



METHODOLOGY FOR THE ORGANISATION AND CONDUCT OF GRADUATION, BACHELOR/ DIPLOMA AND DISSERTATION EXAMINATIONS

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Methodology for the organisation and conduct of graduation, bachelor/diploma and dissertation examinations

Approved

Annex 1 to Senate Decision no. 6471 /23.05.2024

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Chapter I General provisions

Article 1

(1) The Technical University of Civil Engineering Bucharest organizes the graduation, bachelor/diploma and dissertation examinations for each study cycle, as an accredited higher education institution, on the basis of this regulation approved by the University Senate. The regulation is published on the website <https://utcb.ro>.

(2) At the Technical University of Civil Engineering Bucharest, the Master's degree programs are organized within the faculties and the Teacher Training Department (henceforth DPPD). In applying the provisions of this methodology regarding the organisation of the dissertation examinations, the DPPD shall have responsibilities similar to those of the faculties, the director of the DPPD shall have responsibilities similar to those of the dean of a faculty and the DPPD Council shall have responsibilities similar to those of the Faculty Council.

(3) In applying the provisions of this methodology the graduation examinations, bachelor/diploma and dissertation examinations shall constitute final examinations.

(4) In applying the provisions of this methodology, the software platform for conducting the final examinations remotely via electronic communications (online) shall be Microsoft Teams, unless the institutional agreement for integrated undergraduate studies provides for the use of another platform.

(5) In this methodology, the deadlines for completion of activities are set out in calendar days.

Article 2

(1) This Regulation on the organisation and conduct of the graduation, bachelor/diploma and dissertation examinations is drawn up in accordance with the provisions of the Framework Methodology for the Organisation and Conduct of Graduation Examinations approved by the Order of the Minister of Education no. 3.691, of 1 February 2024.

Article 3

(1) The provisions of this methodology shall also apply to:

(a) dual higher education;

(b) higher education organised on the basis of the Law No 288/2004*) on the organisation of university studies, as amended and supplemented, of the National Education Law No 1/2011, as amended and supplemented, respectively.

*) Law No 288/2004 was repealed by Law No 199/2023.

Chapter I General provisions

Chapter II Organisation and conduct of the graduation examination

Article 4

(1) Short-term university study programmes organised on the basis of the Law on Higher Education no. 199/2023, as amended and supplemented, shall be completed with a graduation examination in accordance with the provisions of Article 36 (1) point a) of the Law on Higher Education no. 199/2023, as amended and supplemented.

Article 5

(1) Short-term higher education programmes organised on the basis of the Education and Teaching Law No 28/1978, repealed by the Education Law No 84/1995**), republished, and amended and supplemented, shall end with a graduation examination.

(2) The Technical University of Civil Engineering Bucharest organises graduation examinations for short term higher education studies, organized on the basis of the Education and Teaching Law no. 28/1978 and the Education Law no. 84/1995, republished, as amended and supplemented, according to the provisions of this chapter, exclusively for the study programmes/specializations it has organized by the effect of these norms..

Article 6

(1) In the cases provided for by Law No 60/2000 on the right of graduates of private higher education to take the graduation examination at accredited state higher education institutions, the taking of the graduation examination is conditional upon the passing of a selection examination by the graduates.

(2) The selection examination is organized and held at The Technical University of Civil Engineering Bucharest.

(3) The selection examination held and passed at The Technical University of Civil Engineering Bucharest is recognized within this institution for all subsequent sessions of graduation examinations.

(4) The selection examination consists of a written test. The minimum passing mark for the selection examination is 6.00.

(5) The topics and bibliography for the selection examination are approved by the Faculty Councils, on the proposal of the Dean, and are published on the website <https://utcb.ro>, in the section corresponding to each faculty.

Article 7

(1) A graduation exam may be taken by:

(a) graduates of existing accredited or provisionally authorized, liquidated or in liquidation study programmes within the short cycle of university studies organized on the basis of the Law on Higher Education No. 199/2023, as amended and supplemented;

(b) graduates who have passed the selection examination, according to the provisions of Article 6;

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(c) graduates of short-term higher education programmes organised on the basis of the Education and Teaching Law no. 28/1978 and the Education Law no. 84/1995, republished, as amended and supplemented, authorised to operate provisionally or accredited under the law.

Article 8

(1) The Technical University of Civil Engineering Bucharest organises and conducts graduation examinations for:

- (a) their own graduates of accredited short-term university degree programmes;
- (b) graduates of short-term university degree programmes authorised to operate provisionally, for which it has, in the same field of undergraduate studies, another short-term university degree programme or another accredited undergraduate degree programme;
- (c) graduates of short university study programmes organised on the basis of the Law on Higher Education no. 199/2023, as amended and supplemented, coming from other higher education institutions, exclusively for study programmes/specialisations organised at The Technical University of Civil Engineering Bucharest;
- (d) their own graduates of the short-term higher education programmes, organised on the basis of the Education and Teaching Law no. 28/1978 and the Education Law no. 84/1995, republished, as amended and supplemented, programmes which are authorised to operate provisionally or are accredited under the law;
- (e) the graduates of short term university study programmes, organised on the basis of the Law on Higher Education no. 199/2023, as amended and supplemented, which are no longer operating at national level, if the respective study programme was accredited at The Technical University of Civil Engineering Bucharest.

Article 9

(1) The Technical University of Civil Engineering Bucharest organises and conducts graduation examinations for short term higher education studies, respectively for university studies - short cycle, for graduates of other accredited or provisionally authorized higher education institutions.

(2) The enrolment to a graduation examination organized by The Technical University of Civil Engineering Bucharest of the graduates of other state or private higher education institutions is conditioned by the payment of a fee whose amount is established by the University Senate.

Article 10

(1) Graduates of an accredited higher education institution may enroll and take the graduation exam at The Technical University of Civil Engineering Bucharest only with the approval of the University Senates of the two higher education institutions, after the favorable opinion of the boards of directors.

Chapter II Organisation and conduct of the graduation examination

Article 11

(1) Graduates of short-term university study programmes coming from provisionally authorised higher education institutions take the graduation examination at The Technical University of Civil Engineering Bucharest, only for identical or similar study programmes, on the basis of a protocol concluded between the two higher education institutions, with the approval of the University Senates, after the favourable opinion of the boards of directors. University study programmes with similar profile are established by the Romanian Agency for Quality Assurance in Higher Education and approved by order of the Minister of Education.

(2) The enrolment of graduates for the graduation examination shall be carried out by the higher education institution where they have completed their studies, on the basis of the protocol concluded between the two higher education institutions, provided for in paragraph (1), in compliance with the legal provisions in force, at least 30 days before the starting date of the examination.

Article 12

(1) The graduation examination consists of two tests as follows:

- (a) the test assessing basic and specialised knowledge;
- (b) the presentation of the graduation thesis.

(2) The tests referred to in paragraph (1) shall be oral.

(3) The tests referred to in paragraph (1) for the graduation examination shall be held in the presence of, at the same place and at the same time, the examination board(s) specific to each test and the candidate.

(4) By way of exception from the provisions laid down in paragraph (3), during a state of alert, a state of necessity or a state of emergency, on the basis of university autonomy, respecting the quality of the teaching act and assuming public responsibility, the tests referred to in paragraph (1) for the graduation examination may also be conducted online, based on the provisions of Chapter V.

(5) The presentation and the defence of the graduation thesis shall be public.

(6) The topics and bibliography are published on the website <https://utcb.ro>, in the section corresponding to the faculty organizing the study programme.

Article 13

(1) The passing mark of the graduation examination must be at least 6.00.

(2) The marks awarded by the members of the examination board are whole numbers from 1 to 10.

(3) The passing mark for each test must be at least 5.00, regardless of the number of tests.

(4) The average of the test(s), calculated as the arithmetic average of the marks awarded exclusively by the members of the examination board, shall be determined to two decimal places without rounding.

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- (5) The average of the final examination shall be calculated to two decimal places without rounding, solely on the basis of the average of the test(s).
- (6) The composition of the committees for the graduation examinations and the committees for the resolution of appeals, as well as the number of their members, shall not change during the course of the graduation examinations.
- (7) The deliberations of the committees on the determination of the results of the final examination shall not be public.
- (8) The decision-making procedure of the committee is regulated by Article 40, paragraph (8).
- (9) The results of each examination shall be communicated by posting them, no later than 48 hours after the date of the examination, on the bulletin board of the organising faculty and on the website <https://utcb.ro>.

Chapter III Organisation and conduct of the bachelor/diploma examination

Chapter III Organisation and conduct of the bachelor/diploma examination

Article 14

(1) Undergraduate degree programmes shall be completed by a bachelor examination for undergraduate degree programmes or by a diploma examination for undergraduate degree programmes in the field of engineering , as provided for in this Chapter.

Article 15

(1) Long-term higher education programmes organised on the basis of the Education and Teaching Law no. 28/1978 and the Education Law no. 84/1995, republished, amended and supplemented, shall be completed with a bachelor/diploma examination.

(2) The final examinations referred to in paragraph (1) shall be conducted in accordance with the provisions of this Chapter.

Article 16

(1) In the cases provided for by Law no. 60/2000 on the right of graduates of private higher education to take the final examination at accredited state higher education institutions, the taking of the bachelor's degree/diploma examination at The Technical University of Civil Engineering Bucharest is conditional on the graduates passing a selection examination.

(2) The selection examination is organized and held at The Technical University of Civil Engineering Bucharest.

(3) The selection examination held and passed at The Technical University of Civil Engineering Bucharest is recognized within this institution at all subsequent sessions of bachelor/diploma examinations.

(4) The selection examination consists of a written test. The minimum passing grade for the selection examination is 6.00.

(5) The topics and bibliography for the selection examination are approved by the Faculty Councils, on the proposal of the Dean, and are published on the website <https://utcb.ro>, in the section corresponding to each faculty.

Article 17

(1) The bachelor/diploma examination may be taken by:

(a) graduates of existing accredited or provisionally authorised undergraduate degree programmes, or undergraduate degree programmes which have been liquidated or are going into liquidation;

(b) graduates who have passed the selection examination as provided for in Article 16.

Article 18

(1) The Technical University of Civil Engineering Bucharest organises and conducts the bachelor/diploma examination for:

Chapter III Organisation and conduct of the bachelor/diploma examination

- (a) its own graduates of accredited undergraduate degree programmes, under the law;
- (b) its own graduates of undergraduate degree programmes authorised to operate provisionally for which it has accredited undergraduate degree programmes in the same field of study;
- (c) graduates of undergraduate degree programmes from other higher education institutions for which it has an accredited undergraduate degree programme in the same field of study;
- (d) graduates of undergraduate degree programmes authorised to operate provisionally for which it has an accredited study programme in a similar field, in accordance with the order of the Minister of Education approving the nomenclature of study programmes with a similar field;
- (e) graduates of undergraduate degree programmes, organised on the basis of the Law on Higher Education no. 199/2023, as amended and supplemented, which are no longer operating at national level, if the respective degree programme is accredited at The Technical University of Civil Engineering Bucharest.

Article 19

(1) The registration to the diploma/bachelor examination organized by The Technical University of Civil Engineering Bucharest of the graduates of other state or private higher education institutions is conditioned by the payment of a fee whose amount is established by the University Senate.

(2) In order to register for the diploma/bachelor examination at The Technical University of Civil Engineering Bucharest, graduates of other accredited or provisionally authorized higher education institutions shall submit the following documents, in original and copy, upon registration:

- (a) birth certificate and identity document;
 - (b) baccalaureate diploma or its equivalent;
 - (c) a certificate issued by the state or private higher education institution, showing the status of the graduate, specifying the class, study programme or specialisation, duration of studies and form of education;
 - (d) the diploma supplement issued by the state or private higher education institution from which the student has graduated, showing, for each semester and year of study, the subjects studied, the number of hours of teaching activity and the number of credits provided for each subject, the form of examination and the marks or grades obtained;
 - (e) the receipt for payment of the enrolment fee as provided for in paragraph (1).
- (3) The list of documents required for enrolment referred to in paragraph (2) shall be completed by the documents laid down in Article 23, as the case may be.

Article 20

(1) Graduates of provisionally authorised or liquidated accredited study/specialisation programmes no longer operating at national level who have not

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taken or have not passed the final examinations can take the bachelor/diploma examination at The Technical University of Civil Engineering Bucharest only for undergraduate degree programs/specializations in the same field of study as those accredited by the Romanian Agency for Quality Assurance in Higher Education at The Technical University of Civil Engineering Bucharest.

Article 21

(1) Graduates of another accredited higher education institution may enroll and take the bachelor/diploma exam at The Technical University of Civil Engineering Bucharest, with the approval of the University Senates of the two higher education institutions, after the favorable opinion of the boards of directors.

Article 22

(1) Graduates coming from provisionally authorized higher education institutions may take the Bachelor's/Diploma examination at The Technical University of Civil Engineering Bucharest, only in the case of identical or similar study programs, on the basis of a protocol concluded between the two higher education institutions, with the approval of the University Senates, after the favorable opinion of the boards of directors. The "similar" study programmes are established by the Romanian Agency for Quality Assurance in Higher Education.

(2) The enrolment of graduates for the bachelor/diploma examination is carried out by the higher education institution in which they have studied, based on the protocol concluded between the two higher education institutions, provided for in paragraph (1), in compliance with the legal provisions in force, at least 30 days before the starting date of the examination.

Article 23

(1) The Bachelor's degree final examination/diploma examination shall consist of two papers:

- (a) the test assessing basic and specialised knowledge;
- (b) the presentation and defence of the bachelor thesis/diploma project.

(2) The test referred to in paragraph (1) shall be oral.

(3) By way of exception from paragraph (2), in the field of study of Applied Modern Languages, the test assessing basic and specialised knowledge is conducted in written and oral form.

(4) The examinations referred to in paragraph (1) shall be held in the presence of, at the same place and at the same time, the examination board and the candidate.

(5) By way of exception to the provisions laid down in paragraph (4) during the period of a state of alert state, a state of necessity or a state of emergency, on the basis of university autonomy, respecting the quality of teaching and assuming public responsibility, the examinations referred to in paragraph (1) for the Bachelor/Diploma examination may also be conducted online, as provided for in Chapter V.

(6) The presentation and defence of the diploma project/bachelor degree paper shall be public. Persons taking part in the examination in addition to the candidate and the

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examination board shall not intervene in the presentation and defence of the graduation thesis.

(7) The framework structure of the diploma projects/bachelor degree paper shall be drawn up on the basis of proposals from the teaching departments and approved by the Faculty Council on the proposal of the Dean. The framework structure shall be posted on the website <https://utcb.ro>, in the appropriate section for each faculty.

(8) The list of the topics of the diploma projects/bachelor degree papers works and of the coordinators is drawn up on the basis of the proposals of the teaching departments and approved by the Faculty Council, on the proposal of the Dean, by 30 October of each academic year. The list is published on the website <https://utcb.ro>, in the section dedicated to each faculty.

(9) Each didactic department ensures the carrying out of the didactic activities for the elaboration of diploma projects/undergraduate works for the subjects it has proposed, in accordance with the order forms elaborated by the faculties and the teaching load reports approved by the University Senate.

(10) The coordinator of the diploma project/bachelor degree paper may be any teacher from The Technical University of Civil Engineering Bucharest, PhD student of the university or other specialist with professional training and experience in the field of the proposed topic.

(11) The topics of diploma projects and bachelor degree papers are allocated to students on the basis of a written application addressed to the Dean and submitted to the faculty secretariat, according to the model in Annex 1, based on the list of topics of diploma projects/ bachelor degree papers. The deadline for the submission of applications for the allocation of topics is the last day of the first semester of the academic year.

(12) The change of the topic of the diploma project/bachelor degree paper allocated to a student may be made within the time limit allocated under the provisions of paragraph (11), with the approval of the Dean, on the basis of a written application made by the student. The change of the subject is subject to the additional payment of the credits allocated to the Practice subjects for the elaboration of the diploma project / bachelor degree paper or similar, according to the curriculum.

(13) The topic of the examination for the test assessing basic and specialised knowledge shall be established in accordance with the field of study and the curriculum for each study programme and shall be approved by the Faculty Council on the proposal of the Dean.

(14) The topic for the test assessing basic and specialised knowledge and the bibliography are published on the website <https://utcb.ro>, in the section corresponding to each faculty, at least one month before the beginning of the examination.

(15) Diploma projects/undergraduate work shall be prepared by the graduate in accordance with the framework structure approved by the Faculty Council and the theme assigned by approval of the Dean.

(16) Registration for each diploma/ bachelor examination shall be based on a written application made by the graduate and addressed to the Dean, according to the model in Annex 3, which shall be submitted to the faculty secretariat. The coordinator of the

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diploma project/bachelor degree paper certifies on the application form, by handwritten signature, that the project/paper is complete and can be defended in the current examination session. The deadline for registration for the diploma/bachelor degree examination is 7 days before the date on which the examination is scheduled to start.

(17) The diploma project/ bachelor degree paper shall be submitted in printed form to the teaching department in which it was elaborated, accompanied by an affidavit of the graduate who takes it upon themselves that the diploma paper/bachelor degree is original. The deadline for submission of the theses is 7 days before the scheduled start date of the examination.

(18) The coordinator of the diploma project/ bachelor degree paper shall draw up a report on the content and quality of the thesis at least seven days before the examination is scheduled to begin and attach it to the diploma project/bachelor degree paper submitted to the department.

(19) The department shall attach the originality assessment form with the resolution "the work fulfils the conditions of originality" to the diploma project/bachelor degree paper as provided for in Article 42.

(20) After completing the registration, in accordance with the deadline set out in paragraph (16), the faculty secretariat shall draw up, for each study programme, a list of candidates entitled to take the final examination and the scheduled date of the examination. The lists shall be posted on the website <https://utcb.ro>, in the section corresponding to the faculty, and on the notice board. Each list contains the candidates in alphabetical order, regardless of the higher education institution from which each candidate comes from.

(21) The minimum and maximum duration for the two tests is 25 minutes and 60 minutes, respectively. Exceptions are examinations organised for study programmes in the field of Applied Modern Languages where the maximum duration for the test of assessing basic and specialised knowledge is 200 minutes.

(22) Diploma projects/ bachelor degree papers can be defended in front of the examination commission only if:

(a) the application is signed by the coordinator in accordance with Article 14;

(b) the report drawn up by the coordinator does not specify the need to redo or complete the work;

(c) the originality verification form is completed with the resolution "the work meets the conditions of originality" as provided for in Article 42.

(23) Diploma projects/bachelor degree papers which fulfil the criteria of paragraph together with the attached documents shall be submitted by the teaching departments to the secretary of the examination commission. The deadline for the submission of the projects/papers is 2 days before the date on which the examination is scheduled to start.

(24) In the case of graduates who took and did not pass the diploma/bachelor examination, the dean decides whether or not to keep the subject of the diploma

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project/ bachelor degree paper, in consultation with the teaching department in which the thesis was written.

(25) In the case of students who did not take the diploma/bachelor examination in the academic year in which they were assigned the subject, the dean decides whether or not to keep the subject of the diploma project/ bachelor degree paper, in consultation with the teaching department in which the thesis was written.

(26) Diploma project/ bachelor degree papers shall be archived at the departments for a minimum period of 5 years.

Article 24

(1) The passing average of the bachelor/diploma exam is at least 6.00.

(2) The marks given by the members of the examination commission are whole numbers from 1 to 10.

(3) The passing mark for each test of the examination must be at least 5.00, regardless of the number of tests.

(4) The average of the test(s), calculated as the arithmetic average of the marks given exclusively by the members of the examination commission, shall be determined to two decimal places without rounding.

(5) The average of the bachelor/diploma examination shall be calculated to two decimal places, without rounding, exclusively on the basis of the average of the test(s).

(6) The deliberation of the commissions on the determination of the results of the examination is not public.

(7) On completion of the diploma/bachelor examination, the Examination commission shall draw up the following documents:

(a) the minutes of the diploma/bachelor examination, according to the model in 3;

(b) the catalogue of the diploma/bachelor examination, as shown in Annex 9.

(8) The results of each test shall be communicated by posting them, no later than 48 hours after the date of the examination, on the bulletin board of the organising faculty and on the website <https://utcb.ro>, in the section corresponding to each faculty, with the protection of personal data.

(9) The secretaries of the faculties transmit to the Secretariat of The Technical University of Civil Engineering Bucharest the results obtained by the graduates at the diploma/bachelor examination in the form of a centralized table, accompanied by the minutes of the examination and the certified copy of the examination catalogue.

Chapter IV Organisation and conduct of the dissertation examination

Article 25

(1) Master degree programmes, organised on the basis of the Law no. 288/2004 on the organisation of university studies, as amended and supplemented, and of the National Education Law no. 1/2011, as amended and supplemented, and of the Higher Education Law no. 199/2023, as amended and supplemented, respectively, shall end with a dissertation examination.

Article 26

(1) Graduates of an accredited higher education institution may enroll and take the dissertation examination at The Technical University of Civil Engineering Bucharest, if the master's degree programme followed has the same name and is organized in the same field of study, with the approval of the University Senates of the two higher education institutions, after the favourable opinion of the boards of directors.

Article 27

(1) The Technical University of Civil Engineering Bucharest organises and conducts the dissertation examination for its own graduates, from the current and previous graduating classes, both from the master degree studies and from the postgraduate studies organized on the basis of Law no. 84/1995, republished, as amended and supplemented.

(2) The Technical University of Civil Engineering Bucharest may organise dissertation model exams for the graduates of other accredited higher education institutions, only for the master degree programs that have the same name and are organized for the same field of study as those accredited at UTCB, in compliance with legal provisions.

Article 28

(1) For the Master degree cycle, the dissertation examination consists of the presentation and defence of the dissertation.

(2) The examination provided for in paragraph (1) shall be oral.

(3) The examination referred to in paragraph (1) shall be held in the presence of, at the same place and at the same time, the examination board and the candidate.

(4) By way of exception from the provisions laid down in paragraph (3), during a state of alert, a state of necessity or a state of emergency, on the basis of university autonomy, respecting the quality of the teaching act and assuming public responsibility, the dissertation may also be taken online, in accordance with the provisions of Chapter V.

(5) The presentation and defence of the dissertation shall be public. People participating as guests shall not interfere with the presentation and defense of the dissertation.

(6) The framework structure of the dissertation is drawn up on the basis of proposals from the teaching departments and approved by the Faculty Council, on the proposal of the Dean, in accordance with the type of Master degree programme. The framework

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structure is published on the website <https://utcb.ro>, in the section corresponding to each faculty.

(7) The list of dissertation topics and coordinators as well as the framework structure of the dissertation is approved by 30 October of each academic year and posted online on the website <https://utcb.ro>, in the section dedicated to each faculty.

(8) Each teaching department shall ensure the carrying out of teaching activities for the coordination of the elaboration of dissertations for the subjects it has proposed, in accordance with the order forms drawn up by the faculties and the teaching load reports approved by the University Senate.

(9) The coordinator of the dissertation may be any teacher of The Technical University of Civil Engineering Bucharest who has teaching activities in the Master degree programme for which the final examination is organized or has specialization in the field of the proposed topic. In the case of professional master programmes, the dissertation coordinator may be a specialist with professional training and experience in the field of the proposed subject.

(10) The dissertation topics are assigned to the graduates on the basis of a written application to the Dean, submitted to the Faculty Secretariat, according to the model in Annex 2, based on the approved list of dissertation topics and coordinators. The deadline for submitting applications for assignment of topics is the last day of the first semester of the academic year.

(11) The change of the topic of the dissertation assigned to a student may be made only within the deadline set in accordance with the provisions of paragraph (10), with the approval of the Dean on the basis of a written application by the student. The change of subject is subject to the additional payment of the credits allocated to the subjects Practice for the elaboration of the dissertation and Elaboration of the dissertation, or similarly, according to the curriculum.

(12) The dissertation shall be prepared by the graduate in accordance with the framework structure approved by the Faculty Council, and the assigned topic.

(13) Registration for the dissertation examination of the graduates of the university is based on an individual written application submitted to the secretariat of the faculty organizing the study program. For registration, the graduate also submits a handwritten affidavit in which they state that the dissertation is original.

(14) Registration for a dissertation examination shall be based on a written application made by the graduate and addressed to the dean, according to the model in 4, which shall be submitted to the faculty secretariat. The coordinator of the dissertation certifies, by handwritten signature, that the dissertation is complete and can be defended in the current examination session. The deadline for registration for the dissertation examination is 7 days before the date on which the examination is scheduled to start.

(15) The dissertation shall be submitted in printed and electronic format to the teaching department in which it was elaborated, accompanied by an affidavit according to which the dissertation is original. The deadline for submission of the dissertation is 7 days before the date on which the examination is scheduled to begin.

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(16) The supervisor of the dissertation shall draw up a report on the content and quality of the dissertation, indicating its admission or rejection, at least seven days before the date on which the examination is scheduled to begin, and shall attach it to the dissertation submitted to the department.

(17) The department attaches to the dissertation the originality evaluation form with the resolution "the dissertation meets the conditions of originality", as provided in Article 42.

(18) After completing the registration in accordance with the deadline set out in paragraph (14), the faculty secretariat shall draw up, for each study programme, a list of candidates entitled to sit the examination and the scheduled date of the examination. The lists shall be posted on the website <https://utcb.ro>, in the section corresponding to the faculty, and on the notice board. The list shall contain the candidates in alphabetical order, regardless of the higher education institution from which each candidate comes.

(19) The minimum and maximum examination time for a candidate is 25 and 60 minutes, respectively.

(20) Dissertations can be defended before the Examination commission only if:

(a) the application is signed by the coordinator as provided for in paragraph (16);

(b) the report drawn up by the coordinator which does not specify the need to redo or complete the work;

(c) the originality verification form is concluded with the resolution "the work meets the conditions of originality" as provided for in Article 42.

(21) Dissertation papers that meet the condition laid down in paragraph (20), together with the attached documents shall be submitted by the teaching departments to the secretary of the examination committee. The deadline for the submission of the papers is 2 days before the date on which the examination is scheduled to start.

(22) Candidates who do not simultaneously meet the provision laid down in paragraph (20) shall be considered absent.

(23) The marks given by the members of the examination commission are whole numbers from 1 to 10.

(24) The passing average of the dissertation examination is at least 6.00.

(25) The average of the dissertation examination is calculated as an arithmetic average, with two decimal places, without rounding, exclusively on the basis of the marks given by the members of the examination commission.

(26) The deliberations of the commissions on the determination of the results of the dissertation examination shall not be public.

(27) On completion of the dissertation examination, the Examination Commission shall draw up the following documents:

(a) the minute of the dissertation examination, in accordance with the model in Annex 8;

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(b) the catalogue of the dissertation examination, in accordance with the model in Annex 10

(28) The results are communicated by posting them, within 48 hours from the date of the examination, on the bulletin board of the organizing faculty and on the website <https://utcb.ro>, in the section dedicated to each faculty, with the protection of personal data.

(29) The secretaries of the faculties send to the Secretariat of The Technical University of Civil Engineering Bucharest the results obtained by the graduates in the dissertation examination in the form of a centralized table, accompanied by the minutes of the examination and the certified copy of the examination catalogue.

(30) After the examination, the papers are submitted, in electronic format, to the library of The Technical University of Civil Engineering Bucharest, on the basis of a list drawn up by the secretary of each commission.

Chapter V Organisation of examinations during a state of alert, a state necessity or a state of emergency

Chapter V Organisation of examinations during a state of alert, a state necessity or a state of emergency

Article 29

(1) The graduation examinations, programmed during a state of alert state, a state of necessity or a state of emergency declared by a competent public authority in accordance with legal provisions, in the case when face-to-face teaching activities are suspended, may be conducted entirely by means of a remote system via electronic communications (on-line).

(2) The graduation examinations shall be conducted through real-time, two-way audio and video communication between the examination commission and the candidate. Graduation examinations shall be recorded during the entire period of their conduct, with the exception of the commission's deliberation period.

(3) The Technical University of Civil Engineering Bucharest provides an online learning platform at the university level and the necessary licenses for teachers and students. The graduation examinations taken online established by this regulation shall be conducted using the platform agreed at the university level.

(4) In order to conduct the graduation examinations, The Technical University of Civil Engineering Bucharest provides access to electronic communication equipment at the premises of each faculty to the members of the examination committees, tutors and candidates in well-justified situations, at their express application, in compliance with the social distance rules in force.

Article 30

(1) The communication and transmission of information established under the provisions of this Regulation shall be carried out by e-mail. For this purpose, coordinators, secretariats, departments and students use the institutional e-mail addresses of The Technical University of Civil Engineering Bucharest.

(2) The secretariats of the faculties shall publish online on their own website, in the section dedicated to the final examinations, the following information:

(a) the e-mail address of the faculty secretariat used for communication for the purpose of this Regulation;

(b) the e-mail addresses of departments designated by department heads to be used for communication for the purposes of this Regulation;

(c) the e-mail addresses of the secretaries of the examination commissions.

(3) For each examination commission, the faculty secretariat and the commission secretary shall draw up a list of the institutional e-mail addresses of each commission member and communicate it to them.

Article 31

(1) The graduate shall send the application for registration for the graduation examination by e-mail addressed to the faculty secretariat, without the coordinator's approval.

Chapter V Organisation of examination during a state of alert, a state necessity or a state of emergency

- (2) The coordinator expresses his/her approval for registration by e-mail addressed to the faculty secretariat stating that the graduation thesis is complete and can be defended in that session.
- (3) On the basis of the applications received and approved, the faculty secretariat shall draw up a list of the institutional e-mail addresses of the enrolled students for each examination commission.
- (4) The graduate sends the thesis and the affidavit regarding its originality by e-mail to the coordinator.
- (5) The coordinator sends the thesis, the candidate's affidavit regarding the originality of the thesis and the report on the content and quality of the thesis to the department and to the secretary of the examination commission.
- (6) The graduation thesis shall be subject to verification of originality in accordance with Article 42. In this case, the communication between the parties shall be carried out exclusively by email, transmitted from the institutional addresses.
- (7) People, other than candidates, coordinators and committee members who wish to participate online in a final examination shall send an e-mail to the secretary of the commission at least 72 hours before the start of the examination expressing this intention. He/she enters the email addresses in the e-learning platform and creates the working groups according to the schedule set by the faculty secretariat.

Article 32

- (1) The examination consists of online tests.
- (2) The Faculty Council shall decide, on the proposal of the Dean, on how to conduct the examination and shall communicate it by posting it on the Faculty website in the section dedicated to the final examinations.
- (3) The written examination of the final examinations shall be replaced by an oral examination having the same content.

Article 33

- (1) At the end of an examination day, each member of the examination commission shall communicate the list of marks given to the candidates examined by e-mail to the secretary of the examination commission and its chairperson. The lists of marks given shall be attached in hard copy to the examination catalogue.
- (2) The examination catalogue signed by hand by the chairperson and the secretary of the committee shall be submitted to the faculty secretariat in printed or electronic (scanned) form, by e-mail addressed by the secretary of the commission and copied to the chairperson of the committee, within 24 hours of the end of the examination. This document may be used in the secretarial activities for centralising student results and drawing up the graduation certificates.
- (3) The examination catalogue shall be submitted in printed form to the faculty secretariat, signed by hand by all members of the committee and its secretary, within 5 working days of the completion of the examination.

Chapter VI Final provisions

Article 34

(1) The examination shall be recorded in full for each individual graduate and archived at faculty level.

Chapter VI Final provisions

Article 35

(1) The graduation of integrated university degree programmes shall be achieved by the public defence of a graduation thesis/bachelor degree paper/dissertation, according to the structure and means established in the inter-institutional agreement and in accordance with these regulations.

(2) The choice of the topic for graduation thesis/bachelor degree paper/dissertation shall be made in accordance with the provisions of the interinstitutional agreement.

(3) In the case of graduates who choose to take the graduation exam at The Technical University of Civil Engineering Bucharest, the provisions of this methodology and of the inter-institutional agreement shall apply to the writing and coordination of the graduation thesis/bachelor degree paper/dissertation, as well as to the organisation, conduct and taking of the graduation exams.

(4) For integrated university degree programmes, the final examinations may also be conducted online, based on the inter-institutional agreement and a procedure approved by the University Senate. The online version of the examination shall be fully recorded for each individual graduate and archived at the level of each faculty.

Article 36

(1) Graduates of university degree programmes in dual higher education shall take the final examination according to this methodology for qualification levels 5, 6 and 7 and the inter-institutional agreement.

Article 37

(1) For a university degree program, the final examination is organized and held under the same conditions for all graduates, only in the premises of The Technical University of Civil Engineering Bucharest, regardless of the type of education or higher education institution graduated. The graduation papers are drawn up in accordance with the framework structure approved in The Technical University of Civil Engineering Bucharest by the faculty councils.

(2) By exception to the provisions laid down in paragraph (1), for special situations, duly justified, may hold the bachelor exams in locations belonging to higher education institutions where the candidates come from, based on a protocol concluded between the two higher education institutions, only with the approval of the Ministry of Education.

Article 38

(1) The registration of candidates for the final examination is carried out at The Technical University of Civil Engineering Bucharest, at the faculties' offices, according to the calendar established by this regulation.

Chapter VI Final provisions

(2)) From the composition of the examination file, according to Government Emergency Ordinance No 41/2016 on the establishment of simplification measures at the level of central public administration, local public administration and public institutions and for amending and supplementing certain regulatory acts, approved with amendments by Law no. 179/2017, as amended, the requirement to submit certified copies of documents is removed, replacing it with certification of conformity with the original by the person designated for this purpose. By exception, during a state of alert, a state of necessity or a state of emergency, on the basis of university autonomy, online registration may be carried out by uploading documents by students who take responsibility for the authenticity and correspondence between the digital/scanned documents and the originals.

Article 39

(1) The graduation examinations shall be held in three sessions during an academic year, at times determined by the University Senate, of which two sessions in the current academic year and one session in February of the following academic year.

(2) Only students who have obtained the credits allocated to the subjects corresponding to the elaboration of graduation projects, diploma projects, bachelor degree papers or dissertations in the curriculum of the study programme may take a final examination. In the February session, only graduates who have obtained the total number of credits allocated to the study programme in the previous academic year may apply.

(3) A graduate of The Technical University of Civil Engineering Bucharest may take the final examination more than once, on the basis of a fee for each examination, the amount of which shall be determined by decision of the University Senate. The first sitting of a graduation examination is free of charge. Registration for the graduation examination of graduates who repeat the examination is subject to presentation of the original receipt for the registration fee.

Article 40

(1) At least one examination commission shall be established for each study programme.

(2) For each faculty, for each field of study and for each cycle of university studies, a commission shall be set up for the analysis and resolution of appeals.

(3) An examination commission shall have at least three active members, including the chairperson, a secretary and a substitute member. If on the day of an examination, a member of a commission is unavailable for justified reasons, the substitute member shall temporarily act as an active member.

(4) A Commission for the examination and resolution of appeals shall consist of three members.

(5) The members of the examination or appeal commissions shall hold the title of doctor and the teaching positions of lecturer, associate professor or professor. The examination commission or the Appeal Commission shall be chaired by a chairman who holds the academic position of professor or associate professor. At a faculty, for the same cycle of university studies and the same field of study, the members of the

Chapter VI Final provisions

commission for the analysis and resolution of appeals shall not be members of any other examination board.

(6) Within an examination commission or a commission for the examination and settlement of appeals, its active members, including the chairperson, have equal decision-making power.

(7) The composition of the examination commissions and of the commissions for the analysis and resolution of appeals is published online on the website <https://utcb.ro>, in the sections dedicated to each faculty.

(8) Members of the examination commissions and commissions for the analysis and resolution of appeals must not be relatives of the examined candidates or related to each other as spouses, kins or third-degree relatives, according to the law.

(9) The organisation, the nominal composition and the number of examination commissions are established, by June 15th of each academic year, by decision of the Rector of The Technical University of Civil Engineering Bucharest, based on the proposals of the faculties. They are made at the proposal of the Dean with the approval of the Faculty Council.

(10) The composition of examination commissions and commissions for the resolution of appeals, as well as the number of their members, shall not change during the graduation examinations.

Article 41

(1) Appeals shall be examined and resolved at The Technical University of Civil Engineering Bucharest, at the level of the faculties that organised the final examination.

(2) Appeals shall be submitted by the graduate in written form to the secretariat of the faculty that organized the final examination, within 24 hours of notification of the results.

(3) The results obtained in the oral, sports or artistic aptitude tests cannot be appealed against.

(4) The commissions for the examination and resolution of appeals may, where applicable, shall review the compliance with the examination procedure according to the provisions of this methodology or the results of the evaluation of written papers.

(5) The commissions for the examination and resolutions of appeals may decide:

(a) The re-examination in the event of a serious violation of the examination procedure in relation to the provisions of this methodology, such as to taint the result of the examination;

(b) The changing of the mark given for a written examination paper by the examination board, after re-marking the paper;

(c) the retention of the mark given for a written paper by the examination board after re-marking the paper.

(6) The deadline for the resolution of appeals is 48 hours.

(7) The decisions of the commissions of appeals shall be final.

Chapter VI Final provisions

Article 42

(1) The verification of the originality of the graduation thesis, bachelor/diploma and dissertation is done in accordance with the provisions of the operational procedure POS 01 of The Technical University of Civil Engineering Bucharest.

(2) The authors of the graduation, bachelor/diploma and dissertation papers shall be responsible for ensuring the originality of their content.

(3) The coordinators of the graduation, bachelor's/diploma and dissertation works shall have the duty of care in terms of verifying the conformity of the works with the specific requirements of an original creation.

(4) Graduation papers which do not have the originality assessment forms attached with the resolution "the work meets the conditions of originality" according to the special operational procedure POS-01 cannot be defended before the examination commissions

(5) The sale or purchase of a graduation paper or a part of it by a student of The Technical University of Civil Engineering Bucharest for the purpose of taking a graduation examination shall result in its sanctioning by being declared deferred, for the academic year in question, without the right to recognition of grades and credits in the subjects passed in that year. The deferred year is included in the normal duration of schooling.

Article 43

(1) Diplomas for graduates who have passed the graduation exam shall be issued free of charge by The Technical University of Civil Engineering Bucharest no later than 12 months from the date of graduation.

Article 44

(1) Until the issue of the diploma, but not more than 12 months from the date of graduation, graduates who have passed the graduation examination shall receive certificates of completion.

(2) The certificate of completion of studies gives the holder the same legal rights as the diploma and must contain the position, name, surname and signature of the people in the institution in charge at the date of completion (rector, chief secretary of the university, dean, chief secretary of the faculty), the seal of the institution and the following information:

(a) the field of university studies;

(b) the study programme;

(c) period of study;

(d) the average of the years of study;

(e) the average of the final examination;

(f) accreditation status/provisional operating authorisation, form of education, language of instruction, geographical location, number of credits and the regulatory act establishing them (government decision, ministerial order, as the case may be);

Chapter VI Final provisions

(g) the number of the ministerial order/letter of acceptance/approval of enrolment/status of recognition of studies - for foreign students.

(3) Graduates of university study programmes within the framework of dual higher education shall receive, after graduation, a certificate attesting the period during which the student has carried out work-based learning activities.

(4) As a rule, only one certificate of completion of studies is issued to graduates. In the event of loss or destruction, a new certificate with a new registration number shall be issued on application and shall be valid for a maximum period of 12 months from the date of passing the final examination.

(5) Graduates who have not taken or have not passed the graduation examination shall receive, upon request, a certificate of graduation without a graduation examination. This certificate shall be drawn up and issued by the higher education institution from which the student graduated and shall contain the following minimum compulsory elements:

(a) the field of university studies;

(b) the study programme/specialisation;

(c) period of study;

(d) the average of the years of study;

(e) accreditation status/provisional operating authorisation, form of education, language of instruction, geographical location, number of credits and the regulatory act establishing them (government decision, ministerial order, as the case may be);

(f) the number of the ministerial order/letter of acceptance to studies/approval of enrolment/certificate of recognition of studies - for foreign students;

(g) the position, surname, forename and signature of the persons in the institution in office at the date of completion (rector, chief secretary of the university, dean, chief secretary of the faculty) and the seal of the institution.

(6) In the case of dissolved higher education institutions, the diploma supplement shall be completed and issued by the accredited higher education institution that organised the university graduation examination, on the basis of the transcript of records with which the graduate was admitted to take the graduation examination, or on the basis of the documents issued by the National Archives, the county services/Bucharest Municipal Service of the National Archives or by the institutions where the archive of the abolished institution was deposited, respectively, where applicable.

Article 45

(1) Graduates of previous classes may register for the graduation examinations in the scheduled sessions.

Article 46

(1) This methodology shall apply from the final examinations sessions of the academic year 2023 - 2024.

Chapter VI Final provisions

(2) In the academic year 2023-2024, the Board of Directors of The Technical University of Civil Engineering Bucharest may decide derogations from the provisions of Article 42 and/or Operational Procedure POS 01, as the case may be, in order to ensure the operability of the checking of the originality of the graduation theses.

Annex 1 Application for assigning the topic of the diploma project/bachelor degree paper

Dean

Dear Sir,/ Madam,,

I, the undersigned			
student at The Technical University of Civil Engineering Bucharest, Faculty			
Undergraduate study programme			
series	group	academic year	form of education
request approval of the elaboration of my diploma project /bachelor degree paper on the topic			
position		in the list published on the faculty's website, in the Department	
under the coordination of Ms/Mrs			

Date	Signature
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Coordinator's approval	
Name and surname	
Signature	

Annex 2 Application for assigning the topic of dissertation

Dean

Dear Sir, /Madam,

I the undersigned			
student at The Technical University of Civil Engineering Bucharest, Faculty			
Master degree study programme			
group		academic year	form of education
request approval of the elaboration of my dissertation on the topic			
position		in the list published on the faculty's website, in the Department	
under the coordination of Ms/Mrs			

Date	Signature
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Coordinator's approval	
Name and surname	
Signature	

Director

Dear Sir, / Madam,

I the undersigned					
student at the Technical University of Civil Engineering Bucharest, Teacher Training Department , master degree study programme					
group		academic year		form of education	
request approval of the elaboration of my dissertation on the topic					
position		In the list published on the department's website			
under the coordination of					
Ms/Mrs					

Date	Signature

Coordinator's approval	
Name and surname	
Signature	

Annex 3 Application form for the diploma project/ bachelor degree paper

Dean

Dear Sir, / Madam,

I the undersigned			
graduate of the Technical University of Civil Engineering Bucharest, Faculty			
undergraduate study programme			
graduation class			
request approval of my registration for the graduation examination in the session			
I have written	diploma project		under the coordination of Ms/Mrs
	bachelor degree paper		

Student's signature	
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Coordinator's approval	
The paper is complete and can be defended in the session	
Name and surname	
Signature	

Dean of	
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Annex 4 Application form for the dissertation

Dean

Dear Sir, / Madam,

I the undersigned	
graduate of the Technical University of Civil Engineering Bucharest, Faculty	
master degree study programme	
graduation class	
request approval of my registration for the dissertation examination in the session	
I have written the dissertation under the coordination of Ms/Mrs.	

Student's signature	
---------------------	--

Coordinator's approval	
The paper is complete and can be defended in the session	
Name and surname	
Signature	

Dean of	
---------	--

Director

Dear Sir, / Madam,

I the undersigned	
graduate of the Technical Univeristy of Civil Engineering Bucharest, Teacher Training Department , master degree study programme	
graduation class	
request approval of my registration for the dissertation examination in the session	
I have written the dissertation under the coordination of Ms/Mrs.	

Student's signature	
---------------------	--

Coordinator's approval	
The paper is complete and can be defended in the session	
Name and surname	
Signature	

Director of the Teacher Training Department

Annex 5 Model of a diploma project/ bachelor degree paper report

Report

on the content and quality of the diploma project/ bachelor degree paper entitled

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written by the graduate			
undergraduate study programme			
faculty		academic year	

The diploma project / bachelor degree paper focuses on

The diploma project/ bachelor degree paper is complete and meets the necessary requirements in order to be defended before the examination commission.

Coordinator	
Date	
Signature	

Annex 6 Model of dissertation report

Report

on the content and quality of the dissertation

--

written by the graduate			
master degree study programme			
faculty		academic year	

The dissertation focuses on

The dissertation is complete and meets the necessary requirements in order to be defended before the examination commission.

Coordinator	
Date	
Signature	

Report

on the content and quality of the dissertation

--

written by the graduate	
master degree study programme	
Teacher Training Department, academic year	

The dissertation focuses on

The dissertation is complete and meets the necessary requirements in order to be defended before the examination commission.

Coordinator	
Date	
Signature	

**Annex 7 Model of the minute of the examination commission for the diploma/
bachelor degree examination**

Faculty	
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Minute,

Done today		on the occasion of the	
diploma project		undergraduate study programme	
bachelor degree paper			

The Examination Commission has found the following:

The diploma/bachelor examination was conducted in strict accordance with the provisions of the Methodology for the completion of studies at the Technical University of Civil Engineering Bucharest.

Each diploma project/bachelor degree paper was handed in to the examination commission and was accompanied by the necessary documents, according to the provisions of the Methodology for the completion of studies at the Technical University of Civil Engineering Bucharest.

The statistics of the graduates who registered for the exam is:

Number of registered graduates	Number of present graduates	Number of promoted graduates	Number of rejected graduates	Number of absent graduates

The results obtained by the graduates registered for the examination are listed in the examination catalogue annexed to the minute.

In addition, the Examination Commission mentions the following:

This Minute was concluded in two copies, one for the faculty organizing the graduation exam and one for the Secretariat of the Technical University of Civil Engineering Bucharest.

Examination Commission:

No	Name and surname	Position	Signature
1		President	
2		Member	
3		Member	
4		Member	
5		Member	

Annex 8 Model of the minutes of the examination commission for dissertation examination

Faculty	
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Minute,

Done today		on the occasion of
dissertation at the master degree study programme		

The Examination Commission found the following:

The dissertation examination was conducted in strict accordance with the provisions of the Methodology for the completion of studies at the Technical University of Civil Engineering Bucharest.

Each dissertation was handed in to the examination commission and was accompanied by the necessary documents, according to the provisions of the Methodology for the completion of studies at the Technical University of Civil Engineering Bucharest.

The statistics of the graduates who registered for the exam is:

Number of registered graduates	Number of present graduates	Number of promoted graduates	Number of rejected graduates	Number of absent graduates

The results obtained by the graduates registered for the examination are listed in the examination catalogue annexed to the minute.

In addition, the Examination Commission mentions the following:
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This Minute was concluded in two copies, one for the faculty organizing the graduation exam and one for the Secretariat of the Technical University of Civil Engineering Bucharest.

Examination Commission:

No	Name and surname	Position	Signature
1		President	
2		Member	
3		Member	
4		Member	
5		Member	

Teacher Training Department

Minute,

Done today		on the occasion of
dissertation at the master degree study programme		

The Examination Commission found the following:

The dissertation examination was conducted in strict accordance with the provisions of the Methodology for the completion of studies at the Technical University of Civil Engineering Bucharest.

Each dissertation was handed in to the examination commission and was accompanied by the necessary documents, according to the provisions of the Methodology for the completion of studies at the Technical University of Civil Engineering Bucharest.

The statistics of the graduates who registered for the exam is:

Number of registered graduates	Number of present graduates	Number of promoted graduates	Number of rejected graduates	Number of absent graduates

The results obtained by the graduates registered for the examination are listed in the examination catalogue annexed to the minute.

In addition, the Examination Commission mentions the following:

This Minute was concluded in two copies, one for the faculty organizing the graduation exam and one for the Secretariat of the Technical University of Civil Engineering Bucharest.

Examination Commission:

No	Name and surname	Position	Signature
1		President	
2		Member	
3		Member	
4		Member	
5		Member	

Annex 9 Model of Diploma/ Bachelor Degree Examination

Faculty	
Undergraduate study programme	

Catalogue diploma/licence– session

N o.	Last name and first name of the graduate	Graduation class	Average of the years of study	Subject of the diploma project/ bachelor degree paper	Coordinator	Test *	Grade**					Average of tge test	Averag e of the exam	P/R/ A***
							1	2	3	4	5			
1.						1								
						2								
2.						1								
						2								
3.						1								
						2								

** the mark given by each member of the examination board according to the position in the table of signatures

* Test 1: the test assessing basic and specialised knowledge,

*** P – promoted, R – rejected, A - absent

Test 2: the presentation and defence of the bachelor thesis/diploma project

Examination commission:

No	Name and surname	Position	Signature
1		President	
2		Member	
3		Member	
4		Member	
5		Member	
6		Secretary	

Annex 10 Model of dissertation examination catalogue

Faculty	
Master study programme	

Catalogue dissertation examination-session

No	Last name and first name of the graduate	Graduation class	Average of the years of study	Subject of the dissertation	Coordinator	Grade*					Average of the dissertation exam	P/R/A**
						1	2	3	4	5		
1.												
2.												
3.												

* the mark given by each member of the examination board according to the position in the table of signatures

** P – promoted, R – rejected, A - absent

Examination commission:

No	Name and surname	Position	Signature
1		President	
2		Member	
3		Member	
4		Member	
5		Member	
6		Secretary	

Teacher Training Department	
Master study programme	

Catalogue
dissertation examination-session.....

No.	Last name and first name of the graduate	Graduation class	Average of the years of study	Subject of the dissertation	Coordinator	Grade*					Average of the dissertation exam	P/R/A**
						1	2	3	4	5		
1.												
2.												
3.												

* the mark given by each member of the examination board according to the position in the table of signatures

** P – promoted, R – rejected, A – absent

Examination commission:

No	Name and surname	Position	Signature
1		President	
2		Member	
3		Member	
4		Member	
5		Member	
6		Secretary	