

R E G U L A T I O N S

**Regarding Students' Activities Within the
Technical University of Civil Engineering
Bucharest**

**UTCb's Senate
January the 31st 2017**

INTRODUCTION

The Technical University of Civil Engineering Bucharest (UTCB) is a public higher education institution intended to form specialists both in the construction field (civil, industrial, agricultural, hydrotechnical constructions, bridges, roads and railways) in connected fields (building services, technological machines and equipment, environmental engineering, geodesy); the formation of specialists in the aforementioned domains takes place in six faculties (see art. 1.1) and in the Faculty of Engineering in Foreign Languages where tuition is carried out in English and French.

The seven faculties offer a general academic education of four years, for cycle I - Bachelor's, leading to the title of engineer, after defending the diploma paper.

For cycle II, UTCB offers 22 Master's programmes organised along 4 semesters (120 ECTS) and concluded with a dissertation paper and with the title of Master of Science

Cycle III refers to the Doctoral studies and is organised according to "The Regulation regarding the organisation of university Doctoral studies".

The Department of Foreign Languages and Communication (DLSC) and the Teacher Training Department (DPPD) also run tuition programs within UTCB.

The teaching activity within the Technical University of Civil Engineering Bucharest takes place in accordance with and complying with the provisions of Law 1/2011 and U.T.C.B's CHARTERUTCB

Chapter I. GENERAL ELEMENTS

1.1. THE STRUCTURE OF THE TECHNICAL UNIVERSITY OF CIVIL ENGINEERING BUCHAREST

The higher education teaching activity within the Technical University of Civil Engineering Bucharest for Cycle I – Bachelor's and Cycle II – Master's shall be carried out within the following domains (specializations) and education establishments:

Table 1. – Cycle I – Bachelor's Degree

Domain	Bachelor specializations	Organising Faculty
CIVIL ENGINEERING - 4 years-	Civil, Industrial and Agricultural Buildings	Civil Industrial, and Agricultural Buildings
	Urban Engineering and Regional Development	
	Hydraulic Works and Structures	Hydrotechnics
	Sanitary Engineering and Environmental Protection	
	Railways, Roads and Bridges	Railways, Roads and Bridges
	Infrastructure of Metropolitan Transportation	
BUILDING SERVICES - 4 years-	Building services for civil engineering *	Building Services
	Installations and Equipment for Atmospheric Protection	

	Building services for civil engineering (in French)	
MECHANICAL ENGINEERING 4 years	Construction Machinery (full time and evening education*)	Mechanical Engineering
	Civil Engineering and Management of Technological Resources	
GEODESY 4 years	Territorial Measurements and Cadastre	Geodesy
ENGINEERING AND MANAGEMENT 4 years	Engineering Economics	Civil, Industrial and Agricultural Engineering
ENVIRONMENTAL ENGINEERING . 4 years	Environmental Engineering	Hydrotechnics
SYSTEM ENGINEERING . 4 years	Automatics and Applied Computer Science	Hydrotechnics
EDUCATION IN FOREIGN LANGUAGES		
CIVIL ENGINEERING 4 years-	Civil engineering (in English)	Faculty of Civil Engineering in Foreign Languages
	Civil engineering (in French)	
BUILDING SERVICES -eng. 4 years-	Building Services (in French)	Faculty of Building Services Engineering
APPLIED MODERN LANGUAGES 3 years	Translation and Interpretation	Department of Foreign Languages and Communication

* Evening courses education is undergoing termination

Table 2. – Cycle II - University Master's Programmes (4 semesters – 120 ECTS)

Nr. Crt	Domain	Name of the programme	Organizing Faculty
1.	Civil engineering	Structural engineering	Civil, Industrial and Agricultural Buildings
2.	Civil engineering	Building structure engineering	Civil, Industrial and Agricultural Buildings
3.	Civil engineering	Design of civil and industrial buildings in seismic areas	Civil, Industrial and Agricultural Buildings
4.	Civil engineering	Technology and management of buildings	Civil, Industrial and Agricultural Buildings

5.	Civil engineering	Urban Engineering and Regional Development	Civil, Industrial and Agricultural Buildings
6.	Civil engineering	Structural engineering	Faculty of Civil Engineering in Foreign
7.	Civil engineering	Structural engineering	Faculty of Civil Engineering in Foreign
8.	Engineering and Management	Project management in civil engineering	Civil, Industrial and Agricultural Buildings
9.	Civil engineering	Hydraulic engineering	Hydrotechnics
10.	Civil engineering	Soil mechanics engineering	Hydrotechnics
11.	Civil engineering	Sustainable development	Hydrotechnics
12.	Civil engineering	Bridges and tunnels	Railways, Roads and Bridges
13.	Civil engineering	Transport infrastructure engineering	Railways, Roads and Bridges
14.	Building services	Energy efficiency of building services	Building services
15.	Building services	Efficient technologies for urban environmental protection	Building services
16.	Building services	Energy, comfort and sustainability	Building services
17.	Mechanical engineering	Management of emergency situations	Technological Equipment
18.	Mechanical engineering	Technological equipment for decommissioning buildings and recycling materials	Technological Equipment
19.	Mechanical engineering	Advanced mechanical systems	Technological Equipment
20.	Geodesy	Information systems for cadastre and real estate publicity	Geodesy
21.	Geodesy	Process and analysis of geospatial data	Geodesy
22.	Geodesy	Geographic information/Geomatics	Geodesy
23.	Educational sciences	Educational management	Civil, Industrial and Agricultural Buildings and the Teacher Training Department
24.	Civil engineering and educational sciences	Computer-aided teaching technologies	Civil, Industrial and Agricultural Buildings and the Teacher Training Department
25.	Applied Modern Languages	Specialized Translation and Interpretation	Department of Foreign Languages and Communication
26.	Civil engineering	Interactions in the built environment	Department for Doctoral Studies

1.2. ADMISSION TO THE TECHNICAL UNIVERSITY OF CIVIL ENGINEERING BUCHAREST

- 1.2.1.** Admission to the UTCB's for cycle I - Bachelor's Degree shall be made in accordance with The Regulation for Admission in the Technical University of Civil Engineering Bucharest.
- 1.2.2.** The admission competition for cycle II – Master's shall be organized and carried out according to “The Methodology for organising and carrying out the admission competition for the Master's programmes to the Technical University of Civil Engineering Bucharest”, approved by UTCB's Senate.

1.3. ENROLEMENT IN THE EDUCATION ESTABLISHMENT

- 1.3.1.** Enrolment in the first year of cycles I and II at the Technical University of Civil Engineering Bucharest shall be done by the decision of UTCB's Rector, according to the results of both the admission competition for budget subsidised places and the competition tuition-fee places (see art. 1.2.1), for the students who passed the admission competition for the education forms and domains mentioned in art. 1.1.
- 1.3.2.** At the first-year enrolment in the education establishment (faculty/department) the student shall fill in a standard application form addressed to the receiving education establishment in 10 days' time after the beginning of the academic year. Then, each student shall be issued a **student card** in which all the grades obtained at exams of other forms of knowledge evaluation shall be written, during the whole education period.
- 1.3.3.** The student card shall be signed each year, after the registration application was filled in, shall constitute the student's identity document and shall be obligatorily handed in at all student exams or other forms of knowledge evaluation, according to the curriculum. A copy of the student card shall be issued, according to the legislation in force, in case of loss, deterioration or theft of the document.
- 1.3.4.** Matriculation in the second year as well as in the following ones shall be carried out by the secretariats of the education establishment (faculty/department) for the students who still have such a quality according to the credit system (see art. 2.3 of this regulation), after the student filled in a standard form, within 20 days from the beginning of the academic year. The student who does not fill in the aforementioned form within the established time limit shall be expelled.
- 1.3.5.** Matriculation in the education establishment for students who pay tuition fees shall be conditioned by the payment of the annual fee or of the amount of it established by the Senate, at the beginning of each academic year for the year in question, according to the study agreement.
- 1.3.6.** The continuation of the university education, the cycle I Bachelor's Degree, with a duration of 4 years, by graduates from short-term higher education, under the provisions of the law, shall be allowed only if the number of supplementary exams that condition the enrolment does not exceed **14**. Supplementary exams for students accepted for the continuation of studies following the short-term education, shall be held in the three exam sessions and passed in maximum two academic years.

1.4. THE CALENDAR OF THE ACADEMIC YEAR

- 1.4.1.** The calendar (structure) of the academic year shall be adopted by UTCB's Senate at the latest in September, following the proposal of the education establishments, according to the provisions of the curriculum.
- 1.4.2.** The academic year shall consist of two 14-week semesters, two 4-week exam sessions (the winter session at the end of the first semester and the summer one at the end of the second semester) and the three-week autumn exam session; the academic year shall comprise practicum periods, according to the study curricula.

1.5. CONDITIONS FOR FREE EDUCATION

1.5.1. Free education shall be ensured for students who, following the admission competition, qualified for the places subsidised by public budget funds.

1.5.2. Free education shall be ensured only for **the legal period** of the study programme, namely:

■ **for cycle I Bachelor's degree:**

- 3 years for the Department of Foreign Languages and Communication
- 4 years for the full-time study programme, full attendance
- 5 years for the evening programme, full attendance (undergoing termination)

■ **for cycle II – Master's:**

- 4 semesters full-time study programme

1.5.3. The cases of suspension or prolongation of free education shall represent exceptions from the rule and the respective situations shall be solved in accordance with the provisions of art, 2.3.9 and 2.3.10 of the current regulation.

1.5.4. Students enrolled on budgeted places, who at the end of **the legal period** of the study programme did not graduate, may continue their studies after paying a fee established by UTCB's Senate.

1.5.5. Students paying fees for cycle I – Bachelor's may be enrolled on the budget subsidised places, at the end of each year, according to their professional performances achieved during that year, but without exceeding the total number of places approved for funding by MECTS. The transfer from the tuition-fee system to the budget system shall be performed after an annual analysis of the professional results obtained during the exam session.

1.5.6. Students paying fees for cycle II – Master's may be enrolled on the budgeted places the end of each semester, according to the professional performances reached during that semester, but without exceeding the total number approved for funding by MECTS. The transfer from the free to the budget system and vice versa shall be performed after an annual analysis of the professional results obtained during the exam session.

1.6. SOCIAL ISSUES

- 1.6.1.** UTCB's students shall benefit from accommodation in the university hostels based upon availability.
- 1.6.2.** Students may have meals at the university canteen.
- 1.6.3.** Accommodation and meals shall be provided for a fee, according to the provisions of the "Regulation regarding the organisation and management of the students' hostels and canteen".
- 1.6.4.** Students on budgeted places shall benefit from the partial funding of the accommodation fee, the limits of the funding being established by MECTS.
- 1.6.5.** UTCB shall benefit from free medical care provided by the UTCB medical consulting room.
- 1.6.6.** The UTCB's students on the budgeted places shall benefit from free places in winter and summer camps, under the provisions established by the corresponding methodology, prepared by MECTS.
- 1.6.7.** Full-time students on budgeted places shall benefit from public transport passes, within the limits assigned by MECTS.

1.7. SCHOLARSHIPS

- 1.7.1.** UTCB's students may benefit from the following scholarship types (according to Law 1/2011):
1. performance-encouraging scholarships;
 2. merit scholarships;
 3. social scholarships;
 4. occasional social scholarships;
 5. scholarships within external collaboration programmes;
 6. scholarships granted by university extra-budgetary sources
 7. scholarships granted by private sources;
- 1.7.2.** The amount for scholarships shall be established by UTCB's Senate, with the exception of the study scholarships in foreign countries.
- 1.7.3.** The criteria for granting scholarships shall be stipulated in "The Regulation for granting scholarships and other forms of financial support for UTCB's students".
- 1.7.4.** The scholarship fund shall be formed from the fund provided by MECTS from the state budget as well as from revenues from UTCB's own resources (extra-budgetary), which shall be designated by the U.T.C.B. Senate.

1.8. TAXES LEVIED FROM STUDENTS

The activities for which taxes are levied within the Technical University of Civil Engineering Bucharest and their amount shall only be established by UTCB's Senate. The amount of the different taxes shall be changed only by the Senate or with the approval of the Senate; this amount shall be established at the beginning of each academic year.

Chapter 2. EDUCATION PROCESS

2.1. PARTICIPATION OF STUDENTS IN THE EDUCATION PROCESS

- 2.1.1.** The teaching activities established in the curriculum are courses (C), seminars (S), practical activities, laboratory, drawing, projects without a separate grade (L), projects with a separate grade (P), practicum (p).
- 2.1.2.** Attendance to all forms of activity specified in the curricula (courses, seminars, practical activities, projects, and practicum) shall abide by the provisions of the full-time education law.
- 2.1.3.** Records of students' attendance shall be kept by the teaching staff and the Deans.
- 2.1.4.** Laboratory and practical activities not completed within the time limit can be made up with other groups, during the semester. In the last week of the semester a maximum of two laboratory and practical activities set for that semester can be made up.
- 2.1.5.** The access of the student to the exam or assessment shall be conditioned by the completion of all laboratory activities for the disciplines which include laboratory works.
- 2.1.6.** The project with a separate grade shall end and be presented at a date established by the Dean. The student who was absent to more than a half of the project sessions not be allowed to present it in the scheduled semester and shall be forced to make it again, totally or partially under the conditions established by the course coordinator and indicated to the students at the beginning of the semester. The deadline for presenting and passing the project with a separate grade shall be the last day of the autumn exam session. The project shall be handed in the same day it is presented.
- 2.1.7.** Only the students who attended at least 2/3 of the total number of course hours and applications established for a discipline shall be entitled to participate in the exam for that particular discipline, in the session when it is scheduled. The study of disciplines which a student did not pass shall be retaken together with the whole teaching activity for each of the disciplines in question.
- 2.1.8.** Following the approval of the management of the education institution, students with sick leave who were hospitalized or not, students who are pregnant or on maternity leave, professional sportspeople named by the institution management at the beginning of the academic year, students who benefited from scholarships in other university centres, for the period of the scholarship, shall constitute exceptions from the provisions of art. 2.1.4, 2.1.5 and 2.1.6.
- 2.1.9.** For attending optional courses and choosing the elective ones for the following academic year, students shall file a request in writing, within the deadline established by the management of the education institution. For the optional courses, students shall inform the secretariats in writing if they wish to have their grade obtained to be written in their academic record.

2.2. FORMS OF EVALUATION

- 2.2.1.** The evaluation of students' knowledge for the disciplines in the curriculum may be concluded with grades for exams (E), assessments (C), and projects (P) or with the passed/failed marks.

- 2.2.2. The evaluation of students' knowledge shall be carried out through grades, marks and credits assigned according to the provisions of the methodology for organising curricula in the credit transfer system (ECTS). **Credits** are numerical values allotted to study disciplines and are entirely obtained by the student by passing the disciplines in question, namely by obtaining the minimum grade of 5 (five) or the **PASSED** grade. An academic year shall be loaded with a number of 60 credits, usually equally distributed between the two semesters.
- 2.2.3. The student activity during the semester (for the seminar, practical activities, projects without a separate grade) shall be taken into consideration for the final grade by the course coordinator according to the criteria established by departments and indicated to the students by the course coordinator at the beginning of each semester.
- 2.2.4. During the semesters, the assessments shall take place before the exam session. The assessment grade shall be obtained in line with the mark on the activity from the semester and, as the case may be, on the results of one or two tests carried out according to a schedule coordinated by the management of the education institution. Failed assessments shall be retaken during the session for failed exams, with the recognition of the passed parts.
- 2.2.5. Exams shall be carried out, in writing, orally or both, the evaluation form being proposed by the department and approved by the Faculty Board. The exam dates shall be approved by the institution management, following the proposal of the students and with the agreement of the course coordinator, with the exception of the exams for remaining credits.
- 2.2.6. The exams shall be carried out with the teacher who had the course in question, assisted by the teacher who held the seminars or practical activities with that group. In situations well accounted for the faculty management may approve the replacement of the examiner with another teacher. In case the course coordinator also had the seminars and practical activities with that group, a teacher agreed upon by the department board shall assist the exam, usually chosen from the staff teaching that discipline. The appeals filed by the tested students shall be solved by the faculty management, according to the legal provisions.
- 2.2.7. The student who, for objective reasons, cannot attend an exam scheduled for his/her group may request the approval of the course coordinator to attend the exam with another group.
- 2.2.8. The exams in the winter session and the first semester assessments shall be rescheduled only once during the summer and autumn sessions. The exams in the summer session and the second semester assessments shall be rescheduled twice during the autumn session.
- 2.2.9. The exams shall be held only in the three sessions scheduled during the academic year (winter, summer, autumn). During each academic year, for each discipline (activity) there shall be two free of charge examinations, for all the rest a fee shall be levied, the amount being established by the UTCB Senate.
- 2.2.10. In the period established for the autumn session, at the scheduled dates, students can also come for the grade increase of an already passed evaluation at the exams from the winter or summer sessions, including the transfer exams, with the approval of the management of the education institution. This approval shall be granted upon the request filed by the student towards the faculty management for a maximum of three exams for students who passed all exams after the summer session, maximum two exams for

students who failed one exam after the summer session and only one exam for those who failed two exams after the summer session. Assessment grades cannot be increased since they represent continuous evaluations.

- 2.2.11.** Students who try to pass an exam by fraud shall be deferred for the academic year in question, without having the right to have grades and credits passed during that year validated, the deferred year being included in the normal education period.
- 2.2.12.** The practicum shall take place according to the curriculum and shall be concluded by an assessment with the teachers who coordinated the practicum.
- 2.2.13.** Students shall be bound to have upon them at exams and assessments their student card in which the examining teacher shall write their grade at each attendance.
- 2.2.14.** Each time a discipline is scheduled, the course coordinator shall take from the establishment secretariat the grade record of the discipline in which the grade obtained by the examined students shall be written. In any other case access to the grade record shall only be allowed with the approval of the management of the education institution .A grade shall only be changed with the approval of the management of the education establishment in question.
- 2.2.15.** Transfer exams for students who passed the competition for continuation of studies for university education cycle I – Bachelor’s shall be held in sessions organised by the Deans and shall be terminated in maximum two academic years. The examination conditions shall be the same as the ones for students in the current series.
- 2.2.16.** Only one study year may be passed in one academic year. The management of the education institution may approve, for students with very good professional qualification, passing two study years in one academic year, only once during their studies and on condition that all their grades be higher than 8.

2.3. COMPLETION OF THE ACADEMIC RECORD

- 2.3.1.** The student shall receive the assigned credits entirely if he/she passes the exam at the studied discipline. No parts of the credit pack shall be granted even if some activities of the discipline (laboratories, seminars, etc.) were completed accordingly, if the final form of evaluation is failed (exam, assessment, project.)
- 2.3.2.** Once obtained, credits they shall be final, recognised throughout the entire duration of the study, their recognition shall not be affected by changes in the syllabus or curriculum, with the exception of the situation stipulated in 2.2.11; credits may be obtained in advance and shall be reported along the following semesters.
- 2.3.3.** Passing from one year of study to another shall be conditioned by obtaining a total number of minimum credits stipulated in the methodology of ECTS application; the completion of the academic record shall be done at the end of the autumn session of the academic year in question. Passing from the second to the third year shall be conditioned by obtaining the credits from the first year entirely and the passing from the third year to the fourth shall be conditioned by obtaining the credits from the second year entirely.
- 2.3.4.** The student who obtains the total number of the credits assigned in the curriculum to the compulsory and optional disciplines up to the end of the semester or, according to the case, the end of the year of study is considered an “integralist” student.

- 2.3.5.** The quality of the student qualification shall be relieved through the grades and marks obtained, the credits shall not measure the quality of the qualification and there shall be no direct connection between the credits assigned and the evaluation through grades or marks.
- 2.3.6.** The right to take exams in the autumn exam session, for a year of study, shall be conditioned by obtaining a total number of minimum credits stipulated in the methodology of ECTS application in the winter and summer examination sessions.
- 2.3.7.** In compliance with the provisions of the curricula, passing some disciplines shall be conditioned by passing some previous disciplines, which provide fundamental knowledge; for the same reason, the transfer credit system shall include conditions for passing in the following study years.
- 2.3.8.** The student, who acquired the total number of credits assigned to the compulsory and optional disciplines in the study programme chosen from those provided by the curriculum, shall be considered a graduate.
- 2.3.9.** On request, students may benefit from interruption of studies for up to two consecutive years. Interruption shall not be included in the legal duration of free tuition if the request for interruption is filed before the beginning of the academic year or during the first 30 days of the academic year for which the interruption is requested. In cases of force majeure (sick leaves with hospitalization, maternity leaves etc.), on request, the student may benefit from a tuition extension. This shall not be included in the legal duration of free tuition if the request for extension is approved before the summer exam session. The extension of the education period may be granted to students who were hospitalized or had medical leaves for a period longer than 62 days with at least 20 consecutive days of hospitalization.
- 2.3.10.** Students who request interruption of studies on maternity leave may benefit from a three year interruption. Interruptions of study shall be approved by the management of the education institution, following the applications submitted under the provisions of art. 2.3.9. Courses may be taken up again the next academic year if the request is filed before the second semester and after one year in all other situations.
- 2.3.11.** First year students who, during an academic year (two semesters of the same study year), do not accumulate the minimum number of credits stipulated in the ECTS methodology shall be expelled. The cases of force majeure (sick leaves, maternity leaves etc.) shall be accepted as exceptions from the rule, on the proposal of the academic institution, with the approval of the Academic Board. Expelled students can be re-enrolled in the first year of study at the same specialization, in the tuition fee system and shall benefit from the recognition of the credits obtained up to expulsion.
- 2.3.12.** Starting with the second year, students who do not meet the compulsory minimum number of credits for passing the academic year, may be deferred to the next academic year, independently of the number of accumulated credits, by specifying in the matriculation register "deferred to obtain credits for the year ... of study".
- 2.3.13.** Deferring for obtaining the minimum number of credits necessary for passing may be granted only once for each study year. The student who, during a year of study, is deferred may request to attend some disciplines (activities) of the next year of study in advance, only if, in the year of study for which he/she is deferred, he/she obtained the minimum number credits stipulated in the methodology for ECTS application.

- 2.3.14.** The study of the failed disciplines shall be retaken and the whole teaching activity assigned for the discipline in question shall be remade.
- 2.3.15.** Optional disciplines shall be provided for the entire duration of studies and shall be credited separately, except the disciplines for which credits are not assigned, according to the methodology of ECTS application.
- 2.3.16.** The activity done for the elaboration of the graduation paper and taking the Bachelor's degree, the graduation examination respectively is credited separately, according to the methodology of ECTS application. The credits are granted only after passing the examinations in question.

2.4. TRANSFERS AND RE-ENROLMENTS

- 2.4.1.** Students may be transferred only starting with the second year, with the exception of the last year of study and only within the same domain.
- 2.4.2.** Student transfer may also be approved for the first year of study from one institution to another, and within the Technical University of Civil Engineering Bucharest from one domain to another providing that the admission average mark is at least equal to the one of the last candidate who passed the admission for the specialization requested. The approval shall be given by the Administration Board for well-motivated cases.
- 2.4.3.** Transfer between specializations of the same education institution shall be approved by the institution management, following requests submitted by students earlier than September the 19th.
- 2.4.4.** Transfers from one education unit to another within the university or from another higher education institution to the Technical University of Civil Engineering Bucharest shall follow the approval of both higher education institutions.
- 2.4.5.** Student transfer may only take place after the completion of the academic record for the study year in which the student was enrolled. The request shall be filed before September the 19th, and shall be solved before October the 10th.
- 2.4.6.** Re-enrolment of former students of the Technical University of Civil Engineering Bucharest or of students from other higher education institutions may be approved by the Administration Board with the approval of the management of the education institution, if the submitter was expelled for other reasons than severe disciplinary offences. The re-enrolment request may be approved only once, after at least one year from the expelling date. A re-enrolment fee shall be paid.
- 2.4.7.** For transferred or re-enrolled students the university management shall establish the list of equivalence tests (exams, assessments, projects with a separate grade etc.) until October the 31st.

2.5. RECOGNITION OF GRADES AND CREDITS

- 2.5.1.** Credits and grades, respectively, obtained by students shall be recognised in case of interruption of studies, deferring for obtaining the total number of credits, etc.
- 2.5.2.** Students who were transferred from one specialisation to another within the Technical University of Civil Engineering Bucharest shall have their credits and grades recognised for the disciplines present in both curricula having approximately the same number of hours and syllabi with the same content.
- 2.5.3.** Students attending a second specialization shall have the accumulated credits and grades recognised for the disciplines present in in both curricula having approximately the same number of hours and syllabi with the same content.
- 2.5.4.** Students accepted for continuation of studies shall have all the credits and grades recognised for the disciplines present in in both curricula having approximately the same number of hours and syllabi with the same content.
- 2.5.5.** For students who studied abroad, the recognition of the activity performed within that study programmes shall be made according to the European Credit Transfer System (ECTS).

2.6. DIPLOMA EXAMINATIONS AND DISSERTATION THESIS

Diploma examinations and dissertation thesis shall be carried out according to the following methodologies approved by UTCB's Senate:

- Methodology for the examinations that conclude cycle I of studies – Bachelor's Degree – in the Technical University of Civil Engineering Bucharest;
- Methodology regarding the organisation and development of examinations that conclude cycle II of studies – Master's in the Technical University of Civil Engineering Bucharest

2.7. DISTINCTIONS

- 2.7.1.** The first eight students in each year, ranked according to the average marks obtained after the summer session of the academic year, may receive the following distinction:
- 3 prizes (I, II, III), provided that the average mark is at least **9,50**;
 - 5 mentions, provided that the average mark is at least **9,20**.
- 2.7.2.** The prizes and mentions shall consist of special diplomas and if the case may be sums of money whose amount shall be established by UTCB's Senate.

Chapter 3. STUDENT SCIENTIFIC RESEARCH, STUDENTS PARTICIPATION IN THE SCIENTIFIC RESEARCH CONTRACTS

3.1. THEORETICAL AND EXPERIMENTAL RESEARCH

- 3.1.1.** Students shall have access to the research basis of UTCB's laboratories under the direct guidance of the teaching staff for writing diploma papers, dissertation papers, student's scientific papers, etc.
- 3.1.2.** Students may be part of design/research teams started by teaching staff, on a contract.

3.2. MAKING TEACHING AND/OR MULTIMEDIA MATERIALS

- 3.2.1.** Students may be trained to edit certain teaching materials under the guidance of the teaching staff.
- 3.2.2.** Students may be trained to prepare teaching materials in multimedia format during the activities of scientific circles or of the departments.

3.3. STUDENTS REMUNERATION

- 3.3.1.** Students shall receive remuneration for collaborating in different activities with the departments according to the legal financial and accounting provisions in force.

Chapter 4. RIGHTS AND OBLIGATIONS OF STUDENTS, SANCTIONS

4.1. STUDENTS SHALL HAVE THE FOLLOWING RIGHTS:

- 4.1.1.** To benefit from free tuition under the provisions of art. 1.5, with the exception of the students enrolled in the tuition fee system in UTCB
- 4.1.2.** To attend all categories of professional activities specified in the curricula.
- 4.1.3.** To benefit from the services of the university library.
- 4.1.4.** To benefit from the university computer network upon observing the management regulation of the network in question.
- 4.1.5.** To participate in the scientific research activity of the university departments and of the student circles as well as in the professional competitions organised by the university.
- 4.1.6.** To take part in the cultural and sports activities organised within the university premises.
- 4.1.7.** To benefit from scholarships under the provisions of UTCB's regulation for granting scholarships, including from study scholarships in foreign countries within the university programmes, see also chapters 1.6 and 1.7.

- 4.1.8. To benefit from accommodation and canteen services under the provisions of the respective regulation, see also chapters 1.6 and 1.7.
- 4.1.9. To benefit from free or partially subsidised places in camps under the provisions of the regulation for granting these facilities.

4.2. STUDENTS SHALL HAVE THE FOLLOWING OBLIGATIONS:

- 4.2.1. To observe the provisions of UTCB's Charter, of the regulations and the university decisions.
- 4.2.2. To participate in the professional activities included in the study curriculum.
- 4.2.3. To use **a civilized language** (no vulgarities, obscenities, etc.) in relation to UTCB's teaching staff, auxiliary teaching staff and personnel, as well as to have an adequate posture and behaviour, so as not to break the laws of the country and the norms of conduct in society.
- 4.2.4. To keep the education premises and the shared ones clean and in good conditions.
- 4.2.5. Not to introduce, use or sell within the university premises (education spaces, auxiliary spaces, hostels, canteen, etc.) alcoholic drinks or any other products forbidden by law (any type of weapons, drugs, pornographic materials, etc.).
- 4.2.6. To use only the specially designed notice boards in the faculties in order to place notices, placing them in other areas being strictly forbidden.
- 4.2.7. Not to damage (through direct or indirect actions) the assets of the university, buildings, rooms (teaching or accommodation premises, canteen, libraries), restrooms, furniture, laboratory facilities, sanitation, electrical and heating systems etc.
- 4.2.8. To be held financially responsible, individually or as a group, as the case may be, for the damage caused to the university premises, auxiliary premises, furniture, sanitation and electrical systems, facilities of any sort, accommodation premises, the canteen, etc.
- 4.2.9. Not to stay illegally in the university hostels.
- 4.2.10. To inform the faculty management directly, orally or in writing, about offences to the university discipline, to the norms of civilized conduct and to the provisions of art. 4.2.1, 4.2.3, 4.2.4, 4.2.5, 4.2.6, 4.2.7, and 4.2.9., offences that took place within the university premises (teaching and accommodation premises, canteen, libraries, laboratories, different facilities, sanitation, heating and electrical systems, etc.).

4.3. SANCTIONS

- 4.3.1.** If the provisions in art 4.2 are not observed, the following sanctions shall be enforced, according to the seriousness of the offence:
- a) warning notice**
 - b) written warning**
 - c) expelling**
- 4.3.2.** The sanction stipulated under art. 4.3.a shall be enforced for offences to the provisions under art. 4.2.1, 4.2.2, 4.2.3 and 4.2.4.
- 4.3.3.** The sanction stipulated under art. 4.3.1.b shall be enforced for repeated offences to provisions under art. 4.2.1, 4.2.2 and 4.2.3 as well as for offences to provisions under art. 4.2.6, 4.2.7 and 4.2.9
- 4.3.4.** The sanction stipulated under art. 4.3.1.c shall be enforced for severe or repeated offences to provisions under art. 4.2.1, 4.2.2, 4.2.3, 4.2.6, 4.2.7, 4.2.9 as well as for offences to provisions under art. 4.2.5.
- 4.3.5.** Sections under art. 4.2.3.a and 4.3.2.b shall be enforced through decision of the university or faculty management and the sanction under art. 4.20.3.c, shall be proposed by the faculty management for severe or/and repeated offences and shall be ratified by the university management.
- 4.3.6.** In case the sanctions under art. 4.3.1.c are enforced, the fees paid by the student (enrolment and/or tuition, accommodation for the current month, etc.) shall not be reimbursed and if the student expelled has debts towards the university (books from the library, teaching materials, bed sheets, tableware, etc.) these ones shall be recovered legally.
- 4.3.7.** Records of the offences shall be kept by the faculty secretariats, all sanctions being introduced in the files of the sanctioned students.
- 4.3.8.** In case the offences committed by the students involve financial losses or damage to the university premises and/or facilities, sanctions shall be accompanied by measures for totally recovering their equivalent value from the responsible offenders, according to art. 4.2.8 of the current regulation.
- 4.3.9.** Offences to the provisions under art. 4.2 may be noticed by students, teaching staff, technical and administrative staff, guards, who must inform the university management or, as the case may be, the administration, the Social office, etc., according to the location where the offence took place.
- 4.3.10.** In case the author or authors of the offence were identified, financial liability shall be individual, for that or those who committed it.
- 4.3.11.** In case the author or authors of the offence were not identified, financial liability may be enforced on the students of the group, subgroup, lessees of a hostel room, etc., who carried out activities on the premises where the offence was committed if the respective group can be proved to have been involved.
- 4.3.12.** Assessing any type of damage caused by students with/without intention, due to lack of

care or attention, etc. shall be done in order to recover the total repair expenditures by the building administrators in UTCB together with the university Administration Direction and Technical Direction. The Assessment must be correct, objective and must contain, as the case may be, beside the costs for performing the repairs, additions etc., the expenditures generated by the inability to use the damaged premises, furniture, installations etc., for the period when they are repaired.

4.3.13. The financial damage shall be recovered by the Administrative Direction of the university.

Chapter 5. FINAL DISPOSITIONS

5.1. The current regulation shall enter into force starting with the academic year 2012/2013.

5.2. Changes to this regulation shall be brought only with the approval of UTCB's Senate.

5.3. The Necessary changes brought to the regulation shall enter into force at the beginning of the following academic year.

Approved in the Session of UTCB's Senate on the 31 of January 2017

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**TECHNICAL UNIVERSITY OF CIVIL ENGINEERING BUCHAREST
(UTCB)**

**The organization of the study programs in the
credit transfer system**

Approved in the Senate of U.T.C.B. session from 31.01.2017

Contents

1. The description of the credit transfer system of studies.....	3
2. The rules of the credit system.....	4
3. The conditions for using the credit system.....	5
4. Calculating the average per semester or academic year.....	9
Annex: Study programs for the specializations of the Faculty of Engineering in Foreign Languages	

1.THE DESCRIPTION OF THE STUDY PROGRAMS IN THE CREDIT TRANSFER SYSTEM

In accordance with the National Education Law no. 1/2011, Law no. 288/2004 on the organization of university studies, of the Government Decision nr. 404/2006 on the organisation and the development of the Master's Degree and of the Order of the Minister of Education no. 3617/2005 concerning the full implementation of the European Credit Transfer System, the Technical University of Civil Engineering Bucharest applies the European credit transfer system (ECTS/SECT).

1.1 **The transferable credits** are numerical values, allocated to some course units and other educational activities included in the curriculum. The credits reflect the quantity of work, in all its forms (courses, seminars, practical work, self-study, labs, practical activities, etc.), performed by the student to acquire knowledge and skills specific to a discipline, completed with the validation of the results of learning.

In the quantity of work evaluated for the promotion of a discipline the following are included: participation in courses, seminars, laboratories, individual studies, preparation of applications, and elaboration of projects. **The credits do not replace the evaluation through grades and because of that they do not have the purpose to measure the quality of learning.**

By measuring the volume of work necessary for learning, the credits are monitoring the programs of study that represent all disciplines in the curriculum completed by each student.

1.2. The credits do not evaluate the volume of work of the teacher (the training) but that of the student (the learning).

The credits are a way of quantifying the training objectives and they correspond to a set of competences that define what students will know, will understand or be able to do at the end of the course of training, regardless of its duration.

1.3. The appreciation of the credit activities allows:

- Transparency of information on study programs;
- Mobility of students;
- Recognition of periods of study;
- Recognition of diplomas;
- Diversification degree of student choice and flexibility of study in the curriculum;
- Inclusion of new disciplines within the program of study;
- Recognition of compact periods of study undertaken in other universities;
- Preparing documentation and implementation of cooperation agreements to ensure student mobility;
- Integration in European education standards.

1.4. The credits allocated to the disciplines of study or to other disciplines in the curriculum teaching activities are wholly obtained by the student by promoting the disciplines or the educational activities, i.e., by obtaining the **minimal mark of 5 (five) or the "admitted" rating.**

Acquiring of the credits corresponding to each discipline is conditioned by the fulfilment of all the obligations contained in the discipline summary.

The credits and the ratings obtained for a discipline are available throughout schooling. Credit transfer may only be operated within the same cycle of academic studies.

1.5. The standard length of study of a discipline is a semester. Normal loading of a semester is quantified by an average of 30 credits. Any deviations must be compensated in a year, so an academic year is loaded with 60 credits.

The total number of transferable ECTS study credits results from the accumulation of all credits of the mandatory disciplines and optional disciplines that form each program of study derived from the curriculum. The total number is 240 credits for undergraduate study programs with duration of 4 years, 180 credits for undergraduate study programs with duration of 3 years and 120 credits for master studies of 2 years.

Obtaining credits over the standard total number is possible by attendance and promotion of facultative disciplines included in the curriculum of each year / semester of university studies.

1.6. The diploma project, the BA degree thesis, the dissertation thesis and the facultative disciplines are credited separately (in a distinct way). 10 credits are allocated for the graduation thesis for all study programs. These credits and those granted for facultative disciplines are not counted into the total number of credits corresponding to the standard period of study.

1.7. The introduction of credit transfer system (ECTS) aims to realistically assess student load relative to each disciplines. The ratio of credits and the hours of curriculum reflect the importance that the university gives to the study and independent student activities.

2. THE RULES OF THE CREDIT SYSTEM

2.1. The credits are allocated to disciplines or educational components of a study program (modules, course units, laboratories, practical activities, the graduation work and so on). The number of credits granted to a discipline is not divisible and therefore cannot be achieved in stages.

2.2. A discipline included in the common core curricula of various programs of study in the same domain is assigned with the same number of credits.

2.3. Credits may aggregate (gather) in modules in order to obtain the diploma in a certain specialization or complementary skill.

2.4. Credits are transferable between structures belonging to some specialties or profiles in terms of demonstrating the relevance of the disciplines credited to the student's current program.

2.5. Credits are transferable from one institution to another on the discipline, group of disciplines (modules) or compact study period. Transfer is made at the request of the student, based on agreements between the involved educational institutions.

The introduction of credits system does not mean, automatically, their transfer. This requires a convention between the partner universities or the rigorous adoption by the two universities of the European Credit Transfer System (ETCS), which implies compatible curricula with enough flexible structures.

The credits earned in other programmes can be integrated into the current program by the acceptance procedures (if content differences are noticeable, but acceptable) or by the recognition (content differences are noticeable, but the final aims are identical) or by equivalence (content is identical).

2.6. Credits can be obtained in advance and may be carried over for the next semesters (credit mobility).

2.7. Once obtained, credits are final, they are recognized throughout the schooling and their recognition is not affected by the changes in curriculum or syllabus (credit imperishability).

2.8. Obtaining the of the mandatory required credits (and of the promotion) may be delayed from one academic year to another under the conditions from this Regulation.

3. CONDITIONS FOR THE USE OF THE CREDIT SYSTEM

3.1. The credits are granted for all disciplines (educational activities) contained in the curriculum in the semester in which they are completed with a grade or passed / failed.

3.2. The determination of the number of credits for each discipline is based on the number of hours in the curriculum and the number of hours of individual study considered necessary to acquire the discipline.

The total number of hours per week, consisting of hours specified in the curriculum and the number of hours of individual study, is limited at 40 hours.

The difference (in both directions) between the total number of hours of a discipline (as indicated in the study programme) and the number of credits granted for the discipline should be no more than 2 (two), except Physical activity, Practice and optional disciplines.

The volume of educational activities quantified by a credit is calculated for a 14-week semester and an exam in session.

3.3. The student receives all the credits if he promotes the studied discipline. It is not possible to receive parts of the credit package, even if some discipline activities (laboratory, workshop, etc.) were properly executed, in the case of not passing the final form of assessment (written or oral examination).

3.4. Presentation in the autumn session of exams (scheduled for each year of study) is conditioned by the obtaining in the winter and summer examination sessions of at least 15 credits in total, not including the credits earned for the practice activity.

3.5. For undergraduate study programs, criteria and standards regarding how to complete the current academic year are those presented in Tables 1 and 2.

3.6. For Master's Degree programs, criteria and standards regarding how to complete the current academic year are presented in Table 3.

3.7. According to the requirements of the curriculum, there are some disciplines that can be attended and passed only if some other disciplines (providing basic knowledge) from previous semesters are passed.

TABLE 1
Undergraduate programs (240 credits) - Full time study

Year of study	Cumulated number of credits	Promotion criteria	Way to complete the current academic year	Observations
Year I	60	60 cumulated credits	Promotion in year II	
		Minimum 40 cumulated credits (without the facultative disciplines) and the promotion of the disciplines that condition the passing in the second year	Promotion in year II	The student will obtain the maximum 20 credits in the three sessions of the second year
Year II	120	120 cumulated credits	Promotion in year III	
		Minimum 100 cumulated credits (without the facultative disciplines) and the promotion of the disciplines that condition the passing the in third year	Promotion in year III	The student will obtain the maximum 20 credits in the three sessions of the third year
		Less than 100 cumulated credits	Postponing year for obtaining the credits	The student can apply for credits in advance with the condition to obtain minimum 40 credits in the current year
Year III	180	180 cumulated credits	Promotion in year IV	
		Minimum 150 cumulated credits (without the facultative disciplines) and the promotion of the disciplines that condition the passing the in third year	Promotion in year IV	-
		Less than 150 cumulated credits	Postponing year for obtaining the credits	The student can apply for credits in advance with the condition that in the current year he will obtain minimum 40 credits
Year IV	240	240 cumulated credits	Graduation with the possibility of sustaining the BA examination (diploma)	-
		Minimum 30 credits cumulated in the current year	Postponing year for obtaining the credits	-
		Less than 30 credits cumulated in the current year and 30 credits remaining from the previous years	Expulsion	The student can re-enrol in the next year with the credit recognition for the next 5years

TABLE 2
Undergraduate Programs (180 credits) - Full time study

Year of study	Cumulated number of credits	Promotion criteria	Way to complete the current academic year	Observations
Year I	60	60 cumulated credits	Promotion in year II	-
		Minimum 40 cumulated credits (without the facultative disciplines) and the promotion of the disciplines that condition the passing the in second year	Registration in year II	The student will obtain all of the maximum 20 credits in the three sessions of the year II
Year II	120	120 cumulated credits	Promotion in year III	-
		Minimum 100 cumulated credits (without the facultative disciplines) and the promotion of the disciplines that condition the passing the in third year	Registration in year III	The student will obtain all of the maximum 20 credits in the three sessions of the year III
		Less than 100 cumulated credits	Postponing year for obtaining the credits	The student can demand credits in advance on condition to obtain minimum 40 credits in the current year
Year III	180	180 cumulated credits	Graduation with the possibility of sustaining the BA examination (diploma)	-
		Minimum 30 credits cumulated in the current year	Postponing year for obtaining the credits	-
		Less than 30 credits cumulated in the current year and 30 credits remaining from the previous years	Expulsion	The student can re-enrol in the next year with the credit recognition for the next 5 years

TABLE 3
Master's Degree Programs (120 credits) - All forms of education

Year of study	Cumulated number of credits	Promotion criteria	Way to complete the current academic year	Observations
Year I	60	60 cumulated credits	Promotion in year II	-
		Minimum 30 credits cumulated (without the facultative disciplines)	Registration in year II	The student will obtain the 30 credits in the sessions of the second year
Year II	120	120 cumulated credits	Graduation with the possibility of sustaining the dissertation exam	-
		Minimum 30 credits cumulated (without the facultative disciplines) from the current year and no more than 30 remaining credits from the failed disciplines from the previous year	Postponing year for obtaining the credits	-
		Less than 10 credits cumulated from the current year and 30 remaining credits from the previous years	Expulsion	The student can re-enrol within 5 years from the expulsion

3.8. A student is considered graduate if he accumulated the total number of credits for mandatory and optional disciplines from the chosen study program: 240 credits for undergraduate study programs with duration of 4 years, 180 credits for undergraduate study programs with duration of 3 years, and 120 credits for master studies of 2 years.

3.9. As a consequence of the recognition of and obtained credits and marks, the notion of "repeater student" does no longer exist.

3.10. (1). For undergraduate studies and master's degree, school funding through national budget grants is provided only during the legal duration of the study program (4 years for study programs of 240 credits, 3 years for programs study of 180 credits and 2 years for study programs of 120 credits).

(2). On request, students can benefit from the interruption of studies for up to 2 consecutive years. Interruption is not included in the legal duration of schooling financed through national budget grants if the interruption request is submitted by the student prior to the start of the academic year or at the latest within the first 30 days of the academic year.

(3). In exceptional circumstances (medical leave with hospitalization, maternity leave, etc.) the student can benefit, upon request, from the extension of education period. The extension of education period is not included in the legal period of studies if the extension application is approved before the summer session.

3.11. If at the end of the legal period of the chosen program the student has not acquired all credits necessary for graduation, he may continue his studies based on study fees. The fees are set by the UTCB's Senate.

3.12 (1). The first year students who in the three sessions of the academic year do not accumulate at least 10 credits will be expelled. Force majeure cases (sick leave, maternity leave, etc.) are accepted as exceptions to the rule on the proposal of the school, with the approval of the Administration Council.

(2). Expelled students may be enrolled in the first year same at the specialty based on study fees. They benefit from the recognition of the credits earned up to expulsion.

(3). The first year students who achieved between 10 and 40 credits in the three sessions of the academic year will be declared exceptionally postponed.

3.13. Students in the years II – IV from the study programmes with 240 credits, students in the years II - III from the study programs with 180 credits, and students in the second year of master's programs that do not meet the requirements to promote into the next academic year (requirements specified in Tables 1, 2 and 3), can benefit from a "postponed year" during the next academic year, by specifying in the school register "postponed for obtain credits in the year of studies ".

3.14. Postponing for not obtaining the total number of credits may be granted only once for each year of study.

In exceptional cases, the student may receive, at the proposal of the school, with approval of the Administration Council, **a second postponement of the same year of study**.

Students who in a year are "postponed for obtaining credits" may require advance participation in some disciplines (activities) of the next academic year if they obtained at least 40 credits in the previous academic year for the disciplines (activities) provided in the curriculum from the postponed year of study.

3.15. Failed disciplines for which the postponed student has not met the requirements to be eligible for examination shall be resumed in accordance with the academic staff requirements and examination procedure. The resuming request should be made by the student in the first days of the semester, endorsed by the professor in charge and validated by the dean.

3.16. Examinations are held only in three sessions scheduled in the academic year (winter, summer, autumn). In each academic year, for the same discipline (activity) three examinations are allowed, respecting the conditioning rules. **The first two examinations are included in the national budget grant funding.** For all other examinations, regardless of their number, the fees are established by UTCB's Senate.

For promoted students and / or for postponed (for obtaining credits) students that have fulfilled all obligations to certain disciplines during the second semester of an academic year (attendance, graded papers with marks above 5 etc.), but have not promoted these disciplines, exams can be scheduled in the winter session. Presentation at the exam will be based on student's request endorsed by the professor in charge, submitted to the faculty secretariat before the winter session and approved by the dean.

3.17. The student who gets all the credits provided in the curriculum in mandatory and optional disciplines until a certain moment (final semester or, where applicable, year of study) is considered to be an "integralist".

3.18. Second year students will promote in the third year based on the criteria in Tables 1 and 2 and if they obtained all the credits of the first year I. Third year students will advance in the fourth year based on the criteria provided in Table 1 and if they obtained all the credits of the second year.

3.19. Facultative disciplines are credited separately.

4. CALCULATING THE AVERAGE PER SEMESTER OR ACADEMIC YEAR

For students who have taken all their exams the average is calculated by semester or by year of study as a weighted average (MP):

$$M_p = \frac{\sum N_i * C_i}{\sum C_i}$$

where:

- N_i is the grade obtained at each discipline, project etc from the curriculum

- C_i is the number of credits allocated to each discipline

In the relation above the disciplines marked with P/F (passed/failed) are not taken into account and the facultative disciplines set out in the curriculum are considered at the request of the student, with the approval of the dean.

THE METHODOLOGY FOR CALCULATING CREDITS

The standard duration of a discipline is the semester (therefore credits discipline calculation is done for the semester in which the discipline is in the curriculum).

The normal volume of student work per week (through participation in teaching and individual study according to the curriculum) is 40 hours. Curricula will be designed so that the total number of classes (C), seminars (S), laboratory and practical work (L), projects (P) and individual study (SI) do not overpass 40 hours a week.

When calculating the number of credits assigned to a discipline a distinction will be made between disciplines for which the examination is made by an exam (for which 40 hours of individual study in the exam session are allocated) and disciplines for which the examination is made by a colloquy **where the assessment throughout the semester has a major weight**, the grading is done before the exam session and extra hours of individual study are not allocated.

a) For a discipline with exam the number of credits is computed as it follows :

The total number of hours = 14 (weeks)*(**C + S + L + P + SI**) + 40 (hours spent preparing for the exam)

The number of credits = The total number of hours/24 - the value is obtained by rounding

b) For a discipline with colloquy the number of credits is:

The total number of hours = 14 (weeks)*(**C + S + L + P + SI**)

The number of credits = The total number of hours/24 - the value is obtained by rounding

c) Technological practice

The total number of hours = no. of weeks *(**40 hours by week**)

The number of credits = The total number of hours/24 - the value is obtained by rounding

Example:

Semester....

Nr. crt.	DISCIPLINE	C	S	L	P	SI	TO	CR	Evaluation
1	DISCIPLINE 1	2	2	-	-	3	7	5	E
2	DISCIPLINE 2	3	2	-	-	4	9	6	E
3	DISCIPLINE 3	2	-	2	-	2	6	5	E
4	DISCIPLINE 4	2	-	2	-	2	6	5	E
5	DISCIPLINE 5	1	-	2	-	1	4	3	C
6	DISCIPLINE 6	2	-	1	-	2	5	4	E
7	DISCIPLINE 7	1	1	-	-	1	3	2	C
8	PHYSICAL EDUCATION AND SPORTS	-	2 ^(*)	-	-	-	(2)	-	-
Total number of hours:		13	5	7	-	15	40	30	5E+3C

(*) Hours not quantified per semester

Faculty	Engineering in Foreign Languages
Field	Civil engineering
Specialization	Civil engineering
Study period	4 years
Education form	Civil Engineer Full-time instruction in ENGLISH
Code	U02.07.ICV.IZ.L16

STUDY PROGRAMME

Notations:

- C- course
- S- seminar
- L- laboratory
- P- project
- IS- individual study
- TH- total hours per week
- CR- ECTS credits
- EC – elective course
- E- exam
- Co- colloquy
- P/F- Passed / Failed

Course code:

- 1÷8 – semester number
- DF – fundamental course
- DD – course within the domain
- DC – complementary course
- DS – specialty course
- PP – psycho-pedagogic training course (only in Romanian)
- OB – compulsory course
- OP – elective course (is active only the one selected by the majority of students)
- FC – facultative course (active only if requested by a sufficient number of students)
- 1÷65 – course number

1st Year (2016-17)

1st Semester – 30 ECTS (14 weeks)

No.	Name of the course	Course Code	C	S	L	P	IS	TH	CR	Exam form
1	Linear algebra and Analytical geometry	1.DF.OB01	3	2			2	7	5	E
2	Analysis I	1.DF.OB02	2	2			2	6	5	E
3	Descriptive geometry	1.DF.OB03	2	2			2	6	5	E
4	Chemistry	1.DF.OB04	2		1		2	5	4	E
5	Computer science	1.DF.OB05	1		2		2	5	4	Co
6	Surveying	1.DD.OB06	2		1		2	5	5	E
7	Humanity course I	1.DC.OB07	1	1				2	1	Co
8	Foreign language I	1.DC.OB08		2				2	1	Co
9	Physical education	1.DC.OB09		2				2		
TOTAL Contact hours/week =28			13	11	4	0	12	40	30	5E+3Co
10	Romanian language for foreign students I	1.DC.FC01		2			1	3	2	Co
11	Foreign language-supplement I	1.DC.FC02		2			1	3	2	Co
12	Mathematics- supplement I	1.DF.FC03		3			1	4	3	Co
13	Psihologia educatiei	1.PP.FC04	2	2			1	5	5	E

2nd Semester – 30 ECTS (14 weeks + 2 weeks)

1	Differential and with partial derivates equations	2.DF.OB10	2	2			2	6	5	E	
2	Analysis II	2.DF.OB11	2	2			2	6	5	E	
3	Physics I	2.DF.OB12	2	1	1		2	6	3	Co	
4	Mechanics I	2.DD.OB13	2	2			2	6	5	E	
5	Civil engineering materials	2.DD.OB14	2		2		2	6	5	E	
6	Engineering graphics	2.DF.OB15			2		2	4	2	Co	
7	Humanity course II	2.DC.OB16	1	1				2	1	Co	
8	Foreign language II	2.DC.OB17		2				2	1	Co	
9	Physical education I	2.DC.OB18		2				2	1	P/F	
TOTAL Contact hours/week = 28			11	12	5	0	12	40	28	4E+4Co+P/F	
10	Surveying practice	2.DD.OB19	2 weeks x 30 hours / week							2	Co
TOTAL Credits									30	4E+5Co+P/F	
11	Romanian language for foreign students II	2.DC.FC05		2			1	3	2	Co	
12	Culture and civilization II	2.DC.FC06	2				1	3	2	Co	
13	Foreign language-supplement II	2.DC.FC07		2			1	3	2	Co	
14	Mathematics- supplement II	2.DF.FC08		3			1	4	3	Co	
15	Pedagogie I Fundamentele pedagogiei - Teoria si metodologia curriculum-ului	2.PP.FC09	2	1		1	1	5	5	E	

2nd Year (2017-18)

3rd Semester – 30 ECTS (14 weeks)

No.	Name of the course	Course Code	C	S	L	P	IS	TH	CR	Exam form
1	Physics II	3.DF.OB20	2	1	1		1	5	5	E
2	Computer aid drawing	3.DF.OB21	2		2		2	6	5	Co
3	Mechanics II	3.DD.OB22	3	3			2	8	6	E
4	Strength of materials I	3.DD.OB23	3	1	1		3	8	6	E
5	Engineering geology	3.DD.OB24	2		1		2	5	5	E
6 (ECI)	Architecture	3.DD.OP01	2				2	2	2	Co
	Urban planning	3.DD.OP02						2		
7	Foreign language III	3.DC.OB25		2				2	1	Co
8	Physical education	3.DC.OB26		2				2		
TOTAL Contact hours/week = 28			14	9	5	0	12	40	30	4E+3Co
9	Romanian language for foreign students III	3.DC.FC10.		2			1	3	2	Co
10	Construction history I	3.DC.FC11	2				1	3	2	Co
11	Pedagogie II: - Teoria si metodologia instruirii - Teoria si metodologia evaluarii	3.PP.FC12	2	1		1	1	5	5	E

4th Semester – 30 ECTS (14 weeks)

1	Structural analysis I	4.DD.OB27	3	2			3	8	6	E
2	Hydraulics	4.DD.OB28	2		2		3	7	6	E
3	Strength of materials II	4.DD.OB29	3	2	1		3	9	6	E
4	Reinforced concrete I	4.DD.OB30	2		1		2	5	6	E
5	Foreign language IV	4.DC.OB31		2				2	1	Co
6	Physical education II	4.DC.OB32		2				2	1	P/F
7 (EC II)	Environmental engineering	4.DD.OP03	2	1			1	3	2	Co
	Construction machines	4.DD.OP04								
8 (EC III)	Sanitary engineering	4.DD.OP05	2	1			1	4	2	Co
	Enterprise economic and law	4.DD.OP06								
TOTAL Contact hours/week = 28			14	10	4	0	12	40	30	4E+3Co+P/F
9	Romanian language for foreign students IV	4.DC.FC13		2			1	3	2	Co
10	Construction history II	4.DC.FC14	2				1	3	2	Co
11	Didactica specialitatii	4.PP.FC15	2	2			1	5	5	E

4th Year (2019-20)

7th Semester – 30 ECTS (14 weeks)

No.	Name of the course	Course Code	C	S	L	P	IS	TH	CR	Exam form
1	Steel structures II	7.DS.OB49	3				2	5	4	E
2	Steel structures II - Pr.	7.DS.OB50				2	2	4	3	P
3	Structural reliability and risk analysis	7.DS.OB51	2		2		2	6	5	E
4	Construction engineering I	7.DS.OB52	2		1		2	5	4	E
5	Reinforced concrete structures II	7.DS.OB53	2				2	4	3	E
6	Reinforced concrete structures II - Pr.	7.DS.OB54				2	2	4	3	P
7	Construction management I	7.DD.OB55	2		1		1	4	3	Co
8 (EC V)	Special foundation works	7.DS.OP09	2		2		1	5	3	Co
	Underground works	7.DS.OP10								
9 (EC VI)	Composites and associated materials	7.DS.OP11	2		1			3	2	Co
	Traditional and modern finishing works for buildings	7.DS.OP12								
TOTAL Contact hours/week = 26			15	0	7	4	14	40	30	4E+2P+3Co
10	Marketing	7.DC.FC24	2				1	3	2	Co
11	3D Computer aid drawing	7.DC.FC25		2			1	3	2	Co

8th Semester – 30 ECTS (10 weeks + 4 weeks)

1	Construction engineering II	8.DS.OB56	2				1	3	2	E
2	Construction engineering II - Pr.	8.DS.OB57				3	1	4	2	P
3	Construction management II	8.DD.OB58	2				1	3	2	E
4	Construction management II - Pr.	8.DD.OB59				3	1	4	2	P
5	Building design III	8.DS.OB60	3				1	4	2	E
6	Building design III - Pr.	8.DS.OB61				3	1	4	2	P
7	Steel structures III	8.DS.OB62	3				1	4	3	E
8	Steel structures III - Pr.	8.DS.OB63				3	2	5	3	P
9 (EC VII)	Diploma Project work (design of a reinforced concrete/steel/masonries/ wood,etc structure)	8.DS.OP13				3	3	6	5	Co
10 (EC VIII)	Equipment for buildings	8.DD.OP14	2		1			3	2	Co
	Transport engineering	8.DD.OP15								
TOTAL Contact hours/week = 28			12	0	1	15	12	40	25	4E+4P+2Co
11	Diploma Project practical stage	8.DS.OB64	4 weeks x 30 hours / week						5	Co
TOTAL Credits									30	4E+4P+3Co
Diploma Project Defence*)		8.DS.OB65							10	E

*) The total of 240 credits is compulsory for the Diploma Project defence

Universitatea Tehnică de Construcții București



Facultatea de Inginerie în Limbi Străine
Faculty of Engineering in Foreign Languages
Faculté d'Ingénierie en Langues Etrangères

Master

Structural Engineering

Code: U02.07.ICV.IZ.M26

Study plan

1st Semester

No.	Course name	Course Code	C	S	L	P	IS	TH	CR	Type of examination
Compulsory subjects										
1.	Numerical analysis	1.DF.OB01	2		1		3	6	3	Co
2.	Random processes: applications in structural engineering	1.DD.OB02	2	1			4	7	6	E
3.	Stability and dynamics of structures	1.DD.OB03	2		2		3	7	6	E
4.	Soil-Structure Interaction	1.DD.OB04	2		2		3	7	6	E
5.	Prestressed and composite steel-concrete structures	1.DD.OB05	2	1	1		3	7	6	E
Elective subjects										
6.	(i) New structural materials (ii) Experimental methods in structural engineering	1.DD.OP01 1.DD.OP02	2		1		3	6	3	Co
Total			12	2	7		20	40	30	4E + 2Co

2nd Semester

No.	Course name	Course Code	C	S	L	P	IS	TH	CR	Type of examination
Compulsory subjects										
7.	Advanced theory of elasticity, plates and shells	2.DD.OB06	2		1		2	5	3	Co
8.	Engineering seismology and earthquake engineering	2.DD.OB07	2		1		4	7	6	E
9.	Nonlinear analysis of structures	2.DD.OB08	2		1		2	5	3	Co
10.	Stability of steel structures	2.DS.OB09	2		1		4	7	6	E
Elective subjects										
11.	i) Structures for hydraulic facilities and for water storage ii) Hydraulic steel structures	2.DS.OP03 2.DS.OP04	2				1	3	3	E
12.	i) Structures for hydraulic facilities and for water storage ii) Hydraulic steel structures	2.DS.OP05 2.DS.OP06				2	3	5	3	Pr
13.	i) Special reinforced concrete and steel structures ii) Structures (concrete and steel) for transport infrastructure	2.DS.OP07 2.DS.OP08	2				1	3	3	E
14.	i) Special reinforced concrete and steel structures ii) Structures (concrete and steel) for transport infrastructure	2.DS.OP09 2.DS.OP10				2	3	5	3	Pr
Total			12	0	4	4	20	40	30	4E+2Co+2Pr

3rd Semester

No.	Course name	Course Code	C	S	L	P	IS	TH	CR	Type of examination
Compulsory subjects										
15.	Vulnerability and risk produced by natural hazards	3.DS.OB10	2		2		4	8	6	E
16.	Masonry and wooden structures	3.DS.OB11	2				2	4	4	E
17.	Masonry and wooden structures	3.DS.OB12				2	3	5	3	Pr
18.	Rehabilitation of structures (concrete, steel and masonry and wooden structures)	3.DS.OB13	2				2	4	4	E
19.	Rehabilitation of structures (concrete, steel and masonry and wooden structures)	3.DS.OB14				2	3	5	3	Pr
Elective subjects										
20.	i) Tall Buildings Structures ii) Large span bridges and viaducts	3.DS.OP11 3.DS.OP12	2		2		4	8	6	E
21.	i) Technology for civil and special buildings ii) Technology for transport infrastructure iii) Technology for hydrotechnical constructions	3.DS.OP13 3.DS.OP14 3.DS.OP15	2		2		2	6	4	Co
Total			10		6	4	20	40	30	4E+1Co+2Pr

4th Semester

No.	Course name	Course Code	C	S	L	P	IS	TH	CR	Type of examination
Elective subjects										
22.	Design and research activities (i) RC structures (ii) Steel structures (iii) Masonry and wood structures (iv) other structures, other subjects	4.DS.OP16				4	16	20	15	Co
Compulsory subject										
23.	Elaboration of the master thesis	4.DS.OB15	-	-	-	4	16	20	15	Co
Total			-	-	-	8	32	40	30	2 Co
Master thesis defence									10	E

Facultative subjects

No.	Course name	Course Code	C	S	L	P	IS	TH	CR	Type of examination
1.	Specialized communication skills in foreign language	1.DC.FC01		2			1	3	2	Co
2.	Applied finite elements method	1.DF.FC02	2	2			3	7	4	Co
3.	Specialized communication skills in foreign language	2.DC.FC03		2			1	3	2	Co
4.	Free surface flow	2.DS.FC04	2		2		3	7	4	Co
5.	Lightweight structures made of cold-formed thin gauge shapes	2.DS.FC05	2		2		3	7	4	Co

Notations:

- C – course (number of hours)
- S – seminar (number of hours)
- L – laboratory (number of hours)
- Pr – project (number of hours)
- IS – individual study (number of hours)
- TO – total (number of hours)
- CR – number de credits (ECTS)
- Co – colloquium
- E – exam
- Pr – project

Notes:

Mandatory, the students have to select one of the available courses for each of the elective subjects. These courses will be held if the University criterion of minimum number of students is fulfilled.

The facultative courses are proposed in order to supplement the study plan, and their afferent ECTS are given outside the total of 120 credits corresponding to the master study program. As in the case of the elective courses, the criterion of minimum number of students decides if the course will be held.

**REGULATIONS FOR THE ORGANIZATION AND OPERATION
OF THE STUDENT HALLS AND THE CANTEEN OF THE
TECHNICAL UNIVERSITY OF CIVIL ENGINEERING OF
BUCHAREST**

2017

**REGULATIONS FOR THE ORGANIZATION AND OPERATION
OF THE STUDENT HALLS AND CANTEEN OF THE
TECHNICAL UNIVERSITY OF CIVIL ENGINEERING OF
BUCHAREST**

CONTENTS

PART I

ORGANIZATION AND OPERATION OF THE STUDENT HALLS

- CHAPTER 1 - GENERAL OVERVIEW
- CHAPTER 2 - MANAGEMENT OF ACTIVITIES IN STUDENT HALLS
- CHAPTER 3 - STUDENT COMMITTEE FOR HALLS – CANTEEN
- CHAPTER 4 - RIGHTS AND OBLIGATIONS OF STUDENTS
- CHAPTER 5 - SANCTIONS

PART II

ORGANIZATION AND OPERATION OF THE CANTEEN

- CHAPTER 6 - GENERAL OVERVIEW
- CHAPTER 7 - MANAGEMENT OF ACTIVITY IN THE CANTEEN
- CHAPTER 8 - RIGHTS AND OBLIGATIONS OF STUDENTS
DINING IN THE CANTEEN
- CHAPTER 9 - SANCTIONS

PART I

ORGANIZATION AND OPERATION OF THE STUDENT HALLS

The hereby regulations establish the method of organization, management and operation of the student halls and the canteen of the Technical University of Civil Engineering of Bucharest.

The regulations present the obligations and responsibilities of UTCB and the people benefiting from the services offered by the university, namely accommodation in the student halls and dining at the canteen. Compliance of the regulations is mandatory.

CHAPTER 1- GENERAL OVERVIEW

Art.1.1 - The student hall is a component of the higher education institution, with the purpose of students' accommodation for the regular duration of university studies.

Art.1.2 - The Academic Board of the university shall establish the way the management, maintenance and proper operation of the student halls is regulated.

Art.1.3 - The allocation of places in the student halls shall be done by UTCB's board, based on the students' applications, according to the number of available rooms, complying with the current sanitary regulations. The accommodation applications shall be approved by the faculty secretariate. Student representatives participate as observers to the allocation process.

Art.1.4 - During student holidays, stipulated in the academic calendar, the Management Board of UTCB can approve, based on requests and possibilities, continuous accommodation of some family students, PhD students, full-time students with exceptional circumstances and international students.

Art.1.5 - During the summer holidays, the halls are subjected to some activities such as repair works, maintenance, sanitization, pest control, disinfection, etc. which could require closing down of the halls for a longer period. UTCB's Academic Board can approve temporary rental, during the summer holiday, of some accommodation spaces to people performing activities in the interest of UTCB, if it does not affect the proper course of the activities mentioned.

Art.1.6 - The activities carried out in the student halls shall be appraised periodically

(at least once a semester) by the Management Board.

Art.1.7 - The use of the accommodation spaces for commercial or production activities is forbidden.

Art.1.8 - All residents of UTCB's student halls shall have the same rights and obligations as UTCB's students, according to chapter 4 of the hereby regulations.

CHAPTER 2 – MANAGEMENT OF ACTIVITIES IN STUDENT HALLS

Art.2.1 – The student halls shall provide residence to UTCB's students, who have no permanent residence in Bucharest, according to professional performance with the following order of priority:

- Students and PhD students with scholarships;
- First year undergraduate and master's students;
- International students and PhD students with scholarships from the Romanian government;
- Romanian full-time and PhD students without scholarships, according to their professional and social situation;
- International Students and PhD students who study in Romanian, on their own paying in foreign currency (CPV) or Romanian lei (CPL);
- Assistants with residence outside the city, who have not yet settled for a house in Bucharest. The accommodation will be done with the authorization of the head of the department and the dean of the faculty, being approved by the Vice-Chancellor for student situations.

Art.2.2 - The family students shall be accommodated in different spaces (halls, floors) according to the possibilities, with the condition that both spouses be UTCB according to the Art. 2.1. Other situations will be reviewed and approved by the Vice-Chancellor for student situations.

Art.2.3 - According to the available rooms, after ensuring all the applications provided for in Art. 2.1 and 2.2, the halls shall accommodate the following:

- a) International students studying in Romania on their own non-currency expenses (CPNV);
- b) UTCB's employees with the residence outside the city who have not yet settled for

a house in Bucharest. Their accommodation will be done with authorization of the head of compartment and approval by the Vice-Chancellor for student situations.

Art.2.4 - The accommodation of UTCB's assistants and employees can be done for a maximum of 5 years. Exceptions to this case shall be reviewed and approved by the Management Board.

Art.2.5 - The accommodation of other people than those stipulated in articles 2.1, 2.2, 2.3, is forbidden.

Art.2.6 - During the academic year, except for holidays, the halls may accommodate professors or other people from higher education institutions from other cities who are visiting UTCB for collaboration purposes.

Art. 2.7 - According to art. 204 (12) from the National Education Law no.1/2011, the expenditure for the university halls and canteens shall be covered by the educational institutions from their own revenue and from grants from the state budget allotted with this purpose.

Art. 2.8 - The prices charged by the university for students living in halls and using the canteen shall be at most equal with the difference between costs of operation, comprising personnel expenses, utilities expenses, expenses for raw or consumable materials, current maintenance expenses and, grants from the state budget respectively (according to art. 204 (13) law no. 1 /2011).

Art.2.9 - The accommodation prices shall be approved by UTCB's Senate. The prices are established according to the maintenance expenses (water, electricity, heat, cleaning materials, sanitization, disinfection, services, current repair works, etc.), the degree of comfort and grants received from the state budget.

Art.2.10 - The accommodation price shall be paid in advance. For people provided for in art. 2.1, 2.2 and 2.3 the tax shall be paid in the last ten days of the current month for the following month.

Art.2.11 - For people provided in Art.2.5 the accommodation price shall be established by the Management Board of UTCB, complying with the legal provisions, and is approved by the UTCB Senate; the same method applies for the situations stipulated in Art. 1.4 and Art. 1.5.

Art. 2.12 - According to art. 204 (14) from law no. 1 /2011, in order to ensure transparency, UTCB has to periodically detail and publish the balance sheet for each student hall.

Art.2.13 - The responsibilities of the student hall manager are the following:

a) Is accountable for handing the rooms and student hall annexes (doors, windows,

furniture, interior installations) to the students in perfect state, at the date of the accommodation,

- b) Manages the goods of the halls, according to the law in force;
- c) Hands in to the students the right to use the room inventory (based on a written record) at the beginning of the academic year and takes it back at the end of it;
- d) Ensures that inside the student halls the norms of behavior provided by the law and by the hereby regulations are complied with, in order to ensure normal conditions of study and rest;
- e) Hands in to students for use, based on an individual contract, the bedding (via written record);
- f) Keeps the record of the students' distribution per room based on a comprehensive, properly displayed chart;
- g) Has the obligation of tracking clandestine residents;
- h) Proposes additions to the hall's equipment, requests and supervises the replacement of unusable goods;
- i) Supervises the completion of the non-resident visas and the signing in the residence record of all the residents, no later than one month from the accommodation;
- j) Ensures the washing and the changing of the linen in an interval no greater than 14 days;
- k) Is responsible for the maintenance and the cleaning of the common spaces; establishes the work program and supervises the quality of the work performed by the maintenance and cleaning staff, including during rest days;
- l) Supervises the maintenance and the cleaning of the rooms and informs the Social Service of any deficiencies and offences to the regulated norms regarding the activities in the halls, in 24 hours from the observation;
- m) Supervises the way in which the maintenance and operation of heating, electricity and sanitary installations is ensured;
- n) Supervises the way in which the students hall security is ensured;
- o) Supervises the payment of the rent;
- p) Informs the Social Services about damages in the students halls; if the author is not identified, all the students from the room or those that use the common spaces are considered accountable; the reporting of the damages is written by the manager, in 24 hours from the moment they were produced; those found guilty will pay the value of the damages before the established deadline;
- s) Ensures the materials for cleaning and disinfection;

- t) Establishes the compliance with the sanitary norms and fire protection;
- u) Has the obligation to have key copies for all the rooms in order to be able to operatively intervene in the case of breakdowns and in case of fire; the intervention is done in the presence of at least two witnesses, with the completion of a written report; the manager is accountable for the proper use of the keys found in his possession.

Art.2.14 - The cooperation relations between UTCB's administrative bodies, student organizations and the Police shall be done according to a protocol agreed upon and signed between parties, according to the legislation in force.

Art.2.15 - The access of students and guests in UTCB's student halls shall be done in the following manner:

a) The access of UTCB students in the halls is done any time in the interval 6.00 - 23.00, and between 6.00 - 23.00 only based on the identification card for the hall they have the residence in;

b) The guests, people from outside UTCB, have access in the dorms only together with a resident of the student halls. The guests are signed in by the security guard in the visitors' book, indicating the room number and the name of the person they are visiting, as well as the time of arrival and the time of departure (the ID remains at the security guard). Between 23.00 - 6.00 the access of guests and their stay overnight is forbidden. The responsibility for the behavior of the guests in the student halls belongs to the person who was visited and accepted the visit.

CHAPTER 3 - STUDENT COMMITTEE FOR HALLS - CANTEEN

Art.3.1 - The student committee for halls - canteen shall be formed solely of university students, residing in the halls.

Art.3.2 - The student committee for student halls - canteen consists of the following members:

- **Committee president;**
- **Committee vice-president;**
- **Members responsible for the student halls;**
- **Members responsible for floors;**
- **Member responsible for the canteen;**
- **Secretary.**

The election of the students in these positions shall be done yearly, in March, from the students who fulfill the conditions of professional performance, having at least successfully completed the previous year, of moral conduct and of no sanctions. The members responsible with the student halls shall be selected from the students in their II and III years of study. Elections shall be organized by ASCB, with the help of the student hall management. The list of the elected students and the minutes of the election meeting will be presented to the Rector's Office and to the Management Board of UTCB.

Art.3.3 – The responsibilities of the Student Committee for Halls - Canteen are the following:

- a) Ensure and contributes to the promotion knowledge and observance by the students of the hereby regulations and of other normative acts which regulates life on campus;
- b) Promote order and discipline in student halls and the canteen;
- c) Participate, as observers, at the distribution of students in the rooms based on their rental applications;
- d) Contribute, together with the student hall or canteen manager, to the completion of the tasks established by UTCB.
- e) Propose, together with the manager, the main repair works , refurbishment and improvement, fixing of the furniture and bedding;
- f) Propose the sanctions stipulated in the hereby regulations at chapter 5, and inform the students about the sanction decisions;
- g) Inform the administrative board about the neglect of work responsibilities of certain employees accountable for the management and operation of the halls and the canteen;
- h) Participate at the elaboration of the projects for the weekly meal plans.

CHAPTER 4 - THE RIGHTS AND OBLIGATIONS OF THE STUDENTS

Art.4.1 – The rights and obligations of the hall residents are:

- a) To live in the room they were assigned;
- b) To receive based on individual and collective list the bedding and other objects and to use them for their destined purpose;
- c) To use as they desire the time allocated to studies and other activities, with the approval of their roommates but without disturbing other students living in the halls;

- d) To receive visits, while complying with the provisions of the hereby regulations regarding the access of other people in the student halls;
- e) To call on the floor or the student hall responsible for mitigation or amiable resolving of conflicts with fellow residents;
- f) To inform the Student Committee for Halls or directly the UTCB Social Service of any irregularity or offence affecting the life in the student halls;
- g) To directly inform, including in writing, the police office, in case of observing serious offences from the norms of civilized behavior, which occur in the campus.

Art.4.2 - Obligations of the students are:

- a) To present the correct, complete and in the established terms by the administration, the individual information requested for accommodation;
- b) To have an adequate attire and behavior, not breaking the national laws for behavior in public; to maintain the tidiness of the room and the common areas;
- c) To live only in the allocated room; any change will be done only through an additional act at the renting contract;
- d) To not sub-let or offer for use the rented area to certain natural people (students who did not receive approval for living in the student halls, people who are not students, etc.) or corporate bodies;
- e) To not offer for use the hall access card to other people;
- f) To not bring animals inside the hall;
- g) To not wear and tear the goods in the inventory or to bring material damages to the student halls;
- h) To not cook in the residence rooms or in the common areas of the halls, except for those dedicated to this purpose;
- i) To not throw around the student halls packages, trash, to not damage the green area; students observed throwing garbage around the halls will pay a monthly increase in the rent price, as follows:
 - at first offence 200 lei more;
 - at the second offence 400 lei more;
 - at the third offence 600 lei more.
- j) To not bring inside, use or sell in the student halls alcoholic beverages, drugs or any other illegal products and substances;

- k) To not smoke in the student halls; smoking is forbidden in the halls (both in the private rooms and the public spaces) and is being permitted only in the area specially designated for this purpose;
- l) To not use improvised means of heating or any improvised electrical installation;
- m) To pay damages for any missing objects and destructions produced to goods from the room or the common areas;
- n) To pay the renting price in the conditions specified at the art. 2.7, according to the established price;
 - o) To pay in advance, at the beginning of each semester (together with the first fee), the established sum as deposit for recovery of damages produced by unidentified authors, for covering the excess of certain expenses , produced unjustly because of students' fault, during the academic year and for covering the rent in case of default;
- p) To use only the special notice board at the entrance in the student hall for posting notices; posting in any other places is strictly forbidden;
- r) To keep the tidiness in every space of the student hall and perform a general cleaning in the room prior to departing for holidays;
- s) To allow access to the administration manager in the room which was allocated to him/her; to not change the door locks, and in case of force majeure, after changing to hand a copy to the administration;
- t) To comply with the provisions of the hereby Regulations and the ones present in the accommodation contract with UTCB.

Art.4.3 – The student hall residents are obliged to keep silenceduring 22.00-8.00 and 13.00-14.00. In these time intervals, activities that can disturb other residents are forbidden, noise or use of any device, object or musical instrument at high intensity in the student halls or in the campus.

CHAPTER 5 - SANCTIONS

Art.5.1 - For breaking the provisions of the hereby regulations, according to seriousness of the offense, the **following sanctions** shall be applied:

- a) **Warning;**
- b) **Expulsion from the hall for 6 months;**
- c) **Expulsion from the hall for an entire calendar year;**

- d) **Permanent expulsion from UTCB's student halls** for the whole duration of studies, for serious and repeated offenses from the student hall discipline;
- e) **Expulsion from the faculty** for major offenses to the collective cohabitation norms.

The term for applying the sanctions is 15 days from the notification of the offense.

Art.5.2 - The sanctions shall be applied through the decision of UTCB's Board and the Dean's Offices are informed about these decisions. For the sanctions stipulated at Art.5.1, letters b, c, d and e, the student hall fee and the deposit shall not be returned. In case the hall fee has not been paid for a period, prior to the expulsion date, UTCB shall use any legal means to recover the unpaid amount.

Art.5.3 - a) The sanction from Art.5.1, letter a, shall be applied to for offenses to the provisions in

Art.4.2 letters a, b, g, h, i and p and Art.4.3;

b) Sanctions from Art.5.1, letters b and c shall be applied according to the seriousness of the offense, for repeating the offenses from the previous paragraph, as well as for breaking the provisions from Art.4.2, letters c, d, e, f, j, k, l, m, n, r, s;

c) The sanction from Art.5.1, letter d, shall be applied for serious and repeated offenses from the student hall discipline;

d) The sanction from Art.5.1, letter e, can be applied to major offenses to the collective cohabitation norms, as well as material and moral damages brought to UTCB.

Art.5.4 - a) Sanctions from Art.5.1 letters a, b and c shall be proposed by UTCB's Social Service and approved by the Vice-Chancellor for student situations.

b) Sanction from Art.5.1, letter d shall be proposed by UTCB's Social Service and approved by the Management Board;

c) Sanction from Art.5.1, letter e, shall be decided upon by the Management Board, at the proposal of the UTCB's Social Service. The student committing the offense shall be invited to participate in the Management Board meeting, in which the proposed sanction measures are discussed.

Art.5.5 - The evidence of the offenses shall be kept by the University Social Service and it covers the whole duration of the students' residence in halls.

Art.5.6 – Appeals to sanctions from Art. 5.1 a, b, c will be reviewed by the Vice-Chancellor for student situations. The appeal to the sanctions from Art. 5.1. letter d and 5.1. letter e will be discussed by the Management Board.

PART II

ORGANIZATION AND OPERATION OF THE CANTEEN

CHAPTER 6 - GENERAL OVERVIEW

Art.6.1 - The Canteen is a component of higher education institutions which ensure conditions for the preparation and serving of food. The canteen functions for the whole duration of the academic year, except for holidays.

Art.6.2 - The university Board shall establish the method in which the management, maintenance and proper operation of the canteen are regulated.

Art.6.3 - During student holidays, stipulated in the academic calendar, the canteen is subjected to repair operations, maintenance, sanitization, pest control, disinfestation, etc., which may lead to the interruption the activity.

Art.6.4 - The activities carried out in the canteen shall be appraised periodically (at least once a semester) by the Management Board.

CHAPTER 7 – MANAGEMENT OF ACTIVITIES IN THE CANTEEN

Art.7.1 - Romanian university students, international students studying in Romania, professors, Romanian and international PhD students, university employees, prospective students, as well as people which have the approval of the Administrative Direction, etc. shall benefit from the services of the canteen.

Art.7.2 - The canteen shall offer, daily, menu “a la carte” for a fee.

Art.7.3 - The access in the canteen shall be permitted only to students, professors, UTCB employees and other people who benefit from the services of the canteen, according to art.7.1.

Art.7.4 - In the student canteen, commercial activities or services for students can be organized with the approval of the Management Board, without affecting the spaces designated to food preparation and food serving. In case the designated spaces are not used by the university, they will be rented, under compliance with the legal regulations in force.

Art.7.5 - The student canteen manager has the following responsibilities:

- a) To coordinate and be accountable for the entire activity of the canteen;
- b) To ensure the integrity of the goods he or she is responsible for, to take security measures for the protection against fire and theft;
- c) To distribute the canteen personnel on shifts and positions, to guide and control them;
- d) To be responsible for the way in which the canteen personnel completes their service responsibilities;
- e) To hand in for use to the canteen personnel the dinnerware, cutlery and other inventory objects based on written report, according with number of served meals and the operational requirements of the canteen;
- f) To permanently supervise the way the goods in the inventory are used; in case of damages, to take measures for establishing the person accountable and to recover the damages brought to the canteen, under the conditions stipulated by the university board;
- g) To propose the cassation of the worn inventory goods and the purchase of other goods for the canteen;
- h) To ensure the good maintenance and operation of installations and equipment, as well as the maintenance of the tidiness in the canteen;
- i) To supervise and be accountable for the compliance with hygiene and sanitary standards and the norms for health and safety at work, in the organization and operation of the canteen;
- j) To ensure a periodical medical control to the entire canteen personnel;
- k) To compile projects for weekly meal plans together with the head cook, store-keeper, the confectioner, the responsible with the canteen activity from the Student Committee for Halls and Canteen and the representative of the sanitary bodies; these shall be approved by the Social Service;
- l) To compile daily the list of food, the detailing of the food per menus, together with the head cook and the confectioner, and to supervise food release from the storage;
- m) To calculate and display the menus for at least three days (price and grams/portion);
- n) To keep the daily evidence of the food allocation use;

- o) To compile the program for the current supply and for winter with food, according to the requirements of the canteen and the existing stock;
- p) To order and call together the commission for the receipt of goods, which is part of the canteen, for the reception of the produce, together with the store-keeper;
- r) To take measures for conservation and storage of foods;
- s) To organize and supervise the preparation of the food;
- t) To complete other tasks received from the hierarchical boss related to the activity of the canteen.

CHAPTER 8 - THE RIGHTS AND OBLIGATIONS OF STUDENTS DINING IN THE CANTEEN

Art. 8.1 - Students dining in the canteen have the following rights:

- a) To use the available goods;
- b) To make proposals related to the menu and the operation hours of the canteen;
- c) To inform the Student Committee for Canteen, UTCB's management and, depending on the case, the Academic Board of the university, of any personal or public interest complaint related to the activity carried out in the canteen.

Art. 8.2 - Students dining in the canteen have the following obligations:

- a) To use carefully the goods of the canteen;
- b) To have an adequate attire and behavior in relation to their colleagues and the canteen personnel;
- c) To not smoke inside the building of the canteen (both in the dining hall and the common areas);
- d) To comply with the organization of the services by the management.

Art. 8.3 - The people who dine in the canteen are forbidden to take out of the building the dinnerware and the cutlery; the entrance in the food area, warehouse and storage room, bringing pets inside and consuming alcoholic beverages and illegal substances.

Art. 8.4 - The canteen staff, as well as students who produce damages to the place or the goods in the canteen or take outside the building the dinnerware and cutlery, shall pay damages, after the evaluation of the damage costs. In case the author is unidentified, the employees of the canteen are charged for it.

CHAPTER 9 - SANCTIONS

Art.9.1 - For breaking the provisions of the hereby regulations sanctions shall be applied according to the gravity of the offense; if the offense consists of the wearing of the place or the destruction of goods belonging to the canteen, the counter-value of the produced damage will be recovered from the guilty ones.

The applied sanctions can be:

- a) **Warning;**
- b) **Refusal of access in the student canteen;**
- c) **Expulsion from the faculty** for major offenses to the collective cohabitation norms.

The term for applying the sanctions is 15 days from the notification of the offense.

Art.9.2 - The sanction shall be applied through the decision of the university Academic Board and shall be communicated to the student according to the terms stipulated in Art.9.1.

Art.9.3 - The method for sanctioning is the following:

- a) Sanctions in Art.9.1, letters a and b can be proposed by UTCB's Social Service;
- b) The sanction in Art.9.1, letter c shall be applied for major offenses such as: wearing of the place or destruction of goods from the inventory of the canteen, taking out dinnerware and cutlery, etc.; the application of the sanction shall be accompanied by the recovery of damages.

This sanction shall be proposed by the UTCB Social Service and approved by the Management Board, after a detailed review of the offense committed by the guilty student or students. The student or students shall be invited to participate in the Management Board meeting, in which the proposed sanctioning method is discussed. The decision of sanctioning shall be taken in the presence of the sanctioned student or students

Art.9.4 - Appeals to sanctions in Art. 9.1 letters a and b shall be resolved by the Vice-Chancellor for student situations. Appeals to sanctions in Art. 9.1. letter c shall be discussed and solved by the Management Board, whose decision shall be permanent.

The hereby regulations become effective as of:

.... / / 20.....

TECHNICAL UNIVERSITY OF CIVIL ENGINEERING IN
BUCHAREST

APPROVED

In the Senate meeting on / / 20.....