

Approved by	PRESIDENT
Professor Daniel COCHIOR, PhD	
Code	UTM_CEAC_PO_022
Edition	1
Revision	1

**OPERATIONAL PROCEDURE ON THE RESOLUTION OF
WRITTEN EXAMINATION APPEALS**

Current no.	OPERATION	First name and last name	Position held	Signature
1.	Drafting	Associate Professor, Ioana DUCA, PhD	CEAC Chairman	
2.	Check for content	University lecturer Madalina Irena VOICULESCU, PhD University lecturer Teofil Emil PANC, PhD	TMU Senate Scientific Secretary TMU General secretary	
3.	Check for legality	Maria MERIȘAN	Lawyer, Legal Office	
4.	Check for compliance	Alexandra BADEA	Quality specialist	
5.	Endorsed by	Professor Dumitru GHEORGHIU, PhD	Vice-president for Education	

Change control box

Edition number / Revision number	Change reason
1/0	Initial drafting
1/1	Transposition according to the System Procedure for drafting SMC documents

This procedure was:

Endorsed/Approved by the Management Board Decision	No. -	Date: -
Approved by the SENATE Decision	No. 22	Date: 13.01.2022

1. PURPOSE

The present procedure regulates the way in which students and master students of Titu Maiorescu University can challenge the results obtained in the written examinations and tests.

2. SCOPE

The present procedure applies to all faculties for all written assessment activities of bachelor's and master's students, full-time and distance learning.

3. REFERENCE DOCUMENTS

- National Education Law no. 1/2011, as subsequently amended and supplemented;
- CHARTER OF TITU MAIORESCU UNIVERSITY;
- Code of rights and duties of Titu Maiorescu University students;
- Guidelines for assessment of learning outcomes;
- Regulation on students' professional activity in the European system of transferable credits.

4. DESCRIPTION OF THE PROCEDURE

4.1. The student / master student may submit a written and signed appeal, with all the necessary information, to the faculty secretary's office within 24 hours after the results have been communicated by the teaching staff (cf. art. 13. of the Guidelines for the assessment of learning outcomes) - Appeal request form in Annex 1 of this procedure.

4.2. The student / master student may challenge the result of a written examination, regardless of whether or not he/she has passed that examination.

4.3. Written and signed requests, bearing the endorsement of the Dean/Vice-Dean of the Faculty, will be forwarded by the Faculty Secretary's Office to the Head of the Department responsible for the subject for which the student/master student has challenged the result.

4.4. The Department Director will appoint the appeal committee by a written decision, nominating three competent teaching staff and will ensure the prompt and efficient resolution of the requests, in accordance with Art. 6, letter u of Titu Maiorescu University's Code of Students' Rights and Duties.

4.5. The Department Secretary will be responsible for forwarding the requests to the appointed appeal committee. At the same time, he/she will inform the holder of the course in question about the existence of the appeals and will ask for the appealed papers, which the teaching staff in question is required to make available to the department secretary's office within 24 hours of the request, together with the marking system.

4.6. The department secretary shall forward the papers and the marking system to the appeal committee and shall ensure communication with the contesting students, who are entitled to attend the appeal committee meeting.

4.7. Once the result of the appeals has been established, the committee members will draw up a report which must bear the original signatures of all the members of the appeal committee (Annex 2 of this procedure). This report will be handed in by the department secretary to the faculty secretary's office.

4.8. The mark resulting from the resolution of the appeal may be higher, equal to or lower than the mark initially awarded by the subject responsible.

4.9. The mark resulting from the re-assessment is the final mark for the assessment in question and, if different from the original mark, will be amended in the subject catalogue by the members of the appeal committee, who will sign the amendment.

4.10. The appeal resolution period from the time of appointment of the appeal committee is two working days.

5. RESPONSIBILITIES

Faculty Secretary's Offices, Faculty Dean's Offices, Heads of Departments and teaching staff will carry out all provisions of this procedure.

6. ANNEXES

Annex no. 1 – Appeal request form

Annex no. 2 – Appeal report form

Annex no. 1 – Appeal request form

To the Dean's Office of the Faculty _____
To the attention of the Dean,

APPEAL

The undersigned _____, student / master's degree student of the Faculty _____, specialisation / master's degree programme _____, year _____, type of education _____, I hereby appeal against the result of the written examination assessment, for the subject _____, held by professor _____.

The grounds for my appeal are:

In view of the above, I respectfully request that you have my paper reviewed by a committee that does not include the faculty member who originally evaluated the paper, in my presence.

Hoping for a favourable resolution, please accept my gratitude!

Date

Signature

Annex no. 2 – Appeal report form

REPORT

made today, _____, following the re-assessment of the written examination for the subject _____, of the student _____, from the bachelor's / master's degree programme _____, year _____, following the written appeal filed at the Secretary's Office of the Faculty _____, under registration number _____.

The appeal committee, appointed by the Decision of the _____ Department Director, dated _____, is made of:

- Chairman _____
- Member _____
- Member _____

Following the examination re-assessment, the appeal committee ascertained the following:

As a result of the above, the appeal committee awards this paper the mark _____.

- Chairman _____
- Member _____
- Member _____