



REGULATION FOR THE ORGANIZATION AND FUNCTIONING OF THE PREPARATORY YEAR OF ROMANIAN LANGUAGE FOR FOREIGN CITIZENS

CHAPTER I. GENERAL PROVISIONS

Article 1.

The preparatory year of Romanian language learning program for foreign citizens is carried out at the Faculty of Social, Political and Humanistic Sciences, Department of Communication, Foreign Languages and Public Relations.

Article 2.

The preparatory year of Romanian language learning program for foreign citizens is organized and operates in accordance with:

- National Education Law no 1/2011;
- Order No 3473/2017 issued by the National Education Ministry - approving the Methodology of admitting and schooling the foreign citizens starting with the school year/university year 2017-2018;
- Order no. 6156/2016 regarding the organization and conduct of the preparatory year of Romanian language learning program for foreign citizens;
- Decree no. 22/2009 regarding the establishing of the minimum amount of the tuition fees, in foreign currency, for the citizens who are studying on their own account in Romania, who come from States that are not members of the European Union, as well as from those which do not belong to the the European Economic Area and the Swiss Confederation;
- Law no 1/2010 for the approval of the Government Ordinance no. 22/2009 regarding the establishing of the minimum amount of the tuition fees, in foreign currency, for the citizens who are studying on their own account in Romania, who come from States that are not members of the European Union, as well as from those which do not belong to the the European Economic Area and the Swiss Confederation;
- Notice no. 42466/15.07.2015 of Ministry of National Education—General Directorate of Higher Education (DGI regarding the including of Titu Maiorescu University (UTM) in Annex I – The list of universities which provide training courses of preparatory year in Romanian, as it is stated in the new Order approving Methodology of admitting and schooling foreign citizens, from third countries of the EU, in Romanian accredited public and private higher education, as well as methodology of schooling young people of Romanian ethnic origin and of Romanian citizens living abroad, in Romanian higher education system;
- Specific evaluation standards for the preparatory year of Romanian language for foreign citizens established by the Romanian Agency for Quality Assurance in Higher Education (ARACIS) in order to authorise the temporary functioning/ accreditation;
- The Charter of Titu Maiorescu University (UTM).



Article 3.

- (1) Preparatory year may be attended by the foreign citizens whose applications have obtained the agreement in principle of „Titu Maiorescu” University and have been issued the documents of acceptance by the Ministry of National Education (letter of acceptance to the studies - Annex 2, for candidates from third countries of the EU, validation of studies certificate for the candidates from countries belonging to the EU, the SEE and the Swiss Confederation and schooling approval for foreign citizens candidates, Romanians everywhere).
- (2) During the preparatory year, candidates acquire Romanian language competencies, as well as competencies specific to a certain field of studies

Article 4.

The preparatory year of Romanian language learning program for foreign citizens is organized in the form of full time education. Training is done on their own financial account, that is foreign currency in the case of foreign citizens from countries that do not belong to the EU and on their own financial account, that is RON, in the case of the citizens coming from countries which belong to the EU, SEE and the Swiss Confederation. The amount of the tuition fees is established by „Titu Maiorescu” University Senate.

Article 5.

- (1) The duration of “The Preparatory year of Romanian language learning program for foreign citizens” is one academic year, that is 2 semesters, a 14-week semester. An academic year has 60 transferable study credits (ECTS), equally distributed between the two semesters. Undergoing examinations of the second semester is conditioned by passing examinations in the first semester. A number of 10 credits is allocated to the final examination for obtaining the graduation certificate.
- (2) The participants in the preparatory year of Romanian language learning program for foreign citizens are considered students during the entire period they take part in the respective program of study, from registration to graduation.

Article 6.

- (1) The definition of the content of the preparatory year of Romanian language learning program for foreign citizens is made by the curriculum, proposed and endorsed by the Department of Communication, Foreign Languages and Public Relations, belonging to the Faculty of Social, Political and Humanistic Sciences, and by the Rector, for an entire year of training, approved by the Board of Directors and approved by „Titu Maiorescu” University Senate.
- (2) Educational curriculum contains core and elective subjects.



Article 7.

The subjects in the curriculum for the preparatory year of Romanian language learning program for foreign citizens will be enrolled in the descriptive supplement, annex of the Graduation Certificate.

Article 8.

The graduates of the preparatory year of Romanian language learning program for foreign citizens, as a result of obtaining the graduation certificate of the program focusing on the Romanian language acquisition, have access to Bachelor studies, master's degree studies, post-graduate programs for training and continuous professional development, continuous education postgraduate courses, doctoral studies held in Romanian language, in compliance with the entrance procedures relating to each program of studies.

CHAPTER II. MISSION, OBJECTIVES, COMPETENCIES AND PURPOSE

Article 9.

Mission of this study program is to give foreign citizens the socio-linguistic and cultural competencies which allow their integration into the socio-professional and academic environment of Romanian language.

Article 10.

Objectives:

- Acquiring the vocabulary as well as Romanian language grammar structures and their application in the current conversation;
- Acquisition of text reception and composing competencies specific to the chosen specialised field and the academic environment.

Article 11.

Competencies:

a) *Professional competencies:*

- Effective written and oral communication in Romanian language, as described for the B1-B2 levels of the Common European Framework of Reference for Languages (CECR) drawn up by the Council of Europe;
- The use of the phonetic, vocabulary and grammar system of the Romanian language in understanding and production of oral and written messages (general language);
- Use of the vocabulary and grammar structures specific to the specialized language, in order to understand specialized documents drawn up in Romanian;
- Oral and written communication in the academic context.

b) *The transversal competencies:*

- Openness towards intercultural communication;
- Integration into the Romanian cultural and socio-professional environment;
- Ability to perceive the Romanian culture and civilization phenomena from the cultural diversity perspective;



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- The ability to operate efficiently in the context of globalisation and of cross-border economy.

Article 12.

Purpose

- (1) The final exam of the preparatory year in Romanian language learning program for foreign citizens shall take place in „Titu Maiorescu” University, in accordance with the Regulation approved by The Ministry of National Education (MEN), upon a proposal of the Romanian Language Institute (ILR), after the consultation with the accredited higher education institutions and in accordance with own Regulation approved by „Titu Maiorescu” University Senate.
- (2) „Titu Maiorescu” University issues the candidates who have passed the final exam a graduation certificate corresponding to the level of preparation, that is B1 or B2 in accordance with the description made by CECR, and a descriptive supplement, in accordance with the rules in force (Annex 4).

CHAPTER III. ORGANIZATION OF THE ACADEMIC YEAR

Article 13.

The academic year consists of two semesters, a semester being made up of 14 weeks of teaching activities. Knowledge assessment, which lasts three weeks, takes place at the end of each semester. A session of resit exams, of maximum two weeks, is organized at the end of each university year. Within this session, one can undergo the failed exams or the exams to which he/she has been absent, regardless of the semester to which the respective exam belongs. Holidays between semesters - Christmas and Easter holidays - and other legal holidays are stipulated in the structure of the academic year. The Senate (possibly but not compulsory, with the prior notice of the Board of Directors) may decide to organize an additional assessment session.

Article 14.

The teaching activities schedule, in accordance with the structure of the academic year, is approved and made available to the public before the beginning of the academic year. The assessment may be taken only during scheduled sessions.

CHAPTER IV. ELIGIBILITY CONDITIONS AND SELECTION CRITERIA FOR ADMISSION IN THE PREPARATORY YEAR

Article 15.

- (1) The citizens from third countries of the EU, who are studying on their own financial account, and those from member states of the European Union, the European Economic Area and the Swiss Confederation, which pay their taxes in RON, may enrol in the preparatory year for Romanian language learning program, after obtaining the documents of acceptance for studies given by Ministry of National Education.



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- (2) The citizens from third countries of the EU who want to enrol in the preparatory year for Romanian language learning program must meet the following conditions of eligibility:
- submit documents certifying the nationality and residence in the state of origin (outside the European Union, the European Economic Area and the Swiss Confederation);
 - have their papers issued by higher education institutions which are recognized in the country of origin, in compliance with the Ministry of National Education circular no. 205/CNERD/03/06/2014/G.L. (Additional information: <http://www.cnred.edu.ro>).

Article 16.

- (1) According with this Regulation, the third countries of the EU include countries which are not members of the European Union and states which do not belong to the European Economic Area.
- (2) The Swiss Confederation is not considered to be a third state in relation with the European Union.

Article 17.

The physical presence of the candidate is mandatory for all activities relating to the enrollment, withdrawal, etc. In exceptional cases, the enrollment can be done with a procuration, which states the fact that the empowered person may submit the file in order to enrol the person in the preparatory year for Romanian language learning program, in „Titu Maiorescu” University in Bucharest.

Article 18

- The enrolment in the preparatory year for Romanian language learning program is made at the International Relations Department of „Titu Maiorescu” University, in Bucharest.
- When enrolling, the applicant or his/her duly authorized representative, will hand in a file envelope type, on which he will write the identification data, including the e-mail address and the phone number.
- The enrolment file will contain the documents listed in Annex 1 of this Regulation. Incomplete enrollment files are not accepted for registration.
- Details regarding the enrollment in the preparatory year for Romanian language learning program of the candidates who are citizens of countries that do not belong to the European Union, can be found in Annex 1 (enrollment application form) of this Regulation.
- The approval of the candidates' requests from third countries of the EU who want to enrol in the preparatory year for Romanian language learning program, is made by the Ministry of National Education, which transmits their letters of acceptance for studies to „Titu Maiorescu” University in Bucharest.
- Candidates from the European Union, the European Economic Area and the Swiss Confederation will enrol on the basis of the certificate for the validation of diplomas issued by the National Council for Attesting Titles, Diplomas and Certificates.
- Candidates in the category "Romanians everywhere" shall be enrolled on the basis of the Schooling Approval issued by the Department of Romanians Everywhere belonging to the Direction of International Relations and European Affairs of Ministry of National Education.



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Article 19.

- (1) The amounts of enrollment fees in the preparatory year for Romanian language learning program shall be approved by „Titu Maiorescu” University Senate and are stated in the tax nomenclature of the University.
- (2) The enrolment fee in the preparatory year for Romanian language learning program shall be paid at the pay desks of „Titu Maiorescu” University in Bucharest or by banking procedure.

CHAPTER V. ENROLLMENT IN THE PREPARATORY YEAR

Article 20.

- (1) The candidates' enrollment in „Titu Maiorescu” University in Bucharest shall be made by decision of the Rector, after paying the tuition fee approved by „Titu Maiorescu” University.
- (2) After issuing the enrollment decision, the candidates who are declared admitted must sign a contract of study whose form is attached in the present Regulation (Appendix 4).
- (3) After enrollment, students are registered in the Matriculation Record having an unique registration number, valid during the entire preparatory year.

Article 21.

When enrolling a student in the program of studies, his/her personal file will include:

- a) acceptance documents issued by the Ministry of National Education, the General Direction of International Relations and European Affairs;
- b) certificate for the validation of studies for the EU citizens, issued by CNRED;
- c) graduation document - as an original or as a certified copy - certified translation;
- d) academic record - as an original or as a certified copy - certified translation;
- e) birth certificate - as copy and certified translation;
- f) copy of the passport - valid for at least six months after the date of receipt of the letter of agreement or identity card for European citizens;
- g) certificate of health (translated into Romanian or English) stating that the person does not suffer from contagious diseases or other conditions incompatible with the future profession;
- h) 2 photos size ¾ cm;
- i) schooling contract.

Article 22.

After enrollment, the student receives the grades card and the student card. They form the basis for all services and activities in „Titu Maiorescu” University in Bucharest. Presenting the student card when being assessed is mandatory. If the student loses these papers, duplicates may be issued in exchange for a fee after its loss publication in the press.



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Article 23.

Students are enrolled in study groups. Elective courses will only be activated if a minimum of one group (25 students) is completed.

CHAPTER VI. THE EUROPEAN CREDIT TRANSFER SYSTEM AND PASSING PREPARATORY YEAR

Article 24.

The number of transferable study credits (ECTS) is a score associated with each subject and is commensurate with the amount of work required for the student in order to master the subject, including both organized activities (courses, seminars, projects, participation in the acquired knowledge assessment), as well as individually, for the assimilation of the taught knowledge, the elaboration of assignments, the papers, projects accomplishment, etc. In determining the number of ECTS for each subject, it must be taken into account that 1 ECTS represents the equivalent of 25 hours of activity.

Article 25.

The number of transferable study credits accrued conditions obtaining the graduation certificate of the preparatory course for Romanian language learning. Study credits are expressed in full, positive numbers. Throughout the subject teaching period, partial credits may not be granted on component parts related to it. Subject passing is equivalent to the accumulation of related credits.

Article 26.

Passing the preparatory year for Romanian language learning is conditioned by obtaining 60 transferable study credits related to the core subjects and elective subjects in the curriculum. Otherwise, students may receive an additional year upon request, with the approval of the faculty dean, after paying the fees approved by the „Titu Maiorescu” University Senate. Students who do not promote the additional year or those who do not accumulate 60 transferable study credits and who are not eligible for the enrollment in a supplementary year will be expelled.

CHAPTER VII. KNOWLEDGE ASSESSMENT

Article 27.

The assessment forms, the professional obligations (projects, practical papers, papers, monographs, etc.), the methods of marking, the conditions for passing the subject for the students enrolled in the preparatory year, are established by the subject outline sheet and cannot be challenged. Subject outline sheets will be presented to the students by course tenured academic staff at the beginning of the semester.

Article 28.

The students' assessment forms are: examination (written or oral); ongoing evaluation. They are provided in the curriculum of the study program. The form of evaluation is established for each subject by the Department of Communication, Foreign Languages and Public Relations with the



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approval of the Faculty Council before the beginning of each academic year and is specified in the subject outline sheet.

Article 29.

The exam for each subject studied in Romanian will test five skills: understanding after listening, understanding of a written text, grammar and vocabulary, creative text production, oral expression.

Article 30.

Assessment of students will be done with marks for core and elective subjects. The mark is an integer from 10 to 1. The minimum passing mark is 5.

Article 31.

- (1) At least 30% and not more than 50% of the final grade for the subjects completed with examination is made up of the students' assessment throughout the semester. The ongoing evaluation is taken into account in the current year, including in the resit examination session.
- (2) Conditions to be met to qualify for each examination shall be set out in the subject outline sheet. Undergoing the examination is also conditioned by fulfilling all financial obligations.
- (3) For assessments in the current academic year, during normal examination sessions there are no fees.

Article 32.

Assessment for failed subjects take place in the resit examination session.

Article 33.

The Romanian language preparatory program ends with a graduation examination. The graduation examination is held according to Order of the Ministry of National Education and Scientific Research no. 6156/2016 regarding the organization and carrying out the preparatory year of Romanian language for foreign citizens, with subsequent modifications and completions and based on a methodology/procedures approved annually by the Senate of the University.

Article 34.

The faculty management bodies set the timetable for the evaluation and display it in the first three weeks from the beginning of each semester. Students can usually hold a single assessment on the same day. For the resit examinations session, the assessment dates are announced at least two weeks prior to it.

Article 35.

- (1) Knowledge assessment by tests shall be carried out by marking throughout the semester according to the requirements of the subject outline sheet . If the subject sheets explicitly provide for a final assessment in the last week of the semester, the mark from this assessment must be the minimum passing mark.
- (2) Oral assessment of knowledge is based on the exam paper.
- (3) Programming examinations on study groups shall be carried out in such a way as to ensure optimum examination conditions.



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Article 36.

Students can recover some teaching activities and undergo in the resit examinations session the assessments they were absent or have not passed in previous sessions, regardless of the number of credits accumulated.

Article 37.

The results of the assessments will be communicated to the students in maximum within one day from the oral exam and four working days from the written exams.

Article 38.

Possible complaints regarding the results of written tests are submitted in written form to the faculty secretariat within 48 hours after the results are displayed and are reviewed by an appeal panel. The mark given in the appeal remains final. The settlement and communication of the result of the appeal shall be made within three working days from the expiry of the deadline for their submission; the result established after the appeal cannot be challenged. The mark obtained in the oral evaluation cannot be disputed.

Article 39.

Academic staff cannot be held accountable for the exigency of the assessments under the conditions of the evaluation fairness.

CHAPTER VIII. THE RIGHTS AND OBLIGATIONS OF THE STUDENT

Article 40.

During the schooling, the students enrolled in the preparatory year for the Romanian language learning organized by „Titu Maiorescu” University have the following rights:

- a) to participate in the teaching activities (courses, seminars, exams, etc.) established by the curriculum of the Romanian Language Preparatory Year for Foreign Citizens;
- b) to receive the Certificate of the preparatory year graduating studies, after passing the graduation exam, within the time limits set by the law;
- c) to benefit free of charge from the endowments within the educational spaces, from the book funds and scientific journals in the UNIVERSITY libraries;
- d) other rights, according to the STUDENT's Code of Rights and Obligations, as well as the Regulation on the Professional Activity of Students in the European Credit Transfer System of the UNIVERSITY.

Article 41.

Students have the following obligations:

- a). to participate in teaching theoretical and practical activities, to acquire the knowledge provided in order to achieve Romanian language knowledge necessary for the university studies in Romanian;
- b). to observe the group distribution, the timetable of the activities, the work schedule of the faculty secretariat and the dean's office and to answer the requests on behalf of the faculty secretariat in matters related to the professional activity;



- c). to know and respect the UNIVERSITY Charter, as well as the regulations, methodologies and Codes adopted on the basis of it and the legislation in force;
- d). complete and sign the Study Contract and comply with the clauses set forth in this document; in case of refusal to sign this document, the STUDENT status is lost;
- e). to notify in written form the faculty secretariat of any changes in the personal status (domicile, names and other such changes) during the academic year;
- f). to have a decent attitude and civilized behavior in the relationships with the members of the university community, to respect, within the university premises and in any other event, the behavioral norms specific to the university ethics;
- g). not to undermine, in any way, the image and prestige of the UNIVERSITY, gained in the national and European academic space, in the social environment in general.
- h) to pay, at the due date, the study fee and any other special fees provided for in the Regulation on the Tax Nomenclature approved by the Senate of the UNIVERSITY and the Administrative Board for each academic year;
- i). at the time of ending studies, in case of withdrawal or expulsion, to complete the liquidation sheet, on the basis of which the study papers will be issued;
- j). use and maintain in good working order the courses and seminars rooms, laboratories, libraries, reading rooms and other material endowments provided by the UNIVERSITY for professional and scientific training and for cultural and sports activities;
- k). comply with other obligations, in accordance with the STUDENT Code of Rights and Obligations, as well as with the Regulation on Student's activity in the European Credit Transfer System of the UNIVERSITY.

Article 42.

For deviations from university discipline and for non-compliance with this regulation, students may be expelled, with or without re-enrollment rights in „Titu Maiorescu” University.

Article 43.

- (1) For the following deeds, students will be expelled without re-enrollment right in „Titu Maiorescu” University, following the Dean's proposal, with the approval of the faculty council, by decision of the Rector:
 - a. person substitution for an evaluation; will be expelled the replaced person as well the person who replaces, if he/she is a student of „Titu Maiorescu” University;
 - b. plagiarism of projects, reports;
 - c. attempting to pass examinations or other evaluations by fraud;
 - d. attempt to bribe teaching staff and/or auxiliary teaching staff;
 - e. verbal or physical threat or aggression of university community members;
 - f. complicity in attempting to fraudulently pass examinations.
- (2) In the following situations, students will be expelled with the right to re-enroll in „Titu Maiorescu” University, following the Dean's proposal, by decision of the Rector:
 - a. not acquiring the number of transferable study credits required to obtain the graduation certificate of the preparatory year;
 - b. not enrolling in the additional year;
 - c. non-payment of the tuition fee on time;
 - d. non-submission to the personal file of the documents specified in this Regulation;



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e. withdrawal from studies.

(3) After the expulsion, the person concerned loses his or her status as a student.

CHAPTER IX. STUDY FACILITIES

Article 44.

- (1) The Dean of the faculty may approve the support of up to two assessments in order to increase the mark in the subjects passes in the same year's resit examination session. If the reevaluation mark is lower than the original one or the student is absent from the reevaluation, the initially mark is maintained. Only students who completed all credits successfully may be present in these re-evaluations and, in exceptional cases, students with absences other than the one in which the assessment is made. Reassessments for these marks are paid according to the Tax Regulations.
- (2) The application for the mark increase shall be submitted to the faculty secretariat four days before the beginning of the resit examinations session. The fee must be paid at least four working days before the evaluation is undergone. The assessments in the resit examinations session are also paid by students who have been re-enrolled and were not present in normal sessions.
- (3) Re-enrolled students may not request to increase the mark for makeup assessments. The reexaminations for mark augmentation cannot be repeated.

CHAPTER X. OTHER PROVISIONS

Article 45.

„Titu Maiorescu” University Senate approves annually the type and amount of tuition fees and other fees for university services.

Article 46.

For students enrolled in the preparatory year in Romanian language learning program, no tax exemptions, reductions or rescheduling are granted.

Article 47.

If a student requests withdrawal from studies after enrollment, the unpaid tuition fees due at the time of withdrawal will be refunded.

Article 48.

The schedule of re-enrollments, transfers and the schedule of fees payments related to them, as well as the tuition fees are established by the Board of Directors, approved by the Senate and made public according to the rules in force. School fees for foreign citizens will be paid according to the schedule approved by the University Senate.

Article 49.

The graduation average of the preparatory year for the Romanian language learning program is calculated as the arithmetic average of the marks obtained for each subject provided in the curriculum of this program and is included in the diploma supplement.



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Article 50.

The average of the preparatory year graduating exam for Romanian language learning program is calculated in accordance with the regulations approved by the Ministry of National Education following the proposal of the Institute of Romanian Language after consultation with the accredited higher education institutions and according to own methodology approved by the Senate of the organizing institution and is matriculated in the Graduation Certificate.

CHAPTER XI. FINAL PROVISIONS

Article 51.

Enrollment in the preparatory year for Romanian language learning program confirms the complete acceptance – on behalf of the candidates - of this Regulation.

Article 51.

After the passing the evaluations related to the subjects provided in the curriculum corresponding to the preparatory year for Romanian language learning program, the graduates are issued a Certificate of graduation of the preparatory course for Romanian language learning program.

Article 52.

Along the whole length of the preparatory year for Romanian language learning program, students must know and comply with the present Regulation as well as other regulations of „Titu Maiorescu” University.

Article 53.

This regulation was approved by the Senate of „Titu Maiorescu” University in Bucharest by Decision no. 10/23.01.2018

PRESIDENT OF THE SENATE,

PhD. Professor Dan Florin UNGUREANU