

MINISTERUL EDUCAȚIEI NAȚIONALE

Universitatea Româno-Americană
Bd. Expoziției, nr. 1B, sector 1
București, cod 012101, România
Telefon: 0040-372.120.101
Fax: 0040-21-318.35.66
www.rau.ro



Romanian-American University
1B Expoziției Bd., sector 1
Bucharest, 012101, Romania
Phone:0040-372.120.101
Fax: 0040-21-318.35.66
www.rau.ro

REGULATIONS
FOR ORGANIZING AND CONDUCTING THE FINAL EXAMINATION OF BACHELOR
STUDIES IN ROMANIAN
FOR THE ACADEMIC YEAR 2019 - 2020

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 final examination for the programs taught in Romanian, hereon referred to as bachelor degree examination, in agreement with the framework Methodology for organizing and conducting bachelor/dissertation examinations set up by the Ministry of Education and Research, in compliance with the law.

Art. 2

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

- Law of national education no. 1/2011, with its additional modifications and amendments;
- Law no. 288/2004 regarding the organization of academic studies, with its subsequent modifications and amendments;
- Government Decision no. 376/2016 bearing on the approval of the domain and major/academic study program Nomenclature, and of the structure of higher education institutions for the academic year 2016-2017, with its subsequent modifications and amendments;
- Government Decision no. 140/2017 bearing on the approval of the domain and major/academic study program Nomenclature, and of the structure of higher education institutions for the academic year 2017-2018, with its subsequent modifications and amendments;
- Government Decision no. 577/2017 regarding the approval of the name of qualifications and titles conferred to the bachelor degree graduates registered in the 1st year in the academic years 2014-2015, 2015-2016 and 2016-2017, with its subsequent modifications and amendments;
- Order of the Ministry of Education and Scientific Research no. 6125/2016 regarding the approval of the framework Methodology for organizing and conducting bachelor and dissertation examinations with its subsequent modifications and amendments.

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 2019-2020 academic year a bachelor degree examination for the following bachelor study programs taught in Romanian:

No. crt.	School	Domain for bachelor degree studies	Accredited Major (A) or Major authorized to function provisionally (AP)	Form of organization	No. of credits (ECTS)
----------	--------	------------------------------------	---	----------------------	-----------------------

No. crt.	School	Domain for bachelor degree studies	Accredited Major (A) or Major authorized to function provisionally (AP)		Form of organization	No. of credits (ECTS)
1.	Management – Marketing	Management	Management	A / A	FTS / PTS	180
		Marketing	Marketing	A / A	FTS / PTS	180
2.	Domestic and International Tourism Economics	Business Administration	Commerce, Tourism and Service Economics	A / A	FTS / PTS	180
3.	Domestic and International Business, Banking and Finance	International Economics and Business	International Business	A / A	FTS / PTS	180
		Finance	Banking and Finance	A / A	FTS / PTS	180
		Accounting	Accounting and management IT	A	FTS	180
4.	Computer Science for Business Management	Cybernetics, Statistics and Economic IT	Economic IT	A	FTS	180
5.	Law	Law	Law	A / A	FTS / PTS	240
6.	European Economic Studies	International Economics and Business	International Economics and Business	A	FTS	180

FTS – full-time studies / PTS – part-time studies

Art. 4

- (a) The bachelor degree studies at the Romanian-American University are completed as a result of a bachelor degree examination, in compliance with the law.
- (b) For a bachelor degree study program, the bachelor 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 unfolds the bachelor degree examination only for its own students.
- (d) The Romanian-American University of Bucharest organizes only one session of the bachelor degree examination per year.
- (e) *The bachelor degree examination for the academic year 2019-2020 is organized in July, 2019.*
- (f) The bachelor degree examination unfolds at the Romanian-American University headquarters in Bucharest, no. 1B Expoziției Bld., district 1.

Art. 5

The bachelor degree examination in July, 2019 can be attended by:

- Graduates of the Romanian-American University of Bucharest, class 2019-2020;

- Graduates of the Romanian-American University in Bucharest from previous promotions who were not present at the examination or were rejected on the license exams held at the institution, except those rejected for proven fraud.

Art. 6

Under special circumstances, upon request and in compliance with the applying legal provisions, graduates of the Romanian-American University in Bucharest may register for and take the Bachelor degree examination at another organizing institution, upon approval of the Senates of the two higher education institutions, after receiving the consent of the boards of administration, under the law.

Art. 7

- (a) At the Romanian-American University, *the Bachelor degree examination* consists of two tests, as follows:
 - **Test 1, written examination** – *Assessment of basic and specialized knowledge;*
 - **Test 2, oral examination** – *Defense of the Bachelor paper.*
- (b) The tests mentioned at paragraph (a) for the Bachelor degree examination are to take place at the same venue, at the same time and in the presence of examination committee/committees specific to each test and candidate.
- (c) The defense of the Bachelor paper is public.
- (d) The minimum passing grade for each of the tests specified at paragraph (a) is 5 (five).
- (e) Test 2 can only be taken if test 1 is passed.
- (f) The passing grade for the Bachelor degree examination is at least 6 (six).
- (g) The decision making process of the committees regarding the results of the Bachelor degree examination is not public, under the law.

Art. 8

Basic and specialized knowledge that makes the object of the written examination of *test 1*, the topics and bibliography are as approved by the Senate of the Romanian-American University, at the proposal of the School Councils, in compliance with the curricula and subject descriptions followed by graduates of the 2019 – 2020 class. These will be made public when posted on the University web page and at the notice boards of secretary offices.

Art. 9

The aim of the examination at *test 1* is to evaluate the general and specialized competences acquired during the Bachelor studies. *Examinations already taken during the three years of studies will not be repeated at this test.*

Art. 10

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

Art. 11

- (a) Undergraduates/graduates benefit from tutoring for their Bachelor paper for a period of at least 6 months.

- (b) The undergraduate must submit to his/her coordinator the paper at various stages during its drafting.
- (c) The paper coordinator must provide specialized guidance (in research and drafting) and register the progress of the undergraduate/graduate.
- (d) If collaboration issues occur between the coordinator and the undergraduate, the School dean may designate another coordinator, after discussing the matter with the head of department, at least 3 months prior to the beginning of the registration for the Bachelor degree examination and after payment of any fees stipulated in this case by the University senate.

CHAPTER II

CANDIDATES' REGISTRATION FOR THE BACHELOR DEGREE EXAMINATION

Art. 12

- (a) The candidates can register for the Bachelor degree examination according to the calendar approved by the University Senate, which is made public when posted at the notice board of secretary offices and on the institution web page, under the dedicated section.
- (b) Each candidate must register in person for the Bachelor degree examination.
- (c) **Documents necessary for registration for the Bachelor degree examination:**
 - **Written application** (standard institution form – *appendix 1*) filled in by each candidate at the School secretary;
 - **One copy of the Bachelor paper**, accompanied by the **antiplagiarism report and the coordinator's report** (standard institution form – *appendix 2*), to contain an evaluation of the paper content and a grade proposal expressed as a single grade, from 1 to 10, a whole number. *Registration for the Bachelor degree examination is only possible if the coordinator's report grades the paper with at least 5 (five);*
 - **Documents which confirm** the electronic registration of the content of the Bachelor paper in the database created at the institution;
 - A copy of the **birth certificate**, certified as compliant with the original by the school secretary who carries out the registration, based on the original document which is handed back to the candidate;
 - A copy of the **marriage certificate** (if applicable), certified as compliant with the original by the school secretary who carries out the registration, based on the original document which is handed back to the candidate;
 - **A signed statement** on the originality of the Bachelor paper (standard institution form – *appendix 3*);
 - A copy of the **baccalaureate degree** or an equivalent degree, certified as compliant with the original by the school secretary who carries out the registration, based on the original document which is handed back to the candidate;

- **3 ¾ cm colored photos;**
- **An appendix to the receipt** certifying the payment of the examination fee set by the University Senate.

The documents are submitted in a **cardboard envelope file**.

- (d) Upon completion of the registration period, the school secretaries will draft nominal lists (in alphabetical order), with the room distribution of candidates who have the legal right to take the Bachelor degree examination, regardless of the graduated education form. These lists will be approved by the chairman of the Bachelor examination committee for each School and are made public when posted at the notice boards of secretary offices and on the University web page, the dedicated section.

Art. 13

- (a) The School Bachelor degree examination committee checks the Bachelor papers submitted upon registration.
- (b) If the School committee notices any plagiarism in the Bachelor paper and/or an incompatibility between the printed form of the paper and its electronic form, the candidate registered for the Bachelor degree examination is declared rejected, made liable for misrepresentation and loses the right to register in order to take the Bachelor degree examination at the Romanian-American University in Bucharest, under the law.

CHAPTER III

ORGANISATION OF THE BACHELOR DEGREE EXAMINATION

Art. 14

Under the law, the following committees are set up at the Romanian-American University for the organization and performance at high quality standards of the examination for the completion of academic studies:

- (1) The University Bachelor committee, hereinafter called the Central Committee
- (2) The Bachelor examination committee for each School
- (3) Specialty committees
- (4) Surveillance committees
- (5) Grading committees
- (6) Technical committee

Art. 15

The Central Committee and the Technical Committee are set up at University level, through decision of the University Rector, with approval of the University Senate.

Art. 16

- (a) **The Bachelor committee for each School** consists of:
- a Chairman (the School dean);
 - 3-5 members, holding at least the academic certification of lecturer PhD;

- a Secretary.
- (b) The Bachelor examination committee for each School is set through decision of the University Rector, at the proposal of the School Council, with 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 managing documents.

Art. 17

- (a) **Specialty committees** (for test 2) are organized on study programs/majors, under the law. They consist of:
 - a Chairman;
 - 2 members – faculty having at least the academic certification of lecturer PhD;
 - a Secretary – having at least the academic certification of teaching assistant PhD.
- (b) The committee chairman must have at least the academic certification of University professor or associate professor.
- (c) The members of the specialty committee must have at least the academic certification of lecturer, associate professor or professor.
- (d) The secretary of the specialty committee must have at least the academic certification of teaching assistant PhD and is solely in charge with managing documents. The secretary of the specialty committee is not entitled to grade Bachelor papers.
- (e) The specialty committees are established through decision of the University Rector, at the proposal of the School Council and academic departments, upon approval of the University Senate.
- (f) Under the law, 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.

Art. 18

Surveillance committees are set through decision of the University Rector, at the proposal of the School Council, upon approval of the University Senate. These committees ensure the good performance of the written part (Test 1) of the Bachelor degree examination.

Art. 19

Grading committees are set through decision of the University Rector, at the proposal of the School Council, upon approval of the University Senate and ensure the grading of the multiple choice test (theses/examination grid). A grading committee must consist of two grading faculty members having at least the academic certification of teaching assistant PhD.

Art. 20

a. The identity of members of committees set for the examination for the completion of academic Bachelor studies is made public, under 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 thereof do not change during the examination for the completion of academic studies, under the law.

Art. 21

The attributes of the committees established for the organization and performance of the examination for the completion of academic Bachelor studies at the Romanian-American University in Bucharest are an appendix to this regulation (*appendix 5*).

Art. 22

The management of the Romanian-American University, the Schools management and the Bachelor examination committees are fully responsible for the organization of the examination for the completion of academic Bachelor studies at high quality standards, in compliance with the provisions of this regulation, of the internal regulations and the applying legal provisions.

CHAPTER IV

PERFORMANCE OF THE BACHELOR DEGREE EXAMINATION

Art. 23

The forms necessary for the performance of the Bachelor degree examination are distributed to the secretaries of Bachelor degree committees for each School by the Central Committee, under a delivery-reception report.

Art. 24

- (a) *Test 1 – Assessment of basic and specialized knowledge* is a multiple choice written examination, which lasts for 2 (two) hours. The surveillance committees are in charge with the unfolding of this test.
- (b) In order to ensure an objective evaluation of written papers, the forms used to this end are to be designed so that the candidate's name and first name can be secured.
- (c) Candidates' access to the examination room is only possible based on their ID/passport and birth certificate for married candidates, each of them taking the seat assigned to him/her.
- (d) Access to the examination room with textbooks, mobile phones, memory devices, notes or any other study materials is not allowed; each candidate must only have his/her ID and any writing tools (blue ink pen). If additional drafts are necessary, the sheets will be made available by the University.
- (e) Upon completion of the written test, the candidate must hand over, under a signature, the examination grid, the test and any draft to one of the members of the Surveillance committee, who will seal the paper and will sign on the sealed corner in the candidate's presence.
- (f) The procedure for the evaluation of the test is as follows:

- (1) The multiple choice tests (theses/examination grids) are graded by the *grading committees*;
 - (2) The assessors individually evaluate the theses/ exam grids which have been allotted by the bachelor degree examination president, they write the scores and the marks in the register (an institutional printed form – annex 4) and add their handwritten signature;
 - (3) The score given by the assessors is calculated by multiplying by 2 (two) the number of correct answers and adding 10 (ten) points ex officio;
 - (4) The grade is calculated by dividing the overall number of points to 10 (ten);
 - (5) The assessors will write in the distinct box, on each paper/ exam grid the mark and will add the handwritten signature;
 - (6) In the situation in which the scores given by the two assessors are different, the president of the bachelor degree examination will evaluate (correct) the respective thesis/ exam grid, will write the final result in the “Observations” rubrics, in the register, on the thesis/ exam grid and will sign in handwriting, on both documents;
- (g) The minimum mark for the written test is 5, 00 (five), according to the law. Candidates who are not able to pass the written examination will lose the right to present themselves in the oral examination.
- (h) In the situation in which the supervisory board finds and proves the attempt to pass the written examination through fraud, the paper will be marked with grade 1 (one), and the candidate will lose the right to enroll for a bachelor degree examination at the Romanian-American University, in Bucharest.

Art. 25

- (a) *Test 2 – Presentation and support of the bachelor degree thesis* – takes place in front of the specialized committee, in a public hearing.
- (b) On the public hearing, the scientific coordinator of the bachelor degree thesis can be present, as long as he/ she is not a member of the examining committee and has no right of assessment.
- (c) The examining committee marks in accordance with the recommendations of the scientific coordinator of the bachelor’s degree thesis, in accordance with the quality of the paper, presentation mode and its public hearing.
- (d) Each member of the examining committee gives a mark – an integer number from 1 (one) to 10 (ten).
- (e) The mark for the oral examination represents the average of the marks given by the members of the specialized committee, calculated with 2 (two) decimals, without any rounding, on the condition that between the marks given should not be a difference bigger than two points.

- (f) In the case in which, by exception, between the marks given by the members of the specialized committee, there is a difference bigger than two points, the president of the committee requires in writing, to the School's bachelor degree examination committee, to delegate competences to a new member that will attend the public hearing of the bachelor degree paper and to harmonize the scientific arguments of the members of the specialized committee.
- (g) The minimum mark for passing the oral examination is 5 (five), according to the law.
- (h) The result in the oral examination cannot be questioned by the candidate, according to the law.

Art.26

In case the members of the specialized committee find and prove the plagiarism of the bachelor's degree paper, the mark give is 1 (one), and the candidate loses the right to enroll for a bachelor's degree examination at the Romanian-American University, in Bucharest.

Art. 27

- (a) The average of the bachelor degree examination is determined as the simple arithmetic average of the test 1 and test 2 marks, calculated with two decimals, without any rounding, according to the law.
- (b) The bachelor degree examination is considered passed if the two tests are passed, during the same session, if the mark is 5,00 at the least, for each of the two tests, and the arithmetic average of the two marks is 6,00 at the least. In these conditions, passing of a test from a previous bachelor degree session cannot be acknowledged.

Art.28

The results of each test are displayed no longer than 48 hours from the exam date, at the School's notice board and on the university website, dedicated section.

Art.29

- (a) Possible appeals with regard to the results of the written test of the bachelor degree examination are to be submitted at the Romanian-American University Registry office, in Bucharest, no longer than 24 hours from their display, and are to be resolved in 48 hours from the submission of the appeal, by the School's bachelor degree committee, or, in special situations, by the committee for analysis and resolution of appeals, appointed by the Rector of the university.
- (b) The resolution of appeals falls exclusively under the responsibility of the Romanian-American University in Bucharest, according to the provisions of the regulations book, approved by the Senate of the university, according to the law. The decision of the School's bachelor degree

committee or of the committee for analysis and resolution of appeals, depending on the situation, is unappealable, according to the law.

- (c) According to the law, the members of the School's bachelor degree committee or of the committee for analysis and resolution of appeals, cannot find themselves in a personal relationship of a spouse or relatives, up to the third level, included.

Art.30

The committees constituted at the level of School will communicate to the central Committee in maximum 24 hours from the end of the bachelor degree examination, their final results.

CHAPTER V

REGULATIONS REGARDING GRADUATES FINALIZING THEIR STUDIES ACCORDING TO LAW 84/1995

Art.31

Graduates of the Romanian-American University who finalized their studies according to law 84/1995 and did not present or were dismissed from the bachelor degree examination that previously took place in the institution, except for those that have been dismissed for fraud, can attend the bachelor degree examination, during the July 2020 session, on the same conditions as the graduates of the present 2019-2020 academic year.

Art.32

The above-mentioned graduates are obliged that, during the 2019-2020 academic year, to elaborate a new bachelor degree thesis (or to proceed with updating their previous paper) and to achieve 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 proposal for evaluation, expressed in the form of a mark, from 1-10, integer number. Application for the bachelor degree examination is conditioned by a minimum 5 (five) mark on the scientific coordinator's report.

CHAPTER VI

FINAL PROVISIONS

Art.33

- (a) Graduates of the Romanian-American University in Bucharest, who passed the bachelor degree examination are issued a Bachelor degree diploma, with the header of the Ministry of National Education. On the bachelor degree diploma there will be mentioned the field and the study program graduated, according to law.

- (b) *Bachelor degree diplomas* will be accompanied by the bilingual *diploma supplement*, issued by the School, according to law.
- (c) Diplomas for the graduates who passed the bachelor degree examination are issued by the University in maximum 12 months from the date of the bachelor degree exam.

Art.34

- (a) Until the issuing of the diploma, graduates who passed the bachelor degree examination receive, upon request, *a temporary certificate of graduation*.
- (b) The temporary certificate of graduation grants its owner legal rights similar to the diploma and should include the position, name, surname and signature of the responsible bodies from the Romanian-American University in Bucharest, as well as the following information: field of study, study program/ major, study period, graduation average, the status of accreditation/ temporary authorization, form of studies, language, geographical location, number of credit points and the regulatory document (government decision, ministry order, depending on the situation).
- (c) In case of loss or destruction, the issue of a new temporary certificate follows the legal provisions regarding the issue of study documents duplication, according to law.

Art.35

Graduates who are not able to pass the bachelor degree examination receive, upon request, *a certificate of bachelor studies*, which includes information specified at art. 34, paragraph (b), except for the bachelor degree average mark, which will be replaced with the average mark of the years of studies.

Art.36

Graduates of the previous years, who finished their studies according to law 288/2004, can enroll for the bachelor degree examination during the current year session of examination, by following the provisions of the current year regulations, being obliged that, during the 2019-2020 academic year, to elaborate a new bachelor degree thesis (or to proceed with updating their previous paper) and to achieve 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 proposal for evaluation, expressed in the form of a mark, from 1-10, integer number. Application for the bachelor degree examination is conditioned by a minimum 5 (five) mark on the scientific coordinator's report.

Art.37

Romanian-American University in Bucharest will inform candidates with regard to the unfolding of the bachelor degree examination, the regulations, period of application, themes and bibliography, etc. being displayed at the headquarters of the institution and on the official institutional website, dedicated section.

Art. 38

In case a graduate is not able to pass the bachelor degree examination during the 2020 session, he/ she can take the exam on a subsequent session, by supporting all the financial implications, on the conditions set by the institutional regulations and according to the legal provisions in force.

Art. 39

Scientific coordinators are responsible for the originality of the bachelor degree papers, in solidarity with the authors, according to law.

Art. 40

It is strictly forbidden the commercialization of scientific papers with regard to facilitating forgery by the purchaser of the quality of author of a bachelor degree 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 in Bucharest can annul, with the approval of the University Senate and according to the provisions of the law in force, a bachelor degree examination, a certificate of study diploma if it is proven that it was acquired through fraudulent means or by violating the provisions of the Code of ethics and university deontology.

Art. 43

Enrollment for the bachelor degree examination confirms the full consent of the candidates, to the present regulations.

Art. 44

At the date of the approval of the present regulations, by the Senate of the university, all the previous internal regulations regarding the unfolding of the bachelor degree examination are abrogated.

Art. 45

The management of the Romanian-American University, school management and members of the bachelor degree examination committee will comply with the provisions of the present regulations, being responsible for their successful implementation.

This set of provisions was approved by the Senate of the Romanian-American University of Bucharest in its session of December 18, 2019, being subsequently updated according to legal changes and approved by the Senate of the Romanian-American University of Bucharest in its session of January 27, 2020.

RECTOR,
Prof. Ovidiu FOLCUȚ, PhD.

PRESIDENT OF THE SENATE,
Prof. Ana-Maria PREDA, PhD.