

DECISION

**OF THE SENATE OF THE TECHNICAL UNIVERSITY OF
CONSTRUCTIONS BUCHAREST
Adopted at the meeting of 15.10.2020**

Considering the normative acts of Certification of the Institution and continuous functioning of the higher education in constructions in Bucharest; Decree no. 175/2 August 1948 of the Great National Assembly for education reform, published in the "Monitorul Oficial" paper no. 177/3 August 1948, regarding the foundation of the "Bucharest Construction Institute"; Government Decision no. 458/29 July 1994, regarding the change of the name of "Bucharest Construction Institute" to "Bucharest Technical University of Constructions";

In accordance with the provisions of Law no. 1/2011 - of the National Education, with the subsequent modifications and completions;

In accordance with the provisions of the Emergency Ordinance no. 141/2020 on the establishment of measures for the proper functioning of the education system and for amending and supplementing the National Education Law no. 1/2011;

In accordance with the provisions of the Joint Order of the Ministry of Education and Research and the Ministry of Health, no. 5487/1494/2020 for the approval of the measures for organizing the activity within the educational units / institutions in conditions of epidemiological safety for the prevention of diseases with SARS-CoV-2 virus, with the subsequent modifications and completions;

In accordance with Decision no. 49 of 13.10.2020 of the National Committee for Emergency Situations on the proposal to extend the state of alert and the measures necessary to be applied during it to prevent and combat the effects of the COVID-19 pandemic;

Pursuant to Art. 62 of the Charter of the Technical University of Constructions of Bucharest; At the proposal of the Board of Directors, endorsed by Decisions no. 8862/07.10.2020 and no. 9145 / 14.10.2020;

**THE SENATE OF TECHNICAL UNIVERSITY OF CONSTRUCTIONS
BUCHAREST DECIDES:**

Article 1 Changes are approved to **Regulation on the conduct of teaching activities assisted by distance electronic communications (on-line) for the Bachelor and Master cycles in UTCB**, the approved version being the one presented in Annex 1, an integral part of this Decision.

Article 2 Changes are approved to **Regulation on the organization and operation of dormitories and canteens**, the approved version being the one presented in Annex 2, an integral part of this Decision.

Article 3 Additions are approved at **Internal Organization Regulations**, these being presented in Annex 3, an integral part of this Decision.

Article 4 The Rector's Office, the faculties, the departments, the General Administrative Directorate and the entire academic community will carry out the provisions of this Decision.

PRESIDENT OF THE SENATE,
Prof. univ. Dr. Eng. Alexandru Octavian Aldea



Annex 1 to the Senate Decision No. 9237 /
16.10.2020

Regulation on

carrying out teaching activities assisted by electronic distance communications (on-line)
for the Bachelor and Master programs in the Technical University of Constructions
Bucharest

Approved by the UTCB Senate on 13.04.2020, revised on 22.09.2020 and 15.10.2020

GENERAL FRAMEWORK

- (1) This regulation refers to the running of assisted teaching activities, from the curricula of the Technical University of Constructions of Bucharest (UTCB), during the suspension of the face-to-face teaching activity.
- (2) The assisted teaching activities will be carried out entirely in a system of synchronous learning through electronic communications (online). Synchronous learning occurs when teachers and students communicate in real time in both directions, through audio, video or instant messaging.
- (3) Communication exclusively by email, through electronic document distribution platforms or online archiving platforms does not constitute direct interaction by electronic means within the meaning of this Regulation.
- (4) For the proper conduct of the educational process, in accordance with the decisions of the competent state authorities, at the proposal of the Administration Board, the Senate UTCB may decide to change the calendar of the academic year.
- (5) Communications and transmission of information established in accordance with the provisions of this Regulation shall be carried out by electronic means. E-mail communications are made using UTCB's institutional addresses
- (6) UTCB provides a collaborative synchronous learning platform at the University level with the necessary licenses for teachers and students. The assisted teaching activities carried out online established by this regulation are carried out using this platform only. The use of any other digital platform or computer system for the purpose of teaching, examining and communicating the results of the examination is prohibited.

REPORTS

- (7) The daily timetable associated with the didactic teaching norm is validated based on the individual timekeeping form in electronic format by correlation with the platform issued file of the online teaching session.
- (8) Teachers report weekly to Department Directors the way the teaching activities were carried out. The reporting includes the following information: calendar week, name of the Bachelor's or Master's degree program, subject title, day and time of the teaching activity, teacher's name and nature of teaching activity (teaching activity - course, application activities - seminar, project or laboratory).

Teachers confirm the correctness of the information reported by

handwritten signature or by electronic communication (email sent from the institutional address).

(9) The Department Council verifies and centralizes, and the department secretariat sends weekly the situation of the on-line teaching activities, carried out according to (7), to the Dean's office of each faculty where the Department carries out didactic activities.

(10) If it is found that certain teaching activities have not been carried out and have not been rescheduled, sanctions will be applied, at the proposal of the Department council according to the employment contract, the National Education Law and the Labor Code.

(11) Paid teaching activities with non-online hours are not paid for. If these activities are recovered at a later date, they will be timed in the month of development.

(12) The teachers in charge of a certain subject send invitations to participate in the assisted teaching activities carried out online and offer access to the support teaching materials to the specific Director of the Department. The subject holders send invitations to participate in the assisted teaching activities carried out online to the Dean of the Faculty or the DPPD director, as the case may be, at his request.

(13) The Faculty management or the DPPD management, as the case may be, analyzes the reports of the departments submitted according to (9) and decides on the disciplines for which the assisted didactic activity was not organized online in an appropriate manner.

REPROGRAMMING AND COMBINING OF TEACHING ACTIVITIES

(14) If, for justified reasons, the weekly teaching activity in a discipline cannot be carried out according to the schedule, the teacher in charge of a certain subject will inform the Director of the Department who decides on the reprogramming method, after consulting the teacher and students.

(15) In well-justified situations where access to electronic communications infrastructure is deficient, if a discipline is pursued in two study programs, with similar study plans in terms of content and number of hours of assisted teaching activity allocated, the Council of the Department may decide to carry out joint online teaching-assisted activities (course) in these study programs, after consulting the subject holders and students.

(16) In well-justified situations where access to electronic communications infrastructure is deficient, a certain subject holder may decide to carry out joint seminars/laboratories/projects online assisted teaching activities

for two or more groups of students, after consulting them.

(17) The database of the online activity sustained for a specific subject will be archived at the end of the semester, at the relevant Department. The database includes:

- (a) The students' weekly attendance at the teaching activities provided for in the timetable - stored in digital format - at the beginning and end of teaching hours,
- (b) written papers for the examinations held during the semester and for the final examination,
- (c) the grading scale and the student grading sheet.

The archiving procedure is performed based on the application rules issued by the Department.

TEACHING ACTIVITIES

(18) In order to be able to take the exam in the current session, students have the same obligations to participate in the online teaching activities of a subject as in the case of face-to-face teaching activities.

(19) The teacher in charge of the discipline creates:

- (a) the working group on the online platform in the specific format *[faculty abbreviation] [year] - [series] - [specialization abbreviation] - subject name* and adds the assistant teachers and the Department Director as group administrators;
- (b) communication channels in the same group for teaching activities such as seminars and laboratories;
- (c) connection link that is sent to the faculty secretariat to be added to the specialization schedule and to make it possible for students to join the working group.

(20) The subject holder and the director of the department identify the methods for carrying out on-line laboratory teaching activities (video recording of laboratory works and online posting on streaming-video platforms, transmission of experimentally recorded data to students for processing, transmission of video or photographic materials on laboratory work, etc.). With the exception of (2), in all years of study except the final years, at the proposal of the teacher in charge of the subject and of the Director of the Department, the Faculty management or the DPPD management,

as the case may be, it may decide to resume at a later date the laboratory-assisted teaching activities which cannot be carried out online.

(21) Teachers in charge of the subject have the obligation to upload in the documents section of the working group the materials used for teaching, the subject sheet, the way of online examination and the grading scale.

(22) In the case of students in their final year of study (Bachelor's or Master's degree programs), in order to allow the completion of studies, at the proposal of the Administration Board, the UTCB Senate may decide to hold an additional examination session at no additional cost or other restrictions provided in the curricula. Where appropriate, Faculty management or DPPD management will establish recovery programs in the next academic year for these students.

EVALUATION AND GRADING

(23) The content and difficulty of the subjects for exams or colloquia, regardless of how they are conducted, will strictly reflect the quantity and quality of the material taught through the direct electronic interaction of the teacher with the students.

(24) In order to be allowed to take the evaluations during the semester and the final evaluation, the students will fill in and send the acknowledgement and compliance with the present Regulation form.

(25) Irrespective of the provisions of the subject study plan, the subject holders propose to the Councils of the Departments ways of conducting the online examination such as:

- (a) online oral examination, via real-time electronic video and audio communications, in both directions;
- (b) online written examination, by real-time electronic video and audio communications, in both directions;
- (c) by subjecting reports on pre-determined topics, prior to the date of the examination, and presenting them online through real-time electronic video and audio communications, in both directions;
- (d) by subjecting reports on pre-determined topics, which are further on electronically transmitted and then verified by the teacher;
- (e) the submission of online questionnaires and their verification by the teacher.

(26) The Councils of the Departments approve the manner of conducting the online examination after consulting the subject holder, in accordance with the provisions of this Regulation. The way of conducting the examination online is communicated to the students no later than one month after the beginning of the university semester.

(27) The way of conducting the online student's examination is intended to reduce the subjectivity of the examination and to prevent fraud. To this end, the online presence of another teacher and a student during the examination will be ensured. In the situations specified in (25) (b), (c), (d) and (e), the written documents prepared by the students are collected in electronic format by the teacher in charge of the subject and archived at the department.

(28) The examination is held on the basis of the pre-registration form for students, made available by the teacher on the online platform. The deadline for pre-registration of students is 24 hours before the start of the exam.

(29) The effective duration (necessary to solve the proposed topics) of the examination of a student online may not be less than 30 minutes and may not exceed 4 hours.

(30) In the case of examination by means of grid-type tests, the time allocated for solving a subject with multiple possibilities of answer may not be less than 45 seconds. Both the duration allocated to subject with multiple answer possibilities, as well as the associated grading scale, will be established in accordance with its difficulty degree.

(31) The evaluation of the professional results of the students in case of the disciplines provided with colloquia, according to the curricula, will be done by evaluation along the way.

(32) In online assessment forms, students are required to activate the video camera and microphone for identification and surveillance. Refusal or technical malfunctions leading to failure in using the camera and microphone lead to the cancellation of the current exam with the possibility of taking it with another group, if the schedule allows.

(33) In case of poor access to the electronic communications infrastructure, students may request the faculty management or the DPPD management, as appropriate, to reschedule the examination at a later date during the examination session. The Faculty management or the DPPD management, as the case may be, decides on the rescheduling of the examination after consulting the teacher in charge of the subject. Rescheduling of examinations due to a technical failure is permitted only once.

(34) On-the-way verification of applications and projects is done through online means. Students must submit study materials developed for verification by the teacher. The allowed formats are pdf, dwg, jpg, programs in the Office package or other forms of extensions that belong exclusively to software applications used for such activities.

(35) The final submission of the study materials developed by the students (solved applications, papers, projects, etc.), except for the projects / diploma works and dissertation works, is done in electronic format. The departments electronically archive the materials developed by the students for at least one year.

(36) The marks awarded are sent individually to each student. The method of sending the result obtained is done by instant message, on the platform, in a confidential form.

(37) The subject holder draws up the list of the marks awarded, comprising the following information: the name of the discipline, the university study program, the full name of the students, the marks awarded and the date of the examination. The subject holder signs in handwriting and sends the report via e-mail to the Faculty secretariat or DPPD, as the case may be, and to the Department director. The lists of grades sent by email are attached to the grades register in printed format and are used to centralize the students' results within the secretarial activities. The recording of the notes in the catalogs by the discipline holders is done within 5 working days from the support of the evaluation.

(38) Dissertation papers and diploma projects submitted are archived at the end of the examination session and sent to the Faculty secretariat, together with the grades register. The archiving procedure is carried out on the basis of the rules issued by the Dean.

(39) The particular situations (associated with certain subjects, examination methods, computer difficulties at the level of teachers and/or students, etc.) not covered by the provisions of this regulation are analyzed and resolved by the Faculty management or DPPD management, as appropriate. In well-justified situations, students' requests regarding particular situations that contravene the provisions of this regulation may be submitted to the approval of the Administration Board, at the decision of the Faculty management or the DPPD management, as the case may be.

SUSPENSION OF ACCESS TO THE LEARNING PLATFORM AND EXPALLING

(40) The gradual suspension of the student's access to the digital online learning platform is made as a result of committing the violations provided in Chapter 4.2., Art. 4.2.3 of "Regulation on the student activity in the Technical University of Constructions Bucharest". The provisions are generally valid during the suspension of the face-to-face activity, made by direct communication, by any means of virtual interaction.

(41) The suspension of access to the digital e-learning platform will be carried out as follows:

- (a) the application of point 4.3.1.a (written warning) shall be accompanied by suspension of access for 3 days
 - (b) the application of point 4.3.1.b (written reprimand) shall be accompanied by suspension for 7 working days;
 - (c) application of point 4.3.1.c (expelling).
- (42) The sanctions provided for in (41) are based on a well-founded written complaint from the holder of the subject. Within 24 hours of receiving the notification, the faculty management must analyze and order the taking of possible measures.
- (43) The sanctions proposed in (40) and (41) are proposed by the faculty management and validated by the university management.