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REGULATIONS **REGARDING THE PROFESSIONAL ACTIVITY OF MASTER STUDENTS**

Academic Year
2023 - 2024

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CHAPTER I ORGANIZATION OF THE MASTER PROGRAMS

Art.1.

- (1) In accordance with the provisions of Law 199/ 2023, University Master's Programs represent the second cycle of university studies and are completed through level 7 of the European Qualifications Framework.
- (2) The Romanian-American University, higher education institution, private legal entity of public utility, part of the national education system, accredited by law, organizes master programs in the fields of: ***Business Administration, Accounting, Law, Economy and International Trade, Finance, Computer Science for Economics, Management, Marketing, Sports Science and Physical Education.***
- (3) In the case of double degree programs, during the period in which the responsibility for carrying out the didactic activity rests with the partner university, students are required to comply with the regulations of the respective university.

Art.2.

The master's field and the specialization/study program will be mentioned in the documents certifying the completion of the university master's studies (Master's Diploma and respectively the Supplement to the diploma), according to the law.

Art.3.

- (1) Within the Romanian-American University, the university studies of master's degree are organized as a "full-time" form of education. The "full-time" form of education is characterized by educational and/or research activities scheduled for the entire duration of a day, specific for each study program, cycle of university studies respectively, approximately evenly distributed weekly/daily during the semester and which involves the meeting of students with teaching and research staff in the university space. Some educational and/or research activities within the study programs organized as part-time education can be carried out synchronously, by using specific electronic, IT and

communication resources, provided for in the quality standards developed and approved by ARACIS, differently for each field of studies. The activities carried out in mixed synchronous format will be made known to the students at the beginning of each semester and reflected accordingly in the timetable of each study program.

- (2) Continuous evaluation activities and exam-type summative evaluation can be realized in the conditions of the direct meeting in the university space of the students with the teaching and research staff and can and may involve the use of specific electronic, computer and communication resources or online, in compliance with the minimum standards regarding the organization approved by order of the Minister of Education. The graduation exams, for all forms of organization of the study programs, are carried out under the conditions of the direct meeting in the university space of the students with the teaching and research staff.
- (3) In the situation of a state of emergency, the state of alert or the state of siege and until the restrictions are removed by the relevant authorities, the activities organized in university education can also take place online, to ensure the exercise of the fundamental right to education provided for in art. 32 of the Romanian Constitution, republished, and are acknowledged for all forms of education stipulated in art. 32 paragraph (1). The activities carried out in online format are carried out according to the specific methodology, approved by the university senate.

Art.4.

The length of the bachelor program is of 2 years (the equivalent of a minimum of 120 credit points), for the field of “Economic Sciences” and “Sports Science and Physical Education”, 1 year respectively (the equivalent of a minimum of 60 credit points) for the field of “Legal Sciences”, according to the law.

Art.5.

Admission to the Romanian-American University is made by entrance examination, organized annually on faculties, master programs and majors/study program, in two sessions, in the months of July and September

respectively (for the remaining positions available), according to the methodology approved annually by the Senate of the University, according to the law.

Art.6.

- (1) At the time of registration, students choose the optional subjects related to the second semester of the first year of studies.
- (2) The chosen optional subjects cannot be changed during the studies university master's degree, except for situations determined by the transfer to another specialization/study program.

Art.7

The master program will be finalized with an examination organized in accordance with the methodology approved annually by the Senate of the University, according to the law.

CHAPTER II

STUCTURE OF THE ACADEMIC YEAR

Art.8.

(1) The academic year is organized on two semesters, the duration of a semester being of 14 weeks, according to the law.

(2) At the end of each semester there will be scheduled a performance assessment session, in compact periods of 3 weeks.

(3) At the end of the academic year, in the month of September, respectively July – for the final year students – there is a resit session.

Art.9.

The structure of the academic year is approved by the Senate and is made public prior to the beginning of the academic year. After the approval, the structure of the academic year cannot be altered.

Art.10.

The structure of the academic year includes inter-semester, Christmas and Easter holidays.

CHAPTER III

CREDIT TRANSFER SYSTEM

Art. 11

The Romanian-American University applies the European Credit Transfer System (ECTS), in compliance with the legal provisions in force, in order to promote the transfer of credit points between the University schools/majors, as well as between the Romanian-American University and other higher education institutions in Romania and abroad, accredited or authorized to operate temporarily.

Art. 12

The European Credit Transfer System is applied both in keeping track of the professional accomplishments of the Romanian-American University undergraduates enrolled in all forms of studies, as well as in operating the transfer of professional results obtained as a consequence of attending and passing the evaluations of various subjects included in the curricula of other national and foreign universities or of other schools within the University.

Art. 13

The credit or number of credit points represents a score associated with each subject (compulsory, elective, facultative) proportional to the workload needed by the student to get a pass for a subject, including both regular activities (courses, seminars, laboratories etc.), and individual study (essays, projects, papers etc.). In order to assess the number of credit points for each subject, it will be considered that 1 credit point (1 ECTS) = 25 hours (workload).

Art. 14

Credit points are granted in compliance with the international academic practice and the methodology of the European Credit Transfer System, according to which 60 credit points represent the equivalent of the average workload corresponding to an academic year, and 30 ECTS credit points represent a semester of study in the higher education system.

Art. 15

Students can be awarded a number of credit points larger than the one allocated to a specific major, in accordance with the respective curriculum approved by the Senate, if they attend and pass the facultatives included in the curriculum of each semester/ year of study,-or through the recognition of the ECTS credit points accumulated during mobility programs.

Art. 16

Credit points are expressed as strictly positive integers. For a given subject, no partial credit points may be granted for its activity components.

Art. 17

The number of credit points accumulated by a student for achieving certain learning outcomes of the compulsory and elective subjects included in the curriculum, is a mandatory condition for passing into the subsequent year of study or, respectively, for being awarded the graduate title.

Art. 18

Credit points are called *transferable* to the extent to which they are acknowledged for a period of study for which certain learning outcomes have been achieved and assessed as a pass for the respective student previously in the University, or in another higher education institution from the country or from abroad, according to the law.

Art. 19

The credit point is the basic unit for the acknowledgement of curriculum subjects or programs. A subject can be acknowledged through the analysis of the content of the syllabus, of the learning outcomes that represent a pass, and through a comparison of the credit points awarded (demonstrated with the official transcripts) with those of the institution acknowledging them. Credit points associated with one subject may be fully or partially transferred.

Art. 20

(1) The credit points for the subjects can be transferred to the Romanian-American University from other higher education institutions in Romania or from abroad, accredited or authorized to operate temporarily, according to the law.

(2) Acknowledgement of credit points can be done in case:

- Temporary or permanent academic mobilities;

- Re-enrollment, resumption of studies – after a suspension of studies or extension of studies – and enrollment in supplementary year.

Art. 21 Acknowledgement of credit points

(1) If the number of credit points obtained initially according to the ECTS (or a compatible one), according to the transcripts, is lower than the one stipulated in the curriculum of the specialization/ study program of the acknowledging school, the course tutor indicates additional chapters to be learnt, for the respective subject, according to the syllabus, for which further examinations for the differing credit points will be performed.

(2) For the subjects that are not mentioned in the transcripts, but which are stipulated by the curriculum of the specialization/ study program of the acknowledging school, the student will take equivalence examinations.

(3) If the number of credits points obtained exceeds the one stipulated in the curriculum of the specialization/ study program of the acknowledging school, the surplus is not acknowledged with the credit points of other subjects.

(4) If a subject is mentioned as a pass with the “admitted” qualification in the transcripts, it will be acknowledged with the grade 5 (five).

(5) The acknowledgement of credit points and the scheduling of equivalence examinations and the examinations for the differing credit points fall under the attributions of the Heads of departments, upon consulting the course tutors.

(6) The responsibility of acknowledging the credit points or of scheduling equivalence examinations and examinations for differing credit points belongs exclusively to the Heads of departments and to the school management.

(7) In the case of international mobilities, the responsibility of the acknowledgments and of the scheduling of equivalence examinations jointly belongs to the International Relations Department and the Dean/ Vice-Dean of the School.

(8) The grades for the acknowledgements are registered in the transcript by the Head of the Department or the Dean.

(9) The grades obtained by students in the equivalence examinations and the examinations for differing credit points are registered in the transcript by the course tutor, according to the specific procedure. The final grade corresponding to a differing credit points assessment is calculated and registered according to the specific procedure.

(10) The transcript specification of the results of the acknowledged assessments or of the final grade in the case of differing credit points assessments made by the Head of Department or Dean, under signature, is the only exception to the rule which stipulates that the course tutor has to sign the transcript.

Art. 22

(1) The transfer of credit points is compulsory in the case of temporary international mobilities for which there are prior contracts of acceptance between the graduates and the said school. A maximum of 60 credit points, for the “Economic Sciences” or “Sports and Physical Education Science” master programs, and a maximum 30 credit points, for the “Legal Sciences” master programs, can be acknowledged for the entire period of studies (cycle of studies).

(2) The acknowledgement of credit points obtained by the student who benefited from such mobilities is carried out by the school management, by accepting the subject bundle studied and passed by the student at the host university integrally, based on the documents submitted by the International Relations Department.

(3) The specific procedure is detailed in the “*Regulations regarding Student Mobilities*” approved by the University Senate under the law.

Art. 23

The assessment results and implicitly the credit points for the respective subjects cannot be acknowledged between the cycles of higher-education qualifications.

CHAPTER IV CURRICULA

Art. 24

The contents of the master programs are defined in the curricula, for a full cycle of studies, according to the law.

Art. 25

(1) The curricula include synthesis subjects and complementary subjects grouped, in turn, as compulsory, elective and optional subjects.

(2) The subjects from the curricula follow a logical succession. A subject is taught for a semester only and is completed with an evaluation.

(3) The average load ratio in the curriculum is of 12-20 hours/week.

Art. 26

(1) The optional subjects, irrespective of the semester when the curriculum provides their teaching, are completed with a *“test of skills”*, and the credit points corresponding to them are over the 30 ones corresponding to the respective semester.

(2) The teaching activity for the optional is organized only if the minimum number of students enrolled ensures the financial sustainability for the respective activity.

Art. 27

The faculty boards may decide upon conditions/ prerequisites for the subjects, which compel the students to pass one or several subjects in a previous year/semester in order to be able to pass other subjects in a subsequent year/semester. Failure to meet the prerequisites prevents only the participation in the performance assessments, not the attendance to the training program.

Art. 28

(1) The *“Specialized internship”* is a compulsory subject, covering a period of minimum 3 weeks/ 84 hours for the “Economic sciences” branch and minimum 224 hours for the “Law Sciences” field and is organized during the academic year, or in a compact period at the end of the second semester of the second year of study, for programs in the field of “Economic Sciences”, respectively at the end the second semester of the first year of study, for

programs belonging to the field of “Law Sciences”. For the “Sports Sciences and Physical Education” field, the internship comprises 56-84 hours and are unfolded according to the standards in the field.

(2) The evaluation of “Specialized internship” takes the form of a colloquium, with grades from 10 to 1, integers, to the subject being allotted a minimum of 3 credit points.

Art. 29

(1) Only the students and the tenured teaching staff of the University, according to the Teaching Staff List approved by the Senate, have access to scheduled teaching activities (courses, seminars, laboratories, projects, etc.). As exception, and only based on a written request approved by the Dean and registered in the School’s register at least 48 hours before the date of the respective teaching activity, access may be granted to the classroom to a replacement of the teaching staff member.

(2) In order to assure the quality of the education process and based on solid grounds, the Rector, the Vice Rectors responsible for education, quality management, the Dean and Vice Dean of the respective school, the Head of the specialized department, as well as the tutor of the respective subject have access in the classrooms where teaching activities are carried out (course, seminar, laboratory etc.).

(3) In the context of the teaching activity, the course tutors should always consider the correlation between the scientific content of the course and the syllabus/subject chart. During the first course, course tutors will specify a set of minimal mandatory information, respectively: objectives and contents of the course, recommended bibliography, structure of the projects, research paper and test themes, type of evaluation (written or oral examination, test of skills, colloquium etc.), the ratio between the theoretical and practical assessment of performance, types of assessment test topics, the type of course activity (discourse, using multimedia means of communication, multiplication of the teaching materials, in class and plenary debates with student involvement and other forms), means of communication through the personal page of the student, competences provided, as well as other elements meant to ensure the quality of the activity, according to the national and international standards.

(4) In order to improve the quality of the educational process, course tutors have to ensure the adequate resources for education, before/ after finishing a scheduled teaching activity, by uploading the teaching material on the university platform (Intranet), dedicated to the specific activity. The information procedure requires the electronic uploading of the course material, assessment questions, other teaching materials etc., on the platform.

(5) The teacher's communication with the students, as well as their communication with the teaching staff is to be made exclusively through the institutional e-mail addresses ((...@rau.ro/ ...@student.rau.ro), as well as through personal "pages".

(6) At the beginning of each semester, the objectives and descriptors for each subject will be made available, through the same information procedure.

Art. 30

(1) Master studies end with a dissertation examination, which consists of delivering the dissertation paper, in compliance with the Regulations/ Methodology for completion of studies approved by the University Senate on a yearly basis, according to the law.

(2) Passing the dissertation examination, under the terms stipulated at the previous paragraph, will be rewarded with 10 credit points, above the 120 or 60 credit points corresponding to the master cycle of studies.

CHAPTER V

ENROLLMENT AND REGISTRATION OF STUDENTS

Art. 31

(1) The enrollment of students at the Romanian-American University is subject to the Rector's decision, after all the requirements have been met, based on the proposal submitted by the School Dean. After the enrollment is approved, the students are recorded in the Academic Record and assigned an exclusive number, valid for the entire period of studies, even if they transfer to another form of studies or major, at the same school. The students enrolled to a second major or who transfer from a specialization/study program from

another school constitute an exception, and they will be given a different number.

(2) To enroll in the first year of study:

(a) The candidates who are declared admitted based on the entrance examination, in 5 calendar days from the communication of final results, will submit an *enrollment application* (an institutionally patterned form), accompanied by the receipt proving the payment of at least the first installment of the yearly tuition fee, in the amount approved by the University Senate and the *study contract* (an institutionally patterned form) concluded for the entire period of the master program.

(b) Failure to meet the requirements indicated in paragraph (a) leads to the loss of the right gained through the entrance examination. The rejected candidates can be enrolled on these occurring available positions provided they obtained a minimum grade of 6 (six), along the descending general average and within the limits of the enrollment figure approved by the University Senate.

(c) In special and thoroughly grounded cases, based on the endorsement of the Dean and the approval of the Rector, the candidates may require the payment of the first installment of the yearly tuition fee after the term indicated in paragraph (a), within the limit of vacancies.

(d) Students can benefit from reductions in the annual tuition fee, according to the institutional regulations in force.

(e) If, during the study period, the contractual terms are amended based on the decision of the University Senate, addenda to the study contracts will be concluded.

Art. 32

(1) The enrollment of students in the master programs of the Romanian-American University, in the subsequent year of study, is made based on a written request (an institutionally patterned form) before the beginning of the academic year, upon the deadlines included in the study contract.

(2) For the students who apply for enrollment in a subsequent year, the first installment of the tuition fee will be paid within 5 days as of the beginning of the academic year.

Art. 33

In order to be registered in the Academic Record, students must have a personal file, which will be archived (in physical and electronic format) at the school secretariat and which will comprise:

- **The application** for the entrance examination accompanied by the receipt proving the payment of the corresponding fee;
- **The degree diploma** or equivalent diploma, in original, accompanied by the **Diploma Supplement/ Transcript**, in original or a copy certified for compliance with the original by the year secretary. **Graduates** of the previous generation who have not received their degree diploma, can submit a *Graduation certificate of bachelor examination graduation*, in the original, drafted according to the applying legislation, with specification of averages on study years and the average for the bachelor examination. The bachelor diplomas issued by other states or high schools from Romania that require a similar procedure, are taken into consideration only by means of the *“Equivalency Certificate/ Letter of acceptance/ Registration approval”* issued by the relevant ministry;
- **Degree diploma** (photocopy) and **Certificate** in the original which indicates the quality of student of the current academic year and the form of education (for students following parallel studies – student accepted for two majors/study programs and who closed the study contract with the said university), with the observation that „The degree diploma, Series..., Number... is in the student’s file”, signed by the dean and the head secretary of the said school;
- **Baccalaureat diploma or an equivalent one** accompanied by the Transcript, in original or photocopy certified as compliant with the original by the year secretary;
- **Birth certificate** in a copy certified as compliant with the original by the year secretary;
- **Marriage certificate**, in a copy certified as compliant with the original by the year secretary (if applicable);
- **Identity card** in photocopy (Xerox);

- **Standard medical certificate** – issued by the family doctor or medical centers (school-based or territorial) certifying that the applicant is capable of pursuing master studies.
- **Diploma Supplement, Transcript of grades or school documents containing the grades**, the number of credit points and the number of hours pertaining to each subject passed in the preceding years (if applicable);
- **The essay** from the entrance examination;
- **Registration form** accompanied by the receipt proving the payment of the first installment of the annual tuition fee, or of the entire annual tuition fee, if the student opted for the integral payment of the tuition;
- **The study contract** (closed between the student and the Romanian-American University);
- **3 (three) photos** (color and ¾ cm.

Art. 34

(1) The student's personal file must be annually completed with the *annual application form* (an institutionally patterned form), the receipts for the tuition and other fees, various requests, the contract(s) of financial support (scholarships) – if it is the case, documents and decisions regarding the academic and social status (academic mobilities, registration with the acknowledgement of the credit points, extension of education, interruption of studies, expulsion, transfers, re-enrollments, financial obligations, medical documents, social rights etc.).

(2) After the dissertation examination, the student's personal file will archive the relevant documents (oral examination).

Art. 35

(1) After the enrollment, the following documents are issued for the student by the school secretary:

- a) Student card;
- b) Student ID, in order to get a discount/gratuity for transportation fares, which is granted only if the student has not turned 30.

(2) The student card shall receive a visa for every academic year in which the student has enrolled. The student card serves as an identity document in all the situations in which the student is required to prove his/her status as a student. The student card shall be used to prove his/her identity in the case of all services and activities provided by the Romanian-American University. Showing it upon entrance in the Romanian-American University, during didactic, evaluation, social activities etc. is mandatory. The student card should contain all the examination grades or those grades received in other evaluation forms. In case the student loses the card, a duplicate can be issued, for a fee, after the publication of the announcement regarding its loss and declaring it null and void.

(3) In case of a student's permanent academic mobility, withdrawal or expulsion, the school secretary shall withdraw the student card and the student ID used for transportation discounts, which shall be kept in the student's file.

(4) No corrections or introduction of unreal data are admitted in the student's documents, these constituting forgery of documents and being punished according to the law.

CHAPTER VI

PASSING AND ACCEDING TO A SUBSEQUENT YEAR OF STUDY

Art. 36

(1) The passing of every study year, for all forms of study, must meet the requirement of at least 60 credit points corresponding to the compulsory and elective subjects from the curriculum of the respective specialization/study program.

(2) For every academic year, only one study year can be passed.

Art. 37

Students – with the exception of those who have been evaluated, in certain subjects, through *"colloquium/ written test/ ongoing assessment"*, according to the Curricula, and who have passed these assessments – may be present at the following sessions set to be carried out after the didactic activities corresponding to each semester are over:

- *January - February, a regular session of examinations*, for the subjects for which an exam or other forms of performance assessment is stipulated in the curricula corresponding to the 1st semester of the academic year or of the preceding academic years;
- *May - June, a regular session of examinations*, for the subjects for which an exam or other forms of performance assessment is stipulated in the curricula corresponding to the 2nd semester of the academic year or of the preceding academic years; for the final academic year, students may take, during this session, examinations for the subjects that they have not passed during the current academic year in the January-February session as well;
- *July/ September, a resit session* for the exams failed in the current academic year or in the preceding years, regardless of the form of assessment.

Art. 38

(1) Students participating in temporary international mobilities programs run exclusively by means of agreements/ partnerships/ contracts/etc., between the Romanian-American University and partner universities, must attend the scheduled performance assessment sessions, according to the date of the mobility completion (in agreement with the official documents).

(2) Students mentioned on paragraph (1), who complete the temporary international academic mobility program after the performance assessment session scheduled (in the first and/or the second semester) at the framework of the Romanian-American University, must take the exams in the resit session of the respective academic year, without any payment of the resit fees. Students who do not get a pass shall re-take the examinations in the following academic year, in the first regular session in which the respective subjects are scheduled, after having paid the resit and re-assessment fees for the following sessions.

(3) Exceptionally, upon the request of the International Relations Department, and only with the endorsement of the School Dean and the approval of the Rector of the University, and for solidly grounded situations, for the students mentioned on paragraph (1), examinations can be rescheduled beyond the ordinary sessions, without payment of the resit fee.

(4) For students who perform sports activities at professional level, for those involved in artistic activities, as well as for students who are in maternity leave, the Board of Administration/ Senate may approve – based on a request, accompanied by justifying documents – the organization of sessions of examinations upon other dates than the ones established according to the structure of the academic year (“open sessions”). The organization of the open sessions is approved through a Rector’s decision, in agreement with the decision of the Board of Administration /Senate.

Art. 39

Exams failed in the ordinary sessions scheduled after the end of the didactic activities corresponding to every semester, including the exams failed by absence, can be taken in the resit session according to art. 37, upon payment of fees approved by the University Senate.

Art. 40

(1) The equivalence examinations / differing credit points assessments can be taken during the first regular assessment session when the subjects are scheduled, after payment of the corresponding fees approved by the University Senate; in case of absence or failure, these assessments can be taken after the payment of the resit fees.

(2) Credit examinations (examinations failed during the previous academic years) can be taken only during the sessions when the respective subjects are scheduled or in the resit sessions, with the payment of the corresponding fees.

(3) Fees paid for an equivalence examination / differing credit points assessment, or any other failed performance assessment, cannot be acknowledged in a different assessment session of exams and/or for a different subject.

Art. 41

(1) *Grade improvement* examinations can be taken only during the resit examination sessions of the respective academic year, based on a written request approved by the School Dean, with the payment of the fee approved by the University Senate.

(2) Students can solicit the grade improvement examination for no more than three subjects of their choice.

(3) Students who require the grade improvement examination renounce the grade that they initially obtained, once they have submitted the written request.

(4) The grade that they obtain in the grade improvement examination is final, regardless of the result obtained.

Art. 42

(1) Students can pass onto the subsequent year of study without achieving the minimum 60 credit points specified annually, being deemed credited students, if they have achieved at least 46 credit points for the compulsory and elective subjects from the curriculum/study program. If not, they will be expelled, without the possibility of re-enrollment, the respective students can resume their studies only after taking a new entrance exam / going through a new admission process.

(2) Graduation is conditioned by obtaining, cumulatively throughout the years of study, the credit points allocated to the compulsory and elective subjects from the curriculum of their specialization/study program that the student is enrolled in. If not, they can enroll in a supplementary year.

(3) Based on solid grounds and in exceptional situations, the University Senate can settle waivers from the minimum number of credit points required for passing to the subsequent academic year established according to article (1), in the sense of diminishing it.

Art. 43 Enrollment in supplementary year

(1) Students in the final years (the second year of study for the field of “Economic Sciences” and “first year of study – for the field of “Law sciences”), who have not obtained the necessary number of credit points in order to be declared graduate students, according to the law, but who have at least 96 credit points – for the majors that belong to the field of “Economic Sciences” and, respectively, 48 credit points – for the majors that belong to the field of “Law sciences”, can solicit the enrollment in the supplementary year, in the

academic year that immediately follows to the one when they should have become graduate students.

(2) Students in the final years, who at the end of the university year have not accumulated the necessary number of credit points for the enrollment in a supplementary year will be expelled, with the right of re-enrollment in the same specialization/ study program.

(3) The supplementary year can be also solicited by the students that must take equivalence examinations, or examinations for differing credit points.

(4) Students will solicit the enrollment in the supplementary year based on a written request (institutional standard form) submitted to the secretarial office of the faculty by the 20th of September. The written request will be endorsed by the Dean and submitted to the approval of the Rector.

(5) Students that are eligible for supplementary year but have not solicited re-enrollment by the 20th of September will be expelled, with the right to re-enroll in the same specialization/ study program.

(6) After approval of enrollment in supplementary year, students will pay by the 25th of September a *tuition fee* that is equivalent to – but no bigger than the annual fee for 1st year of study – calculated according to the number of credit points corresponding to the examinations that have not been passed and will sign a *study contract for supplementary year*.

(7) Supplementary year students will take the examinations that have not been passed, during the regular evaluation sessions (January-February, May-June, respectively), when the exams have been scheduled, without paying any fee.

(8) Students enrolled in a supplementary year can have equivalence examinations / examinations for differing credit points, resulting from the differences between the curriculum in force and their carried-out educational plan.

(9) The equivalence examinations / examinations for differing credit points will be taken during the regular evaluation sessions (January-February, May-June, respectively), when the exams have been scheduled, upon the payment of the related fees.

(10) During the reevaluation session of the month of July, students enrolled in a supplementary year will pay the tax corresponding to “a credit-exam”, for any evaluation they have.

(11) Students that at the end of the supplementary year will gather the necessary number of credit points in order to be declared graduate students, will be assimilated to the series of graduates of the respective academic year, and those that will not accumulate the necessary credit points in order to be declared graduate students will be expelled.

(12) Students that have been enrolled in the supplementary year, under the above-mentioned circumstances, and who have not obtained the status of a graduate student, according to the law, will no longer have the right to solicit the enrollment in the supplementary year at the Romanian-American University.

Art. 44

Students that are expelled for failure to accumulate the minimum number of credit points needed to pass into the superior/ supplementary year or those that have been expelled for failure to pass the supplementary year, can re-enroll in the academic year that corresponds to the one for which they have obtained the minimum necessary number of credit points.

CHAPTER VII

PERFORMANCE/COMPETENCE ASSESSMENT

Art. 45

In the Romanian-American University, the form of assessment, the professional obligations (projects, papers, practical work, monographs, etc.), the grading method and the conditions for passing a certain exam are set by the syllabus, in accordance with internal procedures approved by the University Senate, regulated by law, and they cannot be disputed. The course tutor has the obligation to present to the students the content of the syllabus during the first course and / or seminar, and the assessment criteria, and to make them public by posting them on the student personal page.

Art. 46

(1) The forms of assessing the students' knowledge stipulated in the curriculum are: examination, ongoing assessment and colloquium.

(2) All the examinations are usually carried out on the university campus.

(2.1) As an exception to paragraph (2), in case the examination cannot be carried out face-to-face, it shall take place on the Microsoft Teams@URA Platform.

(2.2) In the circumstances mentioned in paragraph (2.1), the manner in which the examinations are carried out (written or oral) is established, for every subject, by the course holder, including on the basis of consulting the students, and shall be announced to them through selecting the corresponding option on the institutional platform – paginamea.rau.ro. Subsequent to establishing the form of evaluation, it shall take place according to the option selected by the course holder.

Art. 47

(1) Evaluation is done, as appropriate, with qualifications (admitted/rejected) or with grades ranging from 10 to 1 (integers), the minimum required mark for passing is 5), which certifies the acquisition of the minimum learning results related to a discipline and the granting of study credits related to it.

(2) For the written and oral assessment form, the final grade will be calculated as the arithmetic average of the grade for the written and the oral examinations.

(3) In the process of drafting the correction scale, the course tutor will take into consideration that one point is granted ex officio, and the final grades are set by rounding to the superior number.

(4) The score corresponding to each item of the examination must be brought to the attention of the assessed students, at the beginning of the assessment process.

(5) Not showing up for assessment is recorded in the catalog as "absence".

(6) The failed exam, by obtaining a mark lower than the minimum passing grade or failure to attend an exam are considered "resit" – during the

current academic year – and, respectively “credit”, during the following academic years.

Art. 48

(1) Amendment of a grade by the course tutor:

(a) is possible only in the following situations:

- an application for re-assessment which is approved by the School Dean and which is settled favorably;
- In exceptional situations where, by omission, the tutor of the discipline recorded as "absence", but the student was present at the assessment or the grade was incorrectly recorded (the outcome of the assessment);

(b) is operated in the holographic catalog, with the mention “corrected by me”, with the stipulation of the date and signature.

(2) Any grade modification is accompanied by a report addressed for approval to the Rector of the University, in order to be operated in the electronic catalog.

Art. 49

(1) Exceptionally, for duly justified reasons, a student may request in writing to the Dean, showing the reasons and attaching the justifying documents, the reschedule of the assessment at a date other than the one scheduled for that discipline. The rescheduling is necessarily made, without exception, during the same assessment session, for the same discipline tutor and at a date at which the tutor has another assessment scheduled.

(2) The request for rescheduling is approved by the Dean, with the prior approval of the tutor, only in the condition that, on the date when the student has asked for a reassessment, the tutor has other evaluations scheduled at the level of a specialization organized within the university.

(3) The request for rescheduling registered by the faculty secretariat, no later than the date of the scheduled evaluation, becomes an annex to the catalog. The tutor shall record "absent" in the catalog on the scheduled date of the assessment and then, under the "reschedule" section, the grade obtained by the student who has received the approval of rescheduling, mentioning the

date on which the exam was rescheduled. The tutor will record the mark obtained by the student in the electronic catalog, which he/ she will sign and deliver to the secretariat, together with the written paper of the student and the holographic catalog.

(4) The student who received approval for a reschedule will sign, at the end of the evaluation, the attendance list, with the stipulation of the date of reschedule.

Art. 50

The academic success of a student during a study program is determined by verifying the acquisition of the expected learning outcomes through exam-type evaluations and through test papers during the semester. In the Romanian-American University, the evaluation process of the competences acquired by students is based on the principle of evaluating students during the semester using unique criteria approved by the University Senate, which are part of the quality management and are mandatory for all course holders, as follows:

- ***the attendance criterion***, namely the mandatory attendance at the scheduled courses;
- ***the performance criterion***, which involves the elaboration of papers, projects, practical studies, monographs, etc. and passing the scheduled course and seminar tests according to the syllabuses/ syllabus spreadsheets.

Art. 51

(1) *Students who meet the attendance and performance criteria and obtain a minimum grade of 8 (or equivalent score), resulting from the evaluation of the active/participatory **attendance in classes**, seminars, laboratories, etc., the evaluation of activities such as writing papers, projects, practical studies, monographs, test papers and so on, as well as from the result obtained in the semester test, which must be scheduled during the last two weeks of teaching activity of the semester, in which the subject is provided, and which must be taken at the respective course; thus students *pass the subject* based on the grades obtained in in-semester and end-semester evaluation.*

(2) Only students who **cumulatively** meet the following requirements may take the semester test:

- (a) They have fully paid the financial obligations;
- (b) They have no outstanding debts towards the university within Erasmus+ mobility projects or other projects/programs
- (c) They have, in their personal file, archived at the school secretariat, the documents mentioned in art. 33.

(3) When taking the semester test, in a face-to-face format, students will sign, after handing in the paper, a nominal attendance list, and the graded papers, together with the *“Nominal table with grades obtained in the semester test”* will be handed in at the School Secretariat by the course holder, to be archived for 15 days from the date of the teaching activity completion.

(4) By way of exception to the provisions of paragraph (3), if the evaluation cannot be performed face-to-face, it will take place on the Microsoft Teams@URA Platform, and the semester test can be attended only by the students who are connected, audio-video, with the teaching staff, and show their student card with attached photo or an identity card with a photo using/by the web camera, before the beginning of the evaluation. The teaching staff will send the form *“Nominal table with grades obtained in the semester test”* to the School Secretariat, via the e-mail address of the respective school.

(5) The course holder will make the audio-video recording of the evaluation through the Microsoft Teams@URA Platform and will ensure the audio-video surveillance of the students, together with the teacher who conducts the practice/seminar activities or, as the case may be, with the teacher appointed by the School management for this purpose.

Art. 52

(1) The course holder will write the grades by hand in the transcript on the same day of the evaluation or in

maximum 48 hours from the date of the evaluation, within the exam session.

(2) By way of exception to the provisions of paragraph (1), if the evaluation cannot be performed face-to-face, the course holder will record the grades in the electronic transcript of grades through the institutional Platform ORASYS, on the same day of the evaluation or, as the case may be, in maximum 48 hours after taking it, within the exam session. The recording of grades in the holographic transcript of grades will be done by the end of the exam session at the latest.

Art. 53

For students who have not cumulatively met the criteria according to art. 51 paragraph (1), the final result, both during the ordinary sessions, and during the re-evaluations, will be determined in relation to the grade obtained in the evaluation.

Art. 54

(1) The application of *the attendance and performance criteria* in evaluating the students, the passing based on the result in the semester test and on the activity during the semester as well as the compliance with the method of calculating the final grade in accordance with art. 51 and art. 53 are mandatory in the Romanian-American University.

(2) Failure to respect the students' right to be evaluated during the semester, in compliance with the provisions of this Regulations approved by the University Senate, entails that the tutor is liable of punishment according to the proposal of the Dean of the School organizing the major/study program, approved by the School Council and/or the University Senate.

(3) The results of the evaluation can be cancelled by the School Dean when it is proven that they were obtained fraudulently or in breach of the provisions of the Code of Ethics and Academic Deontology or of this Regulations and other institutional regulations related to ensuring the quality of the educational process. The Dean

may decide on the reorganization of the exam/evaluation, in accordance with the law.

Art. 55

(1) The School secretariat, after consulting the teaching staff and the student representatives, and after getting the approval of the School management, sets the schedule of evaluations during the exam and resit sessions approved in accordance with the structure of the academic year.

(2) The evaluations will be scheduled within a School, for a major/study program and form of education, as a rule, at an interval of minimum two days, enclosing Saturdays and Sundays.

(3) Students can usually take only one test on the same day. Exceptions are the re-evaluations from previous academic years, the difference evaluations and the credit point difference evaluations.

Art. 56

(1) Any form of evaluation (of knowledge) must be taken by students only within the School, major and form of education in which they are enrolled, except for the approved rescheduling situations and the subjects that make up the elective major path and that belong to other Schools.

(2) Evaluations must be scheduled and held between 8:00 a.m. and 8:00 p.m., whole number intervals and cannot last more than 2 hours and less than 1 hour, except for oral exams and those organized by a study program in partnership with professional associations or similar entities, which specifically impose that the duration of certain evaluations must be different.

(3) Course tutors are required to formulate topics for evaluation which allow students to complete their work within the time allocated for the evaluation.

(4) It is recommended that the written examination not consist exclusively of a grid-test; the grid test can be combined with other topics that require writing

and checking terminology and domain-specific reasoning, or/ and problem solving.

(5) If there are several course holders for a particular subject, in order to ensure unitary evaluations, the School Council may require standardized exam topics.

(6) In exceptional situations, which are well-justified, students may report in writing to the School Dean any potential breaches of academic ethics and deontology noted during the evaluation. In such situations, the Dean can organize a Commission for the reevaluation of the papers or, as the case may be, will notify the Ethics Committee.

Art. 57

(1) At least two academics must participate in the evaluations (written or oral test), one of whom is the course holder for which the evaluation is held. The teaching staff that participate in the evaluation together with the course holder is appointed by the school management.

(2) Only the students to be evaluated, the teaching staff participating in the evaluation and the year secretary have access to the examination room.

(3) In order to ensure the quality of the evaluation process, as well as for well-justified reasons, the Rector, vice-rectors responsible for education, quality management, the dean and vice-dean(s) of the respective School, as well as the director of the specialized department, have access to the examination room.

(4) Access to the examination room is based on the student card stamped for the respective academic year and an identity card (identity card or passport).

(5) The use of textbooks, courses materials, other learning materials, electronics and mobile phones is prohibited in the examination room, unless the teaching staff allows the use of some of them.

(6) As an exception to the provisions mentioned in the previous paragraphs, if the examination cannot be conducted face-to-face, the following procedure shall be applied:

(6.1) The students enrolled in the respective study program are allowed to attend the oral examination on the Microsoft Teams@URA Platform. However, at least four (4) students must be present simultaneously in the meeting and must connect audio-video with the teachers - except for situations in which the number of students scheduled to take the exam does not meet the attendance requirement of at least four (4) students.

(6.2) To ensure the quality of the examination process, as well as for thoroughly justified reasons, The Rector, the Vice-Rector responsible for education, the Vice-Rector responsible for quality management, the Dean (s) and the Vice-Dean (s) of the respective School (s), and the Director of the specialized Department may take part in the student examinations carried out through the Microsoft Teams@URA.

(6.3) The students' access to any form of examination through the Microsoft Teams@URA Platform is allowed by the teacher (examiner) if they show either their student card with attached photo or other identity cards with attached photo such as the ID card or the passport).

(6.4) Students must not use textbooks, course materials, other teaching materials, electronic equipment or mobile phones throughout the examination, unless the course tutor allows them to use some. At the same time, students must not receive any form of assistance from a third party or communicate with a third party to get the answers to the exam questions.

Art. 58

(1) The course holder receives from the year secretary a nominal attendance list with the students scheduled to take the exam on the respective date. On the attendance list, the following items are stipulated in the header: School/Major/Study program, year of study, group number, subject and course holder.

(2) Only students who **cumulatively** meet the following requirements may take the semester test:

(d) They have fully paid the financial obligations;

- (e) They have no outstanding debts towards the university within Erasmus+ mobility projects or other projects/ programs
- (f) They have, in their personal file, archived at the school secretariat, the documents mentioned in art. 33.

(3) When handing in the paper, the students must sign the attendance list, before leaving the room, otherwise they are considered absent;

(4) The refusal to hand in the paper and/ or sign the attendance list, before leaving the evaluation room, is considered misbehavior and is sanctioned according to the current Master Student Regulations.

(5) As an exception to the provisions of the preceding paragraphs, if the examination of student's acquired competencies cannot be conducted face-to-face, the course holder will receive from the year secretary, by institutional e-mail, at least 48 hours before the evaluation, a nominal attendance list (identical to the list referred to in paragraph (1)) with the students scheduled to take the exam on the respective date.

(6) Students must be audio-video connected with teachers, through the Microsoft Teams@URA Platform, to take the exams and must show either their student card with attached photo or the ID card with attached photo to the teacher (examiner), by webcam, at the beginning of the examination or whenever the teacher requests it.

(7) The student's refusal to be connected audio-video with the teacher (examiner), by webcam and microphone, whenever the teacher requests the audio-video connection, as well as the student's refusal to show to the teacher either his/her student card with the attached photo or an ID card with attached photo, constitutes a disciplinary violation, according to the procedure mentioned in art. 58, para. (6), and is sanctioned with the expulsion from the

examination and any other sanctions provided by this Master Student Regulations.

Art. 59

(1) During the evaluation by oral test, subject holders must fully comply with the provisions of the regulations as follows: respect for the students' rights, preparation of requirements, access to the assessment room or access to the Microsoft Teams@URA Platform, subject, attire and academic behavior during the evaluation, evaluation objectivity, marking, circuit and information flow between the evaluator/teaching staff and the Secretariat, institutional procedures of sending information, holographic and electronic recording of the evaluation results, in compliance with the instructions provided by the *User Guide for online teaching and examination activities, oral tests/exams*, etc.

(2) The features of the evaluation by oral tests consist of the following:

- a. Mandatory presence in the evaluation room, throughout the evaluation of any student, simultaneously, without exception, of the designated teaching staff and at least 2-4 evaluated students or to be evaluated. It is forbidden to evaluate a student only in the presence of teaching staff (the course holder and the teacher designated to participate in the evaluation);
- b. Only the course holder is entitled to conduct the evaluation. The second teacher who participates in the evaluation does not have the right to grade, but he/she may be involved in the evaluation process, at the request of the course holder;
- c. Upon entering the exam room, the student chooses a variant and may prepare his/her answers in writing only on a sheet of paper bearing the "exam" stamp, distributed at the beginning of the evaluation;
- d. The duration of a student's oral evaluation usually falls within a range of 10-30 minutes and the course holder must apply the pedagogical methods, techniques and tools specific to the evaluation of competences/skills by oral test;

- e. After the evaluation, the student must sign the attendance list and leave the room;
- f. The results of evaluation by oral test may not be contested, according to the law.

(3) By way of exception to the provisions in par. (2), if the evaluation is conducted on the Microsoft Teams@URA Platform, according to the *User Guide for online teaching and examination activities, oral tests/ exams*, the features of the evaluation by oral test consist of the following:

- a. Mandatory and simultaneous participation of designated teachers and at least four (4) students already evaluated or to be evaluated in the examination session organized on the Microsoft Teams@RAU Platform, throughout the evaluation of each student - except for situations in which the number of students scheduled to take the exam does not meet the attendance requirement of at least four (4) students. It is forbidden to evaluate a student only in the presence of the teachers (the course holder and the person designated to participate in the oral exam), and if only one (1) student is scheduled/attends the exam, the School management will appoint another student (as a rule, a student from the representatives in the School Council/Senate or a student from the respective group /a cohort leader) to participate in the oral exam;
- b. Only the course holder will conduct the exam. The second teacher participating in the exam does not have the right to grade, but he/she may be involved in the evaluation process, at the request of the course holder;
- c. The duration of a student's oral evaluation usually falls within a range of 10-30 minutes and the course holder must apply the pedagogical methods, techniques and tools specific to the evaluation of competences/skills by oral test;
- d. At the beginning and/or during/at the end of the evaluation, the teacher will check the identity of the evaluated student, according to the provisions of art. 58, para. (6);

- e. Students may not contest the results of the evaluation by oral test, according to the law.

Art. 60

(1) The evaluation of student knowledge by written test must be conducted on sheets of paper that contain the stamp “exam”.

(2) Students are required to verify, after receiving the sheets, if they contain the “exam” stamp. If they notice the stamp is missing, they must inform the course holder before the beginning of exam and request their stamping or the provision of other sheets of paper stamped appropriately.

(3) Written Papers (answers formulated) on unstamped sheets are considered an attempt to pass the exam by fraud and must be graded with grade “1 (one) – fraud”, recorded in the transcript of grades and signed by the course holder.

(4) By way of exception to the provisions of the previous paragraphs, if the evaluation cannot be performed face-to-face, the assessment of knowledge by written test will be conducted on the Microsoft Teams@URA Platform, using Microsoft Forms (MS Forms), according to the instructions mentioned in the *User Guide for online teaching and examination activities, written tests/ exams*.

Art. 61

(1) If, during the scheduled evaluation, the attempt to pass the exam by fraud is noted and demonstrated, the following procedure must be applied:

- (a) The course holder who conducts the evaluation announces publicly, in the room, that the student in question is no longer evaluated, mentioning the reason for taking this decision, writes on the student’s paper or ticket in case of oral evaluation the grade “1 (one) – fraud” then he/she attaches the explanatory document/evidence/witness statements and invites the student to sign the attendance list and leave the room;

- (b) The student has to write down his/her name, first name, year of study, group, date and name of the subject on the sheet of paper or on the ticket in case of evaluations by oral test. The student's refusal to sign the above-mentioned documents, as well as the attendance list, represents a disciplinary breach and is sanctioned according to the internal regulations, according to the law;
- (c) After completing the scheduled evaluation, the course holder must draw up a *report*, which is submitted to the School Council, in which *he/she proposes that the respective student be penalized*. The written test paper and the explanatory document/evidence/witness statements must be attached to the report. The report will be recorded in the School secretariat;
- (d) The course holder must record the grade "1 (one) – fraud" in the transcript of grades, with the mention "*according to report no. _____ of _____*", and signs holographically. Grade 1 (one) must also be recorded in the electronic transcript of grades;
- (e) The School Council will begin an investigation according to the legal provisions in force. The analysis of the case in the Faculty Council, in the presence of a designated member of the Ethics Committee, as well as the hearing of the guilty student (except for the situation in which he refuses the hearing - by being absent at the summons or by refusing expressly to be heard) are mandatory.
- (f) The School Council decides the sanctions to be applied, according to the seriousness of the deed and the records in the *Registrar regarding the sanctions applied to students*; the sanction can be: written warning, recorded in the *Registrar regarding the sanctions applied to students* or expulsion, for repeated deviations from the university discipline rules.
- (g) If, at the end of the investigation, it is found that the student was not guilty, the course holder must modify the grade, specifying in the holographic transcript of grades "*corrected according to the School Council decision no. _____ of _____*". The corrected grade is recorded in the electronic transcript of grades on the same day only with the approval of the Rector, at the written request of the course

holder. The decision of the School Council becomes an appendix to the holographic transcript of grades.

(2) If the attempt to pass by fraud (plagiarism) is detected and evidenced for the subjects which finalize based on the “evaluation during the semester” and which involve a project writing (i.e. Drafting the dissertation paper), the following procedure must be applied:

- (a)** The course holder/the evaluator will draw up a report, which must be submitted to the School Council, with a proposal to sanction the student in question, attaching the evidence of the deed. The report must be registered at the School secretariat;
- (b)** The provisions of the above-mentioned paragraph, points (d)-(g), must be applied.

(3) By way of exception to the provisions in par. (1), if the evaluation cannot be conducted face-to-face, if during the scheduled evaluation on Microsoft Teams, the attempt to pass the exam by fraud is detected and evidenced, the following procedure must be applied:

- (a)** The course holder who conducts the evaluation must publicly announce, during the examination session organized on the Microsoft Teams@ URA Platform, that the respective student is no longer evaluated, stating the reason for taking this decision and asking the student to leave the online evaluation session;
- (b)** The student must leave the online evaluation session. The student’s refusal to leave the session constitutes a disciplinary violation which is sanctioned according to the internal regulations, according to the law;
- (c)** After the completion of the scheduled evaluation, the course holder must draw up a report, which is to be submitted to the School Council, with a proposal to sanction the student in question, attaching, as the case may be, the evidence concerning the deed/witness statements. The report will be registered by the School secretariat;

- (d) The course holder must record the grade “1 (one)-fraud” in the transcript of grades, mentioning “according to the report no. ____ dated ____ ” and must sign. He/she must also record the grade 1 (one) in the electronic transcript of grades and in the standardized form “Nominal table with the results obtained in the midterm test”;
- (e) The School Council will conduct an investigation of the deed, according to the legal provisions in force. The analysis of the case in the School Council, in the presence of a designated member of the Ethics Committee, as well as the hearing of the student at fault (unless he/she refuses to be heard - by being absent at the summons or by refusing expressly to be heard) are mandatory;
- (f) The School Council decides the sanction to be applied, depending on the seriousness of the deed and the records in the *Registrar regarding the sanctions applied to students*; the sanction can be a written warning, mentioned in the *Registrar regarding the sanctions applied to students* or expulsion, for repeated violations of the university discipline rules.
- (g) If, at the end of the investigation, it is found that the student was not guilty, the course holder must modify the grade, specifying in the holographic transcript of grades “*corrected according to the School Council decision no. _____ of _____*”. The corrected grade is recorded in the electronic transcript of grades on the same day only with the approval of the Rector, based on the report drafted by the teacher in question. The decision of the School Council becomes an appendix to the holographic transcript of grades.

(4) The student expelled for attempt to pass an exam by fraud, loses the right to be re-enrolled and/or to have the credit points recognized, in order to enroll in other study programs.

Art. 62

- (1) For the evaluation of the written test, the papers are checked in the University campus (it is forbidden to take them out of the University

premises) then they are handed in to the secretary office of the school, based on a written report, together with the transcript of grades (the holographic and the electronic one, printed and signed after entering the grades in the database) and the students' attendance list within 72 hours from the date of the evaluation and are archived 15 days after the completion of the session. The secretary responsible for the respective academic year must check if the teaching staff handed in all documents mentioned above. An exception to the 72-hour deadline is made when observing it limits the students' right to enroll in final exams for master's studies organized by the University during the period approved by the Senate. In these cases, the term is reduced to the level where the students' rights, mentioned previously, are not violated.

(1.1) By way of exception to the provisions in par. (1), if the evaluation cannot be conducted face-to-face, concerning the written exam, the answers provided by the students are evaluated according to the instructions mentioned in the *User Guide for online teaching and examination activities, written tests/exams*. The grades are communicated to students, as appropriate, by entering them in the form "Nominal table with the results obtained in the semester test" and by posting them on the institutional platform for semester tests, or by recording the grades in the electronic transcript of grades, on the institutional platform. The course holder must enter the grades in the holographic catalog and must sign and hand in the holographic transcript of grades and the electronic one to the School secretariat at the end of the exam/evaluation session at the latest.

(2) If the evaluation is conducted by oral exam, colloquy, evaluation during the semester or test paper, the grades must be entered in the database within 24 hours from the completion of the evaluation process. The transcript of grades (the holographic and the electronic one, printed and signed after entering grades in the database) and the students' attendance list must be handed in to the school secretary by the course holder of the respective discipline, and the year secretary must comply with the obligations stipulated in paragraph (1).

(2.1) By way of exception to the provisions in paragraph (2), if face to

face evaluation is not possible, evaluation by oral exam, colloquy, assessment during the semester or test paper, the grades will be communicated to the students on paginamea.rau.ro within 24 hours from the completion of the evaluation process. The record of grades in the holographic transcript of grades, as well as the hand in to the School Secretariat of the holographic and electronic transcript of grades, both holographically signed, must be done by the end of the session of exams at the latest.

(3) The grades must be written in the holographic transcript of grades, both in numbers and letters, signed by the course holder and the professor responsible for the practical activities or by the professor assigned by the School Council as mentioned in the header of the transcript of grades, who participated in the evaluation.

(4) The grades will be entered into the database by the course holder or by the professor responsible for the practical activities or if the respective subject was not provided for in the curriculum with a seminar (i.e. a laboratory, a practical activity, etc.), by the professor assigned by the School Council.

(5) The grades entered in the database must be checked by the course holder, who will confirm their accuracy by signature. The document completed in this way (hereinafter "electronic transcript of grades") must be printed, signed by the course holder and the professor who entered the grades in the database and must be attached to the holographic transcript of grades. The holographically signed electronic transcript of grades becomes an appendix to the holographic transcript of grades according to the "Instruction on the evaluation of competences".

(6) The detection of non-conformities in the holographic/ electronic transcript of grades entails disciplinary sanctions, both of the course holder and of the secretary of the year, upon the proposal of the Dean of the School who organizes the respective major/study program and with the approval of the School Council and /or the Senate.

(7) Failure to attend the evaluation must be recorded in the Transcript of grades with the mention "absent".

(8) In the student card, the grade obtained in the evaluation will be recorded only by the course holder, in numbers and letters, and signed. In

exceptional cases, grades obtained in the evaluation can be recorded in the student card, in numbers and letters, and can be signed by the School Dean.

(9) The responsibility regarding the accuracy of the grades and entries under the column “grades” in the holographic and electronic transcript of grades, belongs exclusively to the course holder, with the exception of the evaluations equalized by the Head of Department and the Dean.

(10) The Chief Secretary of the Faculty, the secretary responsible for the respective academic year and the Dean are responsible for the accuracy of the nominal composition of the groups/ groups of study and the entries regarding the: school, field of study, major, year of study, form of education, group, subject, course holder, the teaching staff present at the evaluation, the date, time and room (it is not the case if the evaluation is not done face to face) in which each evaluation is scheduled (including re-evaluations/resits, equivalence examinations, etc.).

(11) Students have the obligation to check, on their personal web page, the grades, after each examination. Errors must be reported to the School Dean, in writing, within 10 working days from the end of the session of exams/reevaluation.

Art. 63

(1) The student’s request for reevaluations of the written exam papers, thoroughly justified, must be submitted individually to the secretary office of the School within 48 hours after the posting of results on the personal web page.

(1.1) By way of exception to the provisions in paragraph (1), if face-to-face evaluation is impossible, requests for the reevaluation of written exam papers, thoroughly justified, must be submitted online, via e-mail sent to the School Secretariat, within 48 hours after the posting of results on the personal page.

(2) At a preliminary stage, within maximum 24 hours from the deadline of the period for submitting the reevaluation requests, the course holder verifies (face-to-face or online) the possible existence of a material or evaluation error, in the presence of the student and the professor who carried out the practical teaching activity at the seminar.

Following the verification, the course holder must notify the student directly or the School Secretariat must inform the student about the modification/maintenance of the grade by email, if he/she did not participate in the meeting for the recorection of the exam paper.

If the grade/grades are maintained, the professor must send to the School Dean, in printed or electronic format, immediately after the completion of the previous stage, the used grading scale which will be sent to the Reevaluation Committee, if the students/student request(s) this.

The student can express, within 24 hours, by an email sent to the School Secretariat, his/her option regarding the reevaluation of the exam paper, by a specialized committee. The exam papers will be analyzed by a Committee established by the Dean, in consultation with the Director of the Department, consisting of three members, which will include specialized professors or professors at majors related to it but it may not include the professor who initially evaluated the paper. The evaluation of the written paper by the Committee must be done until the end of the evaluation/reevaluation session, based on the exam requirements and the grading scale provided by the course holder, in the presence of the student, if he/she wishes to participate in the evaluation.

(2.1) By way of exception to the provisions of paragraph (2), if face-to-face evaluation is not possible, written exam papers are analyzed, with the Dean's approval, by the course holder, in the presence of the student and of the professor responsible for practical activities/seminar, by organizing a meeting on the Microsoft Teams@URA platform. Under special circumstances, when the student specifically requests in writing that his/her paper be reassessed by other professors than those who participated in the initial evaluation, the reassessment application can be, with the Dean's approval, solved by a committee established after consulting the head of department. The committee consists of three members, who will be specialized teaching staff or similar course holders. The written paper will be reevaluated in a meeting on the Microsoft Teams@URA Platform, in the presence of the student and of the professors who evaluated the paper initially, if they requested it and agreed to attend the meeting.

(3) The resolution of the student's request for reevaluation of the written exam must be done within 24 hours from the deadline for submitting them to the secretary office of the respective school or, as the case may be, until the end of the evaluation / re-evaluation session.

(4) The course holder/ the Reevaluation Committee must solve the reevaluation requests based on the grading scale, in the presence of the student and, as the case may be, in the presence of the professors responsible for practical activities/seminar, on the day and time set and announced by the secretary. After reevaluation, the professor must write down on the student's request for reevaluation, in writing, under signature, "*the grade remains unchanged*" or "*the grade is changed from ___ to ___*" and must sign this mention. On the same day, the grade is changed, if necessary, in the holographic transcript of grades (by the course holder/the Chair of the Reevaluation Committee) and in the electronic transcript of grades, which was initially printed, mentioning "*corrected by me according to written request number __, date__*". The change of grade in the database will be performed by a person, assigned especially for this purpose by the Rector of the University.

(4.1.) By way of exception to the provisions in paragraph (4), if face-to-face evaluation is not possible, the professor must solve the reevaluation requests based on the grading scale, in the presence of the student and the professors responsible for the seminar/practical activities, on the day and time set and announced by the secretary, by organizing a meeting on the Microsoft Teams@RAU Platform. After reevaluation, the professor must write down on the student's request for evaluation "*the grade remains unchanged*" or "*the grade is changed from ___ to ___*" and must sign this mention. On the same day, if necessary, the grade is changed in the holographic transcript of grades (by the course holder/the Chair of the Reevaluation Committee) and in the electronic transcript of

grades, which was initially printed, mentioning “*corrected by me according to written request number __, date__*”. The change of the student’s grade in the database will be performed by a person assigned especially for this purpose by the Rector of the University.

(5) The grade obtained after the reevaluation is final.

(6) The student’s request for reevaluation and his/her exam paper become a mandatory appendix to the holographic transcript of grades.

(6.1) By way of exception to the provisions in paragraph (6), if face-to-face evaluation is not possible, the student’s reevaluation request and his/her exam paper printed from the Microsoft Teams@URA Platform, become a mandatory appendix to the holographic transcript of grades.

Art. 64

(1) The evaluation of facultative subjects is done by “test paper”. The grades are mentioned in the student’s academic record (transcript of grades, register, and matriculation register) only at the student’s written request and they are not considered in the calculation of the average.

(2) The transcript of grades for facultative subjects is filed at the School secretariat until the end of the session of exams, in which the evaluation was scheduled. The registration of grades and the procedure for resolving the student’s reevaluation requests (i.e. requests for the reevaluation of exam papers) comply with the provisions listed in art. 62 and 63.

Art. 65

(1) The evaluation of the subject “Specialized internship” is done by “colloquy” at the end of the internship period, in compliance with the structure of the academic year.

(2) The evaluation of the subjects that are provided with an “assessment during the semester” in the curriculum (foreign languages), is done at the end of the semester, by scheduling the assessments/test papers in pre-session.

(3) The subject “Elaboration of the Master Thesis” is evaluated by “assessment during the semester”, which can also be scheduled during the session of exams.

(4) The grading at colloquy/assessment during the semester must be done with a grade from 10 to 1 (whole numbers) and must be written in the holographic transcript of grades.

(5) If a colloquy/ assessment during the semester is not passed, due to absenteeism or low grade, the student may retake this assessment as a resit, by paying the related fee, in the reevaluation session of the current academic year or in the evaluation sessions of the following academic years, in which the subject is scheduled. If the colloquy of the subject “*Specialized internship*” is not passed, it may lead to the complete or partial renewal of the internship period, depending on the evaluation of the professor who coordinates this subject.

(6) The procedure for conducting the evaluation by colloquy/assessment during the semester, is stipulated in art. 58, and the record of grades is done according to the provisions of art. 62. For the subject “Elaboration of Master Thesis”, course holders must write the grade and sign it in the holographic transcript of grades, and the data will be introduced in the database (electronic transcript of grades) by a person assigned by the Dean of the School.

(7) At the colloquy/assessment during the semester, the presence of two professors in the class is, usually, mandatory.

(7.1) By way of exception from the provisions in the paragraph (7), if face-to-face evaluation is not possible, the presence of two professors is mandatory at the evaluation by colloquy/assessment during the semester.

(8) The colloquy grades cannot be contested.

Art. 66

The Rector may cancel, with the approval of the Senate, a certificate or a degree when it is proven that they were obtained through fraudulent means or by breaching the Code of Academic Ethics and Deontology, in accordance with the law.

CHAPTER VIII

ACADEMIC MOBILITIES, SUSPENSION OF STUDIES, EXTENSION OF STUDIES, RESUMPTION OF STUDIES AND RE-ENROLLMENT

Art. 67

Academic mobilities, suspension of studies, extensions of studies, resumption of studies and re-enrollments are possible under a written application (standard institutional form) submitted to the School secretary prior to the beginning of the academic year, according to the agenda set by the Board of Administration, in compliance with the provisions of this regulation.

Art. 68

Academic mobilities, transfers, resumption of studies and re-enrollments are possible with the endorsement of the Dean and the approval of the Rector, in the year of study corresponding to the number of credit points acquired, in compliance with art. 21 and art. 42, after payment of the fees established by the University Senate.

Art. 69 Academic mobility

(1) Under the law, the academic mobility is the students' right to benefit from the recognition of their transferable credits acquired, under the law, at other higher education institutions accredited/authorized temporarily in the country or abroad or in other study programs at the same higher education institution. The

mobility can be internal or external, definitive or temporary, respectively, for all forms of education.

(2) The quality of student is preserved during internal and international mobilities. In the case of international mobility of students who come to study on their own foreign exchange account, the recognition of transferable credits is carried out by higher education institutions, based on university autonomy.

(3) In the case of international academic mobilities, transferable credits are recognized by the higher education institutions for the student who proves to have benefited from the mobility period with documents issued by the higher education institution whose courses s/he attended.

(4) The academic mobility is possible upon the student's request, with fulfillment of the following terms:

- the existence of inter-institutional agreements;
- the agreement of the sending or the receiving higher education institutions which are accredited/temporarily authorized.

(5) Inter-institutional agreements set the terms for the mobilities among accredited/temporarily authorized higher education institutions: type of mobility, duration of the mobility, study program, financing of the temporary mobility, study language, accommodation, etc.;

(6) Inter-institutional agreement consists in filling in and signing the standard mobility application, as follows:

- The student submits the mobility application to the higher education institution where s/he wishes to follow the mobility, in order to obtain the agreement;
- After obtaining the mobility agreement, the students may apply for mobility at the higher education institution where they are enrolled;
- The receiving higher education institution which accepts the mobility will be the first one to sign the mobility application of the student then the sending institution will sign it;
- The application must contain the mobility terms.

Art. 70 Temporary academic mobility

(1) This mobility is possible between two accredited/temporarily authorized higher education institutions after the completion of the first year of studies, only at the beginning of the semester, until the end of the last but one semester.

(2) The compatibility of the curriculum in view of the acknowledgement of transferable credit points is set prior to the mobility period, and the transferable credit points are acknowledged at the completion of the mobility, in compliance with the inter-institutional agreement and the regulations of the higher education institutions involved, as applicable.

(3) The temporary international academic mobility through international programs is possible in compliance with the regulations on the respective programs.

(4) The self-paid temporary academic mobility represents a temporary mobility that is conducted outside inter-institutional academic mobility agreements, upon the request of the student who identified a potential host university.

(5) The self-paid temporary academic mobility is accomplished in compliance with the provisions of art. 68 paragraph (6); compatibility of the curriculum in view of the acknowledgement of transferable credit points is established prior to the mobility period, while acknowledgement of the transferable credit points is accomplished at the end of the mobility, in accordance with the regulations of the higher education institutions involved, as appropriate.

(6) The procedure for the self-paid temporary academic mobility is the following:

(a) When the Romanian-American University is the host institution, the applicant student must perform the following actions, within a minimum of 30 days before the beginning of the mobility semester:

1. (S)he should present the **Academic transcript** from the university where (s)he is enrolled;
2. (S)he should fill in the **Request for approval of the temporary mobility** (institutional standard form), addressed to the Dean of

the host School, where the following details are specified: major, year of studies, language of the study program, semester, duration of the mobility, subjects that will be studied and number of credit points, School fees (set by the Senate of the university, according to the overall number of credit points corresponding to the mobility);

3. (S)he should fill in the ***Mobility application*** (standardized form according to the Order of the Ministry of Education no. 5140/2019) for approval by the Rector;

(b) When another higher education institution is the host institution, the applicant student should submit the following documents at the secretariat of the School where (s)he is enrolled:

1. Minimum 30 days before the beginning of the mobility semester: ***Mobility application*** (standardized form according to the Order of the Ministry of Education no. 5140/2019), signed by the host university, accompanied by a Document, signed by the Dean of the host School, highlighting: the major, year of studies, duration of the mobility, compatibility of the curriculum, subjects to be studied and corresponding credit points;
2. In maximum 30 days from the end of the mobility: ***Academic transcript*** from the host university and ***Request for the acknowledgement of credit points*** (institutional standard form), in order to establish possible exams of equivalence/differing credit point.

(7) The temporary academic mobility is not granted by the Romanian-American University to students with disciplinary sanctions.

Art. 71 Permanent academic mobility

(1) It is accomplished in compliance with the legal provisions regarding schooling and financing capacity of higher education, through the agreement of the accredited/temporarily authorized higher education institutions involved, in accordance with the provisions of their own regulations, with regard to the professional activity of students.

(2) It can take place only at the beginning of a semester, after the first semester and until the end of the last-but-one semester, between study programs with the same number of overall compulsory transferable credit points, from the same branch of science.

(3) The enrollment is made in compliance with the provisions of art. 21 and art. 42. of the present Regulations, bearing on the acknowledgement and equivalence of transferable credit points and the conditions for getting a pass from one year of study to another.

(4) The enrollment is made in accordance with the legal requirements regarding the registration of the changes in the official academic record.

(5) The diploma is issued to the higher education graduate by the higher education institution organizing the study program final examination.

(6) It takes place according to the principle "grants follow the student".

(7) It is applicable also for students coming from the member states of EU, SEE and Swiss Confederation.

(8) For third countries, the provisions of the permanent academic mobilities are applicable, to the bilateral agreements and international agreements in force in this area, on the date of the mobility.

(9) It can also apply within the Romanian-American University (transfer from one major/study program to another, from the same field of sciences).

(10) It is accomplished based on ***Request for approval of the permanent academic mobility*** (institutional standard form), that is submitted , minimum 30 days before the beginning of the mobility semester, at the secretariat of the host School, accompanied by the ***Academic transcript*** from the home university, which must mandatorily contain the marks, number of credit points, number of hours for each subject and subject outline/course syllabus, having the official stamp and signatures of the higher education institution, on the subject outline/course syllabus as well, in order to establish the potential equivalence examinations/differing credit-point examinations.

(11) After approval of the permanent academic mobility, by the Rector of the university, the **Mobility application** shall be signed, in accordance with the provisions of the Order of the Ministry of Education no. 5140/2019.

(12) In maximum 5 days from the approval of the mobility, the student must submit the full personal file, to the secretariat of the host university, containing the following documents:

- **The Mobility application** – signed by the home institution as well;
- **Request for approval of the permanent academic mobility** accompanied by a **document certifying the payment of the academic mobility fee**;
- **Bachelor degree diploma** or equivalent, in original. Bachelor degree diplomas issued by other states are taken into consideration only if they are accompanied by the *Equivalence certificate/Letter of acceptance for studies/Notice of registration* issued by the Ministry of Education;
- **Baccalaureate diploma or its equivalent**, in original. Baccalaureate diplomas issued by other states, are taken into consideration only if they are accompanied by the *Equivalence certificate/Letter of acceptance for studies/Notice of registration* issued by the Ministry of Education;
- **Birth certificate** – photocopy, certified for compliance by the secretary of the respective year;
- **Marriage certificate** – photocopy, certified for compliance by the secretary of the respective year (if applicable);
- **Identity card** – photocopy;
- **Standard medical certificate** issued by the family doctor or by medical offices (school or territorial) from which it should result that the applicant is able to pursue the master's degree courses.
- **Bachelor degree diploma** (photocopy) and the **Certificate** in original, certifying the student status in the current academic year and the form of education (for students enrolled with parallel studies – student admitted to two majors/study programs and who concluded the study contract with the respective university), with the mention that the *Bachelor's Degree diploma, serial number ... is*

included in the file, signed by the Dean and Chief Secretary of the respective School;

- **Academic transcript** including all marks, number of credit points and number of hours for each subject for which the student has gotten a pass from the previous academic years;
- **Subject outlines/ Course syllabuses**;
- **Enrollment application** accompanied by **the document certifying the payment of the tuition fee**;
- **Study contract** (concluded between the student and the Romanian-American University);
- **3 (three) colored photographs** ¾ cm in size.

(13) Based on the registration decision, the student is enrolled in the Academic transcript and the student card is issued.

(14) The responsibility for the implementation of the enrollment decision lies with the Dean, Chief Secretary of the School and Chief Secretary of the University.

Art. 72 Suspension of studies

(1) Suspension of studies is not possible for more than 2 years, along the master program, except for the female students who, on grounds of pregnancy, can request leave of absence for maximum 3 years.

(2) Suspensions of studies are approved based on an official request (institutional standard form), by the Rector of the University, with the endorsement of the School Dean and only for the students who are not in an expulsion situation at the date of the request.

(3) The moment the period approved for the suspension of studies expires, without exception, students will be expelled if they do not submit a request for resumption of studies (standard institution form) before the beginning of the academic year, no later than September, 25.

(4) During suspension of studies, foreign students lose the right to the education visa.

Art. 73 Extension of studies

(1) The extension of studies is granted for fulfilling the requirements of the curriculum of a study program, over the initially-established schooling period.

(2) The extension of studies can be solicited based on a written request (standard institutional form), for an academic year and is approved by the Rector of the University with the endorsement of the School Dean for:

(a) The students who have had at least 60 days of sick leave, during an academic year. Medical documents are annexed to the request and are submitted at the School secretariat, in maximum 14 days from their issuance, but no later than September 15. The request is recorded in the School register.

(b) The students who are members of the sports teams of national interest, approved by the responsible ministry.

(3) The extension of studies is not approved for two consecutive years.

Art. 74 Resumption of studies

(1) Studies can be resumed after suspension of studies or extension of studies based on a request (standard institutional form) registered with the School secretary by September, 25.

(2) Studies can be resumed with the approval of the University Rector, with the endorsement of the School Dean.

(3) The students who resume their studies must meet the requirements of the curriculum in force at the respective date for the entire cycle of studies and to pass, if such be the case, equivalence examinations and/or equivalence examinations/examinations for differing credit points and sign the addendum to the study contract.

(4) In case that, upon the resumption of studies, the interrupted bachelor study program does not exist anymore or has not been organized for the respective academic year, the student can choose a study program that is similar from a curricular point of view. If such a program does not exist, the University is exonerated from any responsibility for the students who are in this position.

(5) When resuming the studies, foreign students are bound to take the necessary steps to be provided with their education visa.

Art. 75 Re-enrollment for academic reasons

(1) It can be requested by students of the Romanian-American University who were expelled in the previous academic years.

(2) It is only approved for students who meet the criteria of Law 199/2023 of National Education with the subsequent amendments and completions, regarding the acknowledgement of transferable credit points obtained before.

(3) It is possible based on an application (standard institutional form) submitted to the School secretary by September 25.

(4) Re-enrollment is not approved for the first year of study or during the academic year.

(5) For re-enrollment, for the acknowledgment of obtained credit points, according to art. 21 and art. 42 of these regulations, the appendix to the re-enrollment application shall be filled in.

(6) Re-enrolled students will sit for any potential equivalence examinations/ examinations for differing credit points according to the appendix to the re-enrollment application, with payment of the related fees and in compliance with the provisions of art. 40, paragraph (1) of these regulations.

(7) After approval by the University Rector of the re-enrollment application, by October 1st, the applicant has the following obligations:

- to pay the re-enrollment fee approved by the University Senate;
- to pay at least the first part of the annual tuition fee corresponding to the first semester;
- to fill in the enrollment application and to sign the study contract.

(8) Re-enrollments are approved only for the same major/study program, with equivalence examinations/examinations for differing credit points.

(9) If the major/study program does no longer exist or is not organized during the respective academic year, the student may opt for a major/study program which is similar from a curricular perspective.

Art. 76 Re-enrollment for financial grounds

(1) For failure to comply with the contract obligations on the tuition fee, students shall be expelled, with the right to re-enroll by the end of the academic year.

(2) Re-enrollment is requested under a written application (standard institutional form) submitted to the School secretary, endorsed by the Dean and approved by the University Rector.

(3) After the re-enrollment is approved, the student will pay the re-enrollment fee established by the Senate and the outstanding amounts.

Art. 77

Re-enrollment and expulsion for academic reasons, enrollment in a supplementary year, suspension of studies, extension of studies, resumption of studies, enrollment with acknowledgment of obtained credit points, enrollment with a second major in a superior year and academic mobilities are indicated in the Record and the Diploma Supplement.

CAPITOLUL IX STUDENTS' RIGHTS AND OBLIGATIONS

Art. 78

(1) A person acquires the status of a student and implicitly that of a member of the academic community of the Romanian-American University, at the moment of the enrollment.

(2) Students, as members of the academic community of the Romanian-American University, are considered dialogue partners, having rights and obligations which result from the study contract, the legal provisions in force, the University Charter and the present regulations.

(3) In higher education in general, and at the Romanian-American University in particular, the principles of the student-centered education are

promoted, an emphasis being laid on the student and his/her learning needs, which entails at least the following:

- (a) Ongoing interaction between students and teachers, in order to kindle motivation for the study of the taught subjects;
- (b) Cooperation among students to encourage reciprocal teaching, collaboration and dialogue among the members of the academic community;
- (c) Ongoing active learning supported through various strategies, methods and techniques to make students more responsible to develop critical thinking, and to participate in the guidance of students to acquire knowledge on their own;
- (d) Constant improvement of progressive learning, based on summative assessments;
- (e) Efficient learning through the setting of realistic landmarks regarding the time needed for teaching, individual study and assessment;
- (f) The communication and clarification of expectations – the results of anticipated learning, as well as of evaluation criteria;
- (g) Respecting the various styles and specific leaning abilities based on diversity.

(4) The principles that regulate student activity within the academic community are:

- (a) The principle of non-discrimination, based on which all students benefit from equal treatment from the higher education institution and on which every university adopts through the university Senate a strategy to combat discrimination. Any direct or indirect discrimination against any student is forbidden;
- (b) The principle of the right to assistance and complementary services, expressed through: counselling and informing the student (by the teacher) outside courses and applicative activities, counseling bearing on professional orientation, psychological counseling, medical assistance, access to relevant specialized books and scientific publications, including the access to university libraries and university central libraries, access to data concerning the student's personal

academic situation, to the Internet throughout the whole university precincts;

- (c) The principle of decision-making participation, based on which decisions in higher education academic institutions are made with the participation of students' representatives;
- (d) The principle of the right to free expression, based on which students have the right to freely express their academic opinions within the academic institution where they are studying;
- (e) The principle of transparency and access to information, based on which students have unrestricted free access to information regarding their own educational activity and the services provided by the higher education academic institutions, including information bearing on the syllabus and teaching staff, as well as the life of the academic community that they are part of, according to the provisions of the law.

Art. 79

Throughout the studies in the Romanian-American University the students have the following **rights**:

(a) to use course and seminar rooms, the labs, the reading rooms, the libraries, as well as the other means dedicated to the education process, according to the scheduled program;

(b) to participate in the teaching, scientific, cultural and sports activities, organized by the Schools and the University;

(c) to take part in the evaluation of the activity of the teaching staff members according to the criteria established by the University Senate;

(d) to get assistance from the teaching staff to draw up their projects and master's degree paper;

(e) to be examined/assessed by means of an alternative method when suffering from temporary or permanent disability, which is medically proven and makes it impossible for the student to convey their knowledge in the established form by the course tutor, so that the alternative method does not limit the assessment standards. Teaching staff members are responsible for using specific assessment methods so that they do not limit and/or infringe the rights of disabled students.

(f) to benefit from scholarships, grants, diplomas and prizes, according to the provisions of the University Charter, for outstanding results for studies, as well as from diplomas and prizes, for the activity that takes place within the students' scientific research sessions;

(g) to participate in professional contests and scientific events organized at national and international levels;

(h) to benefit from mobility programs to study in universities from the European Union, the USA or other countries that the Romanian-American University has agreements with, according to the professional results obtained and to the limit of the number of scholarships or the availabilities in the exchange student programs;

(i) to apply for the suspension of studies, under the law;

(j) to be chosen/appointed student year leaders or student group leaders;

(k) to choose and to be chosen as students' representative in the School Boards and the University Senate;

(l) to make proposals for the improvement of the activity of training and education;

(m) to benefit from the guidance of the teaching staff who carry out tutor activities;

(n) to get involved in volunteer activities within the promotional campaigns developed by the University;

(o) to set up or to take part in student organizations, workshops, clubs, student circles, literary circles, artistic bands and sports groups, as well as publications;

(p) to become students' representatives in the leading bodies and in the Evaluation and Quality Assurance Commission. As an exception, the status of the students who have an individual labor contract with the University is incompatible with being a representative in leading bodies;

(q) to get actively involved in the process of regular reviewing of the curricula and syllabuses/subject outlines, respecting the internal procedure approved by the University Senate;

(r) to have access to educational resources and career counseling;

(s) to be aware of the mechanisms that set tuition fees, as well as other fees of the University;

(t) to be accommodated for a fee in the University hostel or in other accommodation units provided by the University based upon availability and if they meet the criteria established by the Accommodation board and approved by the Senate;

(u) to have unlimited access, during the schedule of studies, to the University cafeteria for a fee;

(v) to benefit from free medical assistance provided by the University medical unit according to the law;

(w) to benefit from any information sent through the personal web page made available by the University, as well as the institutional email for professional correspondence (... @stud.rau.ro);

(x) to apply, in writing and under solid grounds, for abandonment of the parents or legal guardian's information by the University on the academic results obtained during studies or other information that these may be interested in;

(y) to benefit, if they are students enrolled in full time studies in accredited higher education institutions, from a 90% discount for local public transport fares, domestic auto transport, the subway as well as domestic railway transport for all train categories, second class and naval, throughout the year until they turn 30. Students with one or both parents deceased, as well as students coming from placement centers or who have been in placement with their extended family, substitute family or foster parents benefit, according to the provisions of Law no. 272 / 2004, art. 64, paragraph (1) regarding child protection and rights, republished with subsequent modifications and completions, from free transport for these categories.

(z) To benefit from 75% discounts for access to museums, concerts, theatre performances, opera, films, to public sports facilities as well as other cultural and sports events organized by public institutions within the approved budgets.

Art. 80

Throughout their studies at the Romanian-American University, students have the following **obligations**:

(a) to become familiar with the content of the curriculum, the number of credit-points distributed to each subject, the syllabuses/subject outlines, the structure of the academic year, the timetable of the programmed teaching and assessment/re-evaluation activities, the evaluation results, the program of the secretariat, the University fees, the regulating statutes and procedures approved by the Senate, etc. and to check, on the personal web page, the grades obtained and to communicate, in writing, to the University secretariat potential mismatches until the ending of the assessment/re-assessment session;

(b) to fulfil under the appropriate terms and in due time all their obligations according to the curriculum and syllabuses/subject outlines;

(c) to be aware of and fully respect all the provisions of the normative acts regulating the activity, the provisions of the University Charter, of all methodologies and internal procedures, decisions of the University Senate, as well as the measures set by the University and/or the School management;

(d) to regularly attend the lectures and the applied practices (activities) which are part of the curricula;

(e) to get actively involved in participative education promoted by the teaching staff and to hand in their seminar, lab or applied activities papers or projects in due time and respecting the quality conditions;

(f) to fill in the academic evaluation questionnaires responsibly;

(g) to re-sit exams for the subjects which had not been passed in the current/previous academic year(s) according to the provisions of art. 39 herein;

(h) to opt for complementary subjects, in compliance with the provisions of art.2 of these regulations;

(i) to pay, as applicable, the fees for the academic services approved by the University Senate, as well as any potential penalties;

(j) to have a dignified and clean appearance and to strictly comply with University order and discipline during their presence in the campus;

(k) to have a civil behavior towards the teaching staff, peers, auxiliary and technical staff, as well as outside the University campus and to take full

responsibility before the authorities if their actions injure the other students from the campus, as well as the University personnel;

(l) to carefully and attentively use the material goods at their disposal at the University: lecture rooms, seminar rooms, laboratories, the library and their equipment and not to allow entrance in these spaces of strangers;

(m) to incur the damage of whatever nature caused due to their exclusive fault to the University image, its patrimony, employees personnel and the other students să acopere prejudiciile de orice natură cauzate, din vina lor exclusivă, imaginii Universității, patrimoniului acesteia, personalului angajat sau celorlalți studenți;

(n) to prove their loyalty towards the University and promote its image and contribute to its prestige;

(o) to always carry their student card since access to University campus is allowed upon presentation of the card. In case of withdrawal from studies, the student card is handed over to the School;

(p) not to use, in the lecture or seminar rooms or at any assessments of whatever type, organized in the campus or via the Microsoft Teams@URA Platform, walkie-talkie devices, audio-video rendition/recording equipment, mobile phones or any other remote transmission means, with or without a cord, for the purpose of cheating on the assessments, tests, papers they have to take as students;

(q) to comply with norms of fire and labour protection while in the University campus;

(r) to use for smoking only places especially designed for this purpose;

(s) not to introduce, possess, distribute or consume alcoholic drinks or psychotropic drugs forbidden by law in the University campus;

(t) not to carry out any kind of political and/or religious activity or propaganda, physical violence or psychological one (bullying), as well as any other types of actions that breach the general norms of morality within an academic community in the University campus;

(u) to pay, on terms specified in their study contract, the fees set by the University, and in case of failure to comply with such terms, to incur the penalties set by the University Senate;

(v) to provide to the University and the School all accurate personal data required under the law, taking full responsibility for the accuracy thereof and to notify in writing the University secretariat regarding changes of their personal and contact details (name, home address, phone, email) within maximum 10 calendar days from the occurrence of change;

(w) not to facilitate access to the assessment room of other persons for the aim of replacing them to face assessment, the sanction for failure to comply with this obligation being the expulsion of the respective students;

(x) to agree to the University informing, whenever deemed necessary, the parents or legal guardians, on the academic results obtained during the studies or other information of interest to them;

(y) to refrain from any manifestations likely to damage the interests of their peers, teaching staff, administrative personnel or the University image;

(z) to agree to the processing of their personal data which prove the status of the student as enrolled, according to the legal provisions in force (e.g. in order to benefit from health insurance without payment of the related contribution, to benefit from free transport on the domestic railway system to all categories, second class trains, or for other similar purposes).

Art. 81

(1) The student group leaders or, as applicable, their deputies must record the students' attendance in the group attendance record (or the group attendance log) for all the scheduled activities, using the abbreviation "A" for absentee and ticking using the symbol "•" for those who have been present.

(2) The group attendance records (logs) are collected only by the group leaders or their deputies from the School secretariat and are handed over at the end of the program. It is forbidden to leave the University premises with the group attendance records.

(2.1) In case the teaching activities are held online, the group attendance records are filled in electronic format by the group leaders or their deputies.

CHAPTER X

DISCIPLINARY, MATERIAL AND CONTRAVENTIONAL LIABILITY

Art. 82

The students of the Romanian-American University shall be held responsible for the failure to fulfill their obligations according to the provisions of the University Charter, the decisions of the Senate and of the Board of Administration, of the University Rector, of the School Council, of the Dean, of the study contract, as well as committing any act causing material, moral or image prejudices to the Romanian-American University.

Art. 83

(1) The schools of the Romanian-American University have a *Register on sanctions applied to students*, which indicates all the sanctions applied to a student during master studies. The sanctions written down in the *Register on sanctions applied to students* will represent a component of the student's personal file and will be notified to the parents/legal guardians by the School Dean.

(2) The student who has more than 3 sanctions will be expelled without having the right to re-enroll with the Romanian-American University.

(3) Identified and proven cases of attempts to pass an exam by replacement of persons, bribery, threat and other serious forms which fall under the criminal law will have to be notified to the competent authorities.

(4) The sanctions from the *Register on sanctions applied to students*, except for those which have been written off, are mentioned in any requested institutional recommendation.

Art. 84

The **disciplinary sanctions** that can be applied to the students of the Romanian-American University in accordance with the gravity of the infractions are:

(a) **a verbal warning** – it applies to the students who miss didactic activities without permission between 50 and 75 hours/semester, and to those who behave inappropriately towards the teaching staff, the auxiliary didactic/logistic staff or towards their colleagues either within the School or

outside it, as well as the group leaders who register attendance in an incomplete or infrequent manner or who leave the University premises with the attendance record;

(b) a written warning – it applies to the students who repeat the deeds for which they were sanctioned with a verbal warning, to those who miss didactic activities without permission between 76 and 95 hours/semester, as well as to those who refuse to hand over their written papers and/or to sign the attendance list before leaving the assessment room (except for the situation when the assessment is not face to face), attempt fraud – according to art. 61 of these regulations – depending on the seriousness of the deed, as well as those who have committed other infringements of the university discipline and of general social norms – according to art. 80 of these regulations;

(c) expulsion - it applies to the students who miss didactic activities without permission more than 95 hours/semester, who repeat the deeds for which they received a written warning, have committed grave infringements of the university conduct norms or have prejudiced the Romanian-American University or any member of the academic community materially, morally and from the point of view of their prestige; it also applies to those who commit crimes punishable by law (forgery and use of forgery; larceny; indecent exposure; calumny; bribery; influence peddling; blackmail; person substitution; misrepresentation; introducing, consuming, commercializing or smuggling toxic substances or drugs, etc.).

(d) interdicting the right to re-enroll at the Romanian-American University applies to all expelled students with the exception of those for which expulsion was declared as a result of missing didactic activities without permission for more than 95 hours/semester, as a result of the impossibility to pay the tuition fees, but also as a consequence of the present regulations stipulating the right to re-enrollment.

Art. 85

(1) The proposal for sanction in the cases described in art. 84 points (a) – (b) shall be made by the Dean during the meeting of the School Council which, according to the gravity of the infractions, shall decide by open roll-call vote on the nature of the sanction to be applied.

(2) The sanctions described in art. 84 points (a) – (b) shall be brought to the student's notice by the Dean.

(3) The sanction described in art. 84 point (c) is submitted to the validation process by the University Senate. The sanction shall be brought to the student's notice by means of Decision of the Romanian-American University Rector. The exclusion decision describes the reasons why it has been adopted.

(4) Applying the sanction described in art. 84 point (d) falls under the exclusive competence of the Romanian-American University Rector.

(5) At the meetings of the School Council and of the University Senate, the students whose misconducts are to be analyzed will be invited at least 48 hours before these meetings, so that they can exercise their right to defense.

(6) At the meetings of the School Council and of the University Senate aimed at analyzing disciplinary action, at least one member of the Ethics Committee will be invited.

(7) The sanction shall be brought to the student's notice by any means of communication within 48 hours from the signing of the sanction decision and shall be made public by being posted on the School notice board and on the personal web page.

(8) A copy of the sanction decision – signed and stamped for authentication reasons – together with the proof of its communication shall be inserted in the student's file. The School secretary shall carry out this responsibility.

Art. 86

(1) Within 5 working days from the day the sanction is announced, students have the right to challenge the sanction that has been applied to them. The challenge shall be formulated in writing and shall be addressed to the communicator of the sanction. It shall be solved on the basis of the student's arguments by The School Council for the sanctions described in art. 84 points (a) and (b) or by the University Senate for the sanction described at point (c).

(2) The deadline to solve the challenge is 30 days from the submission date.

(3) The sanctions stipulated at art. 84, point (d) are not subject to any appeal.

(4) The decision resulting from solving the challenge shall remain final.

Art. 87

(1) The sanctions described in art. 84 points (a) and (b), except for attempted fraud – can be cancelled and will be written off the *Record on sanctions applied to students* upon the student's request after a period between 6 and 12 months from the notice date, provided the respective student has not committed any violation stipulated and sanctioned by the present Regulations, and if one can notice an improvement of his/her behavior and activity.

(2) The sanctions stipulated in art. 84 points (c) and (d) cannot be written off the *Record on sanctions applied to students*.

Art. 88

(1) Students shall be financially liable for the damages caused to the spaces designed for education, accommodation and meals, and to any other logistic means within the University campus.

(2) In case such damages occur, a University representative appointed by the Rector shall draw up a report which shall be submitted to the School Dean, and to which they shall attach the statements of the students involved in the respective incident as well as those of the witnesses to it.

(3) The amount of compensation shall not surpass the real value of the goods at the moment when the damages occur. To this amount they shall add the expenses required by the mending of the damaged goods/devices.

(4) The documentation regarding the determination of the compensation amount shall be drawn up by the specialized departments within the University, and the Imputation Decision shall be issued by the Rector of the Romanian-American University.

(5) The actions considered infringements according to the law, shall be found out, analyzed and sanctioned by persons appointed by the Rector of the Romanian-American University.

CHAPTER XI

FINAL PROVISIONS

Art. 89

(1) Students must pay tuition fees in order to cover the expenses both for the ongoing educational process and for other services they benefit from during their studies.

(2) The quantum of fees is established by the University Senate every year, depending on specific costs, by study cycles, majors/study programs, categories of students and types of academic services.

Art. 90

(1) The annual tuition fee is paid in full or in installments, according to the provisions of the study contract for each major/study program and category of students.

(2) The terms and means for the payment of the annual tuition fee are specified in the study contract for each specialization/study program and category of students.

(3) Exceeding the payment deadlines for the tuition fee set under the study contract leads to penalties and the student's obligation to pay them.

(4) The penalty level is set by the University Senate for each calendar day of delay, over a period of maximum 90 days, after which, if the outstanding amounts are not paid, the students will be expelled.

(5) The penalties are paid on the date of the principal payment.

(6) The students expelled for failure to pay their tuition fees on time can be re-enrolled under an application approved by the Rector, with the payment of the corresponding fee and of any outstanding amounts.

(7) In fully justifiable situations, the School Dean and the University Rector/University Board of Administration may approve postponing deferrals for the payment/rescheduling of the tuition fee.

(8) Students can benefit from scholarships and other forms of financial support in compliance with the provisions of the Regulations on granting scholarships and other forms of financial support for students attending bachelor and master programs.

Art. 91

(1) The students shall not be charged for the assessments scheduled according to the curricula, the expenses being covered by their annual tuition fee.

(2) For any other form of evaluation that was not passed through absence or failure to pass, students must pay a fee which is established annually by The University Senate.

(3) Students must pay fees established annually by the University Senate for the assessments of the subjects that were not passed during the previous study years and for the equivalence examinations and examinations for differing credit points, irrespective of the assessment form.

Art. 92

Failure to comply with the provisions of these regulations leads, as applicable, to material, disciplinary and contraventional liability.

Art. 93

(1) This set of Regulations was approved during the meeting of the University Senate on July 27, 2023, and modified in the University Senate meeting from September 28, 2023, is a constitutive part of the University Charter and it comes into force on **October 1st, 2023**.

(2) Upon entry into force of the provisions mentioned in paragraph 1, *The Regulations regarding the Professional Activity of Master Students*, which came into force the previous academic year, will be abrogated.

R E C T O R ,

Prof. habil. Costel NEGRICEA, Ph.D