GUIDELINES

IL 02.B.L.IE.R2/05/2026_EN – The Process of Taking the Bachelor Examination – Guidelines for Graduates/Candidates

Aim:

This set of guidelines presents the process of taking the bachelor examination and has been developed to adapt the regulations for organizing and conducting the bachelor examination for the programs taught in Romanian, in the academic year 2025-2026, to the process of taking the bachelor examination face-to-face, in the Campus.

Application:

These guidelines apply to graduates/candidates who take the final bachelor studies examination, in July 2026, as well as to members of the RAU Executive Examination Committee, the School Examination Committees, the Specialty Examination Committees, the Supervisory Committees and Grading Committees.

Definitions, abbreviations and acronyms related to the current guidelines:

Subject/examination subject variant: evaluation test, marked from 1 to 4, made up of 45 multiple choice questions, every question having 4 options, out of which 1 is the correct answer.

Answer sheet: standardized document containing the identification data of the candidate, the School, study program, the examination subject variant and a table of choices from a) to d) for every question from the examination subject variant, which the candidate must fill in with the answers that (s)he considers to be correct, according to the instructions received from the Supervisory Committee.

Cover page: standardized document in the form of a table that has a number of rows equal to the number of questions in the examination subject variant, in which the candidate may fill in, if (s)he wants to do so, the answers provided as correct for every question, in order to be able compare them with the marking grid template that shall be displayed after Part 1 of the examination has finished.

GDPR - General Data Protection Regulation.

Manner of conducting the activities:

Throughout the unfolding of the whole bachelor examination process, graduates/candidates must comply with the Regulations for the professional activity of students, must not break the legal provisions regarding fraud in examinations – the GDPR rules (bearing on confidentiality of personal data), as well as other framework regulations that are valid at national level, including those set up and in force at institutional level.

Graduates/candidates who have signed up for the final bachelor examination through the institutional platform must go through the following stages, as mentioned below:

STAGE 1 – Checking the schedule of the bachelor examination

Step 1:

The day before the bachelor examination, the candidate shall check, on the University website, in the dedicated section, the room where (s)he has been assigned, as well as the time when Part 1 of the examination is scheduled to begin.

STAGE 2 – The bachelor examination – Part 1

Step 2: On the day of the bachelor examination, the candidate shall arrive at the Romanian-American University headquarters approximately 1 hour before the examination is actually set to begin.

Step 3: The candidates shall enter the examination room only after their identity has been verified based on an identity document that displays a photograph of the owner.

Step 4: The candidates shall observe their placement in the examination room, on their specific seat as indicated on the examination badge, being assisted in this placement by the teaching staff members from the Supervisory Committee.

Step 5: Before the distribution of the subjects/examination subject variants, the President of the Supervisory Committee or one of its members shall explain the manner in which the examination will unfold.

Step 6: After the candidates have been explained the manner in which the examination will unfold, the Supervisory Committee shall distribute the subjects/examination subject variants, observing the numbers previously allotted to/specified for every candidate. Starting the moment the subjects have been distributed, students have 2 hours at their disposal to answer the 45 multiple choice questions.

Step 7: Subsequent to having received the subject/examination subject variant, the candidate shall fill in, on the "Answer sheet" form, according to the instructions received, the answers that (s)he considers to be correct

Step 8: After the candidate has filled in the answers that (s)he considers to be correct on the dedicated form, or, according to the case, the time allotted for the examination is over, before leaving the room, the candidate shall hand in to the Supervisory Committee, under signature, the form together with the subject/examination subject variant, keeping for verification, if (s)he wants to, the "Cover page" on which (s)he has filled in the answers that (s)he has considered to be correct, in order to be able to compare them with the marking grid template that shall be displayed after all candidates have finished Part 1 of the examination.

Step 9: Upon receiving the "Answer sheet" from every candidate, the members of the Supervisory Committee must, before sealing the paper, check the correspondence between the number of the subject/examination subject variant and the number written by the candidate on the form, as well as the completeness of the identity, School and major data.

Throughout the unfolding of *Part 1- Evaluation of fundamental and specialty knowledge*, the Supervisory Committee has the obligation to let the candidates in the examination room know about the imminent moment when the time is up, approximately 5 minutes before the examination ends.

In case the Committee ascertains and establishes the attempt, from a candidate, to pass through fraud *Part 1- Evaluation of fundamental and specialty knowledge*, the respective candidate shall be given the grade 1 (one) and (s)he shall lose the right to sign up to take the bachelor examination at the Romanian-American University of Bucharest.

ETAPA 3 – STAGE 3 – The bachelor examination – Part 2

Step 10: Candidates who have obtained at least 5 in Part 1, will be able to take Part 2 of the bachelor examination – the defense of the bachelor paper, according to the schedule posted on the University website, after the results of Part 1 have been displayed.

The defense of the bachelor paper shall be performed within a maximum of 20 minutes (including the Q&A session). Allotting relatively equal time intervals to the defense of the paper and the Q&A session is recommendable.

The Specialty Committee shall announce the grades obtained by the candidates in Part 2 of the bachelor examination at the end of each evaluation day at the latest.

STAGE 4 – Displaying the final bachelor examination results

Step 11: The final results obtained in the bachelor examination will be displayed on the institutional website, on the day of the examination finalization by each Committee, or the next day at the latest, in case the Committee's examination activity finished at a late hour, which makes it difficult to enter the results into the database and communicate them on the website on the same day.