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

**Academic Year**  
**2020 - 2021**

## CONTENTS

|                                                                                                                       |                              |
|-----------------------------------------------------------------------------------------------------------------------|------------------------------|
| 1. Organization of master studies .....                                                                               | Error! Bookmark not defined. |
| 2. Structure of the academic year .....                                                                               | 4                            |
| 3. Credit transfer system .....                                                                                       | 4                            |
| 4. Curricula .....                                                                                                    | 8                            |
| 5. Enrollment and registration of students .....                                                                      | 11                           |
| 6. Passing and registering for the subsequent academic year .....                                                     | 15                           |
| 7. Performance assessment .....                                                                                       | 20                           |
| 8. Academic mobilities, suspension of studies, extension of studies,<br>resumption of studies and re-enrollment ..... | 40                           |
| 9. Students' rights and obligations .....                                                                             | 48                           |
| 10. Disciplinary, material and contravention liability .....                                                          | 54                           |
| 11. Final provisions .....                                                                                            | 59                           |

## CHAPTER I ORGANIZATION OF THE MASTER PROGRAMS

### **Art.1.**

The Romanian-American University, higher education institution, private legal entity of public utility, part of the national education system, accredited by law, organizes bachelor programs in the fields of: ***Management, Marketing, Economy and International Trade, Finance, Accounting, Business Administration, Computer Science for Economics and Law.***

### **Art.2.**

- (1) Students decide upon the major they opt for upon enrollment.
- (2) Optional disciplines cannot be changed during the master program, except for the situations triggered by transfer to another major/study program.

### **Art.3.**

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

### **Art.4.**

Master degree programs are organized as "full time studies".

### **Art.5.**

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 1 year respectively (the equivalent of a minimum of 60 credit points) for the field of "Legal Sciences", according to the law.

### **Art.6.**

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.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 minimum 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) Recunoașterea punctelor-credit** se poate face în cazul:

- 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 undergraduates 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 undergraduate 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 undergraduate 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 facultative 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 facultative 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 facultatives 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/a minimum of 84 hours 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 majors in the field of “Economic Sciences”, and for majors belonging to the field of “Law Sciences”, the “Specialized internship” is a compulsory subject organized in the second semester of the first year of study.

(2) The evaluation of “Specialized internship” takes the form of a colloquium, with grades from 10 to 1, integers, 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, as well as to the teaching staff appointed by the specialized department in view of carrying out the assessment process of their colleagues.

(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 ((...@profesor.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 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) The students may opt for the payment of the entire yearly tuition fee, within the limit stipulated in the study contract, benefiting from a 10% discount.

(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 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 și 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 26.

**(2)** The student card shall receive a visa for every 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 1<sup>st</sup> 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 2<sup>nd</sup> 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, a resit session*, only for the students of the final year, for the failed exams;
- *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 School Council 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, even if it is lower than the initial one.

#### **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 45 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.

(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 1<sup>st</sup> year of study – calculated according to the number of credit points corresponding to the examinations that have not been passed and will sign a *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](http://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)** Grading ranges between 10 to 1 (integers), the minimum required mark for passing is 5).

**(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**

At the Romanian-American University, the examination process of competences acquired by students is based on unique criteria approved by the University Senate, which are part of quality management, mandatory for all course holders, as follows:

- ***the attendance criterion***, namely the mandatory presence at scheduled teaching activities;
- ***the performance criterion***, which involves writing papers, projects, practical work, monographs, etc. and passing the scheduled course and seminar tests according to the syllabuses/ syllabus spreadsheets.

#### **Art. 51**

(1) *Students who meet all the attendance and performance criteria and obtain at least the grade 8 (or equivalent score), resulting from the assessment of the **frequency in classes**, seminars, laboratories, etc., the **assessment of teaching activities** - writing papers, projects, practical work, monographs, verification tests, etc. as well as **the result of the semester test**, scheduled and held for the course obligatorily during the last two weeks of*

teaching activity in the semester, will *pass the discipline during the regular session of exams based on the results obtained during the semester, on the semester test and on the final evaluation.*

**(2)** The semester test may be taken by students who fulfil, **cumulatively**, the following requirements:

- (a) They have paid the whole amount of their financial duties;
- (b) They have, in their personal file to be found in archived form at the school secretariat, the documents mentioned under art. 33.

**(3)** Upon taking the semester test, students shall sign, subsequent to the submission of the paper, a nominal attendance list, and the graded papers, accompanied by the *“Nominal table with results obtained in the semester test”* shall be submitted to the school secretariat by the course holder, so that these should be archived no later than 15 days after the didactic activity finishes.

**(4)** As an exception to the regulations present in paragraph (3), in case the examination cannot be performed face-to-face, it shall 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 members, and who show to the camera the student card with the respective photograph or an identity card containing a photograph, before the beginning of the examination. The teaching staff shall submit to the school secretariat the form entitled *“Nominal table with results obtained in the semester test”*, via the e-mail address of the respective school”.

**(5)** The course holder shall make the audio-video recording of the exam using the Microsoft Teams@URA Platform and shall ensure the audio-video surveillance of the students, together with the teaching staff member who provides the applicative didactic activity or, depending on the case, the teaching staff member assigned by the school management for this purpose.

## **Art. 52**

**(1)** The course holder shall write the grades in hand in the holographic catalog only on the same day of the assessment or in maximum 48 hours subsequent to the examination, in the respective session of examinations.

**(2)** As an exception to the regulations mentioned in paragraph (1), in case the examination cannot be performed face-to-face, the course holder shall

record the grades in the electronic catalog through the institutional Platform ORASYS, only on the same day of the evaluation or, depending on the case, in maximum 48 hours subsequent to the evaluation, in the respective session of examinations. The writing of the grades in hand in the holographic catalog shall be performed no later than the end of the session of examinations.

#### **Art. 53**

For students who have not met cumulatively the criteria according to art. 51 paragraph (1), the final result, both during regular sessions, and during the reassessment, will be set depending on the grade obtained in the examination.

#### **Art. 54**

(1) The application of ***the attendance and performance criteria*** in assessing students, passing based on the result of the semester test and 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 assessed during the semester, in compliance with the provisions of the present set of Regulations approved by the University Senate, entails that the tutor is liable of punishment at the proposal of the Dean of the School organizing the specialization/study program, with the approval of the School Council and/or the University Senate.

(3) The results of an assessment 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 regulation. The Dean may decide on the reorganization of the exam/assessment, under the law.

#### **Art. 55**

(1) The faculty secretariat, in a joint meeting of the teaching staff and student representatives, and with the approval of the School management, sets the schedule of assessments during the exam and resit sessions approved by the structure of the academic year.

(2) Assessments will be scheduled within a school, a specialty/study program and form of education, regularly, at an interval of minimum two days, including on Saturdays and Sundays.

(3) Students can take, regularly, a single assessment on the same day.

#### **Art. 56**

(1) Any form of assessment (of academic knowledge) shall be undertaken by students only within the school, specialization and form of education in which they are enrolled, except for the regulated reprogramming and elective subjects that make up the optional specialization path and which belongs to other faculties.

(2) Assessments shall be scheduled and held between 8 - 20, complete hours, 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 length of certain evaluations should be different.

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

(4) It is recommended that the written examination should not exclusively be in the form of a grid-test; it can combine the grid-test with other topics that require writing and verifying terminology and domain-specific reasoning, or/ and elaboration of practical problem solving.

(5) If there are several course tutors for a particular discipline, for the purpose of ensuring uniform assessments/ evaluations, the School Board may require standardized exam topics.

(6) In exceptional situations, which are well-justified, students may indicate 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 board for the reassessment of the papers or, as the case, will notify the Ethics committee.

#### **Art. 57**

(1) For examinations (written or oral) the minimum required evaluation team consists of two teachers, out of whom one must be the course tutor of the subject for which the assessment is organized. The nomination of the professor assigned to attend an evaluation together with the course tutor will be made by the faculty Board.

**(2)** In the assessment room access is granted solely to students who are going to be evaluated, the professors participating in the assessment and the secretary of the year.

**(3)** In view of assuring the quality of the examination process, as well as for justifiable reasons, access to the exam room is allowed to the Rector, Vice-rectors in charge of education and quality management, the Dean and Vice-Dean of the respective school, as well as the specialized Department Director.

**(4)** Access to the assessment room is possible 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 exam room, unless the teaching staff allows the use of some of them.

**(6)** As an exception to the regulations mentioned in the previous paragraphs, if the examination cannot be performed 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)** 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 are entitled to participate in the student examinations carried out through the Microsoft Teams@URA Platform to ensure the quality of the examination process, as well as for duly justified reasons.

**(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 identification 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, in order to get the answers to the exam questions.

**Art. 58**

**(1)** The course tutor receives from the year secretary a nominal attendance list with the students scheduled to take the exam at the respective date. On the attendance list, it is stipulated in the header: faculty/ specialization/ study program, year of study, group number, subject and course tutor.

**(2)** Students have the right to take the examination only in one of the following cases:

- They have fulfilled the professional obligations stipulated in the curriculum/ subject description;
- They have paid all their financial obligations;
- They have in their personal files, archived by the faculty secretary, all the documents stipulated at art art. 33;

**(3)** When handing over the paper, the students have the obligation to sign the attendance list, before leaving the room, otherwise being considered absent;

**(4)** The refusal to hand over the paper and/ or sign the attendance list, before leaving the evaluation room, is considered misbehavior and is sanctioned according to the present student regulation.

**(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, 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 camera, 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 camera 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 exam and any other sanctions provided by this regulation.

#### **Art. 59**

**(1)** In oral exams, course tutors must fully comply with the provisions of this regulation in respect of the following: respect of students' rights, designing exam topics, access to the assessment/exam room or access to the Microsoft Teams @URA Platform, discipline, academic attire and attitude during the assessment, objectivity of assessment, grading, information circuit and flow between the assessor and the secretary, institutional information procedures, holographic and electronic registration of assessment results etc., compliance with the instructions provided in the *User Guide for online teaching and examination activities, oral tests/exams*, etc.

**(2)** Features of oral exams:

- a.** The obligation of presence in the examination room, during the assessment of any student, simultaneously, with no exceptions, of the designated teaching staff and at least 2-4 students who have already been assessed or are to be. It is forbidden to assess a student only in the presence of the teaching staff (course tutor and the person designated to participate in the assessment);
- b.** Assessment is carried out only by the course tutor. The second colleague present for the assessment does not have any grading rights;
- c.** Upon entering the exam room, the student chooses the exam variant and may prepare his/her answers in writing only on a sheet of paper bearing the "exam" stamp, given during the examination;
- d.** The duration of a student's oral exam will be 10-30 minutes, and the course tutor has to apply the pedagogical methods, techniques

and instruments specific to knowledge assessment in oral examinations;

- e. After the assessment, the student signs the attendance list and leaves the room;
- f. The results of the assessment through oral examination cannot be appealed, under the law.

**(3)** As an exception to the provisions of par. (2), if the examination is conducted on the Microsoft Teams@URA Platform, according to the *User Guide for online teaching and examination activities, oral tests/ exams*, the particularities of the oral exam consist in:

- 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;
- c. The oral exam of a student will last between 10 and 30 minutes and the course holder must apply the methods, techniques and pedagogical tools specific to the oral examination of student's acquired competencies;
- d. At the beginning and/or during/at the end of the exam, 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 oral examination, according to the law.

## **Art. 60**

**(1)** Evaluarea cunoștințelor prin probă scrisă se face pe coli de hârtie imprimare Written assessment shall be made on sheets of paper stamped “examination”.

**(2)** Students are required to verify, after receiving the assessment sheets, if they display the “examination” indication. In case they notice the stamp is missing, they must inform the course tutor before the beginning of exam and must request them to be stamped or ask for others which are already stamped.

**(3)** Papers written (answers formulated) on unstamped sheets are considered an attempt to pass the examination by fraud and will be recorded in the catalog, under the signature, by the course tutor, with mark “1 (one) – fraud”.

**(4)** As an exception to the provisions of the preceding paragraphs, if the examination cannot be performed face-to-face, the examination of knowledge by written test will be conducted through 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 assessment, the attempt to pass the exam by fraud is noted and demonstrated, the following procedure needs to be followed:

- (a)** The course tutor present at the examination announces publicly, in the examination room, that s/he interrupts the evaluation of the said student, as well as the reason for acting this way, signs the student’s paper or note in the case of oral exams and specifies “*mark 1 (one) – fraud*”, after which s/he attaches the explanatory document/evidence/witness statements and invites the student to leave the room after s/he has signed the attendance list;
- (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 note in case of oral exams. 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, under the law;

- (c) After completing the scheduled examination, the course tutor has to draft a *report*, which is to be submitted to the School Board, *with the proposal to penalize the said student*. The report will be accompanied by the written paper and the explanatory document/evidence/witness statements. The report will be recorded in the school registry;
  - (d) The course tutor writes mark "1 (one) – fraud" in the catalog, also specifying "*according to report no. \_\_\_\_\_ of \_\_\_\_\_*", and signs. In the electronic catalog mark 1 (one) will be registered);
  - (e) The School Board will begin an investigation according to the legal provisions in force. It is compulsory to analyze the case in the School Board, in the presence of a designated member of the Ethics Committee, as well as to hear the student (except for when s/he refuses it by failing to show up at the hearing or through express specification of the refusal);
  - (f) The School Board decides the sanctions to be applied, according to the gravity of the act and the records of the *Registrar regarding the sanctions applied to students*; the sanction can be in the form of: written warning, recorded in the *Registrar regarding the sanctions applied to students* or expulsion, for repeated deviations from the university discipline.
  - (g) If, at the end of the investigation, it is noted that the student was not guilty, the course tutor must modify the mark, specifying in the holographic catalog "*corrected according to the School Board decision no. \_\_\_\_\_ of \_\_\_\_\_*". The corrected mark is operated on the same day in the electronic catalog only with the approval of the Rector, upon the written request of the course tutor. The decision of the School Board becomes an appendix to the holographic catalog.
- (2) For subjects finalizing with an "ongoing assessment" and which involved a project (Drafting the dissertation paper if the attempt to pass by

fraud (plagiarism) is detected and evidenced, the following procedure shall be applied:

- (a)** The course tutor will draft a report, which will be submitted to the School Board, with the *sanction proposal*, accompanied by the proof. The report will be registered at the faculty secretariat;
  - (b)** the provisions of the above-mentioned paragraph points (d)-(g) will be applied.
- (3)** As an exception to the provisions of par. (1), if the examination cannot be conducted face-to-face, during the scheduled evaluation, the attempt to pass the exam by fraud is detected and evidenced; the following procedure shall be applied:

- (a)** The course holder in charge of the examination must publicly announce, during the examination session conducted through the Microsoft Teams@ URA Platform, that the respective student is not allowed to complete the test stating the reason and asking the student to leave the online examination session;
- (b)** The student must leave the online examination session. The student's refusal to leave the examination session constitutes a disciplinary violation and it is sanctioned according to the internal regulations, in accordance with the law;
- (c)** After the completion of the scheduled examination, the course holder must submit to the School Council a report, in which he/she proposes that the respective student be sanctioned, attaching the evidence of the deed/witness statements. The report will be registered by the School secretariat;
- (d)** The course holder will record the grade "1 (one)-fraud" in the catalog, mentioning "according to the report no. \_\_ dated \_\_\_\_" and bearing his/her holographic signature. He/she will record the grade 1 (one) in the electronic catalog and in the standardized form "Nominal table with the results obtained in the midterm test", too;
- (e)** The School Council will conduct an investigation of the deed, according to the legal provisions in force. The analysis of the case vested in the School Council, in the presence of a designated

member of the Ethics Committee, as well as the hearing of the guilty student (unless he/she refuses to be heard - by absence at the summons or by express mention of refusal to be heard) are mandatory;

- (f) The School Council decides upon the sanction, depending on the seriousness of the deed and the mentions in the Register on sanctions applied to students; the sanction can be in the form of a written warning, entered in the Register on the sanctions applied to students or expulsion, for repeated violations of the university discipline rules.
- (g) If the result of the investigation shows that the student is not guilty of the deed, the course holder must correct the grade, mentioning in the holographic catalog "corrected according to the decision of the School Council no. \_\_\_\_ from \_\_\_\_". Furthermore, the teacher must correct the grade on the same day in the electronic catalog, based on a report prepared by him/her and approved by the Rector of the University. The decision of the School Council will be attached to the holographic catalog.

(4) The student expelled for attempt to pass an exam through fraud, loses the right for re-enrollment and/or acknowledgement of the credit-points accumulated, with regard to enrollment in another study program.

## **Art. 62**

(1) The written assessment/evaluation papers are graded in the University campus (it is forbidden to take them out of the University premises) and then they are handed in to the secretary office of the school, based on a written report, together with the catalog (the holographic and the electronic one, printed and signed after entering the grades in the database) and the students' attendance list within 48 hours as of the date of the examination and are archived 15 days after the completion of the session. The secretary responsible for the respective academic year is required to check that the professors have handed in all documents mentioned above. An exception to the 48 hours' term is possible when compliance with this term limits students' right to enroll in exams for completion of academic studies organized by the University during the period approved by the Senate. In these cases, the term is reduced up to

the level which does not involve any breach of the above-mentioned students' rights.

(1.1) As an exception to the provisions of par. (1), if the examination 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 platform [paginamea.rau.ro](http://paginamea.rau.ro) - for semester tests, or by entering the grades in the electronic catalogue, on the institutional platform ORASYS. The course holder must enter the grades in the holographic catalog and must hand over both the holographic catalog and the electronic one, bearing his/her holographic signature, to the School secretariat at the end of the exam session at the latest.

(2) Upon assessment through oral exam, colloquium, ongoing assessment or verification test, the grades will be entered in the database within 24 hours as of the completion of the assessment/evaluation process. The catalog (both the holographic and the electronic one, printed and signed after entering grades in the database) and students' attendance list are handed over to the school secretary by the tutor of the respective discipline, and the year secretary has the obligations stipulated at paragraph (1).

(2.1) By way of exception to the provisions of paragraph (2), if face to face assessment is not possible, upon the assessment under the form of oral exam, colloquium, ongoing assessment or verification test, the grades will be communicated to the students on [paginamea.rau.ro](http://paginamea.rau.ro) within 24 hours as of the completion of the assessment process. The grades will be written down in the holographic catalog and the electronic catalog, both of them signed, are to be handed over to the school secretary by the end of the session of exams at the latest.

(3) The grades will be recorded in the holographic catalog, both in numbers and letters, signed by the course tutor of the respective subject and by the tutor who was in charge with the applied activities or by the tutor

assigned by the faculty Board and mentioned in the catalog heading, who attended the examination.

(4) The grades will be introduced in the database by the course tutor or by the tutor who was in charge with the applied activities or, if the respective subject was not included in the curriculum with seminar (laboratory, practical activity, etc.), by the tutor assigned by the faculty Board.

(5) The grades entered in the database shall be checked by the course tutor of the respective subject, who will confirm their accuracy through his signature. The document completed in this way (hereinafter "electronic catalog") will be printed, signed by the discipline tutor and the person who entered the grades in the database and attached to the holographic catalog. The signed electronic catalog becomes an appendix to the holographic catalog according to the "Instruction on skills evaluation".

(6) Any breaches in the holographic/ electronic catalog trigger disciplinary sanctions, both of the teaching staff for the said subject and of the secretary of the year, upon the proposal of the Dean of the school for the said specialization and with the approval of the school Board and /or the Senate.

(7) Failure to attend the assessment/evaluation shall be recorded in the catalog as "absent".

(8) In the student card, the grade obtained in the evaluation will be recorded only by the course tutor, in numbers and letters, and signed. In exceptional cases, grades obtained in the assessment/evaluation can be recorded in the student card, in numbers and letters, signed by the School Dean.

(9) The responsibility regarding the accuracy of the grades and entries recorded under the heading "grades" in the holographic and electronic catalog, belongs exclusively to the course tutor, except for the assessments/evaluations acknowledged 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/ units of study and the entries regarding the: school, field of study, major, year of study, form of education, group, subject, course tutor, the professor present for the evaluation, the date, time and room (this is not the case if the assessment is not done face to face) that is

scheduled for every assessment/evaluation (including re-evaluations/resits, equivalence examinations etc.).

(11) Students have the obligation to check, on their personal web page, the grades, after each examination. Any errors should be reported to the School Dean, in writing, not later than 10 working days after the end of the session of exams/ reevaluation.

### **Art. 63**

**(1)** The applications for re-evaluations of the written assessment/evaluation, rigorously substantiated, shall be submitted to the secretary office of the faculty within 48 hours of the posting of results on the personal web page.

**(1.1)** By way of exception to the provisions of paragraph (1), if face to face assessment is impossible, applications for the re-assessment of written exam papers, thoroughly justified, are to be submitted online, via the e-mail sent to the school address, within 48 hours as of the moment the results have been posted on the personal page.

**(2)** Paper exams are checked, with the Dean's approval, by the course tutor in the presence of the student and of the professor in charge with seminar activities. In specified situations, when the student specifically requests to have his paper reevaluated by other professors than those who participated in the initial assessment, the appeal can be solved, with the Dean's approval, by a committee set after consulting the head of department. The committee will consist of 3 members, professors who teach the same subject or other related disciplines. The paper will be reevaluated in the presence of the student and of the professors who graded the paper initially, if they so request or if they expressed their approval to participate in the reevaluation.

**(2.1)** By way of exception to the provisions of paragraph (2), if face to face assessment is not possible, written exam papers are analyzed, with the Dean's approval, by the course tutor, in the presence of the student and of the seminar professor, through the Microsoft Teams@URA platform. Under determined circumstances, when the student requests in writing and specifically 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 specialty staff or professors of similar disciplines. The written paper will be assessed via the Microsoft Teams@URA Platform, in the presence of the student and of the professors who evaluated the paper initially, as long as they have requested it and agree to attend the assessment.

(3) The resolution of appeals for written assessment/evaluation is 24 hours from the deadline for submitting them to the secretary office of the respective school.

**(4)** The course tutor has the obligation to solve any reevaluation requests based on the grading system, in the presence of the student and of the professors in charge with seminar activities, on the day and time set and announced by the secretary. After reevaluation, the professor will write down on the request, in writing, under signature, "*the grade remains unchanged*" or "*the grade is changed from \_\_ to \_\_*". On the same day, the change will be operated, if necessary, in the holographic and electronic catalog initially printed, mentioning "*corrected by me according to written request number \_\_, date\_\_*". The change of grade in the database will be performed only by a special person, assigned by the Rector of the University.

**(4.1.)** By way of exception to the provisions of paragraph (4), if face to face assessment is not possible, the professor must solve the reassessment requests based on the grading system, in the presence of the student and of the professors in charge with seminar activities, on the day and time set and announced by the secretary, through the Microsoft Teams@RAU Platform. After reevaluation, the professor will write down on the request, in writing, under signature, "*the grade remains unchanged*" or "*the grade is changed from \_\_ to \_\_*". On the same day, the change will be operated, if necessary, in the holographic and electronic catalog initially printed, mentioning "*corrected by me according to written request number \_\_, date\_\_*". The change of grade in the database will be performed only by a special person, assigned by the Rector of the University.

**(5)** The grade obtained after the reevaluation remains final.

(6) The request for reevaluation, accompanied by the written assessment/evaluation in the original, shall become a mandatory appendix to the holographic catalog.

(6.1) By way of exception to the provisions of paragraph (6), if face to face assessment is not possible, the reassessment application, accompanied by the written paper printed from the Microsoft Teams@URA Platform, becomes a mandatory appendix to the holographic catalog.

#### **Art. 64**

(1) Performance assessment for facultative disciplines takes the form of “ongoing assessment”. Assessment grades are written down in the student’s academic situation (catalog, centralizer, academic record) only upon his/her written request and are not considered in the calculation of the average.

The catalog for facultative disciplines is filed at the faculty secretariat until the end of the session of exams, during which the evaluation was scheduled. The registration of grades and the procedure for appeal settlement (requests for the reevaluation of written exams) comply with the provisions of art. 62 and 63.

#### **Art. 65**

(1) Performance assessment for “Specialized internship” has the form of “colloquium” held at the end of the internship period, in compliance with the structure of the academic year.

(2) Performance assessment, for the subjects that are provided with an “ongoing assessment” (foreign languages), is made at the end of the semester, upon scheduling before the session of exams.

(3) The subject “Elaboration of Master Thesis” ends with “ongoing assessment”, which can be also scheduled during the session of exams.

(4) Colloquium/ongoing assessment grading is in the 10 to 1 range (whole numbers) and is written down in the holographic catalog.

(5) After failure to pass the colloquium/ ongoing assessment, by absence or score, the student will take a resit, with the respective tax to be paid, during the current reevaluation session or during the following academic years, when the subject is scheduled for resit. Failure to pass the “*Specialized internship*”,

can lead to the full or partial resuming of the internship period, according to the evaluation of the "Specialized internship" course coordinator.

**(6)** The evaluation process for the colloquium/ongoing assessment, is the one stipulated at art. 58, while the grading system is done according to the provisions of art. 62. For the subject "Elaboration of Master Thesis", course tutors write the mark, under signature, in the holographic catalog, and the data will be introduced in the database (electronic catalog) by a person assigned by the Rector of the University.

**(7)** For the colloquium/ongoing assessment, the presence of two professors in the class is, regularly, mandatory.

**(7.1)** By exception from the provisions of paragraph (7), if face to face assessment is not possible, the presence of two professors is mandatory for the assessment as colloquium/ongoing examination.

**(8)** The colloquium 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 to have been obtained fraudulently or in breach of the Code of academic ethics and deontology, under 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 set 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 learning.

**(2)** The quality of student is preserved during internal and international mobilities.

**(3)** In the case of international academic mobilities, transferable credits are recognized by the higher education institutions for the person who proves having 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 student requests the mobility from the higher education institution where it is enrolled;

- The higher education institution which accepts the mobility signs the first mobility application of the student, after which it is signed by the sending institution;
- The application has to contain the mobility terms.

#### **Art. 70 Temporary academic mobility**

**(1)** This mobility is possible between two accredited/temporarily authorized higher education institutions after completion of the first year of study, 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 involved higher education institutions, as applicable.

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

**(4)** 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 receiving university.

**(5)** The temporary academic mobility on its own is accomplished in compliance with the provisions of art. 68 paragraph (6); compatibility of the curriculum with regard to the acknowledgement of transferable credit points is established prior to the mobility period, while acknowledgement of the 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 temporary academic mobility on its own is the following:

**(a)** When 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. Should present the **Academic transcript** from the university where he/ she is enrolled.
2. Should fill in the **Application for temporary mobility** (institutional standard form), addressed to the Dean of the receiving 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 related to mobility);
3. Should fill in the **Mobility application** (standardized form according to order of the Ministry of Education no. 5140/2019) for approval by the Rector;

(a) When another higher education institution is the host institution, the applicant student should present the following documents at the secretariat of the school where he is enrolled:

1. Minimum 30 days before the beginning of the mobility semester: **Mobility application** (standardized form according to 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: major, year of studies, length of the mobility, compatibility of the curriculum, subjects to be studied and related credit points;
2. In maximum 30 days from the end of the mobility: **Academic transcript** from the host university and **Application for the acknowledgement of credit points** (institutional standard form), in order to establish possible exams of difference/ credit point difference.

(7) 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 higher education institutions/ provisionally authorized involved, in accordance with the provisions of their own regulations, with regard to the professional activity of the students.

(2) It can be realized only at the beginning of a semester, after the first semester and until the end of the penultimate semester, between study programs with the same number of overall compulsory transferable credit points, from the same branch of science.

(3) Enrollment is made in compliance with the provisions of art. 21 and art. 42. of the present Regulations, with regard to the recognition and equivalence of transferable credit points and the conditions for the promotion of years of study.

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

(5) Diploma is issued to the higher education graduate by the higher education institution organizing the 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 specialization/ study program to another, from the same field of sciences).

(10) It is accomplished based on ***Application for acceptance of 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 institution, accompanied by the ***Academic transcript***

from the home university, which must 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, including the subject outline/ course syllabus, in order to assess the possible difference examinations/ credit-point difference examinations.

(11) After approval of the permanent academic mobility, by the Rector of the university, the **Mobility application** is 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;
- **Application for acceptance of the permanent academic mobility** accompanied by a **document certifying the payment of the academic mobility tax**;
- **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 year;
- **Marriage certificate** – photocopy, certified for compliance by the secretary of the 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 take the master's degree courses.

- **Bachelor degree diploma** (photocopy) and or equivalent, in original 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 specializations/ study programs and who concluded the study contract with the respective university), with the mention that *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 passed 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 size.

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

(14) Responsibility for the implementation of the registration 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 application (institutional standard form), by the Rector of the University, with the favorable agreement of the School Dean and only for the students who are not in an expulsion situation at the date of application.

(3) The moment of the expiry of the period approved for suspension of studies, 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, the latest until September 25th.

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

### **Art. 73 Extension of studies**

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

**(2)** The extension of studies is demanded, on 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 application and are submitted at the secretariat of the faculty, in maximum 14 days from their issuance, but not later than September 15. The request is recorded in the register of the School.

**(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 consecutively years.

### **Art. 74 Resumption of studies**

**(1)** Studies can be resumed after suspension of studies or extension of studies under an application (standard institutional form) registered with the school secretary by September 25<sup>th</sup>.

**(2)** Studies can be resumed with 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 examinations for differing credit points and sign the addendum to the study contract.

**(4)** In case that, resumption of studies, the interrupted bachelor study program does not exist anymore or hasn't been organized for the respective academic year, the student can choose a study program connected from a curricular point of view, after sitting for an entrance examination. 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)** Can be requested by students of the Romanian-American University who were expelled in the previous academic years.

**(2)** Is only approved for students who meet the criteria of Law 1/2011 of National Education with the subsequent amendments and completions, in respect of the acknowledgement of the transferable credit points obtained before.

**(3)** Is possible under a written application (standard institutional form) submitted to the school secretary by September 25th.

**(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. 43 of this regulation, the appendix to the re-enrollment application will be filled in, in compliance with the stages stipulated at art. 74 paragraph 5, letters (b) – (f).

**(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. 41 paragraph (1) of this regulation.

**(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;
- to fill in the enrollment application and to sign the study contract.

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

**(9)** If the specialization/study program does not longer exist or is not organized during the said academic year, the student may opt for a specialization/study program which is closest from the curriculum perspective, after sitting for the entrance examination.

#### **Art. 76 Re-enrollment for financial grounds**

**(1)** For failure to comply with the contract obligations on the tuition fee, students will 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 faculty 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 set 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 is indicated in the Record and the Diploma Supplement.

## **CHAPTER IX**

### **STUDENTS' RIGHTS AND OBLIGATIONS**

#### **Art. 78**

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

**(2)** The 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.

#### **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 as part of the Schools and the University;

**c)** to take part in the evaluation of the professorial staff's activity according to the criteria established by the Senate of the University;

**d)** to get assistance from the professorial staff for writing up their projects, bachelor paper and preparing the bachelor degree exam;

**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 present their knowledge in the established form by the course tutor, so that the alternative method does not limit the assessment standards. Professors are responsible for using specific

assessment methods so that they do not limit and/or break the rights of disabled students.

**f)** to benefit from scholarship, 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 for studying in the European Union, in USA or in other countries that the Romanian-American University has agreements with, corresponding 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 professorial staff who carry out tutor activities;

**n)** to express their opinions regarding the disciplines of curriculum, following the internal procedures approved by the University Senate;

**o)** to get involved in volunteer activities within the promotional campaigns developed by the university;

**p)** to be members of students' organizations;

q) to become students' representatives in the leading bodies and in the Evaluation and Quality Assurance Commission, if the students' organization he belongs to appoints him to that position;

r) to get involved in the process of regular reviewing of the curriculum and syllabuses, respecting the internal procedure approved by the University Senate;

s) to have access to educational resources and career counseling;

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

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

v) to have unlimited access, during the schedule of studies, to the University canteen for a fee;

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

x) 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 (...@student.rau.ro);

y) to apply, in writing and under solid grounds, for abandonment of the parents' information by the University on the academic results obtained during studies or other information that they may be interested in.

#### **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 discipline, the syllabuses, the structure of the academic year, the timetable of the programmed teaching and evaluating/reevaluating 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 warn the University secretariat of possible mismatches until the ending of the assessment/re-assessment session;

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

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

**(d)** to get actively involved in participative education promoted by the academic staff and to forward their seminar, lab or applied activities papers or projects in due time and respecting the quality conditions; să completeze cu deplină responsabilitate chestionarele de evaluare academică;

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

**(f)** to opt for a complementary subjects, in compliance with the provisions of art.2, of this regulation;

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

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

**(i)** to have a civil behavior towards the academic 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;

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

**(k)** 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;

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

**(m)** 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;

**(n)** 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;

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

**(p)** to use only places especially organised for smoking;

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

**(r)** not to develop any kind of political activity or propaganda in the University campus;

**(s)** 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;

**(t)** to provide to the University and the faculty all accurate personal data requested 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;

**(u)** to provide to the University and the faculty all accurate personal data requested 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;

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

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

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

(y) to agree with the processing of their personal data which prove the status of registered student, according to the applying legal provisions (e.g. in order to benefit from health insurance without payment of the related contribution, to benefit from free transport on the internal railway system to all categories of 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 register (or the group journal) 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 records (journals) are collected only by the group leaders or their deputies from the faculty secretariat and are handed over at the end of the program. It is forbidden to leave the University premises with the group logs.

### **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; they shall also be held responsible for committing any act causing material, moral or status 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 bachelor 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 holders by the School Dean.

**(2)** The student who has more than 3 sanctions will be expelled without having the opportunity 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 are contemplated by 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 70 and 100 hours/semester, and to those who behave inappropriately towards the teaching staff, the auxiliary didactic/logistic staff or towards their colleagues either within the faculty 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 log;

**(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 101 and 130 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 evaluarea (except for the situation when the assessment is not face to face), attempt fraud – according to art. 62 of this regulation – 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. 84 of this regulation;

**(c) expulsion** - it applies to the students who miss didactic activities without permission more than 130 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 130 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. 88 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 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 within the meeting of the University Senate. The sanction shall be brought to the student's notice by means of The 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 within the exclusive competence of the Rector of the Romanian-American University Rector.

**(5)** At the meetings of the School Council and of the University Senate, the students whose deviations 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 analysing disciplinary action, at least one member of the Ethics Committee will be invited.

**(7)** The sanction shall be brought to the student's notice within 48 hours from the signing of the sanction decision and shall be made public by being posted on the faculty notice board and on the personal web page. Also, the sanction decision shall be announced in writing – with acknowledgement of receipt – to the student's parents/tutor by the faculty management.

**(8)** A copy of the sanction decision – signed and stamped for authentication reasons – shall be inserted into the student's dossier. The school secretary shall carry out this responsibility.

#### **Art. 86**

**(1)** Within 5 working days from the announcement day students have the right to contest the sanction that has been applied to them. The petition 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 in point (c).

**(2)** The solution interval of the petition 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 the petition solution 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* at 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 at 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 devoted to 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 during their studies.

(2) The quantum of fees is established by The University Senate every year, depending on the types of services, the types of education and schools, 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 specialization/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 terms of payment 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, for a period of maximum 90 days, after which, if the outstanding amounts are not paid, students will be expelled.

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

(6) 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 related 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 Regulation 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 attend both „full-time” and „part-time” students must pay a fee which is established annually by The University Senate.

(3) The 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.

**Art. 92**

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

**Art. 93**

(1) This regulation was approved in the Senate meeting of July 8, 2020, representing an integral part of the *University Charta* and enters into force starting **October 1, 2020**.

(2) Upon entry into force of the regulation mentioned at 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 ,**

**Professor Costel NEGRICEA, PhD**