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REGULATION FOR ORGANIZING AND CONDUCTING THE FINAL EXAMINATION FOR MASTER'S DEGREE PROGRAMS IN ROMANIAN FOR THE ACADEMIC YEAR 2025 – 2026

CHAPTER I
GENERAL PROVISIONS

Art. 1

The Romanian-American University of Bucharest lays down and enforces its Regulations for Organizing and Conducting the Final Examination for Master Degree Programs in English, hereinafter referred to as the Dissertation Examination, in accordance with the Methodology for Organizing and Conducting the Graduation, Bachelor's /Diploma's Degree and Dissertation Examination elaborated by the Ministry of Education, complying with the legal provisions in force.

Art. 2

The Romanian-American University organizes and conducts the final examination for Master's Degree Programs in English, according to the following normative acts:

- The Law of National Education no. 199/2023, as subsequently amended and supplemented;
- The Government Decision (G.D.) no. 404/2006 on the organization and conduct of Master's Degree Programs;
- The Government Decisions No. 428/644/2025 on the approval of accredited master's degree fields and programs and the maximum number of students that can be enrolled in the 2025-2026 academic year;
- Government Decision No. 1.225/2024 for the approval of the types of content and format of academic documents, as well as of the diploma supplement
- 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. 3691/2024;
- 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

As a higher education institution and a legal entity of public utility, governed by the private law, part of the national education system, accredited by law, the Romanian-American University organizes, in

the academic year 2025 – 2026, the final examination for the following Master's Degree Programs taught in English and offered as full-time education (FT):

No.	School	Domain of Master degree	Accredited Master degree Programs FTS – Full time studies	ECTS
1.	School of Computer Science for Business Management	Economic Informatics	Computer Science for Business	120
2.	School of Management – Marketing	Marketing	Strategic Marketing	120
3.	School of International Business	Economics and International Business	International Business and Entrepreneurship	120
			International Economic Relations and Economic Diplomacy	120

Art. 4

(a) Finalizing the Master's Degree Programs organized by the Romanian-American University is done by taking the *Dissertation Examination*, according to the law.

(b) The Romanian-American University of Bucharest organizes and conducts the dissertation examination only for its graduates, for the classes of the current academic year (2025-2026) and of former academic years.

(c) *The dissertation examination for the academic year 2025-2026 is organized in one session, in July 2026*.

(d) Graduates from classes of former academic years may register to take the Master's Degree Programs Final Examination in the session scheduled for the current academic year class, in compliance with the legal provisions in force.

(e) The Master's Degree Programs Final Examination takes place face to face.[1]

(f) The Romanian-American University of Bucharest shall inform candidates about the period established to take the exam for finalizing the Master's Degree Programs in English, registration requirements and period etc., through public display at the institution headquarters and on its web page, in the dedicated section.

[1] By derogation from the provisions of the paragraph (e), 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 master'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. 5

(a) At the Romanian-American University, the *dissertation examination* consists of a *single test*, namely *The Presentation and Defense of the Dissertation Paper*.

(b) The defense of the dissertation is public and takes place face to face – in the presence, simultaneously, of the examination committee and the candidate, according to the law.

(c) The dissertation paper must demonstrate the candidate's advanced scientific knowledge of the addressed topic and must contain elements of originality in the development or solving of the topic, as well as ways of scientific validation thereof.

(d) The maximum accepted similarity percentage is specific to each School and can be found in Annex 4, having been initially checked by the dissertation'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 dissertation 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.

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

(f) The authors of dissertation 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. 6

(a) The Scientific coordination/guidance of students/graduates for the elaboration of the dissertation paper is done over a period of at least 6 months.

(b) The student must present his/her work to the scientific coordinator at various stages of elaboration.

(c) The scientific coordinator must provide specialist guidance (scientific research and editing) and record the progress made by the student/graduate.

(d) If a conflict of interest arises between the scientific coordinator and the student, the Dean of the School may appoint another scientific coordinator after consultation with the Department Head at least 3 months before the start of the registration period and after the payment of the fees established for such cases by the University Senate.

CHAPTER II
REGISTRATION OF CANDIDATES FOR THE MASTER'S DEGREE PROGRAMS FINAL EXAMINATION

Art. 7

(a) Registration of candidates for the Master's Degree Programs final examination shall be done according to the calendar approved by the University Senate and made public on the School noticeboard and on the institutional web page, in the dedicated section.

(a) The candidates must register personally for the dissertation examination in the campus of Romanian-American University[2].

(b) The required documents for the registration are the following:

- ***Written application*** (*Annex 1* - institutional form – *"Written application for the dissertation examination*") – electronically generated document through the institutional Platform, filled in, printed, signed, scanned/photographed and uploaded on the institutional Platform and will be and will be submitted to the school secretariat at the moment of enrollment;

- ***A copy of the dissertation paper*** – uploaded integrally – including the covers and the annexes – on the institutional Platform, mandatorily accompanied by the similarity report and the scientific coordinator's evaluation report (institutional form – *Annex 2*), which includes the assessments of the content of the paper and the grade proposed by the scientific coordinator, expressed as an integer, from 1(one) to 10 (ten). The students/candidates may register for the dissertation examination only if they have got at least 5 (five) for the dissertation paper, as mentioned in the evaluation report by the scientific coordinator. The other copy of the dissertation paper must be submitted in hard copy at the School secretary until the end of the registration period.
- ***The Birth certificate*** – the document, as a photocopy, shall be taken from the graduate's personal file, scanned and then uploaded on the institutional Platform, by the School secretary;
- ***The Marriage certificate*** (if applicable) – the document, as a photocopy, shall be taken from the graduate's personal file, scanned and then uploaded on the institutional Platform, by the School secretary;
- ***Handwritten statement concerning the originality*** of the dissertation paper (institutional form – *Annex 3*), a document that shall be scanned and uploaded on the institutional Platform;

[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.

- ***Diploma of Bachelor Studies or an equivalent*** – a photocopy of the document shall be taken from the graduate's personal file, scanned and uploaded on the institutional Platform, by the School secretariat;
- ***3 color photograph*** size ¾ cm. must be submitted to the School secretariat, until the end of the registration period.

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

(c) Candidates whose dissertation papers have been rejected by the scientific coordinator lose the right to take the examination in the current session.

(d) At the end of the registration period, the School Secretariat shall draw up lists with all the candidates (their names in alphabetical order according to the surname) who have the legal right to take the dissertation examination. These lists shall be approved by the President of the School Committee for Master's Degree Programs and shall be made public on the School noticeboard and on the institutional web page, in the dedicated section.

Art. 8

(a) The School Committee for Master's Degree Programs checks the dissertation papers submitted at registration through the institutional Platform.

(b) In case the dissertation paper is plagiarized, the candidate who has registered for the Master's Degree Programs final examination shall be rejected, shall be liable for false statements and loses the right to register for the dissertation examination organized by the Romanian-American University, according to the law.

CHAPTER III
ORGANIZATION OF THE DISSERTATION EXAMINATION

Art. 9

In order to organize and conduct the Master's Degree Programs final examination at high-quality standards, the following Examination Committees are established by the Romanian-American University of Bucharest:

(a) The Central Committee;

(b) The School Committee for Master's Degree Programs;

(c) The Specialty Committee;

(d) The Technical Committee.

Art. 10

The Central Committee and **The Technical Committee** are established at University level, by the Rector's Decision, with the approval of the University Senate.

Art. 11

The School Committee for Master's Degree Programs consists of:

- The President (Dean of the School);
- 2 - 3 members who must have at least the teaching degree of Lecturer PhD;
- A Secretary.

Art. 12

(a) The Specialty Committees for the defense of the dissertation paper are established according to the Master's Degree Programs /Majors, and consist of:

- The President;
- 2 members, professors of specialized disciplines, who must have at least the teaching degree of Lecturer PhD;
- A Secretary who must have at least the teaching degree of Teaching Assistant PhD.

(b) The President of the Specialty Committee is, customarily, a University Professor or an Associate Professor.

(c) The Secretary of the Specialty Committee shall organize the documents, but he/she is not entitled to grade the dissertation papers.

(d) The Specialty Committee may include members co-opted from the business environment and/or teaching staff members from other accredited universities from the national system of education who have the right to grade the dissertation papers.

(e) According to the law, both the members of the Specialty Committee and its secretary must not be in a relationship with spouses, affinities and relatives up to the 3rd degree inclusively with the candidates or among themselves.

Art. 13

(a) The School Committee for Master's Degree Programs and the Specialty Committees are established by the Rector's Decision, upon the proposal of the School Council, with the approval of the University Senate;

(b) The composition of the Examination Committees for the Master's Degree Programs final examination shall be made public, according to the law;

(c) The composition of the Committees for the dissertation examination, as well as the number of its members shall not be changed during the examination, according to the law.

Art. 14

The duties of the Committees that organize and conduct the Master's Degree Programs final examination at the Romanian-American University of Bucharest are listed in the annexes to this Methodology (*Annex 5*).

CHAPTER IV
CONDUCTING THE DISSERTATION EXAMINATION

Art. 15

The necessary forms for the conducting of the dissertation examination are distributed to the School Master Committee secretaries through the Central Committee.

Art. 16

(a) The presentation and defense of the dissertation paper take place in front of the Specialty Committee. The presentation of the dissertation paper shall highlight the master student's contributions to it and the original elements.

(b) The public defense session may be attended by the scientific coordinator of the dissertation paper, in case (s)he is not part of the Specialty Committee, as a co-opted member who does not have the right to give a mark.

Art. 17

(a) Subsequent to the presentation and defense of the dissertation paper, the Specialty Committee gives marks, taking into account the scientific coordinator's Report, the quality of the paper, the quality of the defense made by the candidate, as well as the institutional specific assessment criteria.

(b) Every member of the Specialty Committee gives a mark that is an integer, from 1 (one) to 10 (ten).

(c) The dissertation examination grade is the arithmetic average of the marks given by the Specialty Committee members, calculated with 2 (two) decimals, without rounding on condition that there should be a difference no greater than two points between the marks.

(d) As an exception, in case there is a greater difference than two points between the marks given by the Committee members, the committee president draws up a written request to the School Master Committee to delegate competence to one of its members to participate in a new public defense of the dissertation paper and to harmonize/mediate between the scientific arguments brought by the Specialty Committee members.

(e) The graduation average of the dissertation examination must be at least 6 (six).

(f) The deliberation of the Specialty Committee regarding the dissertation examination results is not public, according to the law.

(g) The dissertation examination result cannot be challenged by the candidate, according to the law.

Art. 18

Should the Specialty Committee members determine and prove plagiarism in the dissertation paper, they will grant the grade 1 (one), the candidate losing the right to register for the Master's Degree Programs final examination at the Romanian-American University of Bucharest.

Art. 19

The dissertation examination results are displayed in 48 hours at most from the moment when they are established, at the school's bulletin boards and on the institutional web page in the dedicated section.

Art. 20

The committees set up at school level shall communicate to the Central Committee the final results of the dissertation examination in 24 hours from the completion of the exam.

Art. 21

The Management of the Romanian-American University of Bucharest, those of the schools and the Dissertation Examination Committees bear the whole responsibility for the organization and conducting of the Master's Degree Programs final examination at the highest quality standards, observing the legal provisions in effect, as well as the current set of regulations and the documents of internal provisions.

CHAPTER V
FINAL PROVISIONS

Art. 22

In case of failure of the Master Degree Programs final examination, it can be taken again in a subsequent session, with the candidate incurring the corresponding expenses, and only after (s)he has integrated the modifications suggested by the Specialty Committee in the body of the dissertation paper, under the conditions outlined by the institutional regulations approved by the University Senate, in compliance with the current legislation.

Art. 23

(a) The master student who has complied with all the requirements stipulated in the master academic studies program and who has acquired at least a 6 (six) for the public defense of the dissertation paper shall receive a *Master's Degree* accompanied by the *Diploma Supplement* drawn up and issued in compliance with the current legislation.

(b) The Diploma is issued in 12 months at most from the moment when the examination is passed, according to the law.

Art. 24

(a) Until the diploma is issued, the graduates who passed the Master's Degree Programs final examination receive, upon request, a *Graduation attestation.*

(b) The Graduation attestation provides the graduate with the same legal rights as the diploma and must contain the title, surnames, first names and signatures of the people responsible from the Romanian-American University of Bucharest, as well as the following information: the domain of the master degree, study program/major, duration of studies, final average, the status of accreditation/provisional authorization, type of studies, language of teaching, geographical location, the number of credit points and the legislative act that establishes them (Government Decision, Order of the Minister, according to the case).

(c) In case of loss or damage of the Graduation attestation, the release of a new attestation follows the legal procedures regarding the release of duplicates of study documents, according to the law.

Art. 25

The students who do not pass the Master's Degree Programs final examination receive, upon request, a *certificate of academic studies* which comprises the information stipulated in Art. 24, paragraph (b), except the final average for the studies, which will be replaced by the averages for the years of study.

Art. 26

Scientific coordinators answer as to the originality of the content of the dissertation papers, along with their authors, in compliance with the law.

Art. 27

The sale of scientific papers in view of counterfeiting the quality of author of a dissertation paper by the buyer is strictly forbidden.

Art. 28

The involvement of a member of the academic community in actions meant to contravene the provisions of the University Charter, the Code of Ethics, any and all internal regulations and

methodologies approved by the University Senate, and norms of deontology, morality and academic professional ethics will be punished according to the law.

Art. 29

The Rector of the Romanian-American University of Bucharest may annul, with the approval of the University Senate and according to the legislation in effect, a final examination, a certificate or a diploma when it is proven that it was obtained by fraud or as a result of breach of the *Code of Academic Ethics and Deontology*.

Art. 30

Registration for the Master's Degree Programs final examination confirms the full compliance of the candidates with this set of provisions.

Art. 31

Upon the date of the approval of this set of provisions by the University Senate, all former internal regulations regarding the organization and conducting of the Master's Degree Programs final examination are repealed.

Art. 32

The Management of the Romanian-American University, the Schools' Management and the members of the Master's Degree Programs final examination Committees shall carry out these provisions, being responsible for their observance.

This set of Regulations was approved by the Senate of the Romanian-American University of Bucharest in its session of December 17, 2025.

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