

# University of Bucharest

## Regulation regarding students' professional activity

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#### Chapter I

**Art. 1** Students' registration for the 1<sup>st</sup> year of study is made by the rector after the publication of the results received at the entrance examination, with a registration number valid for the entire period of instruction in the faculty for which you take the examination.

**Art. 2** Registration for the 1<sup>st</sup> year of study requires student's file which must contain the following documents:

- application form for the 1<sup>st</sup> year of study;
- original baccalaureate certificate or an equivalent document;
- certified copy of the birth certificate;
- certified copies of the documents attesting the change of the name;
- medical certificate from an authorized medical institution;
- copy of the identity card;

During the period of instruction the following documents are added to student's file:

- application form for the beginning of each academic year;
- necessary documents to obtain a scholarship, according to present legislation;
- applications for optional disciplines;
- certificates and diplomas from previous education in Romanian or international universities and the transcripts of grades.
- study contracts closed for each academic year.

**Art. 3** At the registration each student receives:

- matriculation card;
- student identity card

In the matriculation card are written the grades obtained at the examination tests. The presentation of the matriculation card or identity card to the examiner is compulsory.

These documents are validated by the faculty registrar's office.

In student's documents are not allowed corrections or introductions of fake dates. In case of the loss of the personal documents (matriculation card, other cards) a duplicate is emitted after the announcement of the loss in the newspaper and the payment of the fees established through instructions.

In case of withdrawal, transfer or expulsion the student is required to return the matriculation card and other cards (transport card, library permit).

Registration to all education forms is done in the first 10 days from the beginning of the academic year, at the request of the student who meets the conditions mentioned in the regulation of the transferable credits system and the present regulation.

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#### **Chapter II**

#### **Student's rights and responsibilities**

##### **Art. 4 Rights**

The student, as a member of academic community, has rights and responsibilities according to the provisions of the Education Law, University of Bucharest Charter and of the Regulation regarding students' professional activity.

During the period of instruction the student has the right to:

- a) to benefit free education according to the Education Law nr. 84/1995, republished, with previous additions and amendments and with application instructions of this law, during the period of instruction provided by governmental decision for the given specialization, for all the activities from the education plan, excluding the situation mentioned in art.58 from Education Law.
- b) to attend, simultaneous, two specializations (according to art. 60, point 4 from Education Law) if the requested admission conditions are accomplished.
- c) to use laboratories, course and seminars classrooms, libraries and reading rooms offered by the University of Bucharest for the professional training and cultural-sportive activities.
- d) to receive scholarships and other ways of financial support according to legal rules and regulations established by the University and the present legislation.
- e) to receive free medical assistance.
- f) to lodge in students' hostels and to eat at the students' refectories according to the provisions of the present regulation and the free rooms.
- g) to elect and to be elected as a representative of the students in the Faculty Council and University Governing Council.
- h) to benefit national and international scholarships.
- i) to a discount of 50% to the charges for local public transportation on surface and underground as for motor and sea transportation or railway during the calendar year.

j) to a discount of 50% to the access costs for museum, performance, opera, movie and other cultural and sportive manifestations access organized by public institutions, according to present legislation.

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According to the present legislation, for students orphan by parents or who come from foster houses the transportation is free.

Romanian students from abroad, scholar of the Romanian state benefit of:

- free access to the manifestations mentioned in point j;
- according to the present regulation, they have the right to receive by request duplicates of their study documents.
- the right to be informed about the Educational Plan, course description, analytical programmes (syllabus), evaluation procedure, the academic calendar of the year, specialized bibliography.

### Art. 5 Responsibilities

- a. The student has to exigently accomplish in good conditions and in time all duties that he is incumbent on, as stated in the educational plan and university programme in the purpose of a solid professional training.
- b. The student must obey ethical and academic conduct standards regarding order, morality and the others right, both inside and outside the University. The student is responsible for his behavior.
- c. The student has to carefully use existent equipment in study areas, students' hostel, refectories etc. Any damage will be sanctioned according to internal regulation.
- d. The student must obey the authority of the teaching, research and administrative staff as well as the authority of the leading board from the faculties, colleagues and from the University.
- e. The student has to pay the tuition fees within the art. 58 of the Education Law and amendments and completion later inserted, based on the quantum established by the University Governing Council.
- f. The student has to obey group distribution, academic documents release terms, according to the present legislation and regulations of the University of Bucharest, faculty registrar's office and dean's office work schedule and timetables.

### Chapter III

#### Attendance

**Art.6** The student has to attend all the instruction activities: courses, seminars, and laboratories, practical activities, stipulated as compulsory in the regulations of the faculty, established by departments and Faculty Council. The students are announced about these facts through the course description and Education plans posted at the beginning of the academic year, but not later than October 15<sup>th</sup>.

Depending on the specific disciplines, the way of attending didactic activity classes and the fulfillment of works are set by the Faculty Council at the proposition of the course leader. All the references concerning minimal standards of the student's activity for a discipline can be found in the course description, the curricular document is available to the student and it is posted at the faculties' notice boards during the entire period of academic year.

For the violation of the provisions concerning minimal compulsory attendance established by the Faculty Council at the proposition of the course leader, the student receives the sanction of not taking the exam and to remake the activities provided for the discipline.

Within didactic activity classes, laboratory works, analysis, thematic debates, tests etc.; student's participation and results are considered for the final examination with a certain percentage depending on the specific discipline; the percentage will be provided in the specific analytical programme.

The absences for the activity provided with compulsory attendance can be justified by the dean on justificatory documents and an individual request of the student. Laboratory works and practical works must be remade.

The absences are justified for medical cases, participation at performance sport manifestations, conferences, symposium or other special situations. The medical cases will be considered only if the certificates emitted by the student polyclinic or hospital are validated.

If the justified absences from practical activities overcome certain provisions set by the Faculty Council, according to the present legislation (and the payment of some fees established by the University Governing Council for additional activities), the student is allowed to take the exam after the absences are recovered.

The dean of the faculty can approve to a pregnant student attendance partial exemption based on medical documents validated by the student dispensary; if the student has to repeat an activity provided with compulsory attendance, she will be exempted of taxes.

Students who present medical documents that certify serious illness cases or temporary called for performance sportive activities or scientific and cultural manifestations etc. can benefit payment exemption of taxes.

#### ***Chapter IV*** ***Student promotion***

**Art. 7** According to the present legislation, the University of Bucharest organizes the educational system on cycles:

- 1<sup>st</sup> cycle – Bachelor's degree, 6-8 semesters;
- 2<sup>nd</sup> cycle – Master studies, 2-4 semesters;
- 3<sup>rd</sup> cycle – Doctoral studies, 6 semesters;

**Art. 8** Student's professional training examination is done during the entire cycle of study, seminars, practical works, quizzes and other ways provided by the educational plan as well as exams taken in the examination session set according to the structure of the academic year and the course description.

Compulsory attendance, part-time study and distance learning student will take the exams in the three examination sessions set according to the structure of the academic year.

**Art. 9** Every discipline within the educational plan which is completed with a grade (received at the exam, quiz, project, training in the workplace etc.) has assigned a number of credits which reflects the time involved in the training.

**Art.10** According to the Education Law and legal regulations, the student who chooses teaching profession is required to attend and to finish the activities of the Teaching Training Department. (courses, seminars, teaching practice).

The promotion of all the exams/quizzes within educational plan of the Teaching Training Department is certified by the certificate proving pedagogical training in order to receive a teaching job.

**Art. 11** The volume and level of knowledge required at the exams are set within certain course description/study programme.

The day and time of the exams for all educational forms are set by deans at the proposition of the students' group and with the approval of the leading teacher of the discipline.

The programme is set by groups and it is posted at least with two weeks before the beginning of the examination session.

The examination schedule for the autumn examination session is set by the end of the summer examination session when it is posted.

The exams are taken in front of the teacher of the specific discipline, assisted – where appropriate – by the teacher who led the seminars or the practical works or other specialized teacher. The grade books will be signed by both teachers.

**Art. 12** Semester academic situation for the disciplines within educational plan noted *quiz* will be ended a week before the examination session.

**Art. 13** The examination form – written test, oral test or both written and oral test – is set for each discipline till October 15<sup>th</sup> and this situation will be posted for student.

**Art. 14** Student's answers for the exams, quizzes, and projects are marked with grades 10 to 1 expressed in numbers and the minimal promoting grade is 5. In some special cases set within instructions, evaluations can be marked as admitted/rejected.

For the discipline for which are taken several tests (written, oral, laboratory test etc.) the examiner or the evaluation committee, taking into account the grades for all the tests, will set one single grade (integer).

Project admission (if it is set for a certain discipline) is a presentation condition for the specific discipline; the grade received for a project will not cumulate with the grade received at the exam, but it will be written in the grade book and matriculation card as a single grade.

**Art.15** The class books with all boxes completed and signed by the examiners will be submitted *mandatorily* at the secretary's office, up to the end of exams session. The student who does not take the planned exams in that session is considered as "absentee" in the exam class book. In order to sit an exam one has to show the

student card or the I.B./I.C., and the teacher examiner is obliged to write the grade in the card.

**Art.16** Up to April 14<sup>th</sup> the dean's offices or departments will make known, by display, the list of electives offered during the following university year for each year of study. The student is obliged to choose, by written request, the electives up to May 15<sup>th</sup>. The option for the foreign language cannot be changed during the entire period foreseen in the curricula, if the request was not submitted during the first semester of studies.

**Art.17** The faculties will display, starting with semester 4 (6) the list of managers and the topics for license papers. The students will opt, in writing, up to the end of the semester 4 (6) for the topic chosen.

**Art.18** The specialty practice is mandatory for the student whose specialization includes also this type of activity. The check of competences acquired by the student during the practice activity is usually done through an assessment method where the activity takes place, by a commission made up of the leader – a teaching staff – and the practice guide from the unit where the practice took place. The pedagogical practice will be done according to the curricula and the methodology prepared by the Department of Teaching Staff Training.

**Art.19** Promoting the exam (verification) means also granting the credits package foreseen for that discipline. The package (number) of credits allocated to a discipline is not divisible. In accordance with the regulations of the University of Bucharest in the field of study academic credits management, the following elements are set:

- a. The credits can be gathered in modules in order to obtain some competences/specializations/ complementary qualifications.
- b. The credits can be transferred between the structures belonging to some specializations or different fields (structural transfer).

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c. The credits are transferable from one unit of education to another: by disciplines, by groups of disciplines or by compact periods of study - horizontal transfer - (from one faculty to another or from one specialization to another). The Faculty Council will set the credits transfer criteria as well as their number. The transfer is made based on individual request of the student and the clear, official situation of credits. The dean of the receiving faculty approves this transfer.

d. The credits can be obtained in advance and can be reported in the following semesters (mobility of credits). Obtaining in advance or reporting in the following semesters is done at student's request and is approved by the Office of the Faculty Council.

e. The credits obtained are recognized during the entire school period; recognizing them is not affected by the modifications in the schedule or the curricula (imperishability of credits).

f. The student who at the end of semesters corresponding to the common core accumulates at least 50% of the credits representing the normal rhythm of studies will be expelled. The cases of force majeure (maternity sick leave, cases of serious illnesses proved with medical documents issued or endorsed by the Student

Hospital) are an exception and are solved, at student's request, by prolonging the school period or by interruption.

g. The student who at the end of semesters corresponding to the common core accumulated more than 50% of the credits, but does not accomplish the condition of promotion, can ask for the prolongation with 1-2 semesters (of grace) with the payment of resits, together with current didactical activities.

h. The credits allocated are accumulated by disciplines, by rounding to integral values.

**Art.20** For the cycles of license and master studies, at each discipline, the student can take the exams maximum 2 times free of charge. In the case where the student cannot get promotion grades, after the second sit, the student can request the reexamination once under the conditions of the art.58 in the Education Bill (re-examination fee).

**Art.21** In accordance with the Law 224/2005 at the beginning of each university year, starting with the first year 2005/2006, the reclassification of students is done as follows:

a. the identification of numerous clauses for the places financed out of the budget, allocated at the admission in the license cycle;

b. setting the number of places for social cases (not more than 15% out of the total of places financed out of the budget);

c. the identification of social cases (the students who accomplish the conditions for granting the social scholarships, according to the Regulation for granting the scholarships);

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d. the classification, in decreasing order of points obtained (according to the letter e) by the students considered social cases – in the case where their number is bigger than the number of places allocated for this category;

e. the points are obtained by summing the product resulted out of the number of credits and the grade granted, at each discipline of the curricula, so for the 60 credits between 300 and 600 points are obtained.

f. the classification of the other students in descending order of points obtained according to rules set at letter e.

g. the taking up places financed from the budget by the students classified in order of the points obtained;

h. putting on fee-paying student places the students who are not qualified for the places financed from the budget .

**Art.22** The dean can approve, based on individual request, the reexamination in order to improve the grade at maximum 3 disciplines per year, the student who promoted all the exams foreseen in the curricula for the current study year. It is not allowed to sit exams for grade improvement at disciplines studied in previous years.

The reexamination for grade improvement can not be repeated. The reexaminations in order to improve the grade are set after the sessions programmed according to the curricula and no later than 5 days before starting the new university year. They can be hold in front of a commission the discipline holder is part of. The exam for the grade improvement is hold for ensuring the examination objectivity and the standardization degree of the exam. The grade is modified only in the case where the student gets a bigger grade than the original one.

**Art.23** The conclusion of student's school situation is done after the autumn session at least 3 days before starting the new university year.

**Art.24** The student who tries to promote the assessment test (exams, verifications, projects, tests etc.) by fraud will be expelled by the Rector, at the proposal of the Faculty Council Office.

**Art.25** The student who goes to study abroad, with the endorsement from the dean and the Rector, at the universities the activities run and the exams are recognized based on documents of studies issued by those university education institutions. The recognition (equivalence) of exams and the years of studies are approved by the management of faculties, based on the principles they set. The year of studies is considered closed when the student promoted all disciplines foreseen in curricula for that year of studies, under the conditions of this regulation and accumulated the number of credits set. The student who has resist can be enrolled in the superior year of studies as resister.

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For the student in the last year of studies, the school situation ends a week before the date fixed for the graduation, license or dissertation exam (as the case may be). The student who at the end of their studies, after going through the number of semesters (years of studies) foreseen in curricula for the duration of their studies, did not totally finalize the school obligations and has a number of maximum 5 resist, can request the school extension with 1 - 2 semesters under the conditions of the art. 58 in the Education Bill (fee-paying) and the decisions of the faculty council.

**Art.26** The Faculty Council can approve *the free school extension* with an university year related to school during the following situations:

- a) medical cases certified by medical certificates, summing up at least 60 days of medical leave, confirmed by Students' Hospital;
- b) the participation of performance sportsmen at special programmes of training and at national and international competitions;
- c) maternity and child care leaves (2 years by exception).

**Art.27** After the end of a cycle of studies, the student can get, on request, 1 – 2 semesters of school extension, to accumulate supplementary credits, necessary to obtain some *specializations or secondary qualifications*, within the same faculty. The school period in this situation is paid, according to the Education Bill no.84/1995, republished. The managements of the faculties can set their own regulations, according to this article.



**Chapter V**  
**Study interruptions, expulsions and transfers**

**Art.28** Student's professional activity in day Education University, reduced frequency and distance learning, normally, must be continuous during the number of semesters and years of studies set by curricula. On student's request the dean of the faculty can approve the *interruption of studies*. The duration of studies for which the student benefits of the gratuity of education, according to Education Bill, *is not affected* by the period for which the interruption of studies was approved. The student, who interrupted his studies, when restarting them, will fulfill the possible school obligations remained, resulted after the modification of curricula and benefits of the recognition of exams promoted, up to the moment of interruption, based on the credits system.

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**Art.29** The pregnant student benefits based on request and proving documents, of a period of interruption with a duration equivalent to the duration of the leave, set by the law. These interruptions are not under the incidence of art.58 of Education Bill. When restarting the studies, the student will sit possible differences which appeared by modifying the curricula and benefits of the recognition of the exams promoted, up to the moment of interruption, based on the credits system.

**Art.30** The student who benefits of medical leave summing minimum 60 days can request the medical school extension. The legal duration of studies for which he benefits of gratuity is not affected by the medical school leave.

**Art.31** The student who requests, by personal reasons, the withdrawal from studies will be expelled.

**Art.32** The student expelled can be reenrolled, once during the period of studies, in the following year, after the last promoted year of studies. The requests for reenrollment are submitted up to September 15<sup>th</sup> 2006 at the secretary of the faculty.

**Art.33** The school fees are paid, usually, in two instalments, in the first 30 days of each semester.

**Art.34** For the non-payment of the fee, the student who studies on fee-paying places will be removed from the records, at the faculty proposal. In the case of the pay of the fee in 30 days since removal from the records, the student will re-take his student quality, with the endorsement of faculty management and the Rector. After this period, the student who does not pay the fees will be expelled.

**Art.35** The student can be transferred from one form of education to another, from one specialization to another, from one faculty to another or from one accredited State university to another, taking into account the application of the transferable credits system and the compatibility of education plans. The transfer requests are submitted to the secretary's office faculty that will receive the student up to September 15<sup>th</sup> or 10 days before starting the II-nd semester, and the answer will be given at least 5 days before starting the following university year or the semester.

**Art.36** The student transfer can be made starting with the second semester of the first year of study, only from one faculty (specialization) to another faculty (specialization) with identical or close profile. The student can submit a transfer application only if all his school obligations had been fulfilled according to the curricula and respecting the performance criteria set by each faculty and within the limit of places allocated for that series. The transfer applications must contain the official endorsements of the dean from the faculty the student leaves, and on the back there should be the school situation of the applicant, signed by the chief secretary of the faculty. All these notes must be stamped and dated.

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**Art.37** In the case when the number of transfer applications is bigger than the number of places available at that specialization, the school situation of applicants will be taken into account (classification order).

**Art.38** The approval of the transfer has the following *succession* and is *incumbent* to:

a) The Office of the Faculty Council in the case of the transfer from one section to another or any form of education to another, within the same faculty.

b) The Office of the Faculty Council the student leaves from, that is the Office of the Faculty Council where the student is to be transferred and the Rector in the case of transfer from one faculty to another within University of Bucharest.

c) The Rector of the institution of superior education the student goes from and the Rector of the institution of superior education where he requires to be enrolled, with the endorsement of the Office of the Faculty Council he leaves from and with endorsement of the receiving Office of the Faculty Council, for the cases of transfer between faculties of the same profile or close between different superior education institutions.

**Art.39** The Office of the Faculty Council which receives the transferred student sets:

- a) recognition or equivalence of the exams and credits;
- b) exams left and other obligations – where the case may be-
- c) the period for sitting the exams left.

The transferred student who does not fulfill as such the programme set by the Office of the Faculty Council and does not succeed during maximum 2 semesters to finalize the exams left as well as to promote the disciplines and accumulate the credits foreseen in curricula, will be expelled.

**Art.40** Student's enrolment disposition (a copy) is sent to the education unit the student comes from in order to send the papers of studies by the faculty where the student was transferred (the baccalaureate diploma, the school situation by year of study, the birth certificate - legalized copy – and in the same time the special note if the student benefited or not of the scholarship, its category and the university years - semesters - when he benefited of the scholarship).

## **Chapter VI** **Rewards and sanctions**

**Art.41** For special performances in the professional and scientific activity the student can be rewarded by:

a) granting the *diploma of talent* (if during the entire period of school he obtained only grades of 9 and 10, and the graduation grade for the study years and the license exam is of minimum 9,50).

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b) special scholarships (of talent, of performance) according to the regulations in force regarding their granting;

c) other forms of award set by the Faculty Council out of their own funds under regime of self-finance according to legal regulations.

**Art.42** Student's inobservance of the obligations that come from this regulation, as well as the provisions included in the University Charta adopted by the Senate of the Universities in Bucharest on January 11th 1996, leads to the application of the following sanctions:

a) postponing the exam sitting with a semester at the discipline where all minimum obligations had been fulfilled;

b) lifting the scholarship for a determined period;

c) suspension of the right to live in the hostel;

d) warning;

e) expulsion with or without the right to reenrollment.

The sanctions from points *a*, *b*, *c* and *d* apply by the Council of the faculty, and from the point *e* to the rector, at the proposal of the council of the faculty. The sanctions apply according to the seriousness of errors, their repetition, the conditions under which they were committed. They can be appealed at the immediate superior body within 30 days.

The expulsion out of professional reasons cannot be appealed.

## **Chapter VII** **Finalizing the studies**

**Art.43** The studies in superior education of license ends with the license exam organized based on the Education Bill, based on criteria set by the Ministry of Education and Research and Methodology of the Senate of Universities in Bucharest. The graduates receive the DIPLOMA OF LICENCE and diploma supplement, the minimum average for promoting the license exam is 6 (six). The graduate of superior education of license who did not promoted the exam of license can receive, on request, the certificate of studies and the transcript of records. The graduate of the Department of Training of Teachers receives a certificate of graduation in the same time with the diploma.

**Art.44** The commissions for the license exams are proposed by the chairs and approved by the faculty council. They can remain the same for the winter session.

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(months January - February) of the following university year. The topics of the license exam must remain unchanged for the summer session of the current university year and in the winter of following university year.

**Art.45** Finalizing the master studies is done by sitting the dissertation. The minimum grade for promoting is 6 (six). The graduate receives the master diploma and the diploma supplement.

### **Chapter VIII** **Final and transitory dispositions**

**Art.46** This regulation applies to enrolled students starting with the university year 2005/2006 and is valid for the license and master cycles for all forms of education.

**Art.47** The possible adaptations of the present regulation to the specifics of the faculties will take the form of some amendments that will be approved, as the regulation itself by the Senate.

**Art.48** Any modification brought to this Regulation is in force at the beginning of following university year.

**Art.49** This regulation adopted in the meeting of the Senate of the University in Bucharest on the date of 23.03.2006, is in force starting with 31.03.2006.

**RECTOR,**  
**Prof.Ph.D.Ioan Pânzaru**

1. Law 84/1995, republished –*Education Bill*.
2. Law 128/1997 – *Law regarding the Status of teaching staff*.
3. University Charta.
4. Law 288/2004 *regarding the organization of university studies*.
5. Law 224/2005 - *for the modification of art. 5 of the Governmental Emergency Ordinance no. 133/2000 regarding the paid State university education and post-university, over the places financed from the State budget*.
6. Order of MER no. 3069/13.01.2005 *regarding the finalization of studies in the university education*.
7. The system of transferable credits.
8. Procedures of: *enrollment; expulsion; reenrollment; transfer; scholarship granting*.