

***Methodology for organizing and conducting the final exams of the Cycle II - master's degree studies - in the Technical University of Civil Engineering Bucharest during the suspension of live teaching activity (Extract)***

1. The examinations for the completion of studies shall be conducted entirely in a distance system by electronic communications (online).
2. The final examinations are carried out by communicating in real time, in both directions, by audio and video means, the examination commission with the candidate. The final examinations are recorded throughout the period, except for the deliberation period of the commission.
3. The communications and transmission of information established in accordance with the provisions of this Regulation shall take place by e-mail. For this, teachers, secretariats, departments and students use UTCB's institutional e-mail addresses.
4. The secretariats of the faculties or DPPD, as the case may be, publish online on their websites, in the section dedicated to the final examinations, the following information:
  - the e-mail address of the faculty secretariat or DPPD, as appropriate, used for communication for the purpose of this Regulation;
  - the e-mail addresses of the departments, designated by the department directors to be used for communication for the purpose of this regulation;
  - e-mail addresses of the secretaries of the examination commissions.
5. The postgraduate addresses the application for enrollment in the final examination by e-mail addressed to the secretariat of the faculty or DPPD, as the case may be, without the approval of the guiding teacher.
6. The dissertation supervisor expresses the notice for registration by e-mail addressed to the faculty secretariat or DPPD, as the case may be, stating that the dissertation paper is complete and can be defended in that session.
7. The postgraduate sends the dissertation and the statement on his / her own responsibility regarding its originality by e-mail addressed to the dissertation paper supervisor.
8. The dissertation paper supervisor shall submit the dissertation paper, the candidate's statement on his / her own responsibility regarding the originality of the paper and the report on the content and quality of the dissertation paper to the department and the secretary of the examination board.
9. Persons wishing to take an online examination for completion of their studies, other than candidates, dissertation paper supervisors and members of the committee, shall send an e-mail at least 72 hours before the beginning of the examination, expressing this intention, to the secretary of the commission. It enters the email addresses in the online learning platform and creates the working groups, according to the schedule established by the faculty secretariat.
10. The examination consists in the online presentation and defense of the dissertation paper written by the candidate. The faculty management decides on the conduct of the exam and communicates it by posting it on the faculty website in the section dedicated to the final exams.