



MINISTERUL EDUCAȚIEI NAȚIONALE

UNIVERSITATEA "TITU MAIORESCU" DIN BUCUREȘTI

Calea Văcărești nr. 187, sector 4, București, cod 040051

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## REGULATION REGARDING THE PROFESSIONAL ACTIVITY OF STUDENTS BASED ON THE EUROPEAN CREDIT TRANSFER SYSTEM

### CHAPTER I GENERAL PROVISIONS

**Art.1.** In compliance with: *the National Education Law no 1/2011, Law no 288/2004 regarding the organization of academic studies*, as amended, the Order of the Ministry of Education and Research no 3928/2005 regarding the quality assurance of educational services in the higher education institutions, the Order of the Ministry of Education and Research no 3617/2005 regarding the generalized application of the European Credit Transfer System - ETCS, the Order of the Ministry of Education, Research, Youth and Sport no 3223/2012 on approving students' academic mobilities and the *Charter of Titu Maiorescu University*, the Regulation regarding the professional activity of students based on the European Credit Transfer System, hereinafter referred to also as "Regulation", comprises the rules concerning the organization, development and completion of *bachelor's university studies programme and master's university studies programme*, on the basis of the following principles and objectives:

- a) Principle of university autonomy and academic freedom;
- b) Principle of public responsibility;
- c) Principle of quality assurance;
- d) Principle of equity and principle of respect for the rights and freedoms of students and academic staff;
- e) Principle of managerial and financial efficiency;
- f) Principle of transparency;
- g) Principle of independence from ideologies, religions, political doctrines;
- h) Principle of national and international mobility freedom for students, academic staff and researchers;
- i) Principle of consulting social partners when making decisions;
- j) Principle of student-centred learning.

**Art.2.** The provisions of this Regulation apply to the entire academic community, all bachelor's and master's academic study programmes, regardless of the form of education.



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## **CHAPTER II**

### **ADMISSION. ACQUIRING THE STUDENT STATUS**

**Art.3. (1)** Candidates' admission in the bachelor's and master's university study programmes, regardless of their form of education, is to be made through contest, in accordance with the *Regulation for the organization and development of admission to bachelor's and master's university studies*, approved by the University Senate, and complying with the legislation in force.

(2) The conditions of admission and the number of student places are made public every year, at least 6 months before the admission contest.

(3) Titu Maiorescu University perceives enrolment fees from the candidates for the organization and development of the admission contest, in compliance with the legal prescriptions in force, in the amount approved by the University Senate.

(4) Titu Maiorescu University has the obligation of returning, in no more than two working days starting from the submission of the request and unconditionally, without perceiving any fees, the files of the candidates declared failed or of those who withdraw from the place they obtained through admission, after displaying the final results.

**Art.4. (1)** The person accepted to a bachelor's study programme or a master's study programme has the student status throughout the entire period of their presence within that study programme, from the registration to the attendance of the final exam or expulsion, except the periods of discontinuation.

(2) The student status at Titu Maiorescu University can be acquired/reacquired through:

- a) Admission contest, followed by registration;
- b) Transfer from another higher education institution, accredited or authorized to function provisionally;
- c) Registration in senior years of students coming from other universities, with the equivalence of the study period/ years and, where necessary, attendance of equivalency exams, under the terms of the present Regulation;



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- d) Re-registration, for the expelled students;
- e) Continuation of the studies after discontinuation, for the students of Titu Maiorescu University.

**Art.5.** For registration at the admission contest, the candidate's file must comprise all the documents specified in the *Regulation for the organization and development of admission to bachelor's and master's university studies* of Titu Maiorescu University, complying with the legislation in force.

**Art.6.** For the transferred/registered students coming from mobilities from other universities in Romania – accredited or authorized to function provisionally – or from universities in other states, the student's file shall also include:

- a) Transcript of records at the time of transfer/registration;
- b) Disciplines' chart, in accordance with the curricula, of the faculty of origin;
- c) The documents listed in *Methodology regarding the enrolment and the registration of foreign students in the bachelor's and master's university studies at Titu Maiorescu University*, for students coming from universities in other states.

**Art.7. (1)** Titu Maiorescu University, by its legal representative – the University Rector – signs with every student registered in a university study programme, a university study contract and an additional annual document, specifying the rights and obligations of the parties, complying with the provisions of the Regulation for the organization and development of admission to bachelor's and master's university studies and with the legislation in force. The study contracts and the additional documents do not modify during the academic year.

(2) Students' registration in the second year of study and the next shall be carried out by faculties' secretariats, based on the student's completion of an enrolment request and the additional annual document, with mandatory compliance with the conditions concerning the accumulation of the necessary number of credits for promoting the study year and on the full payment of the tuition fee for the previous year/years of study. The fee shall be paid no later than the date annually established by the Senate of Titu Maiorescu University, which cannot exceed the start date of the academic year.



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**Art. 8. (1)** Citizens of EU countries, EEA and Swiss Confederation take part in the admission, for every university studies cycle and programme, in the same conditions stipulated by the law for the Romanian citizens, in compliance with the dispositions of the *Methodology regarding the enrolment and the registration of foreign students in the bachelor's and master's university studies*.

(2) Citizens of non-EU countries, who do not come from EEA or Swiss Confederation are students at their own expense, in compliance with the dispositions of Government Decree no 22/2009 and those of the University's regulations, regarding the tuition fees' amount and their payment method.

(3) Foreign citizens who have "Romanians from abroad" status, regulated by special laws, benefit from the same rights and obligations as the Romanian citizens, regarding the admission procedure, the amount of the tuition fee.

### CHAPTER III STRUCTURE OF THE ACADEMIC YEAR

**Art.9. (1)** The academic year starts, as a rule, on the first working day of October and includes two semesters. A semester usually has 14 weeks of didactic activity followed by at least 3 weeks of exams. For the attribution of the transferable credits from a semester it is envisaged a period of minimum 17 weeks.

(2) The Senate of Titu Maiorescu University annually approves, at least 3 months before the beginning of the academic year:

- the educational activities calendar, specific to each study semester;
- the structure of the academic year;
- the tax classification.

### CHAPTER IV REGISTRATION AND STUDENTS' DOCUMENTS

**Art. 10. (1)** According to art. 201 of the National Education Law no 1/2011, it is to be created the Unique Registration Record of the universities in Romania, RMUR, as an electronic data base where there are registered all the students in Romania from the state or private universities, accredited or authorized to function provisionally.



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(2) RMUR is an official, legally protected written record. Counterfeiting entries from the content of the registration record is sanctioned according to the law.

(3) The Ministry of National Education elaborates a regulation for the allocation of the individual registration code, as well as the content of the information that will be written in the RMUR.

(4) The registration records at Titu Maiorescu University become a part of RMUR, insuring a strict control of the diplomas.

**Art.11.** (1) Registration is made based on the Rector's decision, following the results of the admission contest or under the conditions stipulated in art. 4 and art. 8 from the present Regulation.

(2) Until the allocation made by the Ministry of National Education of the individual registration code, each student is registered – usually in alphabetical order – in the registration record under a single registration number, valid throughout the entire study period, at every study programme where they have been declared admitted under the conditions of art. 4 in the present Regulation.

(3) The registration numbers are assigned from 1 to n, for each new student generation.

(4) Students re-registered for the same specialization shall keep the initial registration number.

(5) For students coming from mobilities, transferred/registered in senior years, the registration number is assigned in the continuation of the generation in which he was registered.

**Art.12.** (1) After registration, the student is issued a student card, signed by the Dean and stamped by the faculty's Chef Secretary, at the beginning of each academic year.

(2) In the student card there are written, under the signature of the examiner, the grades obtained at the final assessment of knowledge.



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(3) Presenting the student card or an ID is mandatory for every form of evaluation.

**Art.13.** In case of loss or damage of the student card, a duplicate can be issued, after announcing the loss, theft or damage in a big daily newspaper and paying the fees established by the University Senate.

**Art.14.** In case of withdrawal, interruption of studies, transfer (mobility) or expulsion, the student is obliged to pay the fees due up to that date, to return the faculty the goods received in use, as well as the student card and other IDs (transportation, library, etc.).

## **CHAPTER V ORGANISATION OF UNIVERSITY STUDIES**

**Art.15. (1)** Following the legal obligations, the university study programme represents a group of curricular unities of teaching, learning, research, practical applications and evaluation, planned as so to lead to an academic qualification certified by a diploma and a diploma supplement.

(2) The curricula for the university study programme, approved by the University Senate, is consistent with the qualification profile, as it is defined in the National Qualification Framework and it is established in order to maximize the chances of obtaining the desired qualification.

(3) The university study programmes are grouped by field of study and they are organized in 3 study cycles: bachelor's, master's, PhD, which offer competences and give access to occupations and functions specific to every graduated university studies cycle.

(4) The bachelor's university study programmes and the master's university study programmes are carried out based on education plans and they are structured on academic terms and study years.

(5) The study year consists of two academic semesters corresponding to a number of 60 transferable credits; the study year is numbered with I, II, ...VI (e.g. year IV).



(6) An academic semester comprises 22/28 weekly didactical activities, corresponding to a number of 30 transferable credits/ semester; semesters are numbered from 1, 2,...12, indicating the study year (e.g. year V, sem.10).

(7) The university year comprises the academic semesters, session for the evaluation of knowledge, periods of specialized practice, holiday periods.

(8) The promotion of the study years is made by complying with the stipulations in Chapter VIII from the present Regulation and according to the dispositions of the *Methodology of evaluation of the learning outcomes*, approved the University Senate.

(9) The legal period of a bachelor's study programme is 3, 4, 5 or 6 years and the period of a master's programme is 1-2 years, in relation to the bachelor's/master's fields.

**Art.16.** In accordance with the legal obligations, the forms of organization of the study programmes are:

a) full-time learning, characterized by teaching and/or research activities scheduled throughout the entire day, specific to every university study cycle, approximately uniformly distributed weekly/daily throughout the semester, implying the direct meeting, in the university space, of students and teaching/research staff;

b) distance learning, characterized by the usage of specific electronic, informatics and communicational resources, self-teaching and self-assessment activities, completed by specific tutoring activities.

**Art.17.** At Titu Maiorescu University, there are organized the following types of study programmes:

- 1<sup>st</sup> cycle – bachelor's university studies, lasting 6 semesters, 8 semesters, 10 semesters or 12 semesters which correspond to a minimum number of transferable credits comprised between 180 and 360;
- 2<sup>nd</sup> cycle – master's university studies, lasting 2 semesters or 4 semesters which correspond to a minimum number of transferable credits comprised between 60 and 120;
- 3<sup>rd</sup> cycle – PhD university studies, with duration of 6 or 8 semesters;





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- Post-graduate studies.

**Art.18. (1)** The bachelor's university study programmes are organized within the following forms of education: full-time learning (IF) and distance learning (ID).

(2) The master's university study programmes are organized within the full-time learning form of education.

(3) Exception to the provisions of paragraph (1) are the bachelor's and master's study programmes from the fields regulated at EU level, which are organized only within the full-time learning form of education.

(4) For the professions regulated by norms, recommendations or good European practices, 1<sup>st</sup> cycle and 2<sup>nd</sup> cycle of studies are offered combined, in a unitary university study programme with a duration of 5 or 6 years for the full-time learning form of education. Following the National Education Law no 1/2011, the diplomas obtained are equivalent to the master's diploma.

(5) The graduation bachelor's diploma of long-term higher education from the period before the application of the three Bologna cycles is equivalent to the master's degree diploma in specialization.

**Art.19.** Higher education in the field of health is underwent by complying with general and sectoral regulation from the EU, namely:

a) 6 years of study, for a minimum of 5.500 hours of theoretical activity and medical practice for the field of medicine, in the Medicine and Dental Medicine study programmes; 5 years of study for the Pharmacy study programme; 4 years of at least 4.600 hours of preparation for the General Nursing study programme and 3 years for other study programme in the field of health;

b) in the higher education in the field of health, the credits obtained during the post-secondary education cannot be transformed in equivalent credits and they cannot be transferred.

**Art.20.** Each academic year has 60 transferable credits in the ECTS, with a total of 180 transferable credits for the programmes with a duration of the bachelor's studies of 3 years, 240 transferable credits for the programmes with a duration of the bachelor's studies of 4 years, 300 transferable credits for the programmes with a duration of the bachelor's studies of 5 years and 360 transferable credits for the programmes with a duration of the bachelor's studies of 6 years; at the number of





credits provided above, it can be added a number of supplementary credits, for the disciplines provided in the curriculum plans of the study programmes within the Titu Maiorescu Faculty or other faculties, which shall be mentioned in the diploma supplement.

**Art.21.** At Titu Maiorescu University the master's study programmes can be:

- a) Professional master's, preponderantly oriented towards forming professional competences;
- b) Didactical master's, oriented towards forming and developing psycho-pedagogical and managing competences specific to teachers;
- c) Research master's, oriented towards forming scientific research competences.

## CHAPTER VI

### A. THE ALLOCATION SYSTEM OF TRANSFERABLE CREDITS

**Art.22. (1)** The university study programmes plan and organize the work volume specific to the teaching, learning, practical application and examination activities according to the European Credit Transfer System – ECTS – by expressing it in the terms of transferable credits. A transferable study credit represents the intellectual work, conducted and independent, necessary for the student's individual finalization of a component unit of a course from the university study programme, completed with the validation of the learning outcome.

(2) The total cumulative duration of bachelor's and master's university studies corresponds to obtaining at least 300 transferable credits.

(3) The duration of bachelor's and master's study programmes, on specialization fields, is approved by Government Decree, at the proposal of the Ministry of National Education, Research and Sports.

**Art.23.(1)** The University assures, by applying the European Credit Transfer System, the compatibility of its study programmes with similar programmes of other universities in the country, as well as with those of universities from the EU and EFTA.

**(2) Credits are recognized, equaled and transferred in cases of study continuation in a different study program or between universities, only if all of the following conditions are fulfilled:**



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- a) universities have an institutional accreditation;
- b) study programs have the same level of qualification in the European Qualification Framework;
- c) study programs are in the same fundamental domain of studies;
- d) study programs lead to the similar learning outcomes.

**Art.24.** The application of the transferable credit system has as main objectives:

- student's mobility;
- recognition of study periods;
- recognition of diplomas;
- diversifying students' options and the flexibility of the study programme;
- integration in the European teaching norms.

**Art.25.** Within the faculties at Titu Maiorescu University, the allocation of credits is in line with the European university practice, following the European Credit Transfer System, according to which 60 credits correspond to a minimum work volume done by student for the obligatory and optional disciplines during an academic year, and 30 credits correspond to an academic semester.

**Art.26. (1)** The allocation of credit points for a discipline provided in the curriculum plan is done according to the following criteria:

- The number of classes, seminars, laboratories, practical works;
- Discipline's category: fundamental, specialization, complementary/mandatory, optional, facultative;
- The complexity of teacher knowledge established by the tenure teacher of the discipline and provided in the syllabus, approve by the council of the department;
- Appreciation of the time volume necessary for the studying of the obligatory bibliographical material for acquiring the discipline's notions;
- Appreciation of the time volume allocated for individual study.

**(2)** Every faculty elaborates its own methodology of the allocation of the number of transferable credits for the disciplines in the curriculum plan, according to each study programme's specificity, based on the department's proposal, endorsed by the Faculty Council and approved by the Senate.



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(3) The number of credits allocated to a discipline is proportional with the minimum work volume necessary for the student to pass, comprising both activities carried out in an organized manner (courses, seminars, laboratory activities, projects, internships), and the student's individual work for the assimilation of knowledge, homework, reports, projects etc.

**Art.27. (1)** The allocation of credits refers to all categories of disciplines (mandatory, optional and facultative) from the curriculum plan, including internships and bachelor's degree examination.

(2) The credits do not replace the evaluation of student through grades and they do not measure the quality of learning. There cannot be established rules that lead to the equivalence of credits with the grades obtained at the final evaluations.

(3) The student receives integrally the credits allocated to a discipline studies during a semester only if they obtain at least 5 (five)/pass at the final evaluations.

(4) The specialized practice is to be credited distinctly, either in the 60 annual obligatory credits, or with supplementary credits, in compliance with the specific standards of each bachelor's fields, established by the Romanian Agency for Quality Assurance in Higher Education (ARACIS).

(5) The promotion of the final exams – bachelor's degree examination and master's examination – is appreciated with a number of 30 credits that add up to the number of credits accumulated during the study programme.

**Art.28.(1)** The credits allocated to a discipline are expressed in whole numbers and they are not divisible by activity components of the discipline and they cannot be obtained in stages.

(2) The credits **may be obtained in advanced** and carried over to the next semesters, while respecting the order of the disciplines to be covered by the curriculum. The obtaining and the carry-over for the following semesters will be performed at the student's request along with the approval of the Faculty's Council.



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(3) The credits **can be aggregated** in the form of modules in order to obtain another academic qualification, by choosing to study another programme, at the request of the student along with the approval of the Faculty's Council.

**Art.29.** The same discipline might be worth a different number of credits within the structure of curriculum of the various faculties at the Titu Maiorescu University or any other university.

**Art.30.** The student may sit other exams in order to obtain an additional number of credits.

## **CHAPTER VII**

### **THE STUDENTS' RIGHTS AND OBLIGATIONS**

**Art.31. (1)** The students are considered partners of the academic study institutions and equal members of the academic community.

(2) A person becomes a student and a member of the Titu Maiorescu University community only as a result of their admission and registration in a study programme within the university and under the following conditions: one must fill in the enrolment and registration form, the contract for attending academic studies and the additional document (if necessary), and one must also pay at least the first instalment of the annual studies fee, all before the beginning of the academic year.

(3) A person can only be admitted and registered into no more than two study programmes simultaneously, irrespective of the academic institutions offering them; the students enrolled in Health-oriented programmes cannot simultaneously attend two full-learning study programmes.

**Art.32.** The University's Senate adopts the University *Code regarding the students' rights and obligations*, while also respecting the stipulations contained within *The Student's Code of Rights and Obligations*, which has been approved through the Order of the MECTS, at the recommendation of the students' union.

**Art.33.** The principles that regularize the student's activity within the academic community are:

- The principle of non-discrimination; all students will be treated equally; any form of discrimination, direct or indirect, is strictly forbidden;



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- The principle of participation in the process of decision-making within the faculty's Council and Senate;
- The principle of the freedom of expression, by which the students have the right to express their opinions unencumbered, within the structures of the University;
- The principle of transparency and the access to information, by the virtue of which they have the right to free and unencumbered access to the information regarding their own educational process and the life of the academic community, according to the stipulations of the law;

**Art.34. (1)** The main rights and obligations of the student registered in a full-learning bachelor's programme are:

a) **Rights:**

- To be provided with equality of treatment by the University; any form of discrimination, direct or indirect, is strictly forbidden;
- To be elected in the managerial positions within the faculty and the University, within the bounds of the law, and to participate to the process of decision-making through their representatives within the Faculty's Council and the Senate.
- To be able to express their academic opinions freely within the University;
- To participate to the didactic activities (courses, seminars, practical courses, workshops, assisted activities, internships, etc.) decided upon in the faculty's curriculum;
- To be provided with extensive detail regarding the study programmes;
- To be granted free and unencumbered access to information that regard one's own educational process and the life within the academic community, within the bound of the law;
- To formulate proposals meant to improve the University's management and the contents of the curriculum;
- To be consulted whenever evaluation methods are concerned;
- To evaluate the didactic/researching performance of the academic personnel when in direct contact with the students;
- To participate to various scientific activities held by the faculties and by the University;
- To be awarded grants for the mobilities provided by the ERASMUS programme;



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- To be exempt from the tuition fees during a semester or two if one has been granted mobility opportunities and/or internships within the European programmes;
- To be able to ask for the interruption of studies according to the dispositions of the present Regulation;
- To receive the *Bachelor's Degree Diploma* and *The Bilingual Diploma Supplement* with the occasion of one completing his/her studies and passing the final BA examination, within the period stipulated by law;
- To found clubs, circles, artistic and sports associations and groups, publications, organizations, within the bounds of the law;
- To take part at volunteering activities which are eligible to receive transferrable credits, in the conditions settled by the Senate;
- To be granted scholarships and welfare within the bounds of the University's code of rules;
- To be provided with free medical care and psychological assistance;
- To be granted a 50% discount for public transportation, national automobile, railway and naval transportation and a 75% discount for visiting museums, concerts, theatre, opera, cinematography, at the extent of the financial resources;
- To be granted free career orientation services;
- To be granted free use of the faculty's facilities, books and scientific magazines to be found within the University;

**b) Obligations:**

- To participate in all the didactic activities, both theoretical and practical, to accumulate all the information passed on to them in order to achieve the abilities and general and special competence necessary to the qualification obtained by going through the curriculum;
- To become acquainted with all the information presented on the University's notice board and on the University's website, regarding all the scientific and didactic activities;
- To respect the group distribution, the syllabus and the working hours of the Secretary's and Dean's Offices and to answer to the secretary's inquiries regarding any professional problems;
- To know and respect the University's Charter, as well as the Regulations, the Methodologies and the Codes settled in its virtue, within the bounds of the law in effect;



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- To respect the stipulations contained within the Contract of Academic Studies and in the Annual Addendum;
- To fill in and to sign, at the beginning of every academic year, the registration form for the respective year and the annual addendum; if the person refuses to sign, then he/she loses the student status.
- To notify the Secretary in writing about any changes that might intervene in one's personal life (address, name and such) during the whole educational cycle;
- To notify those it may concern, at least 5 working days in advance, about one's wishing to interrupt the studies and the date of one's departure;
- To notify the Secretary the contact data of the employer and the position he/she fills, when deemed appropriate, during one's studies or after graduation, in order to facilitate the communication between the faculty and the workplace;
- To have a decent attire and a civilized conduct in their interactions with the members of the University community, to respect, within the academic space and in any context, the conduct norms specific to the University's ethics;
- To carefully use and maintain the material assets of the University;
- To not be detrimental, in any way, to the image and prestige of the University, in the national and European space, as well as the social environment in general;
- To make the payments before the deadlines established by the tuition fee, as well as any other special taxes stipulated in the Tax Nomenclature, approved by the University Senate for each academic year and stipulated in the University's Studies Contract, in the annual addendum and in the annual registration requests;
- When one's studies are completed, or in case of withdrawal or expulsion, they need to fill in the liquidation form, on the basis of which the study documents will be issued;
- To use and keep in prime condition the lecture and seminar halls, laboratories, libraries, reading rooms and other material means provided by the University for the professional and scientific training as well as the cultural and sports activities;

(2) Regarding the students registered in the distance education programme, the stipulations of the present article, paragraph (1), will have the following rights and obligations added to them:





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- to participate in tutorial and assisted activities, to acquire the knowledge transmitted by teachers, in order to achieve abilities and professional and transversal competencies, specific to the qualifications obtained through the study programme pursued;
- to ensure they have Internet access, to access the e-learning platform of the University and communicate to the Department of Distance learning within the University their e-mail address.

**(3)** The rights and obligations provided by this article shall be added with the stipulations from the Code of the Students' Rights and Obligations in UTM, elaborated by following the provisions found in the Code of the Students' Rights and Obligations that was passed by the MECTS Order, at the request of the students' unions;

**Art.35. (1)** The main rights and obligations of the registered student in a master's study programme are:

- To be provided with equality of treatment by the University; any form of discrimination, direct or indirect, is strictly forbidden;
- To be elected in the managerial positions within the faculty and the University, within the bounds of the law, and to participate to the process of decision-making through their representatives within the Faculty's Council and the Senate.
- To be able to express their academic opinions freely within the University;
- To participate to the didactic activities (courses, seminars, practical courses, workshops, assisted activities, internships, etc.) decided upon in the faculty's curriculum;
- To be provided with extensive detail about the study programmes;
- To be granted free and unencumbered access to information that regard one's own educational process and the life within the academic Community, within the bound of the law;
- To formulate proposals meant to improve the University's management and the contents of the curriculum;
- To be consulted whenever evaluation methods are concerned;
- To evaluate the didactic/researching performance of the academic personnel when in direct contact with the students;
- To participate to various scientific activities held by the faculties and by the University;



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- To be awarded grants for the mobility studies provided by the ERASMUS programme;
- To be exempt from the tuition fees during a semester or two if one has been granted mobility opportunities and/or internships within the European programmes;
- To attend the exams and other forms of evaluation under the conditions and during the periods described in the present Regulation;
- To be able to ask for the interruption of studies according to the dispositions of the present Regulation;
- To receive the *Bachelor's Degree Diploma* and *The Bilingual Diploma Supplement* with the occasion of one completing his/her studies and passing the final BA examination, within the period stipulated by law;
- To found clubs, circles, artistic and sports associations and groups, publications, organizations, within the bounds of the law;
- To take part at volunteering activities which are eligible to receive transferrable credits, in the conditions settled by the Senate;
- To be granted scholarships and welfare within the bounds of the University's code of rules;
- To be provided with free medical care and psychological assistance;
- To be granted a 50% discount for public transportation, national automobile, railway and naval transportation and a 75% discount for visiting museums, concerts, theatre, opera, cinematography, at the extent of the financial resources;
- To be granted free career orientation services;
- To be granted free use of all the faculty's facilities, books and scientific magazines to be found within the University;

#### **b) Obligations:**

- To participate in all the didactic activities, both theoretical and practical, to accumulate all the information passed on to them in order to achieve the abilities and general and special competence necessary to the qualification obtained by going throughout the curriculum;
- To become acquainted with all the information presented on the University's notice board and on the University's website, regarding all the scientific and didactic activities;



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- To respect the group distribution, the syllabus and the working hours of the Secretary's and Dean's Offices and to answer to the secretary's inquiries regarding any professional problems;
- To know and respect the University Charter, as well as the Regulations, Methodologies and Codes adopted in accordance to the Charter and to the legislation in force;
- To respect the clauses included in the University study Contract and in the annual addendum;
- To fill in and sign the application form for registration in the corresponding year of study, as well as the annual addendum, at the beginning of each university year; in the event of a refusal to sign these, this will result in the loss of the student status;
- To notify the secretariat of the university in writing with regards to any changes in personal status (residence, name and so on) over the course of the study programme;
- To notify, at least five working days in advance, the date of abandonment of studies;
- To communicate to the faculty secretariat the identification data of the employer and the position of employment, either during the studies or after graduation, as is the case, in order to facilitate the connection between the educational institution and the working place;
- To have a decent attire and a civilized conduct in their interactions with the members of the university community, to respect, within the university space and in any context, the conduct norms specific to the university ethics;
- To carefully use and maintain the material assets of the University;
- To not be detrimental, in any way, to the image and prestige of the University, which was obtained in the national and European university space, as well as the social environment in general;
- To make the payments before the deadlines established for the tuition fee, as well as any other special taxes stipulated in the Tax Nomenclature, approved by the University Senate for each academic year and stipulated in the university studies contract, in the yearly additional documents and in the annual enrolment requests;
- To fill in the liquidation form, based on which the study documents will be issued at the time of completion of studies, withdrawal or expulsion;
- To use and keep in good functional state the lecture and seminar halls, laboratories, libraries, reading rooms and other material assets provided by



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the University for the professional and scientific training, as well as the cultural-sports activities.

(2) The rights and obligations stipulated in this article are added to the provisions in the Code of rights and obligations of the students in TMU, drafted in conformity to the provisions included in the Code of rights and obligations of the student adopted through order of the MECTS, upon the proposal of the student associations.

## **CHAPTER VIII STUDENTS' ATTENDANCE AND PROMOTION**

### **ATTENDANCE**

**ART. 36. (1)** According to legal provisions, full-time learning and distance learning are forms of organization of curricular processes, which involve:

a) Mandatory attendance to the Lecture, Seminar, Laboratory and Practical classes, as far as full-time learning programmes are concerned;

b) Replacement of classes and lectures (teaching) with individual study activities (IS) and periodic meetings facilitated through the tutorial system and replacement of seminars with curricular face-to-face activities, which develop competencies and practical abilities (AT or AA), as far as the distance learning programmes are concerned.

(2) Students' participation to curricular activities over the course of the semesters (lectures, seminars, practical activities, laboratories, writing essays, etc./ tutorial and assisted activities) will be taken into consideration for midterms and the final examination, amounting to a certain percentage, which is established by the Department for specific discipline, as it is provided in the course description (the analytical curriculum).

**Art. 37** As far as granting permission for the student into the final examinations, the uncompleted laboratory works and practical tasks within the relevant programme, will be remade, usually, during the last three weeks of teaching activity of the ongoing semester, with the requirement of paying the taxes for repeating the work, which are established by the University Senate.



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## PROMOTION

(6) The hereby Regulations, as it was modified, will enter into force with the beginning of academic year 2019-2020, except art.45 (1), art.48 (1) and (2), art.50 (1) and (2) (referring to the condition of students in year II and year IV at Medicine and Dental Medicine, that need to pass all their exams for promoting in the next year), that will apply starting with the academic year 2020-2021.

**Art. 38 (1)** The academic success of a student over the course of a study programme is determined through summative evaluations, such as exams, and through continuous evaluation.

(2) Titu Maiorescu University has a *Methodology for evaluating the academic and learning results*, approved by the University Senate, which considers the quality assurance and respecting the provisions of the Professional and University Ethics and Deontological Code.

(3) The learning results are assessed during exams:

- a) with whole grades from 10 to 1, a grade of 5 certifying the acquisition of minimal competencies connected to a discipline and the promotion of the exam;
- b) with marks, as appropriate.

**Art. 39.** For each discipline, three examinations are allowed over the course of the current academic year: an examination included in the amount of the annual study fee, and two examinations which require the payment of special taxes, which are listed in the tax Nomenclature.

**Art. 40.** During an academic year, a **winter** examination session, a **summer** examination session, followed by a **summer re-examination** session, examinations for higher grades and credits for all disciplines, and an **autumn re-examination** session, examinations for higher grades and credits for all disciplines, as follows:

- a) **The winter exam session**, which lasts three weeks and starts immediately after the completion of the teaching activities during semester I; during this session, exams will be held for the disciplines



programmed for the first semester of the current academic year, in conformity to the approved teaching syllabus; in addition, special exams will be organised for those who have failed or not attended exams in these disciplines during a previous academic year, which resulted in a lack of credits awarded for these disciplines, as well as difference exams, which will require the payment of special taxes. During this session, only students who have made the payments for the academic tax for the current academic year, may attend;

- b) **The summer exam session**, which lasts three weeks, and starts immediately after the completion of the teaching activities during the second semester; during this session, exams will be held for the disciplines programmed for the second semester of the current academic year, in conformity to the approved teaching syllabus; in addition, special exams will be organized for those who have failed or not attended exams in these disciplines during a previous academic year, which resulted in a lack of credits awarded for these disciplines, as well as difference exams, which will require the payment of special taxes. During this session, only students who have made the payment for the academic tax of the current academic year in full (including the third payment of the tax), as well as postgraduates who have fully paid the academic tax for the current academic year (including the second part of the payment), may attend;
- c) **The summer re-examination session for failed or unattended exams, as well as re-examination for higher grades and credits, for all disciplines**, which lasts approximately two weeks and starts immediately after the summer exam session; during this session, failed or unattended exams, as well as exams for un-obtained credits and difference exams can be taken in all disciplines, with the requirement of paying the special tax, and it will be considered the second presentation to the exam;
- d) **The autumn re-examination session for failed or unattended exams, as well as re-examination for higher grades and credits, for all disciplines**, which lasts approximately two weeks, throughout September; during this session, failed or unattended exams, as well as exams for un-obtained credits and difference exams can be taken in all disciplines, with the requirement of paying the special tax, and it will be considered the third presentation to the exam; the exception to the payment of the special tax is the discipline 'Practical work', whose



examination takes places during this session, as the first presentation, and it is included in the annual study tuition, if it takes place outside of the semester in which it was scheduled according to the teaching syllabus.

**2) Terminal year students**, who, by the end of the summer re-examination session (described under **letter d**) have not passed all the exams and have not accumulated the total number of credits corresponding to their study programme, cannot participate in the exams for finalizing their studies, organized during the summer; these students have the possibility of attending the failed exams during the autumn re-examination session and, in the event that they have accumulated the total number of credits corresponding to their study programme, they can attend the exams for finalizing their studies, organized during autumn.

**(3)** As far as students who perform sporting, artistic, scientific or other special activities on a competitive level, the Rector can approve an **open session**, upon the proposal of the Faculty Council, on the basis of an application submitted by the student, accompanied by documents which prove the activities undertaken. In this case, the grades obtained by the student will be listed in the catalogue of the group, but specifying the date when the exam was effectively taken (the date will be listed in the exam class book, under the heading "observations").

**Art. 41.** The final evaluations are scheduled according to year/groups and they are communicated to the students by being posted at least 30 days before the commencement of the exam session.

**Art. 42.** The students who do not take the planned exams in that session are considered as "absentees" in the exam class book, during that specific session, apart from the case mentioned in art. 40, paragraph (3).

**Art. 43.** The addition of credits with regards to the promotion of the academic year is done at the end of each academic year.

**Art. 44. (1)** A student is promoted as an accredited student from the first year into the second year of studies if they have obtained 60 credits in the disciplines listed





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in the undergraduate study syllabus or in the postgraduate study syllabus.

(2) A student is promoted with missing credits from the first year into the second year, if they have obtained a minimum of 40 credits (45 credits for study programmes in the Healthcare field). In cases which are thoroughly justified (birth, illness, personal issues, transfer, etc.), a student who had obtained a minimum of 30 credits can be promoted and advance to the second year, based on an approval from the Faculty Council, in response to a request they submitted to the Faculty Secretariat, no later than the 30th of September.

(3) During the following academic year/years, the student promoted with missing credits is under the obligation to attend all the teaching activities and complete again all the laboratory work connected to the failed disciplines.

(4) In the event that the student has not accumulated the number of 40/45/30 credits by the 30th of September, they will be expelled, with the possibility of resuming the admission procedure.

(5) In the event that the student will be admitted, they can benefit from the equation of the disciplines they have already promoted, based on a request approved by the Faculty Council.

**Art. 45 (1) In order to advance from the second year into the third year** of undergraduate academic studies, it is necessary to accumulate a minimum of 90 credits (respectively 105 credits for the study programs within the faculties of Dental Medicine and Pharmacy). In cases which are thoroughly justified (birth, illness, personal issues, transfer, etc.), a student who had obtained a minimum of 80 credits can be promoted and advance to the third year, based on an approval from the Faculty Council, in response to a request they submitted to the Faculty Secretariat, no later than the 30th of September. Exceptionally, for students at the study programs Medicine in English and Dental Medicine in English, the minimum number is 120 credits and passing all the exams by the end of the second year.

(2) During the following academic year/years, the student promoted with missing credits is under the obligation to attend all the teaching activities and complete again all the laboratory work connected to the failed subjects.



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(3) In the event that the student has not accumulated the total number of 90/105/80 credits by the end of the second year, they may request, no later than the 30th of September, a study extension of the second year (repeating the second year, with the acknowledgement of the credits obtained), and for the disciplines in which they did not obtain the necessary credits they will need to pay the appropriate study tax, as listed in the Tax Nomenclature. If the students fail to meet these requirements, they are expelled. The study extension is listed in the Enrolment Register as follows: *“study extension (repetition of the second year, in accordance to RMUR), in order to obtain the credits corresponding to the first and/or second year of study.”*

**Art. 46. (1) In order to advance from the third year into the fourth year of studies, for study programmes which require 240 credits, respectively Law, it is necessary to accumulate a minimum of 150 credits.**

(2) In cases which are thoroughly justified (birth, illness, personal issues, transfer, etc.), a student who had obtained a minimum of 140 credits can be promoted and advance to the fourth year, based on an approval on the part of the Faculty Council, in response to a request they submitted to the Faculty Secretariat, no later than the 30th of September.

(3) During the following academic year/years, the student promoted with missing credits is under the obligation to attend all the teaching activities and complete again all the laboratory work connected to the failed subjects.

(4) In the event that the student has not accumulated the total number of credits listed under paragraph 1, respectively the stipulations in the paragraph 2 do not apply to them, **the student may request, no later than the 30th of September, a study extension of the third year (repeating the third year, with the acknowledgement of the credits obtained)**, and for the disciplines in which they did not obtain the necessary credit they will need to pay the appropriate study tax, as listed in the Tax Nomenclature. If the students fail to meet these requirements, they are expelled. The study extension is listed in the Enrolment Register as follows: *“study extension (repetition of the third year, in accordance to RMUR), in order to obtain the credits corresponding to the second and/or third year of study.”*



**Art. 47 (1) For the General Nursing study programme, the minimum number of credits required to advance from the third year into the fourth year is 150 credits.**

(2) In cases which are thoroughly justified (birth, illness, personal issues, transfer, etc.), a student who had obtained a minimum of 140 credits can be promoted and advance to the fourth year, based on an approval on the part of the Faculty Council, in response to a request they submitted to the Faculty Secretariat, no later than the 30th of September.

(3) During the following academic year/years, the student promoted with missing credits is under the obligation to attend all the teaching activities and complete again all the laboratory work connected to the failed subjects.

(4) In the event that the student has not accumulated the total number of credits listed under paragraph 1, respectively the stipulations in the paragraph 2 do not apply to them, the student may request, no later than the 30th of September, a study extension of the third year (repeating the third year, with the acknowledgement of the credits obtained), and for the disciplines in which they did not obtain the necessary credits they will need to pay the appropriate study tax, as listed in the Tax Nomenclature. If the students fail to meet these requirements, they are expelled. The study extension is listed in the Enrolment Register as follows: *"study extension (repetition of the third year, in accordance to RMUR), in order to obtain the credits corresponding to the first, second and/or third year of study."*

**Art.48. (1) In order to advance from the third year into the fourth year, for the study programs within the Faculty of Dental Medicine, the minimum number of credits required for promotion is 180, respectively, for the student to be accredited and have obtained the entire number of credits required to pass into the third year.**

**(2) In order to advance from the third year into the fourth year, for the study programs in Medicine, the student must obtain a minimum of 160 credits (120+40).**

(3) In cases which are thoroughly justified (birth, illness, personal issues, transfer, etc.), a student who had obtained a minimum of 140 credits can be promoted and



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advance to the fourth year, on the basis of an approval on the part of the Faculty Council, in response to a request they submitted to the Faculty Secretariat, no later than the 30th of September.

(4) In the event that the student has not accumulated the total number of credits listed under paragraph 1, respectively the stipulations in the paragraph 2 do not apply to them, the student may request, no later than the 30th of September, a study extension of the third year (repeating the third year, with the acknowledgement of the credits obtained), and for the disciplines in which they did not obtain the necessary credits they will need to pay the appropriate study tax, as listed in the Tax Nomenclature. If the students fail to meet these requirements, they are expelled. The study extension is listed in the Enrolment Register as follows: *"study extension (repetition of the third year, in accordance to RMUR), in order to obtain the credits corresponding to the first, second and/or third year of study"*.

**Art. 49 (1) In order to advance from the third to the fourth year of studies, in the case of study programmes which require the accumulation of 300 credits, namely Pharmacy, it is necessary to accumulate a minimum of 150 credits, out of which 60 credits must be from the first year (which means it is compulsory for the first year credits to be obtained).**

(2) In cases which are thoroughly justified (birth, illness, personal issues, transfer, etc.), a student who had obtained a minimum of 140 credits can be promoted and advance to the fourth year, based on an approval on the part of the Faculty Council, in response to a request they submitted to the Faculty Secretariat, no later than the 30th of September.

(3) During the following academic year/years, the student promoted with missing credits is under the obligation to attend all the teaching activities and complete again all the laboratory work connected to the failed subjects.

(4) In the event that the student has not accumulated the total number of credits listed under paragraph 1, respectively the provisions in paragraph 2 do not apply to them, the student may request, no later than the 30th of September, a study extension of the third year (repeating the third year, with the acknowledgement of the credits obtained), and for the disciplines in which they did not obtain the necessary credits they will need to pay the appropriate study tax, as listed in the



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Tax Nomenclature. If the student fails to meet these requirements, they are expelled. The study extension is listed in the Enrolment Register as follows: *“study extension (repetition of the third year, in accordance to RMUR), in order to obtain the credits corresponding to the second and/or third year of study”*.

**Art. 50 (1)** In order to advance from the fourth year into the fifth year, in the case of study programs within the Faculty of Dental Medicine, it is necessary to accumulate a minimum of 230 credits, out of which 180 correspond to the first, second and third years, and 50 correspond to the fourth year.

**(2) For study programs in Medicine and Medicine in English, the minimum number of credits required for passing into the fifth year is 240 credits, and the students must have passed all the exams.**

**(3)** In cases which are thoroughly justified (birth, illness, personal issues, transfer, etc.), a student who had obtained a minimum of 200 credits can be promoted and advance to the fifth year, based on an approval on the part of the Faculty Council, in response to a request they submitted to the Faculty Secretariat, no later than the 30th of September.

**(4)** During the following academic year/years, the student promoted with missing credits is under the obligation to attend all the teaching activities and complete again all the laboratory work connected to the failed subjects.

**(5)** In the event that the student has not accumulated the total number of credits listed under paragraph 1, respectively the provisions in paragraph 2 do not apply to them, the student may request, no later than the 30th of September, a study extension of the fourth year (repeating the fourth year, with the acknowledgement of the credits obtained), and they will need to pay the appropriate study tax, as listed in the Tax Nomenclature for the disciplines in which they did not obtain the necessary credits. If the student fails to meet these requirements, they are expelled. The study extension is listed in the Enrolment Register as follows: *“study extension (repetition of the fourth year, in accordance to RMUR), in order to obtain the credits corresponding to the fourth year of study”*.

**Art. 51 (1)** In order to advance from the fourth to the fifth year of studies, in the case of study programmes which require the accumulation of 300 credits, namely Pharmacy, it is necessary to accumulate a minimum of 220 credits, out of which



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60 credits must be from the first year, 60 credits must belong to the second year (it is compulsory to accumulate all the credits of the first and second year of studies).

(2) During the following academic year/years, the student promoted with missing credits is under the obligation to attend all the teaching activities and complete again all the laboratory work connected to the failed subjects.

(3) In the event that the student has not accumulated the total number of credits listed under paragraph 1, respectively the provisions in paragraph 2 do not apply to them, the student may request, no later than the 30th of September, a study extension of the fourth year (repeating the fourth year, with the acknowledgement of the credits obtained), and they will need to pay the appropriate study tax, as listed in the Tax Nomenclature for the disciplines in which they did not obtain the necessary credits. If the student fails to meet these requirements, they are expelled. The study extension is listed in the Enrolment Register as follows: *"study extension (repetition of the fourth year, in accordance to RMUR), in order to obtain the credits corresponding to the third and fourth year of study"*.

**Art. 52 (1)** In order to advance from the fifth year into the sixth year, in the case of study programmes which require the accumulation of 360 credits, namely General Medicine and Dental Medicine, it is necessary to accumulate a minimum of 280 credits, out of which 180 correspond to the first, second and third years, 50 correspond to the fourth year and 50 credits correspond to the fifth year.

(2) In cases which are thoroughly justified (birth, illness, personal issues, transfer, etc.), a student who had obtained a minimum of 200 credits can be promoted and advance to the fifth year, on the basis of an approval on the part of the Faculty Council, in response to a request they submitted to the Faculty Secretariat, no later than the 30th of September.

(3) During the following academic year/years, the student promoted with missing credits is under the obligation to attend all the teaching activities and complete again all the laboratory work connected to the failed subjects.

(4) In the event that the student has not accumulated the total number of credits listed under paragraph 1, the student may request, no later than the 30th of September, a study extension of the fifth year (repeating the fifth year, with the acknowledgement of the credits obtained), and they will need to pay the





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appropriate study tax, as listed in the Tax Nomenclature for the disciplines in which they did not obtain the necessary credits. If the student fails to meet these requirements, they are expelled. The study extension is listed in the Enrolment Register as follows: *“study extension (repetition of the fourth year, in accordance to RMUR), in order to obtain the credits corresponding to the fourth and/or fifth year of study”*

**Art. 53.** For the study programmes within the second master's cycle, the dispositions corresponding to art. 45 para. (3) and art. 46 para. (3) of the hereby Regulation are applicable.

**Art. 54.** The study extension can be granted, usually, one single time for the same academic year.

**Art. 55. (1)** The students who fail to promote the year and who do not file a request for a study extension, and who do not pay the study tuition in time, are expelled.

**(2)** All student who fail to pay the study tuition until the beginning of the following academic year, are expelled, regardless of whether they were promoted or not.

**Art. 56.** The credit system is applied to the students who are in their period of study extension, in accordance to the following rule:

- a) the principle of acknowledgement of previously accumulated credits, as well as transferability are applied;
- b) if the teaching syllabus during the extension year is different from the teaching syllabus which was in force at the beginning of the students' studies, the teaching syllabus for the extension year will be the one considered.

**Art. 57.** In the event that, at the end of the legal study period, the student has not accumulated all the credits established through the teaching syllabus - minimum 180/240/300/360 credit points - in order to be able to attend the exam for finalising the undergraduate studies, or 60/120 credit points - in order to be able to attend the exam for finalising the postgraduate studies, the student may request a study extension (study extension, in accordance to RMUR), with the approval of the Dean and the payment of the tuition fees corresponding to the number of un-





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obtained

credits.

**Art. 58.** The students who can take the study finalising exam (license/master's exam) are those who have fully completed the teaching syllabus corresponding to their study programme and were declared graduates.

**Art. 59. (1)** The Dean can approve, upon request, the re-examination for a higher grade, for a maximum of 4 disciplines per year.

**(2)** It is not permitted to undergo re-examinations for higher grades in disciplines which were studied in the previous years.

**(3)** The re-examination for a higher grade cannot be repeated.

**(4)** The final grade is obtained as a result of the re-examination procedure.

**Art. 60. (1)** The student who tries to promote the exams by fraud can be expelled, based on the legal report filed by the faculty members participating in the exam, upon the proposal of the Faculty Council. The expelled student can request the resumption of studies beginning with the following academic year.

**(2)** The results of an exam or an evaluation can be annulled by the Dean of the faculty based on the provisions of the University Charter, when it is proved that these were obtained in a fraudulent manner, or with the violation of the provisions in the Professional and Academic Ethics and Deontology Code. The Dean can order the exam to be repeated.

**Art. 61 (1)** In accordance to the legal provisions, a maximum of 5% of the full time students in an undergraduate degree programme comprising a total of 180/240 credits can complete, upon the proposition of the Faculty Council, with the approval of the Senate, two years of study in one year, except for the programmes in the field of healthcare and the last year of study, as specified in the hereby regulation and respecting the laws in force. Requests can be submitted to the Faculty Secretariat no later than 10 days before the beginning of the academic year.

**(2)** Conditions of admissibility of the request, for situations specified by p. (1) are:

- The general average of the first year of study needs to be 9,00 or higher, or the admission average needs to be 9,00 or higher, or the general average of



the license exam needs to be at least 9,00 for licensed graduates of another faculty;

- The consent of the Faculty Council;
- The approval of the University Senate;
- Payment of the tuition fees, in the amount and within the deadlines established by the University Senate.

**Art. 62.** As part of the academic undergraduate studies it is mandatory to complete practice courses. The university guarantees a minimum of 30% of the necessary practical work places, out of which a minimum of 50% are outside the university.

## **CHAPTER IX**

### **INTERRUPTION OF STUDIES, WITHDRAWAL FROM STUDIES, EXPULSION**

**Art. 63.** The student's activity in all forms of study must be continuous, over the entire course of the study programme. Upon the student's request, the Dean of the Faculty can approve the interruption of studies, due to solid reasons, for a maximum period of two years. For medically attested reasons, with a recommendation of interruption of studies, or for other well-founded reasons (a scholarship abroad, attending two specialties simultaneously), the interruption may be requested during the semester as well.

**Art. 64. (1)** Upon the resumption of studies, the student must respect the requirements of the teaching syllabus of the promotion they will be graduating with.

**(2)** Upon the resumption of studies, the student will benefit from the acknowledgement of the exams they passed up to the moment of the interruption, as well as of the obtained credits. The last semester prior to the interruption and the first semester after the resumption of studies are considered two consecutive semesters, from the perspective of credit accumulation.

**Art. 65.** Over the course of the period of interrupted studies, all academic and social rights and obligations which ensue from the quality of student of the Titu Maiorescu University, are suspended.



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**Art. 66.** Failure to resume studies before the expiry of the interruption period, will automatically lead to the expulsion of the student. Expelled students to not benefit from the legal effects of the study interruption situation.

**Art. 67.** The student who requests withdrawal from studies will be expelled, within a maximum of 5 working days from the date of registration of the withdrawal request, with the obligation of paying the tuition fee, in conformity with the provisions of the Tax Nomenclature, which is annually approved by the Senate.

**Art. 68.** The student who is expelled following their request for withdrawal, can be re-enrolled, upon request, in the immediately ensuing academic year to the last promoted academic year.

**Art. 69.** Re-enrolment requests are submitted until the 30th of September of the academic year and are approved by the Dean of the Faculty.

**Art. 70. (1)** Expulsion represents the action of termination of the legal rapport between the University and the student.

**(2)** The student is held responsible for executing their patrimonial obligations, which ensue from the academic study contract and which are on their maturity date on the moment of the expulsion.

**(3)** Expulsion occurs in the following cases:

- As a consequence of withdrawal from studies;
- As a consequence of not resuming studies, upon the expiry of the interruption period;
- As a sanction for: not accumulating the necessary number of credits for advancing to the ensuing academic year, as a consequence of failure to pay the tuition fees stipulated in the study contract and in the Tax Nomenclature, as a consequence of violation of the academic conduct and ethics norms.



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## CHAPTER X

### EQUIVALENCE OF STUDIES, OBTAINED GRADES AND RECOGNITION OF CREDITS

**Art. 71. (1)** The number of transferable credits constitutes the element of reference which the Titu Maiorescu University can use in the recognition of certain studies or periods of academic studies, which were pursued legally, in the past, in the same specialty.

**(2)** The credits obtained within European programmes are recognized and are equated, based on study documents issued by the respective institutions for superior education.

**(3)** Recognition (equivalence) of periods of study and equivalence of exams is approved by the Faculty Council in accordance to the European System of Accumulation and Transfer of Credits of Study.

**(4)** The Faculty Council equates the grades obtained and the ensuing credits, and establishes the potential differential exams, emerged after comparing the two teaching syllabi, before the beginning of the academic year.

**(5)** For the transfer of academic credits, the continuation or finalizing of studies and the recognition abroad of certain diplomas issued prior to the introduction of the system of transferable credits, based on the study information present in the academic transcript and in the official academic record, Titu Maiorescu University can issue, upon request, a diploma supplement. For this operation, the University levies taxes in the amount approved by the Senate, in accordance to the Tax Nomenclature.

**Art. 72.** Equation of the studied disciplines, grades obtained, and recognition of the accumulated credits ensues in the following situations: mobility of students, enrolment in superior academic years, resumption of studies after interruption, re-enrolment.

**Art. 73.** Upon the student's request, the credits for a discipline can be equated with the credits accumulated in a previously studied discipline, with the provision of adequate evidence (analytic curriculum, academic transcript, academic record,



diploma supplement, etc.), to the extent that the competencies provided by the two disciplines correspond.

**Art. 74.** The equated credits and grades are considered obtained in the semester that this discipline appears in the teaching syllabus of the faculty.

**Art. 75.** The equation of grades is established, for the disciplines studied in the previous years, with the approval of the Faculty Council and, as appropriate, with the consultation of the tenured professor of the discipline.

**Art. 76. (1)** Credits may be transferred between disciplines, faculties and specialties, if the files of the disciplines/ the analytical syllabi are compatible.

**(2)** In addition, credits may be transferred for a semester/academic year, for compatible study programmes, if the mandatory number of credits was obtained.

**(3)** If the transfer takes place between study programmes of different superior education institutions, the transfer is made based on the bilateral agreement, and in the case of the same institution, based on the agreement between faculties.

**Art. 77. (1)** The transfer of academic credits obtained by the students, within the same specialty, through regulated mobility programmes, is made by the Faculty Council, which will entirely recognize the credits obtained, if these sum up to either 30 credits for a semester, or 60 credits for a year, the student not being under the obligation of attending the disciplines in the teaching syllabus corresponding to the semester/year attended within the mobility programme.

**(2)** If the student fails to accumulate 30/60 credits, the transfer of academic credits will be made in the same manner provided by article 71 para. (4) and by recognizing all the obtained credits, with the provision that the disciplines which do not correspond to the teaching syllabus of the academic year pursued, can be equated, as appropriate, with credits in advance (for the disciplines which are included in the ensuing academic years) or additional credits (for the disciplines which are not included in the teaching syllabus).

**(3)** The student who participated in a non-regulated community or extra-community exchange, benefits from transfer of academic credits, under the same conditions provided by art. 71 para. (4).



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**(4)** In the event that the student, who is in the situation provided by para. (3), failed to accumulate the number of credits stipulated by art. 45-54, the Faculty Council will decide which academic year they will be enrolled in.

**(5)** Students who are third-state citizens (states which are not EU members, do not belong to the EEA or to the Swiss Confederation), who are in the situation stipulated by para. (3) will pay for the year of study extension, the taxes stipulated by the Tax Nomenclature, corresponding to the respective academic year.

**Art. 78.** Taxes for differential exams are established by the Tax Nomenclature, approved annually by the University Senate.

## **CHAPTER XI STUDENT MOBILITIES GENERAL DISPOSITIONS**

**Art. 79.** Student mobilities, from/to another institution of superior education is made based on the agreement of both institutions, the system of transferrable credits being applied.

**Art. 80.** Mobilities can be made from the end of the first academic year until the end of the penultimate academic year.

### **A. INTER-INSTITUTIONAL MOBILITIES**

**Art. 81.** Titu Maiorescu University can be attended by students who are Romanian citizens or citizens of states belonging to the European Economic Area (Iceland, Lichtenstein and Norway) and of the Swiss Confederation, from other accredited universities, from study programmes which are authorized to operate on a provisional basis, enrolled in the same specialty, without going through the admission procedure, dedicated to candidates who seek enrolment in a study programme, starting with the first year.

**Art. 82. (1)** Requests for mobility from students belonging to other universities, are submitted to the secretariat of the faculty they wish to continue their studies, within the University, accompanied by the academic record for the completed



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years of studies and by the corresponding analytical curricula, during the period 01-20 September of the current year.

(2) The Faculty Council analyses the mobility request and establishes the disciplines which can be equated and the potential differential exams, in accordance to art. 71 and the following, as well as the academic year in which the applicant can be enrolled.

(3) The mobility request, endorsed by the Dean of the faculty, is approved by the Rector of the University and is delivered to the student, with the aim of obtaining approval from the management of the university of origin.

(4) The request, approved by the managements of the two universities is submitted to the secretariat of the faculty where the student requests the mobility, accompanied by the receipt of payment of the tuition fee established through the Tax Nomenclature.

(5) The Faculty Council can name a committee for the recognition and transfer of academic credits, consisting of academic staff specialized in the educational field of the study programme.

**Art. 83.** (1) Students of Titu Maiorescu University can request a mobility to other university; the mobility requests are submitted to the secretariat of the faculty where they are enrolled within TMU, only after obtaining the approval of the management of the University where they request the mobility (Dean and rector), accompanied by the receipt for payment of the tax stipulated under para. 2, in the period 01-15 September of the current year.

(2) The mobility tax of the students towards other university is equal to the annual tuition fee stipulated for the respective study programme, in the Tax Nomenclature for the following academic year.

## **B. INTRA-INSTITUTIONAL MOBILITIES**

**Art. 84.** Within Titu Maiorescu University, mobilities can be carried out between faculties, specialties or study programmes, in accordance to the European Credit Transfer and Accumulation System, based on a request approved by the Deans and the Rector.

## **CHAPTER XII**





## **TUITION FEES REGIME FOR INTERNATIONAL STUDENTS CITIZENS OF NON-EU (THIRD) STATES**

**Art. 85.** Third state citizens students that receive the Romanian citizenship during their studies at UTM; candidates/students that are citizens of third states and benefit from subsidiary protection, according to Law no.122/2006 regarding asylum in Romania; third-state citizens students, enrolled in a superior academic year, coming from other higher education institutions, who had a letter of acceptance for studies and who, over the course of the studies pursued at the university of origin, obtained their Romanian citizenship or subsidiary protection; students from third-state countries with a status of "Romanian everywhere" regulated by specific laws, pay the tuition fee stipulated for citizens of non-EU countries, as it is presented in Chapter V of the *Tax Nomenclature* of UTM.

**Art. 86.** Exceptionally, in case of objective situations, the student can submit a well-motivated request, to the Council of Administration. The Vice Rector responsible for international relations will analyse the request and advice the Council regarding the approval of a tuition fee set for Romanian & EU citizens, on the condition of undergoing the admission procedure, stipulated in the original *Methodology for admission into academic studies*, for Romanian citizens.

## **CHAPTER XIII REWARDS AND PENALTIES REWARDS**

**Art. 90. (1)** For outstanding performance in the professional and scientific activity, students can be rewarded through:

- Receiving a merit diploma (if over the entire extent of the studies, they obtained only grades of 9 and 10, and the graduation average is no lower than 9,50);
- Special scholarships (merit, performance) in accordance with the existing regulations regarding the granting of scholarship and other forms of financial aid;
- Including them in an excellence group;
- Awarding annual or occasional prizes (consisting of money, books etc), as well as other rewards (diplomas, badges etc.) to those students who obtain outstanding successes in the areas of scientific research, cultural, artistic, sporting activities, carried out under the aegis of the University, rewards offered by the University Senate upon the proposal of the Faculty Councils.



(2) The integration of these students within groups of academic staff, in the scientific research activity carried out through contracts, with the right to a share of the benefits obtained following this activity.

## PENALTIES

**Art. 91. (1)** Violation of the provisions of the hereby Regulations, for failure to comply with academic obligations and/or failure to pay the tuition fee, under the deadlines established by the university Senate, will automatically lead to the application of the following penalties:

- Postponing until the following session the final form of examination in the discipline where the minimal obligations stipulated by the discipline curriculum (analytical curriculum) were not met;
- Suspension of the scholarship, rewards or advantages which had been previously offered;
- Not allowing attendance to exams corresponding to the examination session, if the tuition fee payments were not made up to the date of commencement of the respective session;
- Application of penalties to the tuition fee, in accordance to the Tax Nomenclature, approved by the University Senate;
- Expulsion.

(2) Students who are responsible for serious violations of the academic discipline or who violated the norms of academic ethics may be expelled. In this case, the Dean of the faculty names a committee comprising three faculty staff members, who analyse and present a report regarding the gravity of the violations and the degree of culpability of the student who committed them. The discussion regarding the expulsion proposal within the Faculty Council takes place in the presence of the student concerned. The expulsion proposal is submitted to the University Senate for validation. Following its validation, the Rector issues the expulsion decision.

**Art. 92. (1)** Regardless of the reason for expulsion and the moment when it occurs, the tuition fee is not refunded.

(2) The studies pursued within the study programme, which was interrupted as a result of the expulsion caused by the violation of the provisions of the



Professional and Academic Ethics and Deontology Code are not recognized in the event of a new enrolment.

#### CHAPTER XIV

### FINALIZING THE UNDERGRADUATE/POSTGRADUATE ACADEMIC STUDIES

**Art. 93. (1)** The undergraduate studies end with an exam of completion of studies - a Bachelor final examination. The minimum average required in order to promote the Bachelor final exam is 6,00.

**(2)** The postgraduate master's studies end with an exam of completion of studies - final thesis exam. The minimum average required for the promotion of the final thesis examination is 6,00.

**(3)** The manner in which the exam of completion of studies takes place within Titu Maiorescu University is regulated by the *Regulations for organizing and carrying out the exams of completion of undergraduate and postgraduate studies*, the *Methodology for organizing and carrying out the exams for completion of studies*, specific to each faculty within the University, approved annually by the Senate, respecting the legislation in force and the hereby regulation.

**Art. 94. (1)** The authors of the Bachelor's degree thesis and Master's dissertation are responsible for the originality of the content, in conformity to the legal provisions, and in connection to this they are required to write a statement regarding the originality of the Bachelor's thesis or Master's dissertation.

**(2)** It is forbidden to sell scientific papers with the aim of facilitating the forging of author status of a Bachelor's thesis or Master's dissertation.

**Art. 95.** The exams of studies completion are organized, usually on an annual basis, during two sessions: in the summer and in the autumn.

**Art. 96. (1)** The graduates of undergraduate studies who passed the Bachelor's degree exam receive their *Bachelor's degree* and the *Supplement to the bilingual Bachelor's degree*.

**(2)** The graduates of postgraduate studies who passed the Master's degree exam



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receive their *Master's degree* and the *Supplement to the bilingual Master's degree*.

(3) According to legal provisions, the diplomas corresponding to academic study programmes are official documents and can only be issued by accredited institutions, for programmes and forms of study accredited or authorized to function provisionally.

(4) Within Titu Maiorescu University all the undergraduate Bachelor's and postgraduate Master's study programmes are accredited or authorized to function provisionally.

**Art. 97. (1)** All information necessary to describe the study programme which the student graduated, including the study form pursued and the title obtained, needs to be mentioned on the Bachelor's diploma.

(2) All information necessary to describe the study programme which the student graduated from, including the study form pursued, needs to be mentioned on the Master's diploma.

(3) In the case of study programmes organized together by two or more universities, the study documents are issued in accordance to the national regulations and the provisions of the inter-institutional agreements.

**Art. 98.** With the approval of the University Senate, the Rector can annul any certificate or study diploma, when it is proven that it was obtained through fraudulent means or by violation of the provisions in the Academic Professional Ethics and Deontology Code.

**Art. 99. (1)** The graduates of undergraduate Bachelor's/postgraduate Master's studies who did not pass the final Bachelor's/Master's examination, receive, upon request a *Certificate of university studies*.

(2) The failed final Bachelor's/Master's examination can be repeated in accordance to the provisions of the *Regulations for organising and carrying out the exams of completion of undergraduate and postgraduate studies*, designed and approved by the University Senate, respecting the legislation in force.



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## **CHAPTER XV FINAL AND PROVISIONAL DISPOSITIONS**

**Art. 100. (1)** Starting with the academic year 2017-2018, the enrolment requests, university study contracts, additional documents, the Tax Nomenclature are going to be modified in accordance to the provisions of the hereby Regulations.

**(2)** The methodology for the evaluation of the academic results is a fundamental part of the hereby Regulations and is applied beginning with the date of its approval.

**(3)** The hereby Regulations are complementary with the dispositions of the University Charter, all the other regulations, as well as the Decisions of the Senate of the Titu Maiorescu University and those of the Administrative Council.

**(4)** The hereby Regulations are brought to the attention of the academic community during department meetings, by informing students through posters, by being posted on the TMU website and through any other means of communication.

**(5)** The hereby Regulations were adopted in the meeting of the Senate of Titu Maiorescu University on 25.09.2013 and amended through: the Senate Decision no. 47/24.06.2014, the Senate Decision no. 59/24.05.2016, Senate Decision no. 101/29.09.2016, Senate Decision no. 88/06.07.2017 and Senate Decision no. 107/28.09.2017 and Senate Decision no.85/26.09.2019.

**(6)** The hereby Regulations, as it was modified, will enter into force with the beginning of academic year 2019-2020, except art.45 (1), art.48 (1) and (2), art.50 (1) and (2) (referring to the condition of students in year II and year IV at Medicine and Dental Medicine, that need to pass all their exams for promoting in the next year), that will apply starting with the academic year 2020-2021.

## **PRESIDENT OF THE SENATE**



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