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**Internal rules procedure on the organization and carrying out of the final examinations (bachelor and master) in Banat University of Agricultural Sciences and Veterinary Medicine "King Michael I" of Timisoara for the academic year 2017/2018**


Art. 1. The internal rules procedure on the organization and carrying out of the graduation examinations at the Bachelor's and Master's degrees in USAMVB Timișoara is elaborated in accordance with the National Education Law no. 1/2011, as subsequently amended and supplemented, the University Charter and the Order of the Minister of National Education and Scientific Research no. 6125 of 20.12.2016 regarding the approval of the Framework Methodology for organizing and conducting the bachelor / diploma and dissertation exams, as subsequently amended and supplemented.

Art. 2. Undergraduate study programs organized on the basis of Law no. 288/2004 regarding the organization of university studies, with the subsequent modifications and completions, shall be finalized with a bachelor's examination for the bachelor's degree or a bachelor's degree examination for the bachelor's degree in engineering sciences, hereinafter referred to as a bachelor / diploma exam, according to the provisions of art. 143 para. (1) lit. a) of the National Education Law no. 1/2011, as subsequently amended and supplemented.

Art. 3. The university studies programs organized on the basis of the Law on Education no. 84/1995, republished, with the subsequent modifications and completions, for the graduates who have benefited from the extension of studies, finalize:

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

Art. 4. (1) In the situations provided by Law no. 60/2000 on the right of graduates of private higher education to undertake the examination for completion of the studies at accredited higher education institutions, the support of the bachelor / diploma exam is conditioned by the graduation promotion by a graduate.

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(2) The selection examination shall be organized and carried out within the accredited higher education institutions in which the Bachelor's / Graduate Exam will be held at the USAMVB Timișoara consisting of 3 written tests.

(3) The graduated examination is recognized in all subsequent bachelor / diploma exam sessions, but only at the institution where it was supported and promoted.

Art. 5. For the situations provided in art. 361 of the Law no. 1/2011, as amended and supplemented, 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 finalization of studies in higher education for the situations stipulated in art. 361 par. (4) and (5) of the National Education Law no. 1/2011, as subsequently amended and supplemented.

Art. 6. I can apply for a bachelor / diploma exam:


- a) graduates of study programs / specializations accredited or authorized to operate provisionally existing, liquidated or entered into liquidation;
- b) graduates who have passed the selection examination, according to the provisions of art. 4.

Article 7. The USAMVB in Timisoara, an accredited higher education institution, organizes, as appropriate, completion studies for both graduates and graduates of other state or private higher education institutions at:

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

Art. 8. (1) The USAMVB of Timisoara, an accredited higher education institution, organizes, as the case may be, bachelor / diploma examinations for graduates of other higher education institutions accredited or provisionally licensed to bachelor degree programs that exist in the structure our institution, in compliance with the legal provisions.

(2) The graduates of an accredited higher education institution, as well as the graduates from higher education institutions, may be enrolled and may apply for the bachelor / diploma exam

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at USAMVB Timisoara, based on a collaboration protocol, according to annex 4 of this 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 shall also determine the costs of organizing the bachelor's examination in the case of graduates from other accredited or provisionally approved higher education institutions, in compliance with the legal provisions in force and the decisions on the fees for organizing the bachelor's examination.


Art. 9. For a university degree / specialization program, the study completion exam is organized and carried out under the same conditions for all graduates, at the USAMVB Timișoara headquarters, regardless of the type of education completed or by the graduated higher education institution.

Art. 10. The study completion examinations can be organized in three sessions (February, July, September) during one calendar year. Graduates of previous promotions can enroll in study exams in sessions scheduled for the current promotion.

Art. 11. Only the graduates, ie those who have completed the full-time education plan provided for the cycle and the respective study programs, may be present at the graduation examination.

Art. 12. Candidates for the completion of the examinations shall submit at the registration a certificate of linguistic competence in a language of international circulation issued by the organizing institution or by another specialized institution, national or international, recognized by the organizing institution as well and proof of payment of the registration fee. Candidates must be enrolled for the final exam at least 10 days before the exam.

## I. PROVISIONS CONCERNING THE EXERCISE OF LICENSE EXAMINATIONS / DIPLOMAS

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Art. 13. Completion of the studies organized under Law no. 288/2004 regarding the organization of studies at a university, with the subsequent modifications and completions and those organized under Law no. 84/1995, republished with the subsequent modifications and completions, shall end with a bachelor's examination or a diploma examination, as the case may be.


Art. 14. The bachelor / diploma exam consists of 2 tests, namely:

- a) Sample 1 - Fundamental and specialist knowledge assessment; written or oral examination, except for the Faculty of Veterinary Medicine, where the evaluation is in the form of a grid and a practical test. The themes and bibliography are published on the USAMVB Timișoara website.
- b) Sample 2 - Presentation and support of the bachelor's thesis / diploma project. Presentation and oral support of the paper / project are public.

Art. 15. The above mentioned examinations for the bachelor / diploma exam shall be carried out in the same place and at the same time of the examining committee (s) specific to each examination and examination.

Art. 16. At each examination, the examination ends with the notes: The promotion average of each test must be at least 5.00, and the average of passing the examination must be at least 6.00. The average of a sample, as the arithmetic mean of the grades of the examination board members, and the average of the bachelor's / diploma exam is calculated with two decimal places without rounding. The grades of the members of the examination committee are numbers from 1 to 10. Decisions within the committee are made by a simple majority. The deliberation of the commissions on the establishment of the results of the bachelor / diploma exam is not public.

Art. 17. The results of each test shall be communicated by displaying, not later than 48 hours from the date of its submission, to the notice of the organizing faculty and to the university web page.

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Art. 18. (1) Examination commissions / commissions for analysis and resolution of appeals shall be established by study programs, by decision of the rector, upon proposal of faculty councils. Committees are made public.

2. Each commission shall consist of its chairman, members and secretary. The Chair of the Bachelor's / Diploma Examination Board and the Appeals Analysis and Resolution Committee must have the teaching degree of a university professor or associate professor. The members of these committees must have the scientific title of doctor and the teaching degree of lecturer / chief of papers / university lecturer / university professor. The Secretary of the committees must have at least a teaching degree for university assistant and have only the tasks of document management. The composition of the bachelor / diploma commissions and appeal boards, as well as the number of their members, does not change during the exams.


Art. 19. Graduates who pass the final examination, receive a higher education diploma according to the regulations in force, those who do not promote, receive, upon request, a certificate of graduation.

## II. PROVISIONS CONCERNING THE DISSEMINATION EXAMINATION

Art. 20. The Master's degree studies organized on the basis of Law no. 288/2004, with the subsequent amendments and completions, as well as postgraduate master studies organized on the basis of Law no. 84/1995, with the subsequent modifications and completions, shall be finalized by a dissertation examination. USAMVB Timisoara can organize a Dissertation Exam only for its own graduates from the current and previous promotion. The dissertation exam consists of supporting the dissertation thesis. This is public and takes place in the presence, at the same place and at the same time, of the exam committee and examiner.

Art. 21. (1) The public support of the dissertation thesis shall be made in front of a committee appointed by

the decision of the rector, at the proposal of the faculty council.

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2. Each commission shall consist of its chairman, members and secretary. The Chair of the Dissertation Examination Board and of the Appeal Analysis and Resolution Committee should have the teaching degree of a university professor or a university lecturer. The members of these committees must have the scientific title of doctor and the teaching degree of lecturer / chief of papers / university lecturer / university professor. The Secretary of the committees must have at least a teaching degree for university assistant and have only the tasks of document management. The composition of the dissertation commissions and appeal boards, as well as the number of their members, does not change during the exams. Decision making in the committee is made with a simple majority.


Art. 22. The theme of the dissertation thesis is established by a teacher with the scientific title of doctor together with the master. It correlates with the master's degree program, with the field of competence of the dissertation leader and with the U.S.A.M.V.B.T.

Art. 23. The elaboration and presentation of the dissertation thesis is usually done in Romanian, but can also be done in an international language if this is expressly stipulated in the Master's degree contract.

Art. 24. In case 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 dissertation written in an international language, public support can be done in that language.

Art. 25. The presentation of the dissertation thesis should highlight the contributions of the Master and in its realization and especially the elements of originality.

Art. 26. The commission's assessment of the dissertation thesis is expressed by the arithmetic average of the marks given by each component of the commission; notes can be from 1 to 10. Decisions within the committee are made by a simple majority. The deliberation of the commissions regarding the results of the dissertation exam is not public.

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Art. 27. (1) The proof of the dissertation thesis shall be considered promoted if the average of the marks awarded by the members of the commission is greater than or equal to 6,00. The average is calculated with two decimal places without rounding.

(2) If the dissertation is not supported, the candidate may present himself / herself at a second session, at a cost, taking into account the comments and / or recommendations of the commission.

(3) If at the second end of the dissertation thesis the master does not obtain an average promotion, he / she will receive a certificate of graduation of the Master's degree program and the matriculation sheet.

Art. 28. The master who has fulfilled all the requirements stipulated in the masters degree program and has obtained at least 6,00 at the public support of the dissertation thesis receives the master's degree accompanied by the supplement to the diploma, drafted according to the regulations in force.


Art. 29. The results shall be communicated by display, within 48 hours from the date of submission, to the notice of the organizing faculty and to the university web page.

### III. OTHER PROVISIONS

Art. 30. The graduates will complete a statement on their own responsibility that the work of the degree / diploma project / dissertation thesis is not plagiarized.

Art. 31. - (1) Any complaints regarding the results of a test shall be filed at the secretariat of the faculty where the examination in question took place within 24 hours of the communication / displaying of the results and shall be resolved within 48 hours from the date of filing the filing appeals by the Commission for Analysis and Resolution of Appeals appointed by USAMVB Timișoara. Appeals are solved exclusively at the university level and are final.

(2) According to the law, the members of the commissions for examinations and of the commissions for the analysis and resolution of appeals can not, with the ones examined or

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between them, be in the relationship of spouses, affinities and relatives up to the third degree inclusive.

Art. 32. In the case of failure to pass the examinations to complete the studies, they may be held in a subsequent session, with the candidate supporting the related expenses, under the conditions set by the university senate and in accordance with the legal provisions in force.

Art. 33. (1) The Annexes no. 1-4 are an integral part of this Regulation.

(2) The present Regulation has been approved by the University Senate at the meeting of 02/16/2018.


Vice-Rector of Education and Quality

Assurance, Rector,

Prof.univ.dr.ing. Popescu Cosmin Alin  
Iancu Tiberiu

Prof. univ.




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Appendix 1

WINDSCREEN NOTE

FOR ABSOLVENTS OF EDUCATION FORMAT

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Following the fact that Mr. (Mrs.). \_\_\_\_\_, student of the faculty \_\_\_\_\_, liquidate the activity (reason for liquidation) \_\_\_\_\_, the services listed below are asked to specify whether the person (s) has debts to the institution


Our.

Nr. crt. Name of the organizational entity Name, surname and function of the person who sign the note  
liquidation  
of the Certificate of Liquidation (L.S.)

<b>Nr. crt.</b>	<b>Name of the organizational entity</b>	<b>Name, surname and function of the person who sign the note</b>	<b>Signature of winding up certification (L.S.)</b>
1	USAMVBT Library		
2	Social Service		
3	Economic Department - Accounting Office		
4	Faculty Administrator		

FACULTY

SECRETARY OF THE

	Banat University of Agricultural Sciences and Veterinary Medicine "King Michael I" of Timisoara	<b>Organism emitent</b> Serviciul de Management al Calității
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Name surname

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Appendix 2

WINDSCREEN NOTE FOR FREQUENCY LEARNING ABSOLVENTS

Following the fact that Mr. (Mrs.). \_\_\_\_\_, student al / a

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Faculty \_\_\_\_\_, liquidates the activity (reason for liquidation)

\_\_\_\_\_, the services listed below are asked to specify if the person in question has (a) debt to our institution.

<b>Nr. crt.</b>	<b>Name of the organizational entity</b>	<b>Name, surname and function of the person who sign the note</b>	<b>Signature of winding up certification (L.S.)</b>
1	USAMVBT Library		
2	Social Service		
3	Student Housing Administration		
4	Economic Department - Accounting Office		
5	Faculty Administrator		
6	Raiffeisen Bank SA		

SECRETARY OF FACULTY


Name surname

.....

Signature

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Appendix 3

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## CERTIFICATE OF LANGUAGE PROFICIENCY

We hereby certify that Mr. (Mrs.) has the ability to understand and communicate in the language.

We have released the present to serve the enrollment and the license exam session

\_\_\_\_\_.

DEAN,


DISCIPLINE FOR FOREIGN LANGUAGES,

Name and surname

.....

Signature

Name and surname

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.....

Signature

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Appendix 4


University .....

Banat University of Agricultural Sciences and Veterinary Medicine "King Michael I of  
Romania" from Timisoara

Nr. \_\_\_\_\_ of \_\_\_\_\_ Nr. \_\_\_\_\_ from \_\_\_\_\_

## COOPERATION PROTOCOL

I. University ... .., headquartered in  
.....,  
with fiscal code ....., account

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No ....., open at ....., accredited by  
 The law ....., legally represented by  
 ....., as Rector and ..... as  
 Economic Director, as beneficiary institution on the one hand  
 and


II. University of Agricultural Sciences and Veterinary Medicine of Banat "King Mihai I of Romania" from Timisoara, headquartered in Timisoara, Calea Aradului, no. 119, with fiscal code 3487181 and account no. RO21TREZ62120F330500XXXX opened at the Treasury of the Municipality of Timișoara, legally represented by Prof. univ. Dr. Cosmin Alin Popescu, as Rector and Mrs. Ec. Marton Elena as Interim Economic Director, as a licensing institution / diploma, on the other hand;

In accordance with the legislation in force and with Order no. 6125 / 20.12.2016 regarding the approval of the Framework Methodology for organizing and conducting the bachelor / diploma and dissertation exams issued by the Ministry of National Education and Scientific Research, as subsequently amended and supplemented, as well as the Regulation on the organization and conduct of the study completion examinations in U.S.A.M.V.B.T. - Bachelor / Bachelor Exam Exam for Graduate Program Students .....

..... of the Faculty  
 ..... University  
 .....  
 the following intervened

**COOPERATION PROTOCOL**

For the purpose of organizing and conducting the Bachelor's / Diploma Exam 2018, for the study program ....., authorized to operate on a temporary basis by  
 .....

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1. The bachelor / diploma exam, from the sessions stipulated by the law, for the year 2018, will be supported by the disciplines stipulated in the curricula, according to the study program ....., elaborated and distributed by the licensing institution / diploma.

2. The period of support for the license / diploma exam shall be agreed by the following:

a. Fundamental and specialist knowledge assessment test, on

.....

b. Support for the bachelor's degree / diploma project for the candidates admitted to the first test on the days of ..... both are supported at the headquarters of the organizing institution of a bachelor / diploma exam - University of Agricultural Sciences and Veterinary Medicine of Banat "King Mihai I of Romania" from Timisoara,


Faculty .....

The contestation period is 24 hours, calculated from the communication / displaying of the results, and is resolved within 48 hours from the date of the submission of the contestations by the appeal and resolution committee.

3. University ....., through the Faculty ..... will present to the organizing institution the list of students who have the right to undertake the bachelor / dissertation examination according to the law, accompanied by the personal file of each graduate, which will include :

- Diploma of baccalaureate in original;  Diploma supplement in original;
- birth certificate according to the original;
- Marriage certificate in accordance with the original;
- 3 color photographs, recent, 3/4 cm, on photo paper;
- Linguistic competence certificate;
- nominated forwarding address, whereby the Rector, Dean and Secretary-General confirm the accuracy and legality of the data included in the Diploma Supplement and all the documents issued by the faculty.



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The bachelor's degree / diploma project, accompanied by the scientific manager's report, will be made available to the examining board before the examination exam is passed. Both bachelor / diploma theses and accompanying papers will be handed over centrally to the secretariat of the organizing institution.

The responsibility for the correctness of the documents regarding the registration of the graduates for the bachelor's / diploma exam is the responsibility of the Faculty .....  
..... where the graduate comes from.


The results of the bachelor / diploma exam, including the outcome of the complaints, shall be communicated centrally to ....., by the organizing institution, immediately after display.

4. Examination fee, in the amount of ..... lei / candidate, according to administrative fees approved in the U.S.A.M.B. from Timisoara on

....., shall be paid to the organizing institution in account no.  
RO21TREZ62120F330500XXXX opened at the Treasury of Timisoara, at least  
48 hours before the license / diploma exam support period.

5. The General Obligations of the University of Agricultural Sciences and Veterinary Medicine of Banat "King Mihai I of Romania" in Timișoara are the following:

- to appoint the examination committee / commission for the analysis and resolution of the complaints from the competent teachers and complying with the norms of the Ministry of National Education;
- to comply with its own legislation and regulations regarding the conduct of the bachelor / diploma exam;
- to ensure the conduct of the bachelor / diploma examination in an academic environment, respecting the pre-established program;
- to immediately inform the university from where the graduates come from on the results obtained by them at the various stages of the bachelor's / diploma exam, as well as at its completion;

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to release, on request, in operative terms, the graduation certificates for the declared candidates;

- to issue at the request of the declared candidates the original documents contained in the personal file;
- to return to the University ....., immediately after the completion of the bachelor's / diploma exam, the personal files and the bachelor's / diploma projects of the declared candidates rejected by the Bachelor's / diploma;
- to issue within the legal term, the bachelor's degree and the supplement to the diploma; The Examining Board consists of the Chair, Examiners and the Secretary of the Committee.


6. General Obligations of the University ....., are:

- to pay the examination fee within the term and the account stipulated in this protocol of collaboration;
- to allow only the candidates who meet the requirements of the education legislation to enroll in the bachelor / diploma exam;
- ensure through its secretariat the centralized registration of candidates for the 2018 promotion, to support the bachelor's / diploma exam, the constitution and filing of the personal dossier of each candidate as well as of the bachelor's degree / diploma projects accompanied by the papers of the scientific leader;
- to take over the bachelor's files and papers / diploma projects of the candidates rejected by the license exam within 10 days from the date of displaying the results;
- to submit to the Banant University of Agricultural Sciences and Veterinary Medicine of "King Mihai I of Romania" of Timișoara the approval of his own Senate for the support of the BA / BA degree exam at USAA.M.V.B. Timisoara.

This collaboration protocol has been concluded in 4 original copies, each having the same legal force, two copies each for each signatory of this cooperation protocol.

From .....

Rector,  
Economic Director,

	Banat University of Agricultural Sciences and Veterinary Medicine "King Michael I" of Timisoara	<b>Organism emitent</b> Serviciul de Management al Calității
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.....  
.....

**From the bachelor's institution / diploma Banat University of Agricultural  
Sciences and Veterinary Medicine "King Michael I of Romania" of Timisoara**

Rector,  
Economic Director,

Interim

Professor Cosmin Alin Popescu  
Marton Elena

Ec.