

Methodology for organizing and conducting the final exams of the Cycle I level - undergraduate studies - in the Technical University of Civil Engineering Bucharest during the suspension of the 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 publish on online on their website, in the section dedicated to the final exams, the following information:
 - the e-mail address of the faculty secretariat 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 graduate addresses the application for enrollment in the final exam by e-mail addressed to the faculty secretariat, without the approval of the guiding teacher.
6. The supervising teacher expresses the opinion for registration by e-mail addressed to the secretariat of the faculty in which he / she mentions that the diploma project (bachelor's thesis) is complete and can be defended in the respective session.
7. The graduate sends the diploma project (bachelor's thesis) and the statement on his / her own responsibility regarding its originality by e-mail addressed to the guiding teacher.
8. The guiding teacher sends the diploma project (bachelor's thesis), the candidate's own statement on the originality of the paper and the report on the content and quality of the diploma project (bachelor's thesis) to the department and the secretary of the examination commission.
9. Persons wishing to take part in an examination for completion of their studies, other than candidates, supervising teachers 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. He enters the email addresses in the online education platform and creates the working groups, according to the schedule established by the faculty secretariat.
10. The examination consists of the online presentation of the bachelor's thesis written by the candidate, after which the members of the commission examine the candidate's knowledge, for each test of the exam. 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. The written test of the bachelor's exam from the bachelor's degree program in Translation and Interpretation will be replaced with questions from the examination commission, which will demonstrate that the candidate has

passed the theory necessary to pass this exam. The oral test of Consecutive Interpretation and the defense of the bachelor's thesis shall remain unchanged in structure.