAL PROVISIONS

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Article 34. Graduates will complete a self-declaration that the bachelor's thesis / diploma project / dissertation work is not plagiarized (Appendix 5).

Article 35. (1) Any appeals regarding the results of a test are submitted at the secretariat of the faculty where the examination in question took place, within a maximum of 24 hours from the communication / display of the results and shall be resolved within 48 hours from

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the date of concluding the submission of the appeals, by the Commission for analysis and settlement of the appeals appointed by USAMVB Timișoara. The appeals are resolved exclusively at the university level and are final.

(2) According to the law, the members of the examination commissions and of the commissions for the analysis and settlement of appeals may not be, with those examined or among themselves, in relation to spouses, relatives and relatives up to and including the third degree.

Article 36 In case of not passing the final exams, they can be taken in a subsequent session, with the candidate to bear the related expenses, under the conditions established by the University Senate and in accordance with the legal provisions in force.

Article 37 After graduation, the faculties have the obligation to permanently monitor the insertion on the labor market of graduates in terms of employment and university qualification acquired, by using a data collection form for graduates and other mechanisms implemented at the institutional level.

CHAPTER VIII. ANNEXES

Article 38. Records regarding the organization and conduct of graduation exams in the USAMVBT **is done using** attached annexes:

APPENDIX 1	LIQUIDATION NOTE FOR GRADUATES OF DISTANCE EDUCATION	USAMVBT-R038 - F01
ANNEX 2	GRADUATION NOTE FOR FREQUENCY EDUCATION GRADUATES	USAMVBT-R038-F02
ANNEX 3	CERTIFICATE OF LANGUAGE PROFICIENCY	USAMVBT-R038-F03
ANNEX 4	COOPERATION PROTOCOL	USAMVBT-R038-F04
ANNEX 5	DECLARATION ON YOUR OWN RESPONSIBILITY REGARDING THE AUTHENTICITY OF THE DIPLOMA PROJECT / LICENSE WORK /	USAMVBT-R038-F05
ANNEX 6	DISSERTATION GRADUATE DATA COLLECTION FORM	USAMVBT-R038-F06