



Regulations for the organization of teaching activities (ROAD) - Master's degree studies



<https://utcb.ro/descopera/pagina-studentilor/regulamente/>

Regulations for the organization of teaching activities (ROAD) - Master's degree studies

Adopted

Annex 1 to Senate Decision No. 13946/27.09.2024

Chapter I General provisions.....	6
Article 1 (<i>introduction</i>).....	6
Article 2 (<i>faculties</i>).....	6
Article 3 (<i>programmes of study</i>)	6
Article 4 (<i>forms of education</i>)	7
Article 5 (<i>language of instruction</i>)	7
Article 6 (<i>duration of the programmes of study</i>)	7
Article 7 (<i>academic year</i>)	7
Article 8 (<i>student status</i>).....	8
Article 9 (<i>financing of studies</i>)	9
Article 10 (<i>digital resources in teaching</i>).....	11
Chapter II Admission	12
Article 11 (<i>general aspects</i>)	12
Chapter III Registration and enrolment.....	13
Article 12 (<i>preamble</i>)	13
Article 13 (<i>registration</i>).....	13
Article 14 (<i>enrolment</i>).....	15
Chapter IV Interruption, resumption and termination of studies	16
Article 15 (<i>interruption of studies</i>).....	16
Article 16 (<i>resumption of studies</i>).....	17
Article 17 (<i>termination of studies</i>)	17
Chapter V The conduct of teaching activities	19
Article 18 (<i>teaching activities</i>)	19
Article 19 (<i>resources made available to students</i>).....	21
Article 20 (<i>student attendance</i>)	21
Article 21 (<i>the conduct of teaching activities by electronic communication</i>)	22
Chapter VI Verification of the acquisition of expected learning outcomes	23
Article 22 (<i>types of assessment</i>)	23
Article 23 (<i>scheduling of examinations</i>).....	25
Article 24 (<i>preventing and combating fraud</i>).....	27
Article 25 (<i>recording of assessment results</i>)	28
Article 26 (<i>settlement of appeals</i>).....	28
Article 27 (<i>rewards</i>).....	30
Chapter VII The system of transferable study credits.....	30
Article 28 (<i>general aspects</i>)	30

Article 29 (recognition of credits).....	31
Article 30 (moving into the following year of study).....	31
Chapter VIII Student's academic mobilities.....	32
Article 31 (preamble)	32
Article 32 (types of academic mobility).....	33
Article 33 (mobility application and institutional agreement).....	33
Article 34 (accessing a temporary academic mobility)	34
Article 35 (recognition of credits).....	35
Article 36 (permanent academic mobility).....	36
Article 37 (promoting academic mobilities).....	37
Article 38 (monitoring academic mobilities)	38
Chapter IX Student's academic status and graduation	38
Article 39 (annual grade average)	38
Article 40 (graduation).....	38
Article 41 (student's academic status).....	39
Chapter X Reimbursement of tuition fees financed from the State budget	39
Article 42 (amoun of tuition grant)	39
Article 43 (refunding of amounts to the university).....	40
Article 44 (refunding of amounts to the Ministry of Education)	40
Chapter XI Other provisions	41
Article 45.....	41
Annex 1 List of university programmes of study organized by the Technical University of Civil Engineering Bucharest.....	42
Annex 2 Model of enrolment application form.....	45
Annex 3 Model of study contract	47
Annex 4 Addendum to the study contract.....	53
Annex 5 Model of application form for interruption of studies.....	54
Annex 6 Model of application for appealing against the results of an examination	55
Annex 7 Application for resumption of studies.....	56
Annex 8 Mobility application form	57
Annex 9 Equivalence grid for the recognition of marks/grades obtained by students during international academic mobility	59

Annex 10 List of subjects with equivalent and recognized credits	60
Annex 11 Model of study agreement for temporary academic mobility	63
Annex 12 Model of certificate of reimbursement of tuition fees funded from the State budget	63

Chapter I General provisions

Article 1 (introduction)

(1) This regulation regulates the way of carrying out teaching activities in the Technical University of Civil Engineering Bucharest for the first cycle of studies within which master's degree programs are organized.

(2) The provisions of this regulation are addressed to the entire university community involved in carrying out the teaching activities provided for in (1): teaching staff, auxiliary teaching staff and students.

(3) The teaching activity in the Technical University of Civil Engineering Bucharest is carried out in the system of transferable study credits.

Article 2 (faculties)

(1) The master's degree programs are organized by the faculties of the Technical University of Civil Engineering Bucharest:

(a) The Faculty of Civil, Industrial and Agricultural Buildings;

(b) The Faculty of Hydrotechnics;

(c) The Faculty of Railways, Roads and Bridges;

(d) The Faculty of Building Services Engineering;

(e) The Faculty of Mechanical Engineering and Robotics in Construction;

(f) The Faculty of Geodesy;

(g) The Faculty of Engineering in Foreign Languages.

(2) Master's degree programs in the field of "Education Sciences" are organized by the Teacher Training Department.

Article 2 (programmes of study)

(1) The Technical University of Civil Engineering Bucharest organizes programmes of study in the following fields of master's degree studies:

(a) Civil and building services engineering;

(b) Geodetic engineering;

(c) Mechanical engineering;

(d) Engineering and management;

(e) Education sciences;

(f) Philology.

(2) The list of programmes of study organized by the Technical University of Civil Engineering Bucharest for the second cycle of studies is given in [Annex 1](#) to this regulation.

(3) The Technical University of Civil Engineering Bucharest may organize programmes of study other than those provided in [Annex 1](#), in compliance with the legal procedures regarding the accreditation of programmes of study.

(4) For each accredited or provisionally authorized field for master's degree programs, the programmes of study promoted by the Technical University of Civil Engineering Bucharest are established annually by the university Senate and communicated to the Ministry of Education by February 1 of each year, for centralized publication.

Article 4 (forms of education)

(1) The Technical University of Civil Engineering Bucharest organizes the master's degree programmes of study in the form of full-time education.

(2) The full-time form of education (IF) is characterized by educational activities scheduled for the entire duration of one day, specific to each master's degree program, approximately evenly distributed weekly/daily throughout the semester and which involves the meeting of students with teaching and research staff in the university space.

(3) Some educational activities within the programmes of study organized at the full-time education form may be carried out synchronously, through the use of specific electronic, computer and communication resources, provided in the quality standards developed and approved by ARACIS in a differentiated manner for each field of study.

Article 5 (language of instruction)

(1) The language of instruction of the programmes of study is Romanian.

(2) By exception to [\(1\)](#), programmes of study may be organized in which the teaching activity is carried out entirely in an international language.

(3) By exception to [\(1\)](#), within a programme of study, teaching activities may occasionally be organized in a language other than the language of the programme of study, by inviting lecturers who do not speak the language of the programme of study. In this situation, students are provided with course support in the language of the programme of study.

(4) Auxiliary services to the teaching process, including secretarial services, shall be provided for all students in the language of instruction of the programme of study.

(5) The evaluation of all students shall be made only in the language of the programme of study.

Article 6 (duration of the programmes of study)

(1) The duration of master's degree programs is between 2 and 4 semesters, depending on the provisions of the curriculum.

Article 7 (academic year)

(1) The academic year begins, as a rule, on the first Monday of the week that includes October 1 and ends on September 30 of the following calendar year.

(2) The structure of the academic year shall be approved by the university Senate at the proposal of the Board of Administration. Depending on the specifics of the

calendar of a given year, there may be variations in terms of the start date of the academic year.

(3) The academic year shall include:

- (a) the first semester, consisting of 14 weeks of fully or partially assisted teaching activities and the first session of exams of three weeks, scheduled immediately after the end of the 14 weeks.
- (b) the second semester, consisting of 14 weeks of fully or partially assisted teaching activities and the second session of three-week examinations, scheduled immediately after the end of the 14 weeks.
- (c) the third session of exams lasting two weeks, scheduled after the end of the second semester;
- (d) three sessions of end-of-studies exams;
- (e) a traineeship period of up to four weeks scheduled at the end of the second semester;
- (f) holidays.

Article 8 (student status)

(1) The persons who attend any of the master's degree programmes shall be students of the Technical University of Civil Engineering Bucharest.

(2) Only persons who have a baccalaureate diploma or equivalent shall have the status of student for master's degree programmes.

(3) In order to substantiate the provisions of this regulation, the students of the Technical University of Civil Engineering Bucharest may be divided into the following categories:

- (a) Romanian citizens residing in Romania;
- (b) Romanian citizens residing abroad;
- (c) foreign citizens of Romanian ethnicity;
- (d) citizens of the Member States of the European Union, the States belonging to the European Economic Area and the Swiss Confederation, as well as British citizens and their family members, as beneficiaries of the Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community 2019/C 384 I/01;
- (e) citizens who do not belong to categories [\(a\)](#), [\(b\)](#), [\(c\)](#) and [\(d\)](#) who benefit from subsidiary protection, have refugee status or are family members of a Romanian citizen;
- (f) citizens who do not belong to categories [\(a\)](#), [\(b\)](#), [\(c\)](#), [\(d\)](#) and [\(e\)](#).

(4) The student status of the Technical University of Civil Engineering Bucharest in master's degree programmes shall be acquired by:

- (a) passing the admission contest;

- (b) transfer from another higher education institution – permanent mobility;
- (c) temporary mobility, for a limited period, from another higher education institution;
- (d) on the basis of the assignment, letter of acceptance and/or approval of schooling from the Ministry of Education;
- (e) by re-registration.

(5) The acquisition of the quality of student by assignment and/or letter of acceptance, according to the provision of (4), (d), is made exclusively for people in the category provided for in (3), (f).

(6) The acquisition of the student status by re-registration, according to the provision of (4), (e), is made exclusively for people who have been expelled from the Technical University of Civil Engineering Bucharest.

(7) The status of student of the Technical University of Civil Engineering of Bucharest is obtained at the beginning of the academic year and is conditional on the prior registration, enrolment and conclusion of the university study contract, according to the provisions of this regulation.

(8) The person admitted to a master's degree university programme of study shall have the status of student for the entire period of his/her presence within the respective program, from registration until graduation from the programme of study, by obtaining all the credits related to the programme of study attended, or until expulsion, except during periods of interruption of studies.

(9) In an academic year, a person may have the status of student in at most two short-term programmes of study, bachelor's and/or master's degree organized by the Technical University of Civil Engineering Bucharest, with at most one program financed through study grants.

(10) Student status shall be maintained even during internal and international mobility.

(11) A member or an auxiliary member of the teaching staff, employed by the Technical University of Civil Engineering Bucharest, cannot have the status of a student in any programme of study in which he/she carries out teaching or auxiliary teaching activities, activities included in the quality assurance process, control or approval activities for the respective programme of study. The exception shall apply to the members of the teaching staff other than the members of the Teaching Training Department, who participate in pedagogical training programs organized by this department.

Article 9 (financing of studies)

(1) Depending on the means of financing, the master's degree studies in the form of full-time education shall be organized

(a) financed from the State budget,

or

(b) with a fee.

(2) The financing of master's degree studies from the State budget shall be made through study grants, within the limit of the number of grants allocated by the Ministry of Education, for each cycle of university studies.

(3) Depending on the form of financing of studies, a student has one of the following financing statuses:

(a) free of charge, for studies financed by grants allocated by the Ministry of Education;

(b) with a fee, for studies financed by the student or any other third party.

(4) A person may benefit from funding from the State budget for only one master's degree program.

(5) By exception to (4), graduates of a master's degree programme who have received funding from the state budget may pursue a didactic master's degree programme financed from the state budget.

(6) The person who has benefited from funding from the state budget for a master's degree programme has the right to follow another master's degree programme:

(a) with a fee, if the Technical University of Civil Engineering Bucharest organizes the programme this way as well;

(b) free of charge, with funding from the state budget, provided that the person pays to the Ministry of Education the equivalent value of the schooling services he or she previously received with funding from the state budget, in whole or in part, in cases where the programme of study to which he or she was admitted is organized only with full funding from the budget, according to the provisions of Article 43.

(7) A student may benefit from the status of "free of charge" funding for a period of study equal to the duration of the master's degree programs provided for in [Article 6](#). In case of exceeding this period, the student can continue his studies with the status of "with fee" funding.

(8) The duration of studies considered for the application of the provision of [Article 9](#), (7), also includes the years of master's degree university studies that the student has followed at other higher education institutions in Romania. In this case, the student can benefit from "free of charge" funding status for a maximum study period of two years.

(9) The method of financing studies for a student shall be established at the beginning of each academic year and cannot be modified during its duration.

(10) If, as a result of the dynamics of the number of students, in an academic year places become available for studies financed by grants allocated by the Ministry of Education, for a certain programme of study, the students enrolled in that programme of study with the "with fee" funding status may request the transfer to the "free of charge" funding status. The application shall be submitted to the faculty organizing the programme of study 15 days before the start of the academic year. The resolution of applications shall be made within the limit of available places, in descending order of the weighted averages of the completed study year, for the students who have applied. The faculties shall display the number of places available for studies financed

by grants allocated by the Ministry of Education, after completing the enrollment in the new academic year and establishing the situation of the expelled students.

(11) In the Technical University of Civil Engineering Bucharest, education services shall be provided at the same quality level and under the same conditions, regardless of the student's financing status.

(12) Irrespective of the student's financing status, with regard to the organization and conduct of the teaching activity at the master's degree programs, the Technical University of Civil Engineering Bucharest charges fees for:

- (a) registration for admission contests;
- (b) enrolment, at the student's request;
- (c) re-enrolment, at the student's request;
- (d) resits as well as other forms of verification according to the provisions of this regulation;
- (e) participation in extra-curricular activities not included in the curriculum, on an optional basis, at the student's request;
- (f) issuance of duplicates of the study documents, at the student's request.

(13) In addition to the fees provided for in (12), for students enrolled in the "with fee" form of financing, the Technical University of Civil Engineering Bucharest charges a study fee, for the education services provided in accordance with the curriculum. The tuition fee is established according to the number of credits provided by the curriculum for the academic year and the value of the credit point.

The fee provided for in 12. (d), shall be charged for the third assessment in a subject and for subsequent assessments, regardless of the student's funding status.

(14) The amount of the fees shall be proposed by the Board of Administration and approved by the university Senate.

(15) The announced fees shall be maintained throughout the duration of the programme of study, established according to the provision of Article 6, and may be indexed with a maximum of the inflation rate, for the same class of students.

(16) If the period of study of a student exceeds the period referred to in Article 6, the student shall be enrolled in the form of financing "with fee", at his/her request, or shall be expelled.

(17) Students enrolled in the "with fee" form of financing must pay the equivalent value of the unearned credits, according to the provisions of the curriculum. Students enrolled in any year of study of a programme, except for the last year, pay the equivalent of the unearned credits in the form of an annual fee comprising the equivalent of 60 credits.

Article 10 (digital resources in teaching)

(1) The Technical University of Civil Engineering Bucharest shall provide access to the applications of the Microsoft Office suite for teachers, auxiliary teaching staff and students.

(2) The Technical University of Civil Engineering Bucharest shall provide institutional email addresses for teachers, auxiliary teaching staff and students in the domain of utcb.ro. Teachers, auxiliary teaching staff and students shall use the institutional address for electronic communication by email.

(3) In the Technical University of Civil Engineering Bucharest, the Microsoft Teams platform is used for the didactic process.

(4) The Microsoft Teams platform may be used for:

- (a) carrying out teaching activities online;
- (b) verifying the achievement of the expected learning outcomes;
- (c) the evaluation of subjects and curricula;
- (d) sharing teaching materials;
- (e) communication between members of the university community;
- (f) other related activities.

(5) The candidates declared accepted following the admission contest shall, on the email address used to register for the admission contest, receive the data of the institutional Microsoft Office account and the invitation to use the Microsoft Teams platform.

(6) The carrying out of the activities indicated in (4), (a) or (b), using other online platforms shall not be permitted except as indicated in (7) and (8).

(7) By exception to (6), in the Technical University of Civil Engineering Bucharest, in order to verify the acquisition of the expected learning outcomes, the Moodle platform may also be used, for which the university provides access to teachers and students.

(8) By exception to (6), in the case of teaching activities that are carried out online from the programmes of study carried out within the university consortia, the online platform established by the inter-institutional agreement shall be used.

(9) Depending on the specificity of the disciplines, the Technical University of Civil Engineering Bucharest shall provide for teachers, auxiliary teaching staff and students access to some specialized computer applications at the faculties' computer laboratories or by using various forms of online licenses.

(10) The introduction, in the course outline, of practical works which require the use of computer applications protected by copyright for which the university does not provide the necessary licenses to students shall be prohibited.

(11) Educational technologies augmented by artificial intelligence, such as: adaptive learning platforms, educational games or chatbots, which can provide individualized educational assistance for students, may be used by teachers, auxiliary teaching staff and students.

Chapter II Admission

Article 11 (general aspects)

(1) Admission to master's degree studies at the Technical University of Civil Engineering Bucharest is organised in accordance with the provisions of the [Methodology of admission for master's degree studies](#), drawn up in accordance with the framework methodology for organizing the higher education admission process developed by Ministry of Education.

(2) Only individuals who hold a bachelor's degree, engineering degree, architecture degree, and/or urban planning degree, as applicable, may be admitted to a master's degree programme, in accordance with the provisions of [Article 28, \(3\)](#).

(3) The admission conditions are made public every year by the Bucharest Technical University of Civil Engineering Bucharest, at least 6 months before the admission exam.

(4) Admission to master's degree studies is carried out in compliance with the principles of equity and equal opportunities, access to learning opportunities being carried out without any kind of discrimination.

(5) Upon admission, citizens of the member states of the European Union, of the states belonging to the European Economic Area and of the Swiss Confederation, as well as British citizens and members of their families as beneficiaries of the Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and from the European Atomic Energy Community 2019/C 384 I/01, may apply under the same conditions provided by law for Romanian citizens, including regarding study fees.

Chapter III Registration and enrolment

Article 12 (preamble)

(1) The Technical University of Civil Engineering Bucharest can accept and register in a programme of study only that number of students for whom optimal conditions of academic quality, life and social services are ensured in the university space.

(2) The Rector of the Technical University of Civil Engineering Bucharest shall make public the annual enrollment offer, respecting the maximum number of students that may be enrolled, established by decision of the Government of Romania.

(3) The registration in the Single Matriculation Register of Higher Education Institutions in Romania – RMUR or, as the case may be, in RUNIDAS – an integrated information system for the management of study documents issued by pre-university education units, higher education institutions and the Romanian Academy, as well as of the matriculation registers at the level of the higher education system – of the relevant information shall be made by one or more responsible persons, appointed by decision of the Rector of UTCB.

Article 13 (registration)

(1) A student's registration is done in the first year of the master's degree programme followed.

(2) The registration shall be done by decision of the rector of the Technical University of Civil Engineering Bucharest.

(3) For people in the categories provided for in [Article 8, \(3\), \(a\)](#) and [\(d\)](#), registration in master's degree programmes is done at the same time as enrollment, strictly based on the results of the admission contest.

(4) For people in the category provided for in [Article 8, \(3\), \(f\)](#), registration in master's degree programs is based on the letter of acceptance from the Ministry of Education and following the completion of the registration files submitted to the Center for International Relations (CRI) of UTCB.

(5) For students in the categories provided for in [Article 8, \(3\), \(b\)](#) and [\(c\)](#), registration is based on the approval of the Ministry of Education.

(6) After the approval of the registration, as the case may be, each student is registered in a Matriculation Register under a unique matriculation number. The student's unique matriculation number is kept for the entire period of study in the programme of study to which he/she was admitted.

(7) In the case of students admitted to master's degree programs, together with the registration in the Matriculation Register, a file shall be prepared for each student that includes:

- (a) copies of the birth certificate and identity card or passport, as the case may be;
- (b) bachelor's degree, engineering degree, architecture degree, and/or urban planning degree, as applicable, in original, for students with "free of charge" funding, or in original or copy, for students with "with fee" funding;
- (c) the documents on the basis of which the student was declared admitted, the decision to approve the definitive mobility, the assignment from the Ministry of Education or the decision to re-register, as the case may be;
- (d) the credit recognition decision, as the case may be;
- (e) the contract pf study;
- (f) other study documents, as the case may be.

(8) By exception to [\(7\)](#), in the case of persons who have acquired the student status according to the provision of [Article 8, \(4\), \(c\)](#), the student's file includes:

- (a) copies of the birth certificate and identity card or passport, as the case may be;
- (b) mobility application;
- (c) the bilateral agreement concluded with the home institution;
- (d) academic record;
- (e) the credit recognition decision;
- (f) the contract of study.

(9) During the course of studies, the student's file is updated with applications and, where applicable, medical certificates supporting those applications, mobility agreements, and credit recognition documents.

(10) The bachelor's degree, engineering degree, architecture degree, or urban planning degree, as applicable, or the reconizing document in original may be returned to the

student starting with the second semester, in which case a copy thereof certified "according to the original" by the secretariat of the faculty organizing the programme of study shall be kept in the file. The diploma may be issued only after all financial obligations to the university have been paid in full.

(11) The Technical University of Civil Engineering Bucharest shall conclude a contract of study with each student upon registration in a master's degree program, in accordance with the provisions of this regulation and in compliance with the legislation in force.

(12) The contract of study shall establish the rights and obligations of the student, as well as the financial and academic conditions of the programme of study.

(13) The contract of study may be amended by an addendum concluded with the agreement of the parties, at the beginning of the academic year. Contracts of study shall not be amended during the academic year.

(14) After registration, the secretariat of the faculty organizing the programme of study shall issue the following documents to each registered student:

- (a) the student card;
- (b) student ID card.

Article 14 (enrolment)

(1) A person is enrolled in a programme of study on the basis of his/her application, strictly for programmes of study where he/she has been admitted, re-enrolled, reassigned or where he/she is participating in temporary or permanent mobility, without any additional conditions.

(2) The enrolment of a person in a university programme of study shall be made with the approval of the Dean of the faculty organizing the programme of study.

(3) A person wishing to enroll in a programme of study shall file a request to the Dean of the faculty organizing the program, at the beginning of each academic year, by filling out a form on the software platform dedicated to this activity, using the institutional email account. The necessary information and instructions are posted online at utcb.ro and on the pages of each faculty.

(4) People who have participated in the admission and do not apply for enrollment in the first year of the master degree programme to which they were admitted at the beginning of the academic year shall not be registered and shall not acquire the student status of The Technical University of Civil Engineering Bucharest.

(5) Students who do not apply at the beginning of the academic year for enrollment in the programme of study in which they were enrolled shall be expelled.

(6) The deadline for submitting the application for enrollment in the master degree programme is 5 working days from the beginning of the academic year.

(7) In the case of people who have passed the admission exam, enrollment in the first year of studies is made in two sessions before the beginning of the academic year. The application timetable shall be established by the Board of Administration and shall be published together with the admission timetable.

(8) If the documents required for enrollment are incomplete or incorrect, the student shall be notified and shall have 5 working days to complete or correct the required documents.

(9) By exception to [\(6\)](#), for students in the category provided for in [Article 8, \(3\), \(f\)](#), enrolment shall be made during the first semester, by the deadline set by the UTCB Board of Administration, but no later than the first day of the examination session at the end of the first semester.

(10) By exception to [\(1\)](#), the enrolment of a person in the "with fee" form of financing can be made only after the payment of the first installment of the tuition fee for the respective year, at the beginning of the academic year, according to the provisions of the contract of study.

(11) By exception to [\(1\)](#) and [\(10\)](#), the enrolment of a person in the category indicated in [Article 8, \(3\), \(f\)](#), can be done only after the full payment of the study fee for the respective year, at the beginning of the academic year according to the provisions of the contract of study.

(12) The student card and the student identity card shall be stamped annually upon enrollment, at the secretary's office of the issuing faculty.

(13) In case of interruption of studies, the student shall submit the student card and ID card to the secretariat of the faculty organizing the programme of study, these being kept in the student's file.

Chapter IV Interruption, resumption and termination of studies

Article 15 (interruption of studies)

(1) A student may interrupt his/her studies on request, only once and for a maximum of two consecutive years.

(2) The interruption of studies shall be made at the beginning of the academic year.

(3) The application for the interruption of studies shall be submitted to the faculty organizing the programme of study at least 30 days prior the end of the academic year, before the interruption takes effect.

(4) In the case of discontinuations of studies approved according to [\(2\)](#), the duration of interruption of studies shall not be included in the student's duration of studies.

(5) The application for interruption of studies shall not be approved for students who are in the expulsion procedure on the date of submission of the application.

(6) During the interruption of studies, the student has the obligation to submit the student card and the student ID card to the faculty organizing the programme of study, these documents being kept in the student's file.

(7) During the period of interruption of studies, the student status shall be suspended.

(8) By exception to [\(1\),\(2\)](#) and [\(2\)](#), in the case of students who request the interruption of studies for the purpose of raising a child, a single interruption period with a maximum duration of three years shall be allowed. In this case, the interruption of studies shall be made at the beginning of the first semester or the second semester. The application for the interruption of studies shall be submitted to the faculty

organizing the programme of study at least 30 days before the interruption takes effect. Any of the child's natural parents may request the interruption of studies, provided that they live with the child and take care of the child's upbringing.

(9) By exception to [\(1\)](#), [\(2\)](#) and [\(2\)](#), if a student is hospitalized for a period greater than or equal to 21 consecutive calendar days, if he/she requests the interruption of his/her studies, the interruption shall take effect on the date of approval of the application.

(10) By exception to [\(1\)](#), [\(2\)](#) and [\(2\)](#), if a student is unavailable to participate in teaching activities, for reasons beyond his/her control, for a period greater than or equal to 21 consecutive calendar days, if he/she requests the interruption of studies, the interruption shall take effect on the date of approval of the application. The interruption period shall last for a maximum of 2 years. The application can only be approved on the basis of documents proving involuntary unavailability.

Article 16 (resumption of studies)

(1) The resumption of studies for the student who has interrupted his/her studies shall be made based on a request approved by the Dean of the faculty organizing the programme of study.

(2) The deadline for submitting the application for resuming studies at the faculty organizing the programme of study shall be at least 30 days before the beginning of the academic year.

(3) The resumption of studies shall be done exclusively at the beginning of the academic year.

(4) By exception to [\(3\)](#), in the case of students who request to interrupt their studies for raising a child, the resumption of studies may be done at the beginning of the semester.

(5) By exception to [\(3\)](#), in the case of students who request to interrupt their studies for medical reasons according to the provisions of [Article 15, \(9\)](#), the resumption of studies may be done at the beginning of the semester in which the interruption.

Article 17 (termination of studies)

(1) Termination of studies and loss of student status occurs in the following situations:

- (a) upon graduation from the programme of study;
- (b) upon withdrawal;
- (c) upon expulsion;
- (d) upon approval of a definitive mobility – transfer;

(2) Upon termination of studies, the former student shall lose all academic and social rights arising from the student status.

(3) Provisions regarding the conditions for graduation are given in [Article 40](#).

(4) The withdrawal of the student from a programme of study shall be made on the basis of a written request approved by the Dean of the faculty organizing the programme of study. The year of study during which the withdrawal request has been

made shall be counted in the student's duration of studies, unless the request is submitted within 30 calendar days from the beginning of the academic year.

(5) The expulsion of a student shall be made as a result of the decision of the Technical University of Civil Engineering of Bucharest, according to the provisions of this regulation, for one or more of the following reasons:

(a) the student does not express his/her option to continue his/her studies by submitting the application for enrollment in the programme of study within the deadline established by [Article 14](#);

(b) the student does not honour the payment obligations arising from the Contract of study and the provisions of this regulation by their due date;

(c) the student who is on interruption of studies does not submit the request for resumption of studies at the end of the interruption period, according to the provisions of [Article 16](#);

(d) the student in the first year does not accumulate the minimum number of credits for promotion in the second year;

(e) the student is sanctioned with expulsion, after the period of appeals has expired;

(6) The expulsion decision shall be taken by the Rector of the university, on the proposal of the Dean of the faculty organizing the programme of study.

(7) In the case of students who have been expelled as a result of the reasons mentioned in [\(5\)](#), [\(5\)](#), [\(b\)](#) or [\(c\)](#), it may be decided to re-register in the same year of study if the reason for registration ceases within 14 days from the transmission of the notification of expulsion to the student. The re-registration decision shall be issued by the Rector, on the proposal of the Dean of the faculty organizing the programme of study, with the approval of the Board of Administration.

(8) Students who have been expelled as a result of a disciplinary offence may no longer be registered at the Technical University of Civil Engineering Bucharest unless they have passed the admission contest.

(9) The bachelor's degree, engineering degree, architecture degree, or urban planning degree, as applicable, may be returned to a person who has lost their status as a student of the Technical University of Civil Engineering Bucharest only after the return of all teaching materials that the person received from the university on loan and the payment of all financial obligations to the university.

(10) In case of returning the diploma, a copy certified "according to the original" shall be kept in the student's file.

(11) An expelled person may be re-registered in the same programme of study, starting with the academic year following the expulsion if the reasons for the expulsion have ceased.

(12) If more than five years have passed since the date of expulsion, a person may be re-registered only after passing the admission contest. For students who have studied under Law 288/2004, Law 1/2011 or Law 199/2023, the credits obtained may be recognized for the same field of master's degree. The decision to recognize the credits

shall be taken by a commission appointed by the Dean of the faculty organizing the programme of study, according to the provision of [Article 36, \(5\)](#).

Chapter V The conduct of teaching activities

Article 18 (teaching activities)

(1) The teaching activities within the master's degree programmes shall be organized in accordance with the curricula that describe all the subjects and their programming. For each subject, the number of hours of fully assisted teaching activity, the number of hours of partially assisted teaching activity and the number of hours of unassisted teaching activity, the form of examination and the allocated transferable study credits shall be specified.

(2) The curriculum includes the set of subjects leading to a university qualification, aims at learning outcomes and is consistent with the level of qualification defined in the National Qualifications Framework.

(3) The curricula of the bachelor's degree programmes shall be drawn up in accordance with the Operational procedure for the design and development of programmes of study, PO-07, adopted by the university Senate.

(4) For the composition of the curricula, the faculties select the subjects from the educational offer of the teaching departments.

(5) For each subject, the course outline shall be drawn up, in which at least the following shall be formulated: learning outcomes, teaching and learning content and practices associated with learning, teaching and assessment, as well as the number of study credits allocated for each activity.

(6) The fully assisted teaching activities in a subject may include:

(a) course-type teaching activities;

(b) applied activities are seminar, project or laboratory work type.

(7) For the master's degree programs, the subjects shall be organized during a single semester.

(8) Before the beginning of each academic year, the departments shall appoint the tenured teacher of each subject.

(9) The tenured teacher organizes the teaching activity within the discipline and performs the teaching activities provided for in the curriculum and the course outline.

(10) Partially assisted teaching activities in a subject include internships of various types. They shall be carried out according to the [Methodology regarding the organization and conduct of practice within the bachelor's and master's degree programmes](#) approved by the university Senate.

(11) The duration of assisted teaching activities in master's degree programmes shall be a maximum of 16 hours in a week, to which hours of partially assisted teaching activities up to a total of 26 hours can be added.

(12) The total duration of fully, partially or unassisted teaching activities shall be 40 hours in a week.

(13) The duration of unassisted teaching activities, which involve individual work of the student, shall be established as the difference between the total duration of teaching activities and the duration of fully or partially assisted teaching activities. The requirements regarding individual study, the preparation of reports, homework or projects shall be calibrated interdisciplinary so that they can be solved in the time allocated to unassisted teaching activities.

(14) The faculties organizing the programmes of study shall audit at the end of each semester the effective duration of the unassisted teaching activities that were necessary to meet the requirements of the course syllabi scheduled in that semester, through an electronic form sent to all students.

(15) Applied activities such as laboratory work are exclusively those activities that are carried out through the use of special installations, apparatus and instruments for scientific experiments and practical work in the field of experimental or applied sciences, under the guidance of teachers and laboratories.

(16) Applicative activities from field or specialized subjects that require only the use of computers cannot be classified as applicative activities of the laboratory work type.

(17) Master's degree programs comprise packages of optional subjects. Students freely express their choice regarding the chosen discipline from each package before July 31 of the previous academic year. To this end, the faculties organizing the programmes of study distribute electronic forms for the choice of optional subjects through the Microsoft Teams platform. In the case of students who apply for enrollment in the first year of studies from a master's degree program, the option regarding the chosen subject from each package shall be made upon enrollment.

(18) The optional subjects in a package that are activated in an academic year shall be established based on the students' options, in descending order of the number of options expressed for each discipline, in compliance with the minimum study formations, with the agreement of the Board of Administration. At least one subject shall be activated from each package of optional subjects.

(19) Master's degree programmes also include elective disciplines. Students freely express their option to participate in elective disciplines before July 31 of the previous academic year. To this end, the faculties organizing the programmes of study distribute electronic forms for the choice of elective disciplines through the Microsoft Teams platform. The elective disciplines shall be activated if, based on the options expressed, the minimum study formations can be formed, with the approval of the Board of Administration. Students have the right to choose whether the grades or marks obtained in the elective disciplines they have taken are included in the calculation of the average for the respective year of study until the end of the exam session of the semester in which the subjects are scheduled. In the case of students who apply for enrollment in the first year of studies from a master's degree program, the option to participate in elective disciplines shall be made upon enrollment.

(20) The programmes of study and disciplines shall be subject to periodic evaluation according to the operational procedure specific to the operational procedure PO-06 Operational procedure – control and evaluation of the didactic process approved by the University Senate.

(21) The students shall carry out their activity in the groups and series in which they are assigned by the faculties organizing the programmes of study. This provision also refers to the participation of students in evaluation activities.

(22) By exception to **Eroare! Fără sursă de referință.**, students who partially or totally retake the activity in a scheduled discipline in a study year prior to the year in which they are enrolled, may submit an application for resumption of the activity in a certain class and/or group to the Dean of the faculty organizing the programme of study. The application shall be analyzed and resolved according to the available educational infrastructure, taking into account the uniform distribution of the teaching task among the study groups. Applications shall be resolved in the order in which they are submitted. This provision also refers to the participation of students in evaluation activities.

Article 19 (resources made available to students)

(1) The interaction between teachers and students may also be carried out using the tools of the software platform indicated in [Article 10](#).

(2) The tenured teacher shall initialize the online work team.

(3) The faculty organizing the programme of study shall display online, with the aim of informing students, the access codes for the online work teams for all the disciplines that are activated, at the beginning of each semester.

(4) Students are required to enroll in online work teams for all subjects they follow in the academic year.

(5) The tenured teachers and the teachers who coordinate the applied teaching activities shall upload the course outline and the teaching materials available in electronic format in the work team of each discipline.

(6) The Technical University of Civil Engineering Bucharest shall make available to students, teachers and auxiliary teaching staff the collections of the University Library that provide specialized support for the process of training, training, education, scientific research and improvement that takes place in the University, according to the provisions [Regulation on the organization and functioning of the Library of the Technical University of Civil Engineering Bucharest](#).

(7) The Technical University of Civil Engineering Bucharest shall provide students, for autonomous use in order to carry out the unassisted teaching activities provided for in the curricula, reading rooms and/or other parts of the educational infrastructure, for which the conditions of use are established by decision of the Deans of the faculties organizing the programmes of study.

(8) The Technical University of Civil Engineering Bucharest shall make available to students the University Sports Hall under the conditions mentioned in [Regulation regarding the conduct of activities in the Sports Hall of the Technical University of Civil Engineering Bucharest](#).

Article 20 (student attendance)

(1) The master's degree programs organized in the form of full-time education shall involve the systematic meeting, throughout the semester, of students with teaching and research staff, in the university space, according to the schedule.

(2) The monitoring of students' attendance at educational activities is carried out by the faculties organizing the programmes of study and the teachers who are in charge of the subjects included in the program.

(3) For the subjects that involve project work, students who do not participate in at least 50% of the number of hours of project-type assisted teaching activity cannot participate in the project evaluation activity and must fully redo the project activity in the following academic year.

(4) For the subjects that involve applied activity of the laboratory work type, students who do not participate in at least 75% of the number of laboratory hours cannot participate in the laboratory work evaluation activity and must redo the remaining laboratory work in the following academic year.

(5) Students can redo the applied activities such as laboratory work in other groups of the same programme of study, in the semester in which the subject is scheduled, with the agreement of the tenured academic staff member in charge of the subject.

(6) For the subjects with partially assisted teaching activity such as internships, students who do not participate in at least 75% of the allocated hours cannot participate in the evaluation activity and must retake the practice activity in the following academic year.

(7) In the case of students temporarily unavailable to participate in teaching activities due to a health problem, supported by medical documents specifying the unavailability, the Dean of the faculty organizing the programme of study may decide to derogate from the application of the provisions of art. (3), (4) și (6), depending on the specifics of the situation.

(8) The presence of the members of the teaching staff at fully assisted teaching activities, according to the programming made by the faculty organizing the programme of study, is mandatory.

(9) The monitoring of the presence of the members of the teaching staff at fully assisted teaching activities shall be done by the faculties organizing the programme of study and by the teaching departments to which the teaching staff belong.

(10) If, for good reasons, part of the teaching activity in a subject cannot be carried out according to the timetable, the respective teaching activity shall be rescheduled or may be carried out synchronously, at the proposal of the tenured teacher, with the approval of the director of the department in charge of the subject and with the agreement of the Dean of the faculty organizing the programme of study.

(11) In the event that the non-performance of teaching activities on the scheduled dates is caused by the unavailability of the teacher, the exceptions indicated in (10) it must not cover more than 15% of the total number of teaching hours in the subject taught by the respective teacher.

Article 21 (the conduct of teaching activities by electronic communication)

(1) At the master's degree programs, teaching activities may be carried out synchronously, through the use of specific electronic, computer and communication resources, according to the provision of [Article 4\(3\)](#).

(2) The teaching activities of a subject can also be carried out in a blended manner, with part of the activities being carried out synchronously.

(3) The subjects that take place online are selected so that the ratio between the total number of hours of fully assisted teaching activities carried out online and the total number of hours of fully assisted teaching activities in the academic year shall be less than 0.60, for teaching activities, and 0.35, for applied activities.

(4) In the evaluation of the total number of hours of fully assisted teaching activities in the semester indicated at [\(3\)](#) the hours allocated to optional subjects shall not be included.

(5) The manner of organizing the subjects that take place online or in a blended format shall be specified in the timetable of the programme of study, at the beginning of the semester.

Chapter VI Verification of the acquisition of expected learning outcomes

Article 22 (types of assessment)

(1) The verification of the acquisition of expected learning outcomes in a subject shall be made in accordance with the provisions of the course outline, by:

(a) summative assessments, such as exams;

or

(b) continuous assessments throughout the semester, such as colloquiums.

(2) The verification of the acquisition of expected learning outcomes in a subject shall be carried out in accordance with the provisions of the course outline, with the strict supervision of the subject tenured teacher who is responsible for the correctness of the evaluation.

(3) The exam-type summative evaluation can be carried out, in accordance with the provisions of the course outline, based on:

(a) multiple choice tests;

(b) written tests;

or

(c) oral tests.

(4) At exams or colloquiums, the learning outcomes shall be assessed by whole grades from 10 to 1, any grade greater than or equal to 5 certifying the achievement of the minimum learning results related to the subject and the granting of the related study credits.

(5) By exception to [\(4\)](#), in accordance with the provisions of the curriculum, the learning outcomes at the colloquiums can be assessed by the qualification "admitted" or the qualification "rejected", the qualification "admitted" certifying the acquisition of

the results of the minimum learning related to the discipline and the granting of the study credits related to it.

(6) The verification of the acquisition of expected learning outcomes in a subject shall be carried out by awarding a single grade. Exceptions are made for subjects that include project-type activities with separate assessment, in accordance with the provisions of the curriculum, in which case a separate grade or mark is awarded.

(7) For the subjects provided with continuous assessment throughout the semester, such as colloquiums, if a student does not participate in one of the partial assessment sessions during the semester, he/she may be evaluated in a subsequent session.

(8) For the subjects provided with project work, the continuous evaluation throughout the semester shall take into account the verification of the quality of the project, in relation to the requirements specified in the course outline, the solving stage and the teacher's guidance, and the way of participation and involvement of the student in solving the project .

(9) For the subjects provided with project work, the conclusion of the continuous evaluation of the project can be done only if it is drawn up in compliance with the minimum conditions regarding content and quality, specified in the course outline. If these conditions are not met at the end of the period of fully assisted teaching activities of the semester, the project may be evaluated in the exam session after its revision and/or completion, if the student meets the minimum attendance conditions provided in [Article 20, \(3\)](#), in compliance with the grades/marks awarded during the activity.

(10) In the case of disciplines provided with applied activities, when verifying the acquisition of the expected learning results through summative assessment, such as exams, the assessment of the knowledge acquired during the applied activities shall be taken into account. The weight of the evaluation throughout the semester with respect to the summative evaluation shall be between 30% and 50%, according to the provisions of the course outline. If a student does not attend one of the midterm assessment sessions throughout the semester, they may be assessed in a subsequent session.

(11) The grade or mark acquired through the evaluation of the knowledge acquired in the applied activities shall be recognized in the current academic year and at least in the following academic year. The record of the grades awarded through the evaluation during the semester shall be kept by the teaching department in charge of the subject.

(12) Obtaining the minimum grade of 5 in the summative exam-type evaluation cannot be conditioned by obtaining the minimum mark of 5 or the the pass "admitted" in the evaluation throughout the semester, except for the subjects provided with project or laboratory.

(13) Obtaining the minimum grade of 5 in the summative exam evaluation cannot be conditioned by obtaining the minimum mark of 5 for part of the content of the subject.

(14) The verification of the learning outcomes acquired in the internships shall be carried out through continuous evaluation throughout the semester, in the format of colloquiums, assessed by the mark "admitted" or "rejected".

(15) Students who, for objective reasons, cannot attend the exam on a scheduled date may request the Dean of the faculty to approve participation in the exam on another date, if this is available in the exam schedule for the respective subject, with the approval of the subject tenured teacher.

(16) A student can participate in a maximum of three exams or colloquiums in a subject in an academic year.

(17) In the case of a subject provided with a summative exam-type assessment, a student who has obtained a grade greater than or equal to 5 may request only once the resit of the assessment for that subject, at a later date, in compliance with the provision of [\(16\)](#), by a written request addressed to the Dean. The resit of the evaluation can be done strictly on the dates scheduled for that subjects during the exam sessions. If, following the resit, the grade received is lower than the initial grade, the initial grade shall be kept. A student can request the resit of the evaluation for a maximum of two disciplines in an academic year. The resit of the evaluation for a subject based on the student's request shall be carried out on condition of the payment of the fee provided for in [Article 9](#), paragraph [\(12\)](#), point [\(c\)](#).

(18) In the case of subjects in which the teaching activity is carried out synchronously through the use of specific electronic, computer and communication resources, the verification of the learning outcomes is done through the direct meeting in the university space of the students with the tenured academic staff.

(19) By exception to [\(18\)](#), in the case of subjects that have continuous assessment, the assessment during the semester in which the subject is scheduled can be carried out online, according to the provisions of the course outline.

(20) By exception to [\(18\)](#), in the case of subjects that have been carried out entirely by inviting a lecturer from abroad, the evaluation can be carried out online, according to the provisions of the course outline.

(21) In the case of students participating in temporary mobility at the Technical University of Civil Engineering Bucharest as a host institution, according to the provisions of Chapter VIII and who, for objective reasons, fail to complete the assessment during the actual period of mobility, the assessment can be carried out online with the support of the institution of origin.

(22) During the exams, students can leave the exam room only after handing in the written papers, the answer sheet to the multiple choice test or after the end of the oral exam.

Article 23 (scheduling of examinations)

(1) The scheduling of exams is carried out by the faculty organizing the programme of study, in consultation with students and teaching staff.

(2) The scheduling of exams shall be organized to ensure a balanced distribution throughout the exam session, aiming to maximize student learning outcomes while taking into account the available educational infrastructure.

(3) Summative evaluations are strictly held during the official exam periods, as defined by the academic year structure.

(4) Exams are scheduled as follows:

(a) for subjects scheduled in the first semester: once in the first session, once in the second session, and once in the third session.

(b) for subjects scheduled in the second semester: once in the second session and twice in the third session.

(5) The scheduling of exams is based on the number of students to be examined and the duration of the tests, established as follows:

(a) for multiple-choice tests: a maximum of 90 minutes, with at least 45 seconds per question.

(b) for written exams: a maximum of 180 minutes and a minimum of 30 minutes.

(c) for oral presentations: a maximum of 60 minutes and a minimum of 10 minutes.

(6) During the exam session at the end of the semester in which the subject is scheduled, exams can be organized by study groups or series, depending on the number of students to be examined, the type of exam, and the available educational infrastructure. For exams scheduled in sessions outside the semester in which the subject is taught, exams shall be scheduled by series.

(7) If a subject is common across multiple programmes of study within the same field of study and has the same tenured teacher, the exam may be organized jointly for one or more programmes, depending on the number of students to be examined and the available educational infrastructure.

(8) Continuous assessments, such as colloquiums, shall be completed by the end of the last teaching week of the semester in which the subject is scheduled. These assessments shall be conducted within the total number of hours allocated to the course in the curriculum.

(9) By exception to (8), the assessment of practical activities, such as projects with a separate grade, shall be completed by the end of the last week of the exam session for the semester in which the subject is scheduled.

(10) By exception to (3), a summative evaluation for part of the subject content may be organized mid-semester in the form of a partial exam, according to the course outline. The grade or mark obtained in the partial exam shall be recognized during the current academic year and at least the following academic year. Records of marks for partial exams shall be maintained by the academic department responsible for the subject.

(11) Colloquium-type evaluations can also be scheduled in exam sessions following the semester in which the subject is scheduled within the current academic year.

(12) Colloquium-type evaluations scheduled according to (11), shall be organized as follows:

(a) for subjects scheduled in the first semester: once in the second session and once in the third session;

(b) for subjects scheduled in the second semester: twice in the third session.

(13) Summative evaluations that could not take place due to force majeure shall be rescheduled with the Dean's approval, following consultation with students.

Article 24 (preventing and combating fraud)

- (1) The faculty organizing the programme of study and the tenured teacher shall exercise duty of care in organizing assessments to limit the possibility of fraud.
- (2) Exams are conducted with at least the tenured teacher, assisted by another teaching or auxiliary staff member from the department responsible for the subject.
- (3) The identity of students participating in the exam shall be verified based on their ID card or driver's license and a student ID card stamped for the current academic year.
- (4) During exams, students are not allowed to bring mobile phones, electronic or computing devices, communication equipment, headphones, smartwatches, programmable calculators, or any written materials, except in cases where the tenured teacher explicitly requests otherwise.
- (5) During exams, students are prohibited from:
 - (a) communicating with each other or with external individuals;
 - (b) copying information from various physical or digital sources;
 - (c) transmitting information to peers through direct communication, in physical or digital formats unless explicitly requested by the course coordinator through the exam topics;
- (6) Submitting assignments prepared by another person for continuous assessment constitutes fraud in the evaluation process.
- (7) Submitting plagiarized assignments for continuous assessment constitutes fraud in the evaluation process.
- (8) The departments responsible for the subject and the tenured teacher shall exercise duty of care in organizing continuous assessments to limit the possibility of fraud and to prevent plagiarism in student-prepared assignments.
- (9) For the purposes of this regulation, plagiarism is defined as the complete or partial appropriation of ideas, methods, procedures, technologies, results, or texts of another author, regardless of how they were obtained, and presenting them as one's own.
- (10) A student's use of artificial intelligence-augmented technologies to complete assignments, reports, practical work, or projects constitutes fraud, except in cases where the use of such technologies is specified in the course outline or explicitly requested by the teacher responsible for the respective applied activities.
- (11) A student who attempts to commit fraud in a summative or continuous assessment shall be subject to the following sanctions:
 - (a) a written reprimand with a warning for the first offense;
 - (b) revocation of the recognition of grades, evaluations, and credits earned for subjects in the current academic year for the second offense;
 - (c) expulsion for the third offense.

(12) If a student's actions aim to facilitate exam fraud by two or more other students, the sanction corresponding to the second offense shall be directly applied, as provided in (11).

(13) The sanctions outlined in (11) and (12) shall be determined by the Dean with the approval of the faculty council of the faculty organizing the programme of study, based on the report documenting the offense, prepared by the tenured teacher and co-signed by the assisting member of the teaching staff present at the exam.

Article 25 (recording of assessment results)

(1) The course gradebook shall be made available to the tenured teacher for each scheduled evaluation.

(2) The tenured teacher shall be responsible for recording all grades or evaluations and absences in the gradebook at each scheduled evaluation.

(3) The gradebook shall be returned to the faculty secretariat by the tenured teacher immediately after the grades have been recorded.

(4) Grades or marks shall be recorded in the gradebook within a maximum of two working days after the examination concludes.

(5) By exception to (3), the recording of grades or marks in the gradebook may be postponed by a maximum of two working days upon the tenured teacher's request, approved by the Dean of the faculty organizing the programme of study.

(6) By exception to (3) and (5), for evaluations scheduled in the last two days of the examination session, the grades or evaluations for all examined students shall be recorded in the gradebook on the day of the examination.

(7) In the case of a clerical error the modification of a grade or evaluation recorded in the gradebook can only be made by the tenured teacher.

(8) The tenured teacher shall be responsible for recording the grade or mark awarded in the student's gradebook during each scheduled evaluation, in accordance with the records in the course gradebook.

(9) Grades or mark shall be communicated to students individually.

Article 26 (settlement of appeals)

(1) A student has the right to appeal against the grade or mark received.

(2) The resolution of the appeal is the exclusive competence of the Technical University of Civil Engineering Bucharest, in accordance with the provisions of this regulation.

(3) The deadline for submitting an appeal is one working day from the communication of results.

(4) Appeals must be submitted in writing and addressed to the Dean of the faculty organizing the programme of study.

(5) An appeal may concern one or more of the following:

(a) the method of grading and the allocation of points;

(b) the alignment between the exam questions and the subject content, according to the course outline;

(c) compliance with this regulation regarding the verification of the expected learning outcomes, if a violation could decisively influence the evaluation result.

(6) Oral exams cannot be appealed against, except in cases indicated in (5), (b) and (c).

(7) If an appeal concerns both (5), (a) and (5), (b) and/or (c), the latter will be analyzed and resolved as a priority

(8) Appeals are analyzed and resolved by a committee appointed by the Dean of the faculty organizing the programme of study, consisting of:

(a) the Dean or the vice-Dean responsible for the quality of teaching activities within the faculty organising the programme of study;

(b) the director of the department responsible for the subject;

(c) a teacher from the department responsible for the subject, other than the tenured teacher

(9) By exception to (8), if an appeal concerns the situations indicated in (5), (b) and (c), the appeal shall be analyzed and resolved by a committee appointed by the Dean, consisting of:

(a) the Dean or the vice-Dean responsible for the quality of teaching activities within the faculty organising the programme of study;

(b) the director of the department responsible for the subject;

(c) a student representative who is member of the faculty council.

(10) If the tenured teacher is also the director of the department responsible for the subject, he/she shall be replaced on the appeals committee by a member of the department council.

(11) If an appeal concerns the situation indicated in (5) (a) the papers shall be regraded in accordance with the course outline, the formulated exam questions, and the grading scale. Regrading does not constitute a reevaluation of the student.

(12) If an appeal concerns the situation indicated in (5), (b) and (c), the Dean may decide, depending on the severity of the situation, to cancel the evaluation results and reorganize the assessment for the student(s) who has submitted the appeal. Reorganizing the exam does not constitute a reevaluation of the student.

(13) The tenured teacher shall provide the appeals committee with the following documents upon request:

(a) the exam questions and grading scale;

(b) the paper(s) of the student(s) who submitted the appeal;

(c) lecture notes and other bibliographic resources made available to students.

(14) During the process of analyzing and resolving the appeal, the committee may request input from the tenured teacher and/or the student(s) who submitted the appeal, as the case may be.

(15) The deadline for resolving an appeal is five working days from its submission.

(16) By exception to (14), or students in their final year of study, if the final examination session is organised immediately after the exam session, the deadline for resolving an appeal shall be adjusted to allow the evaluation for the course to be finalized before the start of the final examination session.

Article 27 (rewards)

(1) Students with good academic results can be rewarded through performance scholarships in accordance with the provisions of the Regulation on the granting of scholarships and other forms of social protection for students.

(2) Students with good academic results, with increased participation and good results in scientific activities or professional competitions organized by higher education institutions or professional associations, in the country or abroad, and the valedictorians may also be rewarded by:

- (a) recognition within the university community;
- (b) occasional awards;
- (c) certificates of excellence.

(3) The granting of the rewards provided for in (2), shall be made at the proposal of the Dean of the faculty organizing the programme of study in which the student is enrolled, with the approval of the Board of Administration.

Chapter VII The system of transferable study credits

Article 28 (general aspects)

(1) Transferable study credits represent the workload required to accumulate a coherent set of learning outcomes. Study credits are quantified in integer numerical values.

(2) The credits shall be allocated for each subject included in the curriculum of the programme of study, based on the total volume of study hours necessary for its completion, which includes the student's participation in fully assisted teaching activities, partially assisted teaching activities and non-assisted teaching activities.

(3) The completion of a programme of study by a student requires the acquisition of the minimum number of credits specific to the programme, as established by decision of the Government of Romania, in accordance with the provisions of the curriculum.

(4) For a student, the total cumulative duration of the bachelor's and master's degree programs corresponds to the acquisition of at least 300 transferable study credits.

(5) For master's degree programs, the minimum number of credits is between 60 and 120, depending on the provisions of the curriculum.

(6) Credits are distributed evenly across the duration of master's degree studies, as established in accordance with the provisions of Article 6. The minimum total number of credits per semester is 30.

(7) In determining the number of credits allocated to a subject, one credit is awarded for every 25–30 hours of student academic activity, consisting of:

(a) university-based preparation, comprising contact hours allocated to: teaching – lectures/courses; practical application – seminars, laboratories, projects, research, and field visits; assessment – dissertations, examinations. It is recommended that the volume of practical hours be at least equal to the volume of lecture hours;

(b) individual study/preparation, including: review of lecture notes; study of course materials, textbooks, and recommended literature; specific activities related to project or laboratory preparation; completion of assignments, papers, supplementary research in the library or online; preparation for presentations, assessments, or final examinations; participation in academic tutoring.

(8) In the allocation of transferable study credits per semester, a semester is considered to consist of 17 weeks, including the exam session.

(9) An academic year, corresponding to a minimum of 60 ECTS credits, includes a total of 1,500–1,800 hours of teaching and individual study related to both compulsory and optional academic activities.

(10) The total number of credits allocated to all subjects in the curriculum complies with the provisions of [\(5\)](#) and [\(7\)](#).

(11) The credits allocated to a subject are awarded to a student only after the student obtains a mark equal to or greater than 5, or the “admitted” qualification, for that subject.

(12) The credits allocated to a subject are indivisible and cannot be earned partially.

(13) Students who have undertaken volunteering activities within the Technical University of Civil Engineering Bucharest, its academic foundation, or legally established student organisations of the university may be awarded transferable credits in recognition of their activity. These credits are granted under the same conditions as for elective courses, with a maximum of two credits per semester. Volunteering activity credits are awarded based on an individual request approved by the Dean of the faculty offering the programme of study, submitted prior to the commencement of the volunteer activity. These credits are recorded in the diploma supplement issued upon graduation.

Article 29 (recognition of credits)

(1) The credits accumulated by a student remain valid for the entire duration of their studies.

(2) Credits obtained during a temporary mobility period shall be recognized in accordance with the provisions of [Article 35](#).

(3) La încetarea studiilor fostul student beneficiază de toate creditele acumulate în Universitatea Tehnică de Construcții București, pentru domeniul de studii universitare de masterat în care s-a desfășurat programul de studii.

(4) Credit recognition is carried out strictly within the same cycle of university studies.

Article 30 (moving into the following year of study)

(1) For master's degree studies lasting more than one year, a student's moving from the first year to the second year is conditional upon the accumulation of a minimum of 30 credits.

(2) The Board of Administration may approve, at the end of the academic year, modifications to the minimum number of credits mentioned in paragraph (1) in order to balance student group distribution across academic years.

(3) First-year students who do not accumulate the minimum number of credits established in accordance with the provisions of (1) and (2) at the end of the academic year shall be expelled.

Chapter VIII Student's academic mobility

Article 31(preamble)

(1) Student academic mobility is the right of students to be recognized for transferable credits acquired, under the conditions of the law, at other higher education institutions in the country or abroad.

(2) This chapter covers academic mobility of:

(a) students of The Technical University of Civil Engineering Bucharest to other higher education institutions in the country or abroad;

(b) students from other higher education institutions in the country or abroad at The Technical University of Civil Engineering Bucharest .

(3) Technical University of Civil Engineering Bucharest develops institutional relations for academic mobility only with accredited or provisionally authorized higher education institutions.

(4) For the purposes of this Chapter, the higher education institution host an academically mobile student is called the host institution and the higher education institution from which an academically mobile student departs is called the sending institution.

(5) Student status is maintained throughout the period of internal or international academic mobility.

(6) The Technical University of Civil Engineering Bucharest ensures through the provisions of the institutional agreements concluded with partner educational institutions that its own students participating in academic mobility benefit from the same rights as students enrolled in the host educational institution.

(7) Technical University of Civil Engineering Bucharest provides students participating in academic mobility within its own programmes of study the same rights as its own students.

(8) The Technical University of Civil Engineering Bucharest , as the sending institution, recognizes transferable credits in the case of internal and international academic mobility for the student who proves the mobility period with documents issued by the host higher education institution.

(9) The Technical University of Civil Engineering Bucharest does not impose eligibility criteria aimed at the academic performance of students host a social scholarship for participation in temporary student academic mobility.

(10) The equivalence at the Technical University of Civil Engineering Bucharest of grades or qualifications obtained during an international academic mobility is based on the conversion grid [Annex 9](#).

Article 32 (types of academic mobility)

(1) Student academic mobility can be:

(a) internal, where the host and sending institutions are Romanian higher education institutions;

(b) international, where the host institution or the sending institution, as the case may be, is a higher education institution outside Romania.

(2) Student academic mobility can be:

(a) temporary, with the student returning to their home institution to complete and finalize their studies;

(b) permanent, without the student returning to their home institution to complete or finalize their studies.

(3) Academic mobility can be organized in physical, virtual or blended format.

(4) Academic mobility covers all types of activities include in the curriculum of the programme of study.

Article 33 (mobility application and institutional agreement)

(1) Academic mobility can be carried out following a student's request under the following conditions:

(a) the existence of an institutional agreement between the Technical University of Civil Engineering Bucharest and, as the case may be, the host institution or the sending institution;

(b) the acceptance of the Technical University of Civil Engineering Bucharest and of the host institution or the institution of origin, as the case may be.

(2) The acceptance provided in (1), (b), consists in the completion and signature of the standard mobility application by the parties involved, as set out in [Annex 8](#), as follows:

(a) the student submits the mobility application to the host higher education institution in order to obtain acceptance for mobility;

(b) after obtaining the mobility acceptance, the student applies to the home higher education institution for mobility approval;

(c) the conditions under which the mobility takes place are also specified in the application.

(3) At the request of a student, the Technical University of Civil Engineering Bucharest may conclude mobility agreements with another higher education institution in the country or abroad to facilitate their mobility, if there is no inter-institutional agreement between the two institutions at the time of the request, with the approval of the University Senate, after the opinion of the Board of Administration. In this case, the proposal for the conclusion of the institutional agreement is made by the Dean of the faculty organizing the programme of study in which the student making the request is enrolled .

(4) The inter-institutional agreements for students' academic mobility establish the conditions for carrying out mobility between the Technical University of Civil Engineering Bucharest and the partner higher education institution, specifying:

- (a) type of mobility;
- (b) duration of mobility;
- (c) number of mobilities;
- (d) field of study and, where applicable, the programme of study;
- (e) means of funding of the temporary mobility;
- (f) language of study;
- (g) accommodation conditions for students in physical mobilities;
- (h) selection criteria for students;
- (i) support services offered to mobility participants, if any;
- (j) conditions for recognition of the results of academic mobility.

(5) Students of the Technical University of Civil Engineering Bucharest and partner higher education institutions may follow double-degree programmes of study based on inter-institutional agreements concluded for this purpose. In this case, the teaching activity carried out at the Technical University of Civil Engineering Bucharest is organized in accordance with the provisions of this regulation.

Article 34 (accessing a temporary academic mobility)

(1) The student can benefit from temporary academic mobility:

- (a) on the basis of existing inter-institutional agreements on academic mobility of students, to which the Technical University of Civil Engineering Bucharest is a party;
- (b) on their own, through the conclusion of a specific inter-institutional academic mobility agreement, as provided for in [Article 33, \(3\)](#).

(2) Temporary academic mobility on their own is carried out at the request of the student who has identified a potential host institution.

(3) Temporary academic mobility on their own is carried out in compliance with the provisions of [Article 33, \(2\)](#).

(4) Temporary academic mobility can take place after the first semester and until the end of the second to last semester, with the exception of mobility within the

framework of international programs such as Erasmus+, which can also take place in the last semester.

(5) Temporary academic mobility can only be carried out between programmes of study with the same total number of compulsory transferable study credits in the same branch of science.

(6) Curriculum compatibility for the recognition of transferable study credits shall be established prior to the mobility period and the recognition of transferable study credits shall be carried out after the mobility is completed, in accordance with the regulations of the higher education institutions involved, as applicable, and in accordance with the provisions of the Recommendation of the Council of the European Union of 26 November 2018 on the promotion of automatic mutual recognition of qualifications acquired in higher education and those acquired as a result of the completion of an upper secondary cycle of education and training and of the results of learning periods spent abroad and the European Credit Transfer Credit System (ECTS) User's Guide.

(7) The Technical University of Civil Engineering Bucharest concludes a Study Agreement with the host institution or the sending institution, as the case may be, which provides the details of the student's academic program, including the credits to be earned and which will be recognized by the sending institution. The Study Agreement model can be found at [Annex 11](#)

Article 35 (recognition of credits)

(1) In the case of temporary mobilities, the recognition of transferable study credits at the Technical University of Civil Engineering Bucharest, as the sending institution, is carried out after the end of the mobility, in accordance with the inter-institutional agreement and the provisions of this Regulation.

(2) The decision on the recognition of credits acquired at the host institution is issued by the Dean of the faculty organizing the programme of study at the sending institution within a maximum of 10 working days from the moment the recognition file was submitted by the student.

(3) The credits earned by the student during the period of temporary mobility, in accordance with the Study Agreement, as confirmed by the transcript of records sent by the host institution, are fully recognized without the need for further assessment of the student or additional work. These credits are taken into account in calculating the minimum number of credits required for graduation of the programme of study.

(4) In case a student on academic mobility does not accumulate all the credits stipulated in the Study Agreement, the credits accumulated will be recognized according to the provisions of (3). The remaining credits are obtained by taking subjects in the semester in which the mobility took place from the curriculum of the programme of study in which the student is enrolled. The selection of subjects is made by a committee appointed by the Dean of the faculty composed of three members, as follows:

(a) the Dean of the faculty or the Vice-Dean responsible for teaching activity;

(b) two teachers from the faculty council.

(5) The subjects for which credits have been earned in the framework of temporary mobilities shall be included in the transcript of records and in the Diploma Supplement, with their original titles and their translation into the language(s) in which the Diploma Supplement is issued, mentioning the institution where they were followed and the credits and marks awarded. This also applies to internships.

Article 36 (permanent academic mobility)

(1) Permanent academic mobility may be carried out in compliance with the legal provisions on tuition capacity and higher education funding.

(2) Internal permanent academic mobility between two higher education institutions in Romania is based on the "grants follow the student" principle.

(3) Permanent academic mobility can only take place at the beginning of the semester, after the first semester and until the end of the second to last semester.

(4) Permanent academic mobility can only take place between programmes of study with the same total number of compulsory transferable study credits, in the same fundamental field.

(5) The enrollment at the Technical University of Civil Engineering Bucharest as a host institution of a student in definitive academic mobility from another higher education institution is made in compliance with the provisions of this Regulation on the recognition of transferable study credits and the conditions for promotion of study years.

(6) If the curricula of the programmes of study at the host institution and the Technical University of Civil Engineering Bucharest are substantially different, the possibility of recognizing the credits obtained shall be analyzed by a committee appointed by the Dean of the faculty composed of:

(a) the Dean of the faculty or the Vice-Dean responsible for teaching activity;

(b) two teachers from the faculty council.

(7) If the programme of study at the host institution has the same name as the one chosen at the Technical University of Civil Engineering Bucharest and is carried out within the same undergraduate field, the credits accumulated by the student are fully recognized without requiring additional assessment of the student or additional work. The subjects that the student must take in order to complete the credits at the Technical University of Civil Engineering Bucharest shall be determined by a committee constituted in accordance with the provisions of (5).

(8) The enrolment of students on permanent academic mobility is carried out in accordance with the legal requirements for entering changes in the student register.

(9) In the case of permanent academic mobility, the diploma is issued to the graduate by the higher education institution that organizes the final exam.

(10) The provisions on permanent academic mobility also apply to students from Member States of the European Union, citizens of States belonging to the European Economic Area and the Swiss Confederation, as well as British citizens and members of their families, as beneficiaries of the Agreement on the Withdrawal of the United

Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community 2019/C 384 I/01.

(11) In the case of third countries, the provisions of the relevant bilateral agreements and international agreements in force at the time of the mobility will apply.

Article 37 (promoting academic mobilities)

(1) The Technical University of Civil Engineering Bucharest includes in its multi-annual strategic plan of institutional development a chapter on internationalization of the educational process and accessibility of student academic mobilities.

(2) The Technical University of Civil Engineering Bucharest implements active measures regarding the accessibility of academic mobility opportunities for students, including students at risk, students with disabilities and non-traditional students, including by carrying out specific actions to digitalize the process of enrolment to an academic mobility.

(3) The Technical University of Civil Engineering Bucharest may finance, co-finance and/or advance funds from its own revenues to support the implementation of mobility projects, with the approval of the Board of Administration.

(4) The Technical University of Civil Engineering Bucharest and the university consortia of which it is part may submit individual or group applications for the funding of mobility projects through an Erasmus+ grant, in compliance with the principles of the Erasmus University Charter and the calendar proposed by the national agency managing the Erasmus+ funds, with the approval of the Board of Administration.

(5) The Technical University of Civil Engineering Bucharest can access funds to increase the number of academic mobility among students, granted by the National Program for University Internationalization "Study in Romania", a program financed by the Ministry of Education, through funds allocated from the state budget, in accordance with art. 120 para. (1) of the Law on Higher Education no. 199/2023, as amended and supplemented.

(6) The Centre for International Relations and the Centre for Career Guidance and Counselling organize for the students of each programme of study a public presentation on the national and international mobility programs available at the Technical University of Civil Engineering Bucharest, at least once every academic year.

(7) For students who will participate in academic mobilities, faculties shall establish alternative methods and dates of assessment in certain subjects, if the mobility in which they are participating begins before the end of the examination session provided for by the structure of the academic year.

(8) The Technical University of Civil Engineering Bucharest may supplement, from its own funds, the amount of scholarships offered to students for temporary internal or international academic mobilities, in accordance with the provisions of the [Regulation on the granting of scholarships other forms of social protection for students of the Technical University of Civil Engineering Bucharest](#).

(9) The Technical University of Civil Engineering Bucharest may provide additional financial support measures for students who are beneficiaries of a social scholarship

and who are to benefit from a temporary academic mobility, in accordance with the provisions of the [Regulation on the granting of scholarships other forms of social protection for students of the Technical University of Civil Engineering Bucharest](#).

Article 38 (monitoring academic mobilities)

- (1) The monitoring of students' academic mobilities is an integral part of the quality assurance system at the Technical University of Civil Engineering Bucharest .
- (2) The Center for Career Guidance and Counseling and the International Relations Service provide the student who has participated in an academic mobility with a feedback form to evaluate the quality of the academic mobility at the host university.
- (3) The Centre for Career Guidance and Counselling and the Centre for International Relations analyze the data collected through the feedback form and propose, where appropriate, to the Board of Administration the plan of measures to improve students' academic mobilities.
- (4) The Center for Evaluation and Quality Assurance of the Technical University of Civil Engineering Bucharest shall include in the annual report data on the process of carrying out internal or international academic mobilities, including the feedback evaluation process provided at [\(2\)](#), and the plan of action.
- (5) The Technical University of Civil Engineering Bucharest reports in the national platforms the international physical, virtual, blended mobilities, as well as collaborations in integrated or joint programs, for monitoring and evaluation purposes and to facilitate evidence-based policies.

Chapter IX Student's academic status and graduation

Article 39 (average grade of the year of studies)

- (1) The average grade received by a student can be calculated as:
 - (a) arithmetic average of the grades received;
 - (b) the weighted average of the grades received, considering the grades received and the weighting of each mark equal to the number of credits allocated to the subject.
- (2) The average grade is calculated at the end of the academic year or at the end of the first semester.
- (3) The average grade for the year of study recorded in the student's register is the weighted average of the grades received, calculated at the end of the academic year, for the subjects for which the student has earned credits.

Article 40 (graduation)

- (1) A student's graduation from a program of study is conditioned by the minimum number of credits required at [Article 28, \(4\)](#).
- (2) The number of credits allocated to the subjects that have as their object the elaboration of the dissertations for the completion of the studies is not included in the calculation of the total minimum number of credits required for graduation.

(3) The number of credits allocated to optional subjects is not included in the calculation of the total minimum number of credits required for graduation.

Article 41 (student's academic status)

(1) The student's academic status can be:

(a) Passed (P) - a student who has accumulated the number of credits specified at [Article 30, \(1\)](#);

(b) re-enrolled in year of study (R) - student who has not accumulated the number of credits specified at [Article 30, \(1\)](#);

(c) in interruption of studies (IS) - a student for whom the interruption of studies has been approved in accordance with [Article 15](#);

(d) in temporary mobility (TM) - a student who left the Technical University of Civil Engineering Bucharest on temporary mobility to a host higher education institution or a student who came to the Technical University of Civil Engineering Bucharest on temporary mobility from a sending higher education institution;

(2) A student is considered "fully passed" (PI) if he/she has accumulated all the credits stipulated in the programme of study for the compulsory and optional subjects he/she has taken up to the date of the analysis.

(3) The academic status is determined for each student at the end of the academic year by the faculty organizing the programme of study.

(4) The academic status of former students can be:

(a) graduate (A) - a student who has accumulated the minimum total number of credits specified in [Article 28, \(4\)](#), as applicable;

(b) transferred (T) - a student who has left the Technical University of Civil Engineering Bucharest on a permanent mobility to a host higher education institution;

(c) expelled (E) – a person who has lost the status of student of the Technical University of Civil Engineering Bucharest before graduation.

Chapter X Reimbursement of tuition fees financed from the State budget

Article 42 (amount of tuition grant)

(1) The value of tuition services financed from the state budget, full or partial, to be reimbursed represents the amount of study grants for the years of tuition that he/she benefited from at the Technical University of Civil Engineering Bucharest .

(2) A study grant, which is the tuition fee for a student enrolled in a program of university studies for one year of study, is composed of:

(a) the basic funding allocation calculated on the basis of the average cost per equivalent student, per field, per study cycle and per language of instruction, to which an equivalence coefficient is applied, where appropriate (Table 1 of Annex no. 3 of the Methodology for the Allocation of Budgetary Funds for the Basic and Supplementary Financing of State Higher Education Institutions in Romania for the respective year, published by the Ministry of Education) and, respectively, a cost coefficient (from

Annex no. 3 of the Methodology for the Allocation of Budgetary Funds for the Basic and Supplementary Financing of State Higher Education Institutions in Romania for the respective year, published by the Ministry of Education)

- (b) the grant received during the period of studies, if the student received a grant from the state budget;
- (c) funds reimbursed to the student for local transportation facilities during the period of study, if the student has received transportation reimbursement;
- (d) the canteen allowance which the student received during his/her studies, if he/she received a canteen allowance during his/her studies.

Article 43 (refunding of amounts to the university)

(1) The student or graduate who wishes to reimburse the tuition fees financed from the state budget in accordance with the provisions of Art. 35 para. (8) lit. b) of the Law on Higher Education no. 199/2023, as amended and supplemented, to the Technical University of Civil Engineering Bucharest shall make a written request to the university, stating the name of the program of university studies in which he/she was enrolled, the period and form of education.

(2) The Secretariat of the Technical University of Civil Engineering Bucharest, with the support of the Services of the General Administrative Directorate, establishes the tuition fee for each applicant, with financing from the state budget, in compliance with the provisions of [Article 42](#).

(3) The tuition fees are indexed to inflation.

(4) The Secretariat of the Technical University of Civil Engineering Bucharest will send in writing to the applicant the amount to be refunded and the account to which it should be transferred, within a maximum of 5 working days from the registration of the application.

(5) After the Technical University of Civil Engineering Bucharest has recovered the amount corresponding to the tuition fees for the university studies attended by the applicant at the university, the applicant shall be issued a document certifying that the amount has been refunded in accordance with the provisions of Article 35(8)(b) of the Higher Education Law No. 199/2023, as amended and supplemented. This document shall be drawn up in accordance with the model in [Annex 11](#), and shall be sent to the applicant in writing and/or electronically, as appropriate, with a qualified signature in the case of electronic transmission.

Article 44 (refunding of amounts to the Ministry of Education)

(1) The amounts recovered for tuition services shall be refunded to the Ministry of Education.

(2) Within a maximum of 15 working days from the recovery of the amounts corresponding to the value of the tuition services, the Secretariat of the Technical University of Civil Engineering Bucharest shall make the changes regarding the student's status in the Single Matriculation Register of Romania/Single National Integrated Register of Diplomas and Academic Records.

Chapter XI Other provisions

Article 45

(6) This regulation may be amended by decision of the University Senate at least 3 months before the start of the academic year to which it will apply.

(7) Upon the entry into force of this Regulation, the following methodologies and regulations shall be repealed:

(a) Regulations regarding student activities at the Technical University of Civil Engineering Bucharest, adopted by University Senate Decision no. 11557/31.10.2022;

(b) Regulation on the organization of programmes of study in the system of transferable credits approved by the decision of the University Senate no. 1581/18.02.2021

(c) UTCB Methodology on the development of teaching, learning, research and practical applications through the use of specific electronic, IT and synchronous communication resources approved by the Senate decision no. 9522/20.09.2022

Annex 1 List of university programmes of study organized by the Technical University of Civil Engineering Bucharest:

Study cycle	Organizing faculty	Field of study	Programme	Language	Form of education	Credits	Enrolment figures	Tip masterat
2	Faculty of Civil, Industrial and Agricultural Buildings	Civil and building services engineering	Urban and regional development	Romanian	IF	120	800	Professional
2	Faculty of Building Services Engineering	Civil and building services engineering	Energy efficiency of building facilities	Romanian	IF	120		Professional
2	Faculty of Building Services Engineering	Civil and building services engineering	Energy efficiency of building facilities	French	IF	120		Professional
2	Faculty of Building Services Engineering	Civil and building services engineering	Energy, comfort, and sustainable development	Romanian	IF	120		Professional
2	Faculty of Railways, Roads and Bridges	Civil and building services engineering	Transport infrastructure engineering	Romanian	IF	120		Professional
2	Faculty of Hydrotechnics	Civil and building services engineering	Geotechnical engineering	Romanian	IF	120		Professional
2	Faculty of Hydrotechnics	Civil and building services engineering	Hydraulic engineering and environmental protection	Romanian	IF	120		Professional

2	Faculty of Civil, Industrial and Agricultural Buildings	Civil and building services engineering	Structural engineering	Romanian	IF	120		Professional
2	Faculty of Engineering in Foreign Languages	Civil and building services engineering	Structural engineering	French	IF	120		Professional
2	Faculty of Engineering in Foreign Languages	Civil and building services engineering	Structural engineering	English	IF	120		Professional
2	Faculty of Railways, Roads and Bridges	Civil and building services engineering	Bridges and tunnels	Romanian	IF	120		Professional
2	Faculty of Civil, Industrial and Agricultural Buildings	Civil and building services engineering	Technology and management in civil engineering	Romanian	IF	120		Professional
2	Faculty of Building Services Engineering	Civil and building services engineering	High-performance technologies for urban environmental protection	Romanian	IF	120		Professional
2	Faculty of Civil, Industrial and Agricultural Buildings	Civil and building services engineering	Digital representation and information management in civil engineering (BIM)	Romanian	IF	90		Professional
2	Faculty of Building Services Engineering	Civil and building services engineering	Engineering of fire safety and physical security systems in buildings	Romanian	IF	120		Professional

2	Faculty of Building Services Engineering	Civil and building services engineering	Systems with renewable energy sources integrated into buildings	Romanian	IF	120		Professional
2	Faculty of Geodesy	Geodetic engineering	Spatial planning and GIS for sustainable development	Romanian	IF	120	75	Professional
2	Faculty of Mechanical Engineering and Robotics in Construction	Mechanical engineering	Advanced mechanical systems	Romanian	IF	120	75	Professional
2	Faculty of Civil, Industrial and Agricultural Buildings	Engineering and management	Project management in civil engineering	Romanian	IF	120	75	Professional
2	Teacher Training Department	Education sciences	Educational management	Romanian	IF	120	150	Professional
2	Teacher Training Department	Education sciences	Management and educational counseling	Romanian	IF	120		Professional
2	Teacher Training Department	Education sciences	Computer-assisted teaching technologies (interdisciplinary fields: Civil engineering and building services)	Romanian	IF	120		Professional
2	Faculty of Engineering in Foreign Languages	Philology	Specialized translation and interpretation	Romanian, English, French/ German/ Spanish	IF	120	50	Professional

Annex 2 Model of enrolment application form (online form)

Introduction

According to the regulation on the organization of teaching activities, the deadline for completion of all the above-mentioned registration and enrolment formalities is 5 working days from the beginning of the academic year, i.e. the period from 30 September to 4 October 2024. The above steps can be completed in any order provided the deadline is respected. Failure to meet the deadline will result in non-enrolment at the Technical University of Civil Engineering Bucharest .

Section 1 - Declaration

I hereby declare that I am aware of and will comply with the Regulations regarding the professional activity of students, as well as those regarding the behavior of students in the educational and accommodation facilities of UTCB.

I am also aware that the Technical University of Civil Engineering Bucharest collects and processes personal data of individuals who wish to enroll for university studies at the University, or who are admitted to university studies at the University and ensures the rights of data subjects as provided for in Regulation (EU) 679/2016 with subsequent amendments and additions to national legislation. The information notice on the processing of personal data for students is publicly displayed at the secretariats of the University. Detailed and updated information on the processing of personal data within the University can also be found on the website: <https://utcb.ro>. The Personal Data Protection Officer at the Technical University of Civil Engineering Bucharest can be contacted using the contact details on the website:

<https://utcb.ro>.

Section 2 - Reason for completing the form

I am filling the application for

- enrolment
- re-enrolment

Section 3 – Student ID

Question regarding the issuing of the student ID card which also contains the ISIC card, the European student card and also the card that can be used for access control to different UTCB locations such as UTCB dormitories.

Personal data will be processed by the partner Association for the Support of Young People, Students and Teachers (ISIC) in order to issue the ISIC-UTCB academic ID card, which will serve as a service upon entering the dorm and will provide international recognition and access to a network of over 140,000 benefits in over 130 countries.

Do you want the UTCB academic ID card

- Yes and I agree to the processing of data by the Association for the Support of Young People, Students and Teachers
- No, I already have it
- No, I don't want it

Section 4 – Student data

Surname
First name
Father's initials
Field of study
Faculty
Year of study
Personal identification number
Date of birth
Place of birth
Identity card
Identity card series and number
Date of issue of the identity card
Expiry date of identity card
Marital status
Citizenship

Section 5 - Contact

E-mail
Phone number

Section 6 - Residence

Country
County
Permanent residence
Residence during studies

Annex 3 Model of study contract

No.	Data: 30.09.2024
-----	------------------

Master's studies degree study contract

Between:

The Technical University of Civil Engineering Bucharest, Bd. Lacul Tei nr. 122 - 124, sector 2, represented by prof. univ. dr. eng. Radu Sorin Văcăreanu as Rector, and

Last name				Father's initials	
First name					
ID		Series		ID	
CNP					

with contact data

Country	County
Locality	Street no.
Phone	e-mail

as a student in the master's degree programme

Programme of study	
Faculty	

occupying a place

financed from the state budget	with fee, without state budget funding
with scholarship for Romanian state scholarship holders	without scholarship, for Romanian state scholarship holders (CPNV)
with scholarship for Romanians from everywhere	without scholarship, for Romanians from everywhere (CPNV)
(other category-fill in)	(other category- fill in)

hereinafter referred to as the "Parties", has entered into this Agreement.

Subject of contract

Art. 1 This contract has as its object the development of teaching activities, regulating the relationship between the Technical University of Civil Engineering Bucharest, hereinafter referred to as UTCB, and the student, specifying the rights and obligations of the signatory parties, in accordance with the legislation in force in the field of higher education, the orders of the Minister of the Ministry of Higher Education, the provisions of the University Charter, the decisions of the University Senate and the internal regulations of the University, in force during the course of studies.

Duration of contract

Art. 2 The contract is concluded for the normal duration of tuition, in accordance with the curriculum of the programme of study. Any change in the financing of the studies or in the student's status shall entail the conclusion of an addendum.

Art. 3 The student who does not complete the program of studies within the normal duration of schooling, according to the provisions of the curriculum, may conclude a new study contract or an addendum to this contract, with the agreement of UTCB, under the conditions of organization of the teaching process valid at the date of conclusion of the new contract / addendum.

Art. 4 In the case of a student participating in permanent mobility, UTCB being the host institution, the contract is concluded for the remaining period of studies, in accordance with the curriculum of the programme of study.

Rights and obligations of the parties

Art. 5 Obligations of the University:

- (1)** The University will bring to the attention of the students and the entire academic community of the University all the Regulations or Decisions approved by the University Senate, related to the activities in the university space, namely teaching, research, administrative or other services. They will also be included on the University's website, which is constantly updated by the relevant services.
- (2)** The University has the obligation to ensure that teaching and research activities are carried out, as appropriate, in compliance with national and specific quality standards, in accordance with its mission.
- (3)** Teaching activities will be carried out in accordance with the curricula approved by the University Senate. Information on the structure of the academic year, the subjects in the curriculum, the forms of evaluation, the conditions for promotion, the number of credits awarded, as well as other information on the educational process will be made known to students at the beginning of each academic year. All subsequent changes shall be made public, in accordance with the provisions of Article 2.
- (4)** Administrative activities will be carried out in accordance with the Regulations annexed to the University Charter or other specific forms of regulation established, as appropriate, by the University Senate, available on the University website.

Art. 6 The student benefits from the following rights based on the principles set forth in the Code of Student Rights and Obligations of the Technical University of Civil Engineering Bucharest:

- (1)** the right to quality education;
- (2)** the right to equitable access to learning opportunities offered by national and international mobility programmes and to take active measures against obstacles to the physical or virtual mobility of at-risk, disabled or non-traditional students.
- (3)** the right to permanent mobility from one higher education institution to another, in accordance with the legislation in force;
- (4)** the right to the protection of personal data, in accordance with Regulation (EU) 2016/679 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC;
- (5)** the right to free course materials, in the form of notes, presentations or other materials summarizing the content taught, in physical or electronic format, and access to all teaching materials available free of charge in the university libraries or on the faculty website. It is made available to students, in the language of the relevant subject, in the first two weeks of each semester;
- (6)** the right of access to the main specialized books and scientific publications, university libraries and central university libraries;
- (7)** the right to be informed, within the first two weeks after the beginning of the semester, about the content of each subject's outline, which includes: the objectives/expected learning outcomes of the subject, the content of the educational process related to the subject and the topics addressed in each teaching activity, the teaching-learning methods, the minimum bibliography and optional bibliography, as well as the evaluation and examination modalities, the minimum pass requirements and the weight of the different types of evaluation and examination in the final result. Any subsequent changes to the arrangements for assessment and examination can only be made with the agreement of the students. The updated outline shall be made public to students via the e-Learning platform used and/or the website of the faculty/higher education institution;
- (8)** the right to receive, at the beginning of the first year of study, a "Student Guide", with information on: student rights and obligations, curriculum subjects, services provided by the higher education institution, assessment procedures, tuition fees, the material base of the higher education institution and faculty, information on legally established student associations, how to access scholarships and other means of funding, mobility, and other facilities and grants, etc. Higher education institutions may support the realization of this by student associations;
- (9)** the right to be assigned a year/series/group mentor/tutor, depending on the size of these programmes of study, from among the teaching staff of the faculty in which they are enrolled. The

higher education institutions shall establish how to access information on the list of mentors/mentors/tutors and their contact details and shall draw up rules on the mentoring system, the activity and responsibilities of mentors - teaching staff, approved by the University Senate;

- (10)** the right to participate in the semesterly evaluation of courses, seminars, practical work, teachers' performance and other educational and/or organizational aspects related to the programme of study, according to the legal provisions. Student participation in these evaluation processes is anonymous. The statistical results of evaluations shall be public information and shall be posted on the website of each higher education institution together with the improvement measures adopted following the analysis of the results of the evaluation process and shall be used to improve the content of teaching activities, teaching, learning and assessment methods;
- (11)** the right of access to the regulations, resolutions, decisions, minutes and other documents of the institution where they study, in accordance with the legislation in force. Upon request, higher education institutions may also make certain documents available in open data format;
- (12)** copyright and intellectual property rights for the results obtained through research and development activities, artistic creation and innovation, in accordance with the legislation in force, university institutional regulations and any contracts between the parties;
- (13)** the right to receive free of charge academic, professional, psychological and social information and counseling services, related to educational activity, provided by the higher education institution, according to the legislation in force and university institutional regulations;
- (14)** the right to interrupt and resume studies in accordance with the legislation in force and university institutional regulations;
- (15)** the right to study in one's mother tongue or in a language of international circulation, if available in the higher education institution, within the limit of the places allocated for this type of programme of study;
- (16)** the right to receive, on request, personalized feedback from teachers following each assessment process in which they participate;
- (17)** the right to an objective and non-discriminatory assessment of the learning outcomes acquired after the completion of a subject, in compliance with the subject description, and the right to know the scale according to which they have been assessed. The process of assessing students' knowledge shall be carried out in the presence of at least two teachers. The teachers shall inform the students of the grades for each subject in which the assessment has been carried out, after the assessment has been completed, within a maximum of 24 hours;
- (18)** the right to appeal the grades obtained in written examinations, in accordance with the internal regulations of the higher education institution. The decision on the appeal will be taken by a committee which does not include the teachers who initially assessed the examination, in the presence of the student who made the appeal, if the student so requests;
- (19)** the right to have access to personal educational records;
- (20)** the right to be notified of the result of the final exams;
- (21)** the right to be consulted by teachers on the scheduling of examination dates;
- (22)** the right to benefit from a student-centered educational process with a view to personal development, integration into society and the development of employability, job retention and mobility in the labor market;
- (23)** the right to benefit from flexible learning paths, in accordance with the legal regulations in force. To this end, a minimum number of two options for each optional/optional subject/set of subjects in the curriculum is ensured within the programme of study;
- (24)** the right to have access to specialized software for determining the degree of similarity, made available by the higher education institution, in the elaboration of academic work, according to institutional regulations;
- (25)** the right to participate in extra-curricular, scientific, technical, cultural, artistic and sports activities, as well as those for students capable of performance, financed from the state budget or from the budgets of higher education institutions;
- (26)** the right to free wireless internet access for all members of the University community throughout the University. The technical characteristics of the Internet network must allow access to online teaching activities, audio-video conferences and any other activity specific to the educational process.

Art. 7 The student's obligations are:

- (1) to carry out all the tasks assigned to them according to the curriculum and subject outline;
- (2) to respect the Charter, regulations, methodologies and decisions of the higher education institution;
- (3) meet the quality standards required by higher education institutions;
- (4) to respect other people's copyrights and to acknowledge the original source of the information presented in the work;
- (5) to report to the competent authorities any irregularities in the educational process and in activities related to it;
- (6) to comply with the provisions of the UTCB code of ethics and deontology;
- (7) to produce and defend assessment papers and original final papers;
- (8) to participate in academic activities without being under the influence of alcoholic beverages or other prohibited substances;
- (9) not to use language and behaviour inappropriate to the academic environment;
- (10) to make proper use, as intended, of all facilities and subsidies received;
- (11) to respect cleanliness, peace and order in the university premises;
- (12) to preserve the integrity and proper functioning of the material base placed at their disposal by UTCB;
- (13) to use the University's material base in strict accordance with its proper purpose and specific rules so as not to jeopardize their own safety and that of other members of the University community.
- (14) to pay for any damage to the material base made available to them by UTCB;
- (15) to meet the financial commitments imposed by the institution where they study, under the conditions laid down in the study contract;
- (16) to comply with the obligations set out in the individual study and practical training contract concluded with the higher education institution and the economic operator, in the case of dual education;
- (17) to sign the study contract at the beginning of each study cycle and, where applicable, addendums and to respect the clauses laid down in these documents;
- (18) to notify in writing the faculty secretariat of any changes in personal status (residence, name, etc.) during the course of the university studies;
- (19) not to prejudice, in any way, the image and prestige of UTCB, gained in the national and European academic space, in the social environment in general.

Processing of personal data within the University

Art. 8 The University processes the personal data of individuals admitted to university studies and ensures the rights of data subjects in accordance with the provisions of Regulation (EU) 2016/679 with subsequent amendments and additions of national legislation. The information notice on the processing of personal data for students is publicly displayed in the University secretariats. Detailed and up-to-date information on the processing of personal data within the University can also be found on our website: <https://utcb.ro>. The Personal Data Protection Officer at the Technical University of Civil Engineering Bucharest can be contacted using the contact details on our website: <https://utcb.ro>.

Litigation

Art. 9 The parties agree that all disagreements concerning the application of this contract or arising from its interpretation, execution or termination shall be settled amicably.

Art. 10 If it is not possible to resolve disputes amicably, the parties shall refer the matter to the competent courts.

Funding

Art. 11 In the case of students enrolled on places financed from the state budget or with tuition fee, the annual financing of studies will be made for the number of credits related to compulsory, optional and optional subjects included in the curriculum of the programme of study followed.

Art. 12 In the case of students enrolled on places financed from the state budget, the financing of studies may be made for a maximum number of academic years equal to the duration stipulated by law for the respective study cycle, minus the number of academic years during which the student has previously benefited from places financed from the state budget within other university programmes of study.

Art. 13

- (1)** after admission, the place is confirmed by enrolment.
- (2)** after enrolment, study contracts are signed.
- (3)** for students who have obtained a place on the budget form of financing their studies, withdrawal after signing the study contract entails the consumption of a budgeted year, regardless of when the withdrawal takes place..
- (4)** students admitted to fee-paying programmes must pay the first installment of their tuition fees after signing the Study Contract in order to complete the enrollment process.
- (5)** the student can lose the financing of studies from the state budget only under the conditions stipulated by the legislation in force and UTCB regulations.

Art. 14 According to UTCB Amount of fees and charges approved by the University Senate

- (1)** the value of a credit point is set;
- (2)** failed subjects will be recontracted in the following academic year for a fee;
- (3)** the student shall pay all fees due.

Art. 15

- (1)** the student's expulsion and the reversal of the expulsion will be carried out under the conditions stipulated in the UTCB regulations.
- (2)** expelled students can be re-enrolled in the same specialization, starting with the academic year following their expulsion, only after the payment of all outstanding financial obligations, assumed by signing the Study Contract at the beginning of each academic year, except for those who have been expelled for disciplinary reasons, who lose the right to be students in UTCB.
- (3)** the decision of expulsion is taken at the proposal of the Dean of the faculty and is approved by the Rector, being certified by the Expulsion Order signed by the Rector.

Termination of contract

Art. 16 Termination of contract can take place:

- (1)** on the date the student graduates from the programme of study;
- (2)** on the date of the activation of the student's definitive mobility, in the case where the student participates in a permanent mobility, UTCB being the sending institution;
- (3)** within 30 days from the registration at UTCB of the student's request to withdraw from the programme of study;
- (4)** on the date UTCB issues the decision to expel the student, in the case of
 - a. misconduct, as provided for in UTCB regulations;
 - b. failure to pay tuition fees, as provided for in UTCB regulations.
- (5)** at the end of the contract the student is obliged to hand in the student ID card, and other ID cards (transportation, library, etc.) as well as all other items / objects used to facilitate access to infrastructure, services, facilities and resources and that were made available by UTCB during the contract period.
- (6)** the termination of the contract is conditional upon the completion of the liquidation form, by the student, which certifies the termination of the student's obligations in legal relations with the economic department, the social service and the library, publishing and scientific journals service

Art. 17

(1) In cases where a student is expelled for breaches of UTCB regulations, after the expulsion has been approved and the expulsion decision has been issued, the person in question loses their student status, which is recorded in the University's Student Register and in the Single Student Register. Fees paid up to the date of expulsion are not refundable;

(2) if the expulsion is proposed because the student has not paid the fees in the installments and by the deadlines stipulated in the addendum to this contract, the expulsion procedure will go through the following stages:

- a. studies are suspended for a fixed period of a maximum of 3 months; during this period, no study documents required by the student will be issued on request.
- b. during the suspension period, the student is no longer entitled to participate in any form of assessment/examination and is required to pay all outstanding fees in a maximum of two installments, according to a schedule established by the faculty dean's office. The payment deadlines will be communicated to the suspended student by the faculty SAsecretariat.
- c. if the outstanding fees are paid during the 3-month suspension period, the suspension is lifted and the student regains their rights;
- d. if the outstanding fees are not paid by the end of the suspension period, the student is expelled without the right to re-enroll in the current academic year—and the expulsion is recorded in the university's Student Register and in the Single Student Register.

Art. 18 A student expelled for non-payment of fees in the installments stipulated in the addendum to this contract may be re-enrolled, upon request, by signing a new contract and paying the re-enrolment fee for the following academic year.

Art. 19 The fees and other financial obligations of the student towards UTCB are regulated by an addendum to this contract.

Art. 20 This contract shall be completed and signed in two copies: one for the student and one for the University.

Final provisions

Art. 21 The provisions of this contract are subject to the laws and regulations for the conduct of educational activities.

Art. 22 The parties sign the framework contract in the first year of enrollment at the university (all budgeted or fee-paying students). Under existing regulations, the amount of fees and other financial obligations are regulated annually by the Senate before the start of each academic year. In these circumstances, fee-paying students will sign at the beginning of each academic year, in addition, the addendum on fees and payment deadlines for the year in question, which forms an integral part of this contract.

Art. 23 Tuition fees and other financial obligations paid by students will not be refunded in the event of dropping out, regardless of the year of study.

Art. 24 This contract is supplemented by the legal provisions in force, the provisions of the University Charter and UTCB Regulations annexed.

Rector,
Prof. univ. dr. ing. Radu Sorin Văcăreanu

General Administrative Director,
Ec. Lucia Nicoleta Iancu

Interim Chief Accountant,
Ec. Doinița Tinca

Legal Adviser,
Georgeta Florea

Faculty
Dean,
Chief Secretary,

Student,
Last name
First name
Signature

Annex 4 Addendum to the study contract

No.	Date:
-----	-------

Addendum to the study contract

Between:

Technical University of Civil Engineering Bucharest, Bd. Lacul Tei nr. 122 - 124, sector 2, represented by prof.univ.dr.dr.ing. Radu Sorin Văcăreanu as Rector,
and

Last name				Father's initial	
First name					
ID	Seres	Number			
CNP	Registration number				

The student is enrolled in

Romanian language preparatory year
undergraduate studies
master's degree studies

and occupies a fee-paying place for the following reason:

enrolment
enrolment, but with a study grant offered by UTCB
enrolled during the period of schooling, but exceeded the subsidized duration of studies
has completed the schooling period
advance credit requests

Financial obligations *(to be completed by Secretariats)* Installments

Annual fee amount	
Credit fee amount	
Nonpromoted credits	
Total fee	

Installments	Amount	Deadline

Art. 2 The student undertakes to pay the financial obligations related to the teaching process to the university within the deadlines set by the UTCB Senate.

Art. 3 This addendum shall be completed and concluded in two copies: one for the student and one for the University.

Rector,
Prof.univ.dr.ing. Radu Sorin Văcăreanu

General Administrative Director,
Ec. Lucia Nicoleta Iancu

Interim Chief Accountant,

Ec. Doinița Tinca

Legal Adviser,

Georgeta Florea

Faculty,

Dean,

Chief Secretary,

Student,

Last name
First name
Signature

Annex 5 Model of application form for interruption of studies

The undersigned

Last and first name	<i>[last and first name]</i>		
Date of birth	<i>[year]</i>	<i>[month]</i>	<i>[day]</i>
Personal identification number	<i>[CNP]</i>	Registration number	

student at the Technical University of Civil Engineering Bucharest

Programme of study	<i>[name of the programme of study]</i>		
	Cycle of study	bachelor	master
	<i>[programme of study]</i>		<i>[language of instruction]</i>
	Academic year		Year of study

Please approve my interruption of studies with effect from

--

Reason for interruption of studies

--

<i>[application completion date]</i>	<i>[student's signature]</i>
--------------------------------------	------------------------------

To the Dean of the Faculty of

--

Annex 6 Model of application form for appealing against the results of an examination

The undersigned

Last and first name	<i>[last and first name]</i>		
Date of birth	<i>[year]</i>	<i>[month]</i>	<i>[day]</i>
Personal identification number	<i>[CNP]</i>	Registration number	

student at the Technical University of Civil Engineering Bucharest

Programme of study	<i>[name of the programme of study]</i>			
	Cycle of study	bachelor		master
	<i>[programme of study]</i>			<i>[language of instruction]</i>
	Academic year		Year of study	

I would like to appeal against the results of the exam in the subject

--

Taken on

--

Reason for appeal

--

<i>[application completion date]</i>	<i>[student's signature]</i>
--------------------------------------	------------------------------

To the Dean of the Faculty of

--

Annex 7 Application for resumption of studies

The undersigned

Last and first name	<i>[last and first name]</i>		
Date of birth	<i>[year]</i>	<i>[month]</i>	<i>[day]</i>
Personal identification number	<i>[CNP]</i>	Registration number	

Enrolled in the academic year

--

student at the Technical University of Civil Engineering Bucharest

Programme of study	<i>[name of the programme of study]</i>		
	Cycle of study	bachelor	master
	<i>[programme of study]</i>		
	Academic year		Year of study

Please approve my resumption of studies with effect from

--

<i>[application completion date]</i>	<i>[student's signature]</i>
--------------------------------------	------------------------------

To the Dean of the Faculty of

--

Annex 8 Mobility application form

Mobility application form

Higher Education Institution/ Institution organizing PhD studies (IOSUD) (institution of origin) Agreed. Rector,	Higher Education Institution/ Institution organizing PhD studies (IOSUD) (receiving institution) De acord. Rector,
---	---

I, the undersigned, PhD student in the academic year at the University Faculty/Doctoral School program/field of study
.....
.....
organized in the form of study (IF/IFR/ID), year of study form of financing (budget/fee), hereby request you to approve my mobility as a PhD student in the academic year at the University Faculty/Doctoral School
.....
, programme of study/field of study
....., organized at , educational form (IF/IFR/ID), year of study form of funding (budget/fee).

I request this mobility for the following reasons:

.....
.....
.....
.....
.....
.....
.....
.....

Please find attached the following documents:

.....
.....
.....
.....
.....
.....
.....
.....

Date: / /

Favorable opinion Dean of Faculty/ Director of the Doctoral School, (Faculty/Doctoral School of origin) Signature	Favorable opinion Dean of Faculty/ Director of the Doctoral School, (receiving Faculty/Doctoral School) Signature
--	--

Annex 9 Conversion grid for the recognition of marks/grades obtained by students during international academic mobilities

Romania	1 – 4	5	6	7	8	9	10
ECTS Scale	FX, F Fail	E Sufficient	D Satisfactory	C Good	C Good	B Very Good	A Excellent
Austria	5	-	4	-	3	2	1
Bulgaria	2 Слаб	3 Среден	-	-	4 Добър	5 Много добър	6 Отличен
Belgium	7, 8, 9	10	11	12	13, 14	15, 16, 17	18, 19, 20
Czech Republic	> 3 nevyhověl	-	-	-	3 dobré	2 velmi dobré	1 výborně
Croatia	1 nedovoljan	2 dovoljan	-	-	3 dobar	4 vrlo dobar	5 izvrstan
Denmark	0, 3, 5	6	7	8	9	10	11, 13
Switzerland	< 3,5	3,5 – 3,99	4,0 – 4,49	4,5 – 4,99	5,0 – 5,49	5,5	5,51 – 6,0
Estonia	0 puudulik	1 kasin	2 rahuldav	-	3 hea	4 väga hea	5 suurepärane
Finland	-	1	1½	-	2	2½	3
France	Insuffisant (< 10)	Passable (10–10,49)	Passable (10,5 – 10,99)	Assez bien (11,0-11,49)	Assez bien(11,5–12,49)	Bien (12,5–14,49)	Très bien (14,5–20,0)
Germany	> 4,01	4,00 – 3,51	3,5 – 3,01	3,00 – 2,51	2,50 – 2,01	2,00 – 1,51	1,50 – 1,00
Greece	2, 3, 4	5	6	-	7	8, 9	10
Ireland	< 25% Fail	25% – 39% Pass	40% – 44% 3 rd pass	45% – 54% -	55% - 69% 2 nd / II	70% - 84% 2 nd / I	85%-100% I
Iceland	Fail	5	-	6	7	8	9, 10
Italy	≤ 17	18, 19	20 – 22	23-24	25-26	27, 28	29,30, 30+
Latvia	< 4	4	5	6	7	8	9, 10
Lithuania	< 4	5	6	7	8	9	10
United Kingdom	0 – 39% (Fail)	40 – 49% (3 rd)	50 – 54% (2ii)	55 – 59% (2ii)	60 – 64% (2i)	65 – 69% (Upper 2i)	70 – 100% (First)
Norway	6 - 4,1	4 - 3,5	3,5 - 3	2,9 - 2,4	2,3 - 2	1,9 - 1,2	1,1 - 1,0
Netherlands	1 – 4	5 – 5,49	5,5 – 6,49	-	6,5 – 7,49	7,5 – 8,49	8,5 - 10
Poland	< 3,00	3,00	3,01 – 3,49	-	3,50 – 3,99	4,00 – 4,49	4,50 - 5,00
Portugal	1 - 9	10	11, 12	13	14, 15	16, 17	18, 19, 20
Slovakia	5	-	4	-	3	2	1
Slovenia	1 - 5,9	6	6,1 - 6,9	7 - 7,5	7,6 - 7,9	8 - 9,9	10
Spain	< 5 Suspens	5,0 – 5,49 Aprobado	5,5 – 6,49 Aprobado	6,5 – 7,49 Notable	7,5 – 8,49 Notable	8,5-9,49 Sobresaliente Excellent	9,5 - 10 Matricula de Honor
Hungary	1,00 -1,99 elégtelen	-	2,00 – 2,50 elégséges	-	2,51 – 3,50 közepes	3,51 – 4,50 jó	4,51 – 5,00 jeles, kiváló
Turkey	1 - 4 Noksan/ Pek Noksan	4,5 – 4,99	5,00 – 6,49 Orta	6,5 – 6,99 Orta	7,00 - 7,99 Lyi	8,00 – 8,99 Lyi	9,0 – 10,0 Pek iyi

Annex 10 List of subjects with equivalent and recognized credits

For:

Last and first name	<i>[last and first name]</i>		
Registration number	<i>[registration number]</i>		

student at the Technical University of Civil Engineering Bucharest

Programme of study	<i>[name of the programme of study]</i>		
	Cycle of study	bachelor	master
	<i>[programme of study]</i>		
	Academic year		Year of study

in one of the following situations:

permanent mobility at UTCB	
admitted to UTCB after having followed another programme in the same cycle of study at another higher education institution	
re-enrolled at UTCB	
re-enrolled in the year of study	
resumption of studies after an interruption	

who previously attended the same cycle of study:

programme of study	
at the higher education institution	

At his/her request, the credit equivalence and recognition committee decided to grant equivalence for the following credits and established the subjects that must be taken in order to accumulate additional credits for promotion and/or graduation from the programme of study, as follows:

No crt	Previously completed programme of study:				The programme of study in which he/she is enrolled:				Resolution (E/R/A)*
	Subject	Year of study	Grade/mark	Number of credits	Subject	Year of study	Number of credits		
1	2	3	4	5	6	7	8	9	

Total credits (according to the school report issued)							

* The resolution may be: E – equivalence, for equivalent subjects, considered when calculating the minimum number of credits required for promotion or graduation from the programme of study, for which the grade/mark obtained in the previous programme of study, subjects from the previous programme of study that are not equivalent to subjects from the programme of study in which the student is enrolled are not considered in calculating the minimum number of credits for promotion or graduation from the programme of study, but are recognized by recording them in the diploma supplement as optional subjects, at the student's request, A – subjects that must be taken in order to accumulate credits for promotion to the next year of study and graduation from the programme of study.

For equivalent subjects, the total number of credits in the programme that the student previously attended must be greater than or equal to the total number of credits in the programme in which the student is enrolled.

Subjects with resolution A are selected from the curriculum of the program in which the student is enrolled so as to ensure the minimum number of credits for each year of study, in accordance with the provisions of the curriculum. For subjects with resolution A, columns 2-5 are left blank.

When equivalence of subjects is assessed, consideration is given, as far as possible, to the classification of subjects into formative categories: fundamental subjects, field subjects, specialized subjects, and complementary subjects. It is not mandatory to strictly compare the content of the subject outline, as the equivalence of the concepts studied is determined by the commission.

When equivalence of subjects is assessed, the possibility of dividing or combining subjects from the previous programme of study may be considered. In the case of combining subjects, the grade for the equivalent subject in the program in which the student is enrolled is determined as the weighted average of the grades obtained in the subjects that are combined.

If, in the previously followed programme of study for a subject, the learning outcomes were assessed with a pass/fail grade, this can only be equated with a subject that is assessed with a pass/fail grade.

If, in the previous programme of study, the learning outcomes for a subject were assessed with a grade, this can be equated with a subject that is assessed with a pass/fail grade. In this situation, a pass grade corresponds to obtaining the minimum passing grade in the programme of study that the student previously followed.

The following situation of the credits is obtained:

Situation of credits:		Previously completed programme of study:		The programme of study in which he/she is enrolled:
Year of study	Type of credits:	Total credits:	Total credits:	Academic status:
First Year	Equivalent credits (E):			
	Recognized credits (R):			
	Credits to accumulate (A):			
Second Year	Equivalent credits (E):			
	Recognized credits (R):			
	Credits to accumulate (A):			
Third Year	Equivalent credits (E):			
	Recognized credits (R):			
	Credits to accumulate (A):			
Fourth Year	Equivalent credits (E):			
	Recognized credits (R):			
	Credits to accumulate (A):			
All years of study for which equivalence/recognition has been granted	Equivalent credits (E):			
	Recognized credits (R):			
	Credits to accumulate (A):			

Commission for the equivalence and recognition of credits established by decision of the Dean no. _____ of _____:		Signature
President, Dean		
Members (minimum two, members of the Faculty Council)		

Date:

Annex 11 Model of study agreement for temporary academic mobility

The undersigned

Last and first name	[last and first name]		
Date of birth	[year]	[month]	[day]
Personal identification number	[CNP]	Registration number	

student at the Technical University of Civil Engineering Bucharest

Programme of study	[name of the programme of study]		
	Cycle of study	bachelor	master
	[programme of study]		
	Academic year		Year of study

I would like to be approved for temporary academic mobility at the following university:

University	
Faculty	
Programme of study	
Country	
Locality	
Address	

During the mobility, I would like to study the following subjects

Subject	Semestre in which it is studied	Number of ECTS credits

The Technical University of Civil Engineering Bucharest

Dean	
Faculty	
Approval date	
Signature	

Receiving university

Dean	
Faculty	
Approval date	
Signature	

Annex 12 Model of certificate of reimbursement of tuition fees funded from the State budget

The undersigned

Last and first name	[last and first name]		
Date of birth	[year]	[month]	[day]
Personal identification number	[CNP]		Registration number

student at the Technical University of Civil Engineering Bucharest

Programme of study	[name of the programme of study]		
	Cycle of study	bachelor	master
	[programme of study]		
	Academic year	[language of instruction]	

please approve the reimbursement of tuition services financed from the State budget according to the Methodology for the reimbursement of tuition services financed from the State budget.

Field to be completed by university

a) the basic funding allocation calculated on the basis of the average cost per equivalent student, per field, per cycle of study, and per language of instruction, to which the following applies, where applicable, an equivalence coefficient (Table 1 in Annex 3 to the Methodology for the allocation of budgetary funds for the basic and supplementary financing of state higher education institutions in Romania for the respective year) and, respectively, a cost coefficient (from Annex 3 to the Methodology for the allocation of budgetary funds for the basic and supplementary financing of state higher education institutions in Romania for the respective year);

Accounting Service	[Amount in figures and letters]	lei
--------------------	---------------------------------	-----

the amounts collected shall be transferred to the account RO22TREZ23A655000510102X, opened at ATCPMB, tax code 13729380

b) the scholarship received during the period of studies, if he/she received a scholarship from the State budget;

Social Service	[Amount in figures and letters]	lei
----------------	---------------------------------	-----

the amounts collected shall be transferred to the account RO75TREZ23A655000590100X, opened at ATCPMB, tax code 13729380

c) funds reimbursed to the student for local transport facilities during the period of study, if he/she benefited from transport reimbursement;

Serviciul social	[Amount in figures and letters]	lei
------------------	---------------------------------	-----

the amounts collected shall be transferred to the account RO61TREZ23A655000570202X, opened at ATCPMB, tax code 13729380;

d) the allowance for dormitories and canteens that the student received during their studies, if he/she received an allowance for dormitories and canteens during their studies.

Social Service	[Amount in figures and letters]	lei
----------------	---------------------------------	-----

the amounts collected shall be transferred to the account RO28TREZ23A655000510163X, opened at ATCPMB, tax code 13729380

To the Rector of the Technical University of Civil Engineering Bucharest