



**REGULATION REGARDING
ORGANIZATION OF CURRICULUM SYSTEMS
IN THE TRANSFERABLE CREDIT SYSTEM**

Approved

Annex 1 to the Senate Decision no. 1581 / 18.02.2021

Nr. 1581 / 18.02.2021

DECISION

OF THE SENATE OF THE TECHNICAL UNIVERSITY OF CONSTRUCTIONS BUCHAREST

Adopted on 18.02.2021

Considering the normative acts of certification of the institution and continuous functioning of the higher education of Constructions in Bucharest;

Decree no. 175/2 August 1948 of the Great National Assembly for education reform, published in the Official Gazette 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 the "Bucharest Construction Institute" to the "Bucharest Technical University of Constructions";

In accordance with Law no. 1/2011 - of the National Education, with subsequent amendments;

Pursuant to the provisions of Art. 62 of the Charter of the Technical University of Constructions of Bucharest;

Based on the approval of the Administration Board, by Decision no. 1254 of 10.02.2021;

THE SENATE OF THE TECHNICAL UNIVERSITY OF CONSTRUCTIONS BUCHAREST DECIDES:

Article 1 Amendments to the **Regulation on the organization of study programs in the system of transferable credits** are approved (the approved version is presented in Annex 1, an integral part of this Decision).

Article 2 The Administration Board, the faculties and the DPPD will carry out the provisions of this Decision.

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



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CHAPTER 1 - DESCRIPTION OF THE TRANSFERABLE CREDITS STUDY SYSTEM

Article 1 Transferable study credits are numerical values, allocated to course units and others teaching activities included in the curriculum. The credits reflect the amount of work, in all its aspects (course, seminar, practical work, individual study, laboratories, practical activities, etc.), performed by the student to acquire knowledge and skills specific to a discipline, supplemented with validation of learning outcomes.

Article 2 In the amount of work evaluated to promote a discipline, participation at courses, seminars, laboratories are included, related individual study, preparation of applications, elaboration of projects. Credits do not replace assessment by grades and are therefore not intended to measure the quality of learning. By measuring the amount of work required for learning, the credits monitor the study programs that represent the set of subjects in the curriculum covered by each student.

Article 3 The credits do not evaluate the workload of the teacher (training), but that of student (learning). Credits are means of quantifying training objectives and correspond to a set of competencies that define what the student will know, understand, or be able to do at the end of his academic education, regardless of its duration.

Article 4 Appreciation of the activity through credits allows:

- (1) transparency of information on study programs;
- (2) student mobility;
- (3) recognition of study periods;
- (4) recognition of diplomas;
- (5) diversification of the student's options and flexibility of the study program within the study program;
- (6) adding of new subjects in the study program;
- (7) recognition of continuous study periods performed at other universities;
- (8) elaboration of paperwork and establishing cooperation agreements in order to ensure student mobility;
- (9) integration in the norms of European education.

Article 5

- (1) Credits allocated to study subjects or other teaching activities in the curriculum are obtained entirely by the student by promoting the respective subjects or activities, ie by obtaining the minimum grade 5 (five) or the ADMITTED qualification.
- (2) Obtaining the credit units related to each subject is conditioned by the fulfillment of all the obligations included in the course description.
- (3) Credits and assessments obtained in a subject are valid throughout schooling.
- (4) The transfer of credits can be operated only within the same cycle of university studies.

Article 6

- (1) The standard duration of study of a discipline is the semester. The normal load of a semester is quantified on average by 30 credits. Any exceptions must be compensated during one year, so that one academic year is loaded with 60 credits.
- (2) The total number of transferable study credits in ECTS / SECT results from the accumulation of all credits related to the compulsory and optional subjects included in each study program derived from the curriculum and is 240 for programs for Bachelor's degree of 4 years, 180 for programs for Bachelor's degree of 3 years and respectively 120 for Master's degree programs of 2 years.

(3) Obtaining credits above the assigned standard number is possible by attending and promoting optional subjects included in the curriculum of each year / semester of university studies.

Article 7 The diploma project, the Bachelor's thesis or Dissertation and optional subjects are credited separately. For the completion of studies Thesis 10 credits for all study programs are allocated. These credits, as well as those granted for optional subjects, do not fall within the total number of credits corresponding to the standard duration of study.

Article 8 The introduction of the transferable credit system (ECTS / SECT) aims to assess, in a realistically way, the relative load of the student by each discipline. The ratio between credits and hours in the curriculum reflects the importance that the university attaches to the study and independent activities of the student.

CHAPTER 2 - RULES OF THE CREDIT SYSTEM

Article 9 Credits are allocated to study subjects or educational components of a program study (modules, course units, laboratories, practical activities, study completion work, etc.). The number of credits awarded to a discipline is not divisible and therefore cannot be obtained in stages

Article 10

- (1) A subject that appears in the common core of curricula from different curricula in the same field is allocated the same number of credits.
- (2) Credits can be added into modules for obtaining a degree in a particular specialization or a complementary qualification.
- (3) The credits are transferable between the structures belonging to some specializations or profiles in the conditions of demonstrating the relevance of the credited disciplines for the current student's program.

Article 11

- (1) Credits are transferable from one educational institution to another by subjects, by groups of subjects (modules) or by compact periods of study. The transfer is made at the student's request, based on an agreement concluded between the educational institutions involved.
- (2) The introduction of credits does not automatically imply their transferability. This requires the conclusion of the agreement between the partner universities or the rigorous adoption by the two universities involved of the European Credit Transfer System (ECTS), which requires curricula compatible with sufficiently flexible structures. Credits obtained under other programs can be integrated into the current program either through acceptance procedures (if the differences in content are noticeable but acceptable), or through recognition procedures (differences in content are noticeable but the purposes are identical), or by equivalence (content is identical).

Article 12

- (1) Credits can also be obtained in advance and carried over to the following semesters (credits mobility).
- (2) The credits once obtained are final, are recognized for the entire duration of the schooling and their recognition is not affected by changes in the curriculum or study plan (impermissibility of credits).
- (3) Obtaining compulsory credits (and thus promoting the study year) may be postponed from one year of study to another under the conditions of this Regulation.

CHAPTER 3 - CONDITIONS FOR USING THE CREDIT SYSTEM

Article 13 Credits are awarded for all disciplines (activities educational) included in the plan of education in the semester in which they are completed with a grade or with the grade ADMITTED / REJECTED.

Article 14

- (1) Setting the number of credits for each subject is made based on the number of hours in the curriculum and the number of hours of individual study considered necessary for mastering the subject
- (2) The total number of hours per week, consisting of the hours provided in the curriculum and the number of individual study hours, is limited at max 40.
- (3) It is considered that the difference in both ways between the total number of hours in the curriculum assigned to a discipline and the number of credits granted, to be at most 2 (two), except for the discipline Physical education and sports, Practice and Optional Subjects.

Article 15 The student receives in full the assigned credits if passes the studied subject. Parts of the credit package are not awarded, even if some activities of the subject (laboratory, seminar, etc.) have been performed properly, in case of not promoting the final form of evaluation (exam, colloquium).

Article 16 Retaking in the fall exam session scheduled for one study year is conditioned by obtaining in the winter and summer examination sessions a total of at least 15 credits, not including the credits allocated for practice.

Article 17 For undergraduate and master's degree programs, the criteria and standards regarding how the current academic year ends are detailed in Annex 1 of this regulation.

Article 18 The student who has accumulated the total number of credits related to the compulsory and optional subjects from chosen the study program is considered that had graduated as follows: 240 credits, for programs with a duration of undergraduate studies of 4 years, 180 for programs with a duration of undergraduate studies of 3 years and 120 for 2-year master's degree programs.

Article 19

- (1) For undergraduate and master's degree studies in the form of continuous education programs, the financing of schooling through study grants financed from the budget is ensured only during the legal duration of the study program (4 years for 240-credit study programs, 3 years for programs 180-credit studies and 2 years for 120-credit study programs).
- (2) The student can benefit from interruption of studies on request, for a maximum of 2 consecutive years. The interruption is not included in the legal duration of studies financed from the budget if the request for interruption is submitted by the student before the beginning of the academic year or at the latest in the first 30 days of the academic year for which the interruption is requested.
- (3) In exceptional cases (medical leave with hospitalization, maternity leave, etc.) the student can benefit, upon request, from extended schooling. The extension of schooling is not included in the legal duration of free schooling if the request for extension is approved prior to the summer session.

Article 20 If at the end of the legal term of the chosen study program the student did not get all credits for graduation, can continue studies in paid studies form. The amount of the fees is set by the UTCB Senate.

Article 21

(1) First year students who, in the 3 sessions of the academic year, do not accumulate at least 10 credits will be expelled. Force majeure cases (medical leave, maternity leave, etc.) are accepted as exceptions to the rule at the proposal of the school, with the approval of the Administration Board

(2) Expelled students can be re-enrolled in the first year in the same field on the credit system. They benefit from the recognition of credits obtained up to expulsion. (3). First year students who obtained between 10 and 35 (30) credits in the three sessions of the academic year will be declared exceptionally postponed.

Article 22 Students of years II- IV, study programs of 240 credits, years II - III, study programs of 180 credits, and year II, master's degree programs that do not meet the requirements for the promotion of the academic year specified in Tables 1, 2 and 3 may benefit in the following academic year from a year of "postponement", specifying in the enrollment register "postponed for obtaining credits in the year... .. of studies".

Article 23

(1) The postponement for not obtaining total number of credits may be granted only once for each year of study.

(2) In exceptional cases, the student may benefit, at the proposal of the educational unit, with the agreement of the Administration Board, from a second postponement of the same year of studies.

(3) The student who in a year of study is "postponed for obtaining credits" can request the participation in advance in some disciplines (activities) from the following year of study only if in the previous academic year he obtained at least 35 (30) credits for the subjects of the postponed year.

(4) At the third postponement of the same year of study, the student will be expelled with the possibility to be re-enrolled upon request.

Article 24 Study of not promoted through exams subjects, projects, etc. at which the deferred student did not fulfilled the requirements set out in the assessment system must be retaken, the part of the teaching activity that must be redone is specified by the subject holder in accordance with its own assessment system. The retake request will be submitted in the first days of the semester, analyzed by the subject holder and validated by the faculty management.

Article 25 Exams are taken only in the three scheduled sessions of the academic year (winter, summer, the autumn). In each academic year, for the same subjects (activity) three examinations are admitted, respecting the established conditions. The first two examinations are included in the budget grant. For all other examinations, regardless of their number, fees are charged in the amount set by the UTCB Senate

Article 26 For promoted students and / or those postponed for obtaining credits, which they have fulfilled in certain subjects all the school obligations during the second semester of a university year (attendance, papers taught and graded with grades over 5, etc.) but did not pass these subjects, exams can be scheduled for subjects not promoted in the winter session. The presentation for the exam will be made on the basis of an application signed by the subject holder, submitted to the faculty secretariat before the winter session and approved by the dean.

Article 27 The student who obtains all the credits provided in the program is considered integrally promoted **study** of the compulsory and optional subjects covered until the moment of the analysis (end of the semester or, as the case may be, of the year of studies).

Article 28 students years II will be promoted in year III according to the criteria in tables 1 and 2 with provided recovery of most of the outstanding credits of year I. The students of years III will pass in year IV according to the criteria from table 1 provided that the recovery of most of the outstanding credits of year II.

Article 29 Optional subjects are credited separately.

CHAPTER 4 - METHODOLOGY FOR CALCULATING CREDITS

Article 30 The standard duration of study of a discipline is the semester (consequently, the calculation of credits allocated to a subject is made for the semester in which it is provided in the curriculum).

Article 31 It is considered that the normal workload of the student per week by participating in the teaching and individual study activities, provided in the curricula, is 40 hours. The curricula will be dimensioned so that the total number of course hours (C), seminar (S), laboratory and practical works (L), project (P) and individual study (SI) will not exceed 40 hours per week.

Article 32 When calculating the number of credits allocated to a subject, a distinction will be made between the subjects at which the final verification is done by exam, for which 40 hours of individual study are allocated in the exams and disciplines session where the final verification is colloquial where the weight of the evaluation during the semester is major, the activity is graded before the exam session and to which no additional hours of individual study are allocated.

(1) For a subject provided with an exam, the number of credits is determined: Total number of hours = 14 (weeks) * (C + S + L + P + SI) + 40 (exam preparation hours)
Number of credits = Total number of hours / 24 - integer value obtained by truncation or rounding

(2) For a subject provided with a colloquium, the number of credits is determined: Total number of hours = 14 (weeks) * (C + S + L + P + SI)
Number of credits = Total number of hours / 24 - integer value obtained by truncation or rounding

(3) Technological practice
Total number of hours = no. weeks * (40 hours per week)
Number of credits = Total number of hours / 24 - integer value obtained by truncation or rounding

Article 33 For students who have passed all the credits in the same semester of the academic year the average of the semester or year of study is calculated as a weighted average (M_p):

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

- N_i is the grade obtained for each subject, project, etc., from the curriculum
- C_i is the number of credits allocated to each respective subject

Article 34 When calculating the general average for the scholarship, the marks obtained in the optional subjects will be taken into account calculation only at the written request of the student. The request must be sent to the secretariat in the first week after the beginning of the semester and the optional disciplines to be taken into account must be specified.

Annex 1 - Criteria and standards for how the current academic year is completed

Bachelor's degree programs (240 credits) - full-time education

Study year	Cumulated number of credits	Promotion criteria	Ways of completing the academic year	Remarks
Year I	60	60 cumulated credits	Promoted in year II	All exam passed
		Minimum 35 (30 in cases approved by the Dean of the Faculty's office) cumulated credits (without the facultative subjects)	Promoted in year II	The student will promote the majority * of remaining credits in the sessions in year II (*at least half of them)
Year II	120	120 cumulated credits	Promoted in year III	All exams passed or *promoted
		Minimum 95 (90) cumulated credits (without the facultative subjects)	Promoted in year III	The student will promote the majority * of remaining credits in the sessions in year III
		Less than 95 (90) cumulated credits	Postponed for credits year	Students can ask for advanced credits if the number of credits accumulated in the current year is minimum 30
Year III	180	180 cumulated credits	Promoted in year IV	All exams passed or *promoted
		Minimum 140 (135) cumulated credits (without the facultative subjects)	Promoted in year IV	The student will promote the majority * of remaining credits in the sessions in year IV
		Less than 140 (135) cumulated credits	Postponed for credits year	Students can ask for advanced credits if the number of credits accumulated in the current year is minimum 30
Year IV	240	240 cumulated credits	Graduation with the accept of the BA examination (diploma)	
		Minimum 30 cumulated credits in the current year	Postponed for credits year	
		Less than 30 cumulated credits obtained in the current year and 30 remaining credits from the past year	Exceptional postponing or , in case of relapse, expelling	Students can re-enroll next year with recognition of the credits

Bachelor's degree programs (180 credits)
Full-time education

Study year	Cumulated number of credits	Promotion criteria	Ways of completing the academic year	Remarks
Year I	60	60 cumulated credits	Promoted in year II	-
		Minimum 35 (30 in cases approved by the Dean of the Faculty's Office) cumulated credits (without the facultative subjects)	Promoted in year II	The student will promote the majority * of remaining credits in the session of year II (*at least half of them)
Year II	120	120 cumulated credits	Promoted in year III	-
		Minimum 95 (90) cumulated credits (without the facultative subjects)	Enrollment in year III	The student will promote the majority *of credits in the sessions of year III
		Less than 95 (90) cumulated credits	Postponed for credits year	Students can ask for advanced credits if the number of credits accumulated in the current year is minimum 30
Year III	180	180 cumulated credits	Graduation with the accept of the BA examination (diploma)	-
		Minimum 30 cumulated credits in the current year	Postponed for credits year	-
		Less than 30 cumulated credits obtained in the current year and 30 remaining credits from the past year	Exceptional postponing or, in case of - relapse, expelling	Students can re-enroll next year with recognition of the credits

Master's degree programs (120 credits) for all forms of education

The year of study	Cumulated number of credits	Promotion criteria	Ways of completing the academic year	Remarks
Year I	60	60 cumulative credits	Promotion in the second year	All exams passed
		Minimum 30 credits cumulated (without optional subjects)		
Year II	120	120 cumulative credits	Graduation with the possibility of taking the dissertation exam	-
		Minimum 30 credits cumulated (without optional subjects) from the current year and no more than 30 credits remaining corresponding to the subjects not promoted from previous year	Postponement for obtaining of credits	-
		Less than 10 credits accumulated from the current year and 30 remaining credits from the previous years	Exceptional postponing or, in case of relapse expelling	Students can re-enroll next year with recognition of the credits