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REGULATION FOR ORGANIZING AND CONDUCTING THE FINAL EXAMINATION OF BACHELOR'S DEGREE STUDY PROGRAMS TAUGHT IN ENGLISH FOR THE ACADEMIC YEAR 2025-2026

CHAPTER I
GENERAL PROVISIONS

Art. 1

The Romanian-American University of Bucharest draws up and observes its own regulations for organizing and conducting the bachelor degree examination for the programs taught in English, hereon referred to as bachelor degree examination, in agreement with the framework Methodology for organizing and conducting graduation, bachelor/dissertation and dissertation examinations set up by the Ministry of Education, according to the law.

Art. 2

The organization and conducting of the bachelor's degree examination at the Romanian-American University is based on the following legislation:

- Law of national education no. 199/2023, with its additional modifications and amendments;
- Government Decision No. 411/2024 on the approval of the names of the titles and qualifications conferred on undergraduate university graduates enrolled in the first year of studies in the academic years 2020-2021, 2021-2022, 2022-2023 and 2023-2024, with subsequent amendments and completions;
- Government Decision No. 412/2025 on the approval of the Nomenclature of fields and specializations/university study programs and the structure of higher education institutions for the academic year 2025-2026, with subsequent amendments and additions;
- Order of the Ministry of Education no. 3691/01.02.2024 regarding the approval of the framework Methodology for organizing and conducting graduation, bachelor/diploma and dissertation examinations with its subsequent modifications and amendments;
- Order of the Ministry of Education no. 7843/2024 on the modification and completion of the Framework Methodology for the organization and conduct of graduation, bachelor's/diploma and dissertation exams, approved by Order of the Minister of Education no. 3,691/2024;
- Order of the Ministry of Education no. 3692/12.02.2024 regarding the list of programs recognized at national level in order to establish the degree of similarity for the completion of studies;
- Order of the Ministry of Education no. 4156/12.05.2020 for the approval of the Framework Regulation on the regime of study documents and university documents in the higher education system, with subsequent amendments and supplements.

Art. 3

The Romanian-American University of Bucharest, a higher education institution, legal entity of private law and public utility, part of the national system of education, accredited by law, organizes in the 2025-2026 academic year the bachelor's degree examination for the following bachelor's degree study programs taught in English:

No.	School	Domain for bachelor's degree studies	Major/ bachelor's degree study program	Accredited (A)/ authorized to function provisionally (AP)	Type of studies*	No. of transferable credit points
1.	School of Computer Science for Business Management	Cybernetics, Statistics and Economic Informatics	Computer Science for Economics	A	FTS	180
2.	School of International Business	Economics and International Business	International Business	A	FTS	180

*** FTS** – full-time studies

Art. 4

(a) The bachelor's degree studies at the Romanian-American University finalizes with a bachelor's degree examination, in compliance with the law.

(b) For a bachelor's degree study program, the bachelor's degree examination is organized and unfolds under the same conditions for all graduates, irrespective of the type of studies (full time or part time), in compliance with the law.

(c) The Romanian-American University of Bucharest organizes and conducts the bachelor's degree examination for its own graduates and for graduates of other universities, with the prior consent of the Ministry of Education, based on an inter-institutional agreement.

(d) The Romanian-American University of Bucharest organizes only one session of the bachelor's degree examination per year.

(e) The bachelor's degree *examination for the academic year 2025-2026 is organized in July* 2026.

(f) The bachelor's degree examination is conducted face to face in the Romanian-American University Campus, 1B Expoziției Boulevard.

Art. 5

The bachelor's degree examination in July 2026 may be attended by:

- Graduates of the Romanian-American University of Bucharest, class 2025-2026;
- Graduates of the Romanian-American University of Bucharest, of previous classes who were not present at the previous examinations or failed the bachelor exams held at the institution, except those rejected for proven fraud.

Art. 6

Under special circumstances, upon request and in compliance with the legal provisions in force, graduates from the Romanian-American University of Bucharest may register for and take the bachelor's degree examination at another organizing institution, upon approval of the Senates of the two higher education institutions, after receiving the favorable consent of the boards of administration, according to the law.

Art. 7

(a) At the Romanian-American University of Bucharest, the bachelor's degree examination consists of two tests, as follows:

- **Test 1**– *Assessment of fundamental and specialized knowledge*;
- **Test 2** – *Defense of the Bachelor paper.*

(b) The tests referred to in paragraph (a) for the bachelor's degree examination shall be conducted face-to-face in the presence, in the same place and at the same time, of the examination board(s) specific to each test and of the examinee[1].

(c) The defense of the Bachelor paper is public.

(d) The minimum pass grade for each of the tests specified at paragraph (a) is 5 (five).

(e) A candidate may take Test 2 if he/she has already passed Test 1.

(f) For the Computer Science bachelor program, the assess of fundamental and specialized knowledge (Test 1) is carried out in the form of a written evaluation (according to the specific instruction), followed by the **presentation and defense of the bachelor paper (Test 2), oral evaluation**, starting from the day following the presentation of Test 1, according to the schedule. For a university study program, the graduation exam is organized and **carried out under the same conditions for all graduates, regardless of the form of education completed**, in accordance with specific procedures / instructions. The pass grade for the bachelor's degree examination is at least 6 (six).

(g) The deliberation of the committees for the results of the bachelor's degree examination is not public, according to the law.

(h) The result of each test shall be communicated by displaying, within 48 hours from the date of its presentation, on the noticeboard of the organizing school and on the dedicated website.

(i) In case of failure of the graduation exams, they may be held in a subsequent session, with the support by the candidate of the related expenses, under the conditions established by the University Senate.

(j) The Rector may cancel, with the approval of the University Senate, an examination for the completion of studies, a certificate or a diploma of studies when it is proved that it was obtained by fraudulent means or by violating the provisions of the Code of Ethics and University Deontology.

[1] By derogation from the provisions of the paragraph (b), in case of establishment of a state of alert, necessity, or emergency, in accordance with the university autonomy, while respecting the quality of the teaching act and assuming public responsibility, the examinations mentioned in the paragraph (a) for the bachelor's exam may also be conducted online, based on a procedure approved by the University Senate, through an appropriate electronic platform. The online version of the examination will be fully recorded for each graduate individually and archived at the school level.

Art. 8

Topics and bibliography related to fundamental and specialized knowledge are the object of the written/oral examination for *Test 1*, approved by the Senate of the Romanian-American University, at the proposal of the School Councils, according to the curricula and subject descriptions after which the graduates of the 2025 – 2026 class have studied. This information will be publicly available and posted on the University web page and displayed on the noticeboards of secretariats.

Art. 9

(a) The aim of the examination for *Test 1* is to assess the general and specialized competences acquired during Bachelor studies. *During this test, the exams taken during the studies will not be repeated.*

(b) The maximum accepted similarity percentage is specific to each school and can be found in *Annex 4*, having been initially checked by the bachelor's paper supervisor, then, at the time of the colloquium dedicated to the subject, by the examination committee. In the event that the supervisor or the examination committee finds that the maximum accepted similarity percentage has been exceeded, the student will be asked to revise the bachelor paper before the re-evaluation moment during the resit session. If, at the time of re-evaluation, the bachelor's paper records a similar percentage higher than the accepted one, the respective student will not be able to pass the dedicated subject and will not obtain the graduate status. The school's committee is obliged to verify compliance with the maximum accepted similarity percentage for each enrolled candidate before the final examination.

(c) The commercialization of bachelor papers to facilitate the falsification of the authorship by the buyer is prohibited.

(d) The authors of bachelor papers are responsible for ensuring the originality of their content, and their supervisors are obliged to diligently verify the compliance of the scientific works with the specific requirements of an original creation.

Art. 10

The purpose of the *Bachelor paper* is to demonstrate the acquisition and capacity to put into practice of the knowledge that defines the respective study program/major, as well as the candidate’s ability to use it when solving concrete issues in his/her field of study.

Art. 11

(a) The scientific guidance of the students/graduates for the elaboration of the bachelor paper must be offered for a period of at least 6 months.

(b) The student must present to his/her coordinator the paper and its versions in various stages of drafting.

(c) The paper coordinator must provide specialized guidance (in research and drafting) and track/check the progress of the student/graduate.

(d) If collaboration issues occur between the coordinator and the student/graduate, the School dean may designate another coordinator after discussing the matter with the head of department, as a rule, at least 3 months prior to the beginning of the registration for the bachelor’s degree examination and after payment of the fees stipulated in this case by the University Senate. In certain situations, when for objective reasons (medical situations, etc.) the thesis coordinator is unable to prepare the report regarding meeting the necessary conditions

for the public defense of the bachelor's thesis, the dean, in consultation with the department director, may will designate another teaching staff, with competence in the field, to prepare the respective report.

CHAPTER II
THE CANDIDATES' REGISTRATION FOR THE BACHELOR'S DEGREE EXAMINATION

Art. 12

(a) The candidates may register for the bachelor's degree examination according to the calendar approved by the University Senate, which will be publicly available and displayed on the noticeboard of secretariats and on the institution web page, in the dedicated section.

(b) Each candidate must register in the campus of Romanian-American University, for the bachelor's degree examination[2].

(c) The necessary documents in the registration for the bachelor's degree examination:

- ***Written application*** (standard institution form – "Registration form for the bachelor's degree examination"- *Annex 1*) – the document is generated electronically through the institutional Platform and must be completed, printed, signed and scanned by each candidate and will be submitted to the school secretariat at the moment of enrollment;
- ***A copy of the Bachelor paper – fully uploaded – including the cover and the appendixes – on the institutional platform, mandatorily accompanied by the similarity report and the coordinator's report*** (standard institution form – *Annex 2*) containing the evaluation of the paper content and a grade proposal expressed as a single grade, from 1 to 10, in a whole number. *Registration for the bachelor's degree examination can be made only if the coordinator assigns to a candidate's paper at least grade 5 (five).* The second copy of the paper will be submitted in printed format to the school secretariat, until the end of the registration period for the bachelor's degree examination.
- ***Birth certificate*** - the document, in photocopy, will be taken from the student's personal file, scanned and uploaded to the institutional Platform, by the School secretariat;
- ***Marriage certificate*** (if applicable) - the document, in photocopy, will be taken from the student's personal file, scanned and uploaded to the Platform, by the School secretariat;
- ***Baccalaureate diploma or equivalent diploma*** - the document, in photocopy, will be taken from the student's personal file, scanned and uploaded to the institutional Platform, by the School secretariat;
- ***A signed statement on the originality of the bachelor paper*** (standard institution form – *Annex 3*), which will be scanned and uploaded on the Platform;
- ***3 color photos*** in size 3/4 cm. will be submitted to the school secretariat, together with a copy of the dissertation paper.

[2] By exception, in case of establishment of a state of alert, necessity, or emergency, in accordance with the university autonomy, online registration can be done by uploading documents by students, assuming responsibility for the authenticity and correspondence between digital/scanned and original documents.

The documents will be uploaded on the platform, in compliance with the originals (conformed copies by the school secretariat), except for the application form for the registration for the bachelor's thesis and the photos.

(d) Upon completion of the registration period, the school secretaries will draft nominal lists (in alphabetical order), with the distribution of candidates who have the legal right to take the bachelor's degree examination, regardless of the graduated type of education. These lists will be approved by the Chair of the Bachelor Examination Committee for each School, will be publicly available, and posted at the noticeboards of secretariats and on the University web page, in the dedicated section.

Art. 13

(a) The School Bachelor Examination Committee assesses the Bachelor papers submitted upon registration.

(b) If the School Committee detects any form of plagiarism in the Bachelor paper and/or an incompatibility between the printed version of the paper and the electronic version, the candidate registered for the Bachelor degree examination is rejected and liable for misrepresentation thus losing the right to register to take the Bachelor degree examination at the Romanian-American University of Bucharest, according to the law.

CHAPTER III

THE ORGANISATION OF THE BACHELOR'S DEGREE EXAMINATION

Art. 14

The following committees are established at the Romanian-American University of Bucharest for the organization and conduct at high quality standards of the examination for the completion of academic studies, according to the law:

(1) The University Bachelor Committee, hereinafter called the Central Committee;
(2) The Bachelor Examination Committee for each School;
(3) Specialty Committees;
(4) Supervisory Committees, if applicable;
(5) Grading Committees, if applicable;
(6) Technical Committee.

Art. 15

The Central Committee and the Technical Committee are established at University level, by the decision of the University Rector, with the approval of the University Senate.

Art. 16

(a) The Bachelor Examination Committee for each School consists of:

- a Chair (the School dean);
- 3-5 members, holding at least the academic degree of lecturer Ph.D.;
- a Secretary.

(b) The Bachelor Examination Committee for each School is established by the decision of the University Rector, at the proposal of the School Council, with the approval of the University Senate.

(c) The role of the Bachelor Examination Committee for each School is to solve any potential appeals related to the results of the written examination.

(d) The committee secretary has the sole attribution of document handling.

Art. 17

(a) The **Specialty Committees** are established for each study programs/majors, according to the law. They consist of:

- a Chair;
- 2 members – holding at least the academic degree of lecturer PhD;
- a Secretary – holding at least the academic degree of teaching assistant PhD.

(b) The Committee Chair must hold at least the academic degree of University professor or associate professor.

(c) The members of the Specialty Committee must hold at least the academic degree of lecturer, associate professor, or professor.

(d) The secretary of the Specialty Committee must hold at least the academic degree of teaching assistant PhD and is in charge solely with the document handling. The secretary of the specialty committee is not entitled to grade Bachelor papers.

(e) The Specialty Committees are established by the decision of the University Rector, at the proposal of the School Council and academic departments, with the approval of the University Senate.

(f) Both the members of the Specialty Committee and the committee secretary may not have, with the candidates or among themselves, any relation of spouses, in-laws or relatives up to the third degree, according to the law.

Art. 18

The supervisory committees are established by the decision of the Rector of the University, at the proposal of the School Council, with the approval of the University Senate. These committees ensure the proper conduct of the written test (Test 1) of the bachelor examination.

Art. 19

The grading committees are established by the Rector's decision, at the proposal of the School Council, with the approval of the University Senate and ensure the evaluation of the grid tests (theses / exam grids). A grading committee is compulsorily made up of two proofreaders, professors, having the teaching degree of at least teaching assistant, PhD.

Art. 20

(a) The identity of members of committees established for the examination for the completion of academic Bachelor studies is publicly available, according to the law.

(b) The identity of the members of the Bachelor Examination Committees and of the Committee for the analysis and settlement of appeals, as well as the number of their members do not change during the examination for the completion of academic studies, according to the law.

Art. 21

The attributions of the committees established for the organization and conduct of the examination for the completion of academic Bachelor studies at the Romanian-American University of Bucharest are an appendix to these regulations (*Annex 5).*

Art. 22

The Management of the Romanian-American University, the Management of Schools and the Bachelor Examination Committees are fully responsible for the organization of the examination for the completion of Bachelor studies at high quality standards, in compliance with the provisions of these regulations, of the internal regulations and the legal provisions in force.

CHAPTER IV
THE CONDUCT OF THE BACHELOR'S DEGREE EXAMINATION

Art. 23

The Central Committee, upon a delivery-reception report, will distribute the forms necessary for the conduct of the bachelor's degree examination to the secretaries of the bachelor's degree Committees for each School.

Art. 24

(a) *Test 1 - Assessment of fundamental and specialized knowledge* will be conducted (according to the specific regulations) face to face, in the form of written or oral examination.

(b) The Candidates' access to the "Exam Session", conducted face to face, is allowed based on the ID card/ passport / student card and birth certificate, for married candidates.

(c) During the assessment, the use of textbooks, mobile phones, memory devices, notes or other study materials is not permitted, as each candidate is required to have only his/her identity documents and to use the computer through which he/she takes the exam, exclusively for this purpose and in full compliance with the rules of ethics and all the specific regulations. If necessary, candidates may use, with the permission of the specific Committee, printed drafts or an office calculator (without scientific functions) but the use of the computer's calculator is not allowed.

(d) The minimum pass grade for the written/oral test is 5,00 (five), according to the law.

(e) The candidates who are not able to pass the first examination (Test 1) may not attend the second examination (Test 2) and will be informed about this interdiction at the end of Test 1.

(f) If the Committee detects and proves a candidate' s attempt to pass the examination by fraud, the candidate will receive grade 1 (one) and he/she will lose the right to register for a bachelor's degree examination at the Romanian-American University, in Bucharest.

Art. 25

(a) *Test 2 – The presentation and defense of the bachelor paper* take place in front of the Specialty Committee, face to face, in a public meeting.

(b) The scientific coordinator of the bachelor's degree thesis may attend in the face-to-face public meeting if he/ she is not a member of the Specialty Committee and has no right of assessment.

(c) The Specialty Committee will assign grades to candidates in accordance with the grade report drafted by the scientific coordinator of the bachelor's degree paper, assessing the quality of the paper, presentation delivery and its defense in the face-to-face public meeting.

(d) Each member of the Specialty Committee will assign a grade to each candidate expressed in an integer number from 1 (one) to 10 (ten).

(e) The grade for this examination represents the average of the grade assigned by the members of the Specialty Committee, calculated to 2 (two) decimals, without rounding, provided that there isn't a difference of more than two points between the awarded grades.

(f) If, by way of exception, there is a difference of more than 2 points between the grades given by the members of the Specialty Committee, the Chair of the Evaluation Committee requests, in writing, to the School Bachelor Degree Examination Committee the delegation of the competence to a member of the School to participate in the public re-defense of the bachelor paper and to harmonize the scientific arguments of the members of the Specialty Committee.

(g) The minimum pass grade for this examination is 5 (five), according to the law.

(h) A candidate may not contest the grade received for the oral examination, according to the law.

Art.26

If the members of the Specialty Committee detect and prove the plagiarism of the bachelor's degree paper, the candidate will receive grade 1 (one), and he/she loses the right to register for a bachelor's degree examination at the Romanian-American University of Bucharest.

Art. 27

(a) The average of the bachelor's degree examination is the simple arithmetic average of grades received for Test 1 and Test 2, calculated with two decimals, without any rounding, according to the law.

(b) The bachelor's degree examination is passed if the two tests are passed, during the same session, if the candidate received at least grade 5,00 (five), for each of the two tests, and if the arithmetic average of the grades for both tests is at least 6,00 (six). Under such circumstances, the pass of any test from a previous bachelor's degree examination session may not be considered.

Art.28

The results of each test must be displayed within 48 hours from the date of paper defense, on the notice board of each School and on the university website, in the dedicated section.

Art.29

(a) Any appeals with regard to the results of the written test of the bachelor's degree examination will be submitted in electronic format, using the standard form available in the section Bachelor's degree examination/Schedules and results, each request will be registered by the Registry Office of the Romanian - American University in Bucharest, within 24 hours from the posting date and will be resolved within 48 hours from the closing date of the submission of appeals, by the School bachelor's degree Examination Committee or, in special cases, by the Committee for the Analysis and Settlement of Appeals appointed by the decision of the Rector.

(b) The resolution of appeals falls exclusively under the responsibility of the Romanian-American University of Bucharest, according to the provisions of these regulations, approved by the Senate of the University, according to the law. The decision of the School bachelor's degree Committee or of the Committee for Analysis and Resolution of Appeals, depending on the case, is irrevocable, according to the law.

(c) According to the law, the members of the School bachelor's degree Committee or of the Committee for Analysis and Resolution of Appeals may not be among themselves or with the examined in a relationship of spouses, in-laws or relatives up to and including the third degree.

Art.30

The Committees established at the level of School will communicate their results to the Central Committee within a maximum 24 hours from the end of the bachelor's degree examination.

CHAPTER V
THE REGULATIONS CONCERNING GRADUATES FINALIZING THEIR STUDIES ACCORDING TO LAW 84/1995

Art.31

The Graduates of the Romanian-American University who finalized their studies according to law 84/1995 and did not attend or were dismissed from the bachelor degree examination that was previously organized by the institution, except for those who have been dismissed for fraud, may attend the bachelor degree examination, during the July 2026 session, on the same conditions as the graduates of the 2025-2026 academic year.

Art.32

During the 2025 - 2026 academic year they must elaborate a new bachelor's degree paper (or update their previous paper) and receive a new report from the scientific coordinator (an institutional printed form – Annex 2) which will include appreciations regarding the content of the paper and the evaluation with grade, from 1-10, expressed in an integer number. Registration for the bachelor's degree examination is allowed if the candidate gets a minimum 5 (five) grade on his/her paper, as mentioned by the scientific coordinator in the report.

CHAPTER VI
FINAL PROVISIONS

Art.33

(a) The Graduates of the Romanian-American University of Bucharest, who have taken and passed the bachelor's degree examination are issued a bachelor's degree, bearing the heading of the relevant Ministry. The bachelor's degree will specify the field and the study program/major completed, according to law.

(b) *The bachelor's degree* will encompass the bilingual *diploma supplement*, issued by the School, according to law.

(c) The degree of the graduates who passed the bachelor's degree examination will be issued by the University in maximum 12 months from the date of the bachelor's degree examination.

Art.34

(a) Until the issue of the degree, graduates who passed the bachelor's degree examination may receive, upon request, *a temporary certificate of graduation*.

(b) The holder of a temporary certificate of graduation has the same legal rights as the holder of a degree. The certificate of graduation will include the position, name, surname and signature of the responsible bodies from the Romanian-American University of Bucharest, as well as the following information: field of study, study program/ major, study period, graduation average, the status of accreditation/ temporary authorization, type of studies, language, geographical location, number of credit points and the regulatory document (government decision, ministry order, as the case may be).

(c) In case of loss or destruction, the issue of a new temporary certificate shall follow the legal provisions regarding the issue of study documents duplication, according to law.

Art.35

The graduates who are not able to pass the bachelor's degree examination receive, upon request, *a certificate of bachelor studies*, which includes the information specified in art. 34, paragraph (b), except for the bachelor's degree average grade, which will be replaced with the average grade for the years of study.

Art.36

Graduates from the previous classes, who finished their studies according to law 288/2004, may register for the bachelor's degree examination during the current year session of examination, by following the provisions of the current year regulations. However, during the 2025-2026 academic year, they must elaborate a new bachelor's degree paper (or update their previous paper) and to receive a new report from the scientific coordinator (an institutional printed form – Annex 2) which will include appreciations regarding the content of the paper and the grade, from 1-10, expressed in an integer number. Registration for the bachelor's degree examination is allowed if the candidate receives at least grade 5 (five) on his/her paper, as mentioned by the scientific coordinator in the report.

Art.37

The Romanian-American University of Bucharest will inform candidates about the conduct of the bachelor's degree examination, the regulations, period of registration, themes and bibliography, etc. and will display the information related to the examination process at the headquarters of the institution and on the official institutional website, in the dedicated section.

Art. 38

If a graduate is not able to pass the bachelor's degree examination during the 2026 session, he/ she can take the exam on a subsequent session, bearing all the related expenses and meeting all the requirements set by the institutional regulations and according to the legal provisions in force.

Art. 39

Both the authors and the scientific coordinators are responsible for the originality of the bachelor's degree papers, according to law.

Art. 40

It is prohibited the commercialization of scientific papers to facilitate the falsification by the buyer of the authorship of a paper.

Art. 41

The involvement of a member of the academic community in actions meant to contravene to the provisions of the University Charter, Ethical Code, all internal regulations and methodologies approved by the Senate of the University, deontological, moral and professional norms as well as the university ethics, will be sanctioned according to law.

Art. 42

The Rector of the Romanian-American University of Bucharest may cancel, with the approval of the University Senate and according to the provisions of the law in force, a bachelor degree examination, a certificate or a degree if there is evidence that the paper was acquired through fraudulent means or by violating the provisions of the Code of ethics and the university deontology.

Art. 43

The Registration for the bachelor's degree examination confirms the full acceptance of these regulations, by all candidates.

Art. 44

After the University Senate has approved these regulations, all the previous internal regulations regarding the conduct of the bachelor's degree examination will be abrogated.

Art. 45

The Management of the Romanian-American University, the Management of Schools and the members of the Bachelor's Degree Examination Committees must comply with the provisions of these regulations and must be responsible for its successful implementation.

This Regulation, approved in the meetings of the Senate of the Romanian-American University on December 17, 2025.

RECTOR,	**PRESIDENT OF THE SENATE,**
Professor Costel NEGRICEA, PhD	**Associate Professor Mihai OLARIU, PhD**