

FACULTY OF DENTAL MEDICINE

BACHELOR'S DEGREE AND DISSERTATION EXAMINATION ORGANIZATION AND CONDUCT REGULATION FOR THE ACADEMIC YEAR 2023-2024

CHAPTER I - General provisions

Art. 1. At "Titu Maiorescu" University (TMU), the first cycle of undergraduate studies is completed with a bachelor's degree examination, the second cycle of master's degree studies is completed with a dissertation examination, and the third cycle of doctoral studies is completed with the public presentation of the doctoral thesis in front of the doctoral thesis public presentation committee.

Art. 2. The bachelor's degree and dissertation examinations, hereinafter referred to as final examinations, shall be conducted in accordance with art. 32 para. (2), art. 36 and art. 38 of Law no. 199/2023 on higher education, according to the Framework Regulation for the organization and conduct of bachelor's degree / dissertation examinations, approved by Order of the Minister of Education no. 3692/2024 on the list of nationally recognised programmes for determining the degree of similarity for graduation thesis, the Procedure for the prevention of plagiarism in bachelor, dissertation and doctoral thesis and this Regulation.

Art. 3. (1) Only persons who are graduates, i.e. those who have fully completed the curriculum for the respective cycle of university studies and study programme, may register for the final examination.

(2) For any study programme, the final examination is held under the same conditions for all graduates, only within the TMU, regardless of the course of study completed or the higher education institution graduated.

(3) By exception to the provisions of para. (2), for special situations, duly justified, the TMU may hold the bachelor's degree examinations in locations belonging to the higher education institutions from which the candidates come, on the basis of a protocol concluded between the two higher education institutions, with the approval of the Ministry of Education.

(4) The fees for taking the final examinations are provided for in the *Fee nomenclature regulation*, approved annually by the Board of Directors and the TMU Senate and are not refunded except in special cases (accidents, medical problems, death, social events, etc.).

(5) In the event that the candidate gives written notice of non-attendance at the bachelor's degree examination at least 24 hours in advance, the fee may be deferred to the next session upon written request.

Art. 3¹. (1) The tests for the bachelor's degree and dissertation examinations shall be held in the presence, in the same place and at the same time, of the examination board(s) specific to each test and the examinee.

(2) By way of derogation from paragraph (1), during a state of alert, necessity or emergency, the tests referred to in paragraph (1) may also be conducted online, on the basis of the provisions of Article 30 of this Regulation and of a special procedure adapted to the exceptional situation (state of alert/necessity/emergency) and approved by the Senate.

CHAPTER II - Organisation of the Final Examinations

Art. 4. **The Faculty of Dental Medicine** organizes and conducts the bachelor's degree examination for its own graduates, namely:

- a) its own graduates of accredited bachelor's degree programmes;
- b) its own graduates of provisionally authorised bachelor's degree programmes, for which TMU has accredited university programmes in the same undergraduate field.

Art. 5. (1) The Faculty of Dental Medicine may organize and conduct bachelor's degree examinations for **graduates of other accredited or provisionally authorized higher education institutions** in identical or similar accredited bachelor's degree programmes existing in the structure of the faculty, on the basis of a protocol concluded with the respective higher education institution, with the approval of the university senates, after the favourable consent of the boards of directors. The "similar" study programmes are established by the Romanian Agency for Quality Assurance in Higher Education.

(2) The enrolment of graduates for the bachelor's degree examination shall be carried out by the higher education institution where they studied, on the basis of the protocol concluded between the two higher education institutions, provided for in paragraph (1), in compliance with the legal provisions in force.

Art. 6. The Faculty of Dental Medicine does not organize bachelor's degree exams for graduates coming from higher education institutions or/and study programmes that have been liquidated or wound up.

Art. 7. (1) Graduates of the bachelor's degree programmes mentioned in Art. 4 shall register and take the bachelor's degree examination within the Faculty of Dental Medicine.

(2) Own graduates of provisionally authorized bachelor's degree programmes, for which TMU has accredited university programmes in the same bachelor's degree field, shall take the bachelor's degree examination with committees composed of permanent teaching staff of the corresponding accredited degree programmes.

(3) Upon request, own graduates of accredited bachelor's degree programmes may register and take the bachelor's degree examination at another accredited organising university, with the approval of the TMU Senate and the Senate of the organising university, after the consent of the Boards of Directors. In this case, the graduate pays a fee for the preparation of the file required for registration, provided for in the *Fee nomenclature regulation*.

Art. 8. Graduates of an accredited higher education institution may register and take the bachelor's degree examination at TMU, under the conditions set out in Art. 3, with the approval of the Senates of the two higher education institutions, after the endorsement of the Boards of Directors.

Art. 9. (1) The Faculty of Dental Medicine organizes and conducts the **dissertation examination only for its own graduates, from the current and previous graduating classes, for the bachelor's and master's degree studies offered jointly (cycles I and II) and for the master's degree studies.**

(2) **By way of exception to paragraph (1), the Faculty of Dental Medicine may organize dissertation examination for graduates of other accredited higher education institutions, but only from the Dental Medicine accredited or provisionally authorized study programme (programme which combines bachelor's cycle I and master's cycle II and which is regulated at sectoral level).**

Art. 10. (1) For the graduates of the current class, the final exams may be organized in three sessions, within the periods established by the Senate, two sessions during the current academic year – June-July and September – and one session in February of the following academic year.

(2) By way of exception to paragraph (1), for graduates of the Dental Technology study programme, the bachelor's degree examination may be held in two sessions, within the periods established by the Senate, of which one session in the current academic year - September - and one session in February of the following academic year.

(3) Graduates of previous classes may register for the final examinations in the sessions scheduled for the current class.

CHAPTER III - Final examination tests

Art. 11. **The bachelor's degree examination** at the Faculty of Dental Medicine consists of two tests, as follows:

- a) test 1: **assessment of fundamental and specialized knowledge;**
- b) test 2: **presentation and submission of the bachelor's degree thesis.**

Art. 12. (1) For the Dental Technology study programme, test 1 has two components: **a written paper** with multiple-choice questions and a **specialized practical examination**, the content of which is determined by the faculty board.

(2) The written test consists of filling in a 100-question multiple-choice test. Each question has five possible answers, only one of which contains the correct answer. Each correct answer is awarded one mark and the score obtained is converted into a mark:

$$\text{Mark} = \frac{\text{score achieved}}{10}$$

(3) For the Dental Technology study programme, the Faculty Board determines the topics of the specialized subjects and their related bibliography.

(7) For the Dental Technology study programme, the practical specialized assessment consists of the presentation of the technical scale carried out in the third year of study.

Art. 13. (1) The presentation and submission of the bachelor's degree thesis is public.

(2) In the case of face-to-face bachelor's degree examination tests, they shall be held in the presence of the examination committee and the examinee at the same place and time.

(3) The topics and the bibliography of the bachelor's degree examination are published on the website www.utm.ro.

Art. 14. (1) The marks of the examination committee members shall be whole numbers from 10 (ten) to 1 (one);

(2) Except for the written tests, the mark for the test or component shall be the arithmetical average of the marks awarded by the members of the relevant examination committee;

(3) The pass mark for each test or component shall be at least 5 (five).

(4) For the Dental Technology study programmes, the mark obtained for test 1 is the arithmetic average of the marks obtained in the written paper and the practical specialized examination, and the mark obtained at the bachelor's degree examination is the arithmetic average of the mark obtained for test 1 and the mark obtained for test 2.

(5) The arithmetical averages referred to in paragraphs (2) and (4) shall be calculated with two decimals without rounding.

(6) The pass mark of the bachelor's degree examination must be at least 6 (six).

(7) The deliberations of the committees on the determination of the bachelor's degree examination results are not public.

Art. 15. (1) In the case of Dental Technology study programme, test 1 and all of its components, are eliminatory.

(2) In the case of failure to pass the test 2, the examination will be repeated in its entirety in a subsequent session, with payment by the candidate of the examination fee, in the amount established by the *Fee nomenclature regulation*.

Art. 16. (1) **The dissertation examination** consists of one test, namely the **presentation and submission of the dissertation thesis**.

(2) **By exception** to the provisions of paragraph (1), for the study programmes **Dental Medicine and Dental Medicine in English**, which are study programmes that combine bachelor's cycle I and master's cycle II and which are regulated at sectoral level, the **dissertation examination** consists of 2 tests, respectively:

- a) test 1: **assessment of fundamental and specialized knowledge;**
- b) test 2: **presentation and submission of the dissertation thesis.**

(3) For the **Dental Medicine and Dental Medicine in English** study programmes, test 1 has two components: a **written paper** with multiple-choice questions and a **specialized practical examination**, the content of which is determined by the Faculty Board.

(4) The written test consists of filling in a 100-question multiple-choice test. Each question has five possible answers, only one of which contains the correct answer. Each correct answer is awarded one mark and the score obtained is converted into a mark:

$$\text{Mark} = \frac{\text{score achieved}}{10}$$

(5) For the Dental Medicine study programme, the written examination topics are identical to the topics of the previous year's residency admission examination, with the related bibliography(<http://rezidentiat.ms.ro>).

(6) For the Dental Medicine in English study programme, the written examination topics are determined by the Faculty Board and published on the website www.utm.ro.

(7) For the Dental Medicine and Dental Medicine in English study programmes, the specialized practical assessment consists of the paraclinical investigation of a study model and an orthopantomogram, making a diagnosis and establishing treatment options.

(8) For the Dental Medicine and Dental Medicine in English study programmes, the mark obtained in test 1 is the arithmetic average of the marks obtained in the written paper and the practical specialized examination, and the mark of the bachelor degree examination is the arithmetic average of the mark obtained in test 1 and the mark obtained in test 2.

(9) Test 1, respectively each component of Test 1 in the case of the Dental Medicine and Dental Medicine in English study programmes, is eliminatory.

(10) In case of failure to pass the examination of the 2nd test, the examination will be repeated in full in a subsequent session, with payment by the candidate of the examination fee, in the amount established by the *Fee Nomenclature Regulation*.

(11) The presentation and submission of the dissertation shall be public and shall take place in the presence at the same time and place of the examination committee and the examinee;

(12) The marks awarded by the members of the examination committee shall be whole numbers from 10 (ten) to 1 (one);

(13) The grade of the dissertation examination for **the master's degree programs that can be taken by graduates of the Dental Medicine degree programme** is the arithmetic average of the marks of the examination committee members, calculated to two decimal places, without rounding.

(14) The pass mark for the dissertation examination is at least **6 (six)**.

(15) The deliberations of the committees on the determination of the results of the dissertation examination shall not be public;

Art. 17. (1) The Faculty Board shall lay down the rules for the preparation and drafting of the bachelor's / dissertation thesis;

(2) At the proposal of the Faculty Board, the theoretical component "analysis of the state of knowledge in the field of research" may be removed from the structure of the bachelor's / dissertation thesis;

(3) The bachelor's degree/dissertation thesis must be submitted for examination mandatorily accompanied by its electronic version (memory stick).

(4) By their own regulations, the faculty boards may decide that the bachelor's / dissertation thesis be submitted exclusively on electronic support (memory stick), in pdf format, in compliance with the provisions of article 18 of the present regulation.

Art. 18. (1) The TMU takes the following measures to ensure the originality of the bachelor's degree/dissertation thesis' content:

(a) the bachelor's degree / dissertation thesis will be accepted for examination accompanied by the **candidate's affidavit on the originality of the thesis' content (ANNEX 1, ANNEX 2) and the Similarity Report generated by the TMU Anti-Plagiarism Programme following verification of the thesis;**

(b) the scientific supervisors of the bachelor's degree /dissertation thesis, or the teaching staff assigned by the faculty board shall check the thesis with the help of TMU's anti-plagiarism programme (recognized by the CNATDCU), based on the Procedure for the anti-plagiarism verification of bachelor's degree /dissertation thesis, approved by the TMU Senate;

(c) each faculty department shall enter the bachelor's degree /dissertation thesis in its database;

(d) the bachelor's degree/dissertation thesis are kept in the TMU Archive for a period of 5 years.

(2) The marketing of scientific papers with a view to facilitating the falsification by the purchaser of the authorship of a bachelor's degree / dissertation paper is prohibited.

Art. 19 (1) The scientific advisors of bachelor's degree thesis may include assistant professors, according to the law.

(2) Scientific advisors of dissertations must have at least the academic title of university lecturer.

CHAPTER IV - Committees for the final examinations

Art. 20. (1) The nominal composition of the final examination committees shall be proposed by the Faculty Board, approved by the Senate, appointed by decision of the President and does not change during final examinations. The Vice-President in charge of education shall ensure that an excerpt of the President's decision is drawn up and sent to the Dean of the Faculty.

(2) The members of the final examination committees cannot be in a relationship of spouses, relatives or kinship up to the third degree inclusive with the examinees or with each other, according to the law.

Art. 21. (1) For each final examination session, a **Central organizing committee** shall be established and shall serve at the TMU level, consisting of the President, as chairperson, the Vice-President responsible for the educational activity, a Deputy Chairman of the Board of Directors, the University Registrar, the Director of the IT&C Department and the Administrative Director.

(2) A **Faculty organizing committee** shall be established and shall serve at the level of the Faculty of Dental Medicine, consisting of the Dean, as Chairman, the Vice-Dean, the Department Director(s), other faculty teaching staff, if any, and the Faculty Chief Registrar.

Art. 22. (1) For each session of the final examinations, the following committees shall be established and serve within the Faculty of Dental Medicine, by study programmes:

- (a) **Committee for the elaboration of the topics and marking scales** for the written papers;
 - (b) **Committee for the marking of written papers**;
 - (c) **Committee for the review and resolution of appeals** made to the results of the written examinations. The members of the appeal review and resolution committee may not be members of the marking committee;
 - (d) **Committees for the submission of the bachelor's degree/dissertation thesis**;
 - (e) **Committees for the submission of the specialized practical examination**.
- (2) Each committee referred to in paragraph (1) shall be made of a chairperson, members and a secretary, who shall be academic staff. The chairperson of the committee shall be at least a university principal lecturer. The secretary of the committee shall have only document management duties.
- (3) The nominal composition of the committees referred to in paragraph (1) shall be proposed by the Faculty Boards, approved by the Senate and appointed by decision of the President. The Vice-President responsible for educational activity shall ensure that an excerpt of the President's decision is drawn up and sent to the Dean of the Faculty.
- (4) The nominal composition of the committees referred to in paragraph (1) shall be published on the website www.utm.ro.
- (5) The nominal composition of the committees appointed under paragraph (1) may be changed during the final examinations only in exceptional circumstances, duly justified by the Faculty Board.
- (6) Teaching staff shall also take part in the organisation and conduct of the written examinations as room heads and supervisors, appointed by the faculty organising committee.

CHAPTER V - Registration for final examinations

Art. 23 (1) The timetable of the final examinations (registration periods and examination dates) shall be approved by the Board of Directors and by the Senate, upon the proposal of the faculty boards, according to the structure of the current academic year.

(2) Before the actual registration for the bachelor's degree/dissertation examination, according to an announced timetable, the graduates shall submit to the secretary of the Faculty organizing committee, the bachelor's degree/dissertation thesis in printed and/or digital format, accompanied by the following documents: *Affidavit of authenticity and affidavit of conformity of the digital copy*. The first verification of the bachelor's degree/dissertation thesis is free of charge and for the next verification(s) (if required) the graduate will pay a fee in accordance with the Fee Regulation. **Only papers whose similarity percentage does not exceed 50% for Similarity Coefficient 1 (determines what percentage of the document contains sentences of 5 words or longer found in databases) and 5% for Similarity Coefficient 2 (determines what percentage of the document contains sentences of 25 words or longer found in databases) will be accepted for registration to the bachelor's degree / dissertation examination.**

(3) Candidates' registration is carried out at the Faculty of Dental Medicine's registrar's office, either individually or by the higher education institution they attended, on the basis of the protocol between TMU and the respective institution.

(4) In accordance with the legal provisions in force, the requirement to submit certified copies of the candidate's original documents to the registration file for the final examination is abolished. Copies of the original documents, brought by the candidate or made within the TMU, **certified for conformity with the original by the registrar carrying out the registration**, shall be submitted to the file.

(5) For the certification procedure, candidates must submit the original documents. After certification of conformity with the original, the original documents will be returned to the candidate.

(6) Certification of documents other than the originals is prohibited.

(7) Certification shall be made by comparing the original document with its copy and affixing to the copy a stamp *according to the original*, followed by the surname and first name in clear script of the certifying registrar, his/her holograph signature and the date on which the certification was made.

(8) If the candidate submits certified copies, they will be accepted.

Art. 24 (1) For direct registration at the faculty registrar's office for the **bachelor's degree examination**, candidates shall submit the following documents in a pocket folder, on which they shall write, in capital letters, the surname, initial(s) of the father's (mother's if the father is unknown) first name(s), as well as the e-mail address and telephone number:

a) **standard application form** (ANNEX 3) (from the Registrar's Office, or from the faculty website);

b) original and copy of the **baccalaureate diploma** (both sides);

c) **birth certificate**, copy according to the original;

d) **marriage certificate** (if applicable), copy according to the original;

(e) **any other document proving the change of name** (if applicable), copy according to the original;

f) **copy of the ID Card/passport**;

g) **certificate of proficiency** in a widely spoken international language (English or French) *

h) **the bachelor's degree thesis**, in printed and electronic format (memory stick), accompanied by the **report of its scientific advisor and the Similarity Report generated by the anti-plagiarism programme following verification of the thesis**;

i) **the candidate's affidavit on the originality of the bachelor's degree thesis' content** (ANNEX 1) (from the Registrar's Office, or from the faculty website);

j) $\frac{3}{4}$ size **three colour photos**;

k) **the clearance form** for own graduates (from the Registrar's Office);

l) **information note and consent form for processing of personal data** (GDPR) (ANNEX 5) (from the Registrar's Office, or from the faculty webpage).

m) **proof of payment of the bachelor's degree examination fee**;

n) the approval of the boards of directors and senates of the graduated university and of the TMU, in the case of candidates from other universities.

*Graduates of English-language study programmes who have completed all years of study in a foreign language **are exempt** from the requirement to submit a certificate of proficiency in a widely spoken international language.

If the documents referred to in points b) to f) are on the graduate's file, they shall not be submitted to the application file.

(2) For direct registration at the faculty registrar's office for the **bachelor's degree examination, candidates graduating from Master's degree programmes (cycle II) and candidates graduating from Dental Medicine and Dental Medicine in English degree programmes** shall submit the following documents in a pocket folder, on which they shall write, in capital letters, the surname, initial(s) of the father's (mother's if the father is unknown) first name(s), as well as the e-mail address and telephone number:

(a) **standard application form** (ANNEX 4) (from the Registrar's Office, or from the faculty website);

b) original and copy of the **baccalaureate diploma** (both sides);

c) original and a copy of the **bachelor's degree** (both sides) - *only for graduates of master's degree programmes*;

- d) **birth certificate**, copy according to the original;
- e) **marriage certificate** (if applicable), copy according to the original;
- f) **any other document proving the change of name** (if applicable), copy according to the original;
- g) **copy of the ID Card/passport**;
- h) **certificate of proficiency** in a widely spoken international language (English or French) *
- i) **the dissertation thesis**, in printed and electronic format (memory stick), accompanied by the **report of its scientific advisor and the Similarity Report generated by the anti-plagiarism programme following verification of the thesis**;
- j) **the candidate's affidavit on the originality of the dissertation thesis' content** (ANNEX 2) (from the Registrar's Office, or from the faculty website);
- k) $\frac{3}{4}$ size **three colour photos**;
- l) **the clearance form** for own graduates (from the Registrar's Office or from the faculty website);
- m) **information note and consent form for processing of personal data** (GDPR) (ANNEX 6) (from the Registrar's Office, or from the faculty webpage).
- n) **proof of payment of the dissertation examination fee**;
- o) the approval of the boards of directors and senates of the graduated university and of the TMU, in the case of candidates from other universities.

*Graduates of English-language study programmes who have completed all years of study in a foreign language **are exempt** from the requirement to submit a certificate of proficiency in a widely spoken international language.

If the documents referred to in points b) - f) are on the graduate's file, they are not to be submitted with the application file.

Art. 25. As an exception, during the period of the state of alert, necessity or emergency, the registration for the final examination can also be done online (by uploading the documents by the students, undertaking their responsibility for the authenticity and correspondence between the digital/scanned documents and the original ones), as follows:

- Scanned **papers and documents** required for registration (PDF format):
 1. the application form, the candidate's affidavit on the originality of the bachelor's degree / dissertation thesis content, the clearance form, the information note and the consent form for the protection of personal data, filled in and signed in blue;
 2. birth certificate, marriage certificate (if applicable), any other document proving change of name (if applicable);
 3. baccalaureate diploma / bachelor's degree;
 4. $\frac{3}{4}$ size colour photograph;
 5. affidavit as to the accuracy of the data on the application form and the compatibility of the scanned documents with the originals; (ANNEX 7, ANNEX 8)
 6. proof of payment of the bachelor's degree / dissertation examination fee;
 7. the report of the bachelor's degree / dissertation thesis scientific advisor, filled in and signed in blue.

The papers and documents mentioned above at points 1-6 shall be saved with the surname, father's initial(s) and first name(s) of the candidate, using the following format:

File	Name
Standard application form	surname_ father's initial(s)_first name_application_form.pdf
Affidavit of the candidate on the originality of the thesis content	surname_ father's initial(s)_first name_originality_affidavit.pdf
The clearance form	surname_ father's initial(s)_first name_clearance_form.pdf
Information notice and consent form for processing of personal data (GDPR)	surname_ father's initial(s)_first name_GDPR.pdf
Birth certificate	surname_ father's initial(s)_first name_birth_certificate.pdf
Marriage certificate (if applicable)	surname_ father's initial(s)_first name_marriage_certificate.pdf
Document certifying a name change	surname_ father's initial(s)_first name_name change_document.pdf
Baccalaureate diploma	surname_ father's initial(s)_first name_baccalaureate_diploma.pdf
Bachelor's degree	surname_ father's initial(s)_first name_bachelor's _degree.pdf
Colour photo	surname_ father's initial(s)_first name_photo.pdf
Affidavit as to the accuracy of the data on the application form and the compatibility of the scanned and original documents	surname_ father's initial(s)_first name_accuracy_affidavit
Proof of examination fee payment	surname_ father's initial(s)_first name_fee.pdf

(Example: for a graduate with the name Ionescu T. Maria, the file containing the application will be named Ionescu_T_Maria_application_form.pdf).

- Steps to follow for the application submission:
 1. Within the application submission deadline referred to in Article 23 paragraph (1), the candidate must send to the e-mail address of the faculty, in a single folder, the documents required for registration, together with the bachelor's degree / dissertation thesis in PDF format, saved with the surname_father's initial(s)_first name_thesis.pdf, and the Power Point presentation of the thesis in PDF format, saved with the surname_father's initial(s)_first name_pdf.
 2. The folder sent by the candidate shall be named using the format surname_father's initial(s)_first name_bachelor's degree.pdf, respectively surname_father's initial(s)_first name_dissertation.pdf. The same format is used to fill in the "Subject" field of the email.

3. The Faculty Registrar's Office stamps the Clearance Form and sends it electronically to the Fee Office and Library to receive the other endorsements.

4. The scientific advisor of the bachelor's degree / dissertation thesis sends the thesis report and the similarity report generated by the anti-plagiarism programme following verification of the thesis to the faculty e-mail address for inclusion in the candidate's electronic file. The report shall be saved as surname_first name_report_candidate's name_father's initial(s)_candidate's first name.

The candidates declared registered through the online application procedure are required to submit the above-mentioned documents in original, in a paper format, to the faculty registrar's office within the deadlines posted on the faculty website.

CHAPTER VI - Conduct of the final examinations

Art. 26. (1) The **written test / component** for the bachelor's degree / dissertation examination shall be conducted as follows:

a) the faculty organising committee shall display on the notice board of the faculty / on the bachelor's degree / dissertation examination web page, the anonymised lists (using the anonymisation algorithm provided for in art. 33) with the candidates' distribution in the examination rooms at least 24 hours before the day on which the written examination is held;

b) candidates are required to check the accuracy of the data entered on the displayed lists and to notify the organising committee of any discrepancies;

c) candidates are admitted to the examination rooms one hour before the start of the examination on the basis of the table displayed on the room door, under the supervision of the teaching staff responsible for conducting the examination in that room. Candidates are admitted to the examination rooms and seated in their desks in compliance with all the health and safety rules in force at the time of the examination;

d) upon entering the examination room, examinees must identify themselves with their ID card/passport; after the time set for the start of the examination, examinees are not allowed to enter the examination rooms;

e) candidates are not allowed to enter the examination room with any technical means of information and communication;

f) candidates are seated in the examination room in alphabetical order and at a distance of one seat from each other, according to the candidates' examination cards previously affixed on the desks by the faculty organising committee;

g) the committee responsible for drawing up the exam topics and marking scales shall draw up at least two sets of topics, which shall be inserted in envelopes stamped with the faculty stamp, signed by the chairman of the organising committee and kept in safe custody at the dean's office; the number of topics in each set shall be determined by the Faculty Board;

h) on the day before the test, the organising committee, together with the committee responsible for drawing up the topics and marking scales, will draw lots for one of the sets of topics, in order to be multiplied as **question lists/booklets**;

i) the question lists/booklets are inserted in envelopes labelled by room, stamped with the faculty stamp and signed by the chairperson of the faculty bachelor's degree committee.

j) the organising committee is responsible for the security of keeping the examination topics until they are distributed to the exam rooms;

k) the chairman of the organising committee hands the envelope with the examination topics to the person in charge of the room, who unseals the envelope in front of all the candidates in the room, after allowing any candidate who wishes to do so, to check the integrity of the stamp and signature on the envelope;

1) the examination shall last no more than 3 hours, starting from the time when the topics have been distributed and checked for accuracy;

(2) During the written test / component, candidates are not allowed to communicate with each other or with the supervisors.

(3) Candidates who infringe the prohibition laid down in paragraph (1)(e) and those who attempt to cheat during the examination will be eliminated from the examination room and their paper will receive the mark 1 (one). The person in charge of the room will enter the mention "excluded from the examination" within the candidates' table opposite the name of the candidate found to be in one of these cases and will draw up a report signed by the same and the candidate concerned; if the candidate refuses to sign, the report will be countersigned by one of the supervisors.

(4) Leaving the room during the examination for physiological reasons, with the declared intention of returning to the room, may only be done by one of the supervisors accompanying the candidate; this situation may not extend the duration of the examination.

(5) The final leaving of the examination room can be done at least 30 minutes after the communication of the topics.

(6) In the case of multiple-choice questions, the answer forms must be filled in without erasures or corrections that could lead to misinterpretation, according to the following rules:

(a) dark blue pen/pencil must be used for filling in; the use of erasable pens is prohibited;

(b) in order to mark the answer considered correct, fill in the box with an X and leave the other boxes blank.

(7) Candidates who wish to transcribe their work may do so only within the time limit set for the examination. To this end, they will be given new examination papers/answer forms and those used initially will be cancelled on the spot by the room head, under his/her signature; the cancelled examination papers/answer forms will be handed over to the committee and their contents will not be taken into account.

(8) Only paper sheets with the faculty stamp received from the supervisors may be used for the draft answer sheet.

(9) At the end of the examination time, the candidates will stop writing and will remain in their seats, waiting to be called for handing in the paper. The candidate handing over the paper shall submit his/her identity card and shall sign in the nominal table kept by the room head.

(10) When collecting the answer forms, the room head shall check how they have been filled in. If it is found that no box has been ticked or more than one box has been ticked for a question, the room head shall cancel that answer by crossing out a red horizontal line on the answer form.

(11) The room head shall sign the paper in the corner that is to be sealed, after checking the accuracy of the data given by the candidate with regard to his/her name, the number of the examination card, the form header on the paper header and the multiple-choice test symbol.

(12) It is forbidden for the candidate to leave the room with any other documents received from the supervisory committee.

(13) The drafts used by candidates are not marked and must be handed in to the room head with the paper for destruction at a later date.

(14) The marking scales shall be made available during the examination.

Art.27. Once the written examination ends, the following activities shall be carried out:

- a) the room head hands in the papers and the attendance sheet for the supervisors (ANNEX 10) to the secretary of the faculty organising committee, by means of an official report (ANNEX 9), together with all the other documents resulting from the actual examination;
- b) the papers received by the secretary of the organising committee are grouped according to the multiple-choice test symbol, are mixed within the same group, and are stamped and numbered;
- c) the stamped and numbered papers are handed in by the chairman of the faculty organising committee to the markers, under signature, together with the marking slips (ANNEX 11);
- d) the answers of the candidates are assessed on the basis of a score, which is converted into marks from 10 (ten) to 1 (one);
- e) the mark awarded by the marker shall be recorded on the marking slip, signed by the marker.
- f) each answer form is assessed independently by two members of the marking committee; the marks are recorded by each assessor in a separate slip, under his/her signature; if there are no discrepancies between the two assessments, the mark is recorded in the **mark book** (APPENDIX 12), signed by both markers.
- g) if there is a discrepancy between the two assessments, the paper will be re-assessed by another member of the marking committee appointed by the chairman of the latter; the mark of the third marker will be recorded on a separate marking slip signed by the marker and will be final; the mark of the third marker will also be recorded in the mark book under his/her signature.
- h) The marks are written on the papers in red pen/pencil and signed by the chairman of the faculty organising committee;
- i) the chairman of the faculty organising committee, having ascertained that all the procedures for assessing the papers have been completed, shall proceed to unseal them. The members of the faculty organising committee fill in and sign the **examination register** (ANNEX 13, ANNEX 14).
- j) the lists of the provisional results of the written test are signed by the chairman of the organising committee and displayed at the faculty's premises no later than 24 hours after the examination has ended.

Art. 28. The practical specialized examination for the Dental Medicine, Dental Medicine in English and Dental Technology study programmes is conducted as follows:

- a) graduates arrive, on the day and at the time displayed at the dean's office, in front of the practical examination committee;
- b) each member of the committee assigns a mark from 10 (ten) to 1 (one), and the final mark is the arithmetic average of these marks, calculated with two decimals, without rounding;
- c) the marks are recorded in the examination register and signed by all members of the committee;
- d) the lists of the practical specialized examination results shall be signed by the chairman of the faculty organising committee and displayed at the faculty's premises no later than 24 hours after the examination has been completed.

Art. 29. **The presentation and submission of the bachelor's degree / dissertation thesis** are carried out as follows:

- a) the graduates arrive, on the day and at the time displayed at the Dean's office, in front of the committee responsible for the submission of the bachelor's degree / dissertation thesis;
- b) each member of the committee assigns a mark from 10 (ten) to 1 (one), and the final mark is the arithmetic average of these marks, calculated with two decimals, without rounding;
- c) the marks are entered in the examination register and are signed by all members of the examination committee;

d) the scientific advisor of the bachelor's degree / dissertation thesis who is not a member of the examination committee may participate in the presentation and submission of the bachelor's degree thesis without the right to mark it.

e) the lists with the results of the second test shall be signed by the chairman of the organising committee and displayed at the faculty's premises no later than 24 hours after the end of the test.

Art. 30. (1) **During the state of alert, necessity or emergency**, oral tests / components (where applicable) may be held online, using the Microsoft Teams platform. All members of the examination committee must be present simultaneously on the platform throughout the oral test / component. The graduate is required to have the video camera and microphone on throughout the examination.

(2) The online examination is fully recorded for each candidate and archived at the faculty level. The secretary of the faculty organising committee is responsible for recording and archiving. The recording remains confidential.

(3) The candidate is required to agree in writing to the online registration of the test / component as a part of the examination file (ANNEX 15).

(4) Before the start of the examination, the candidate is required to identify himself/herself by showing his/her identity card to the video camera.

(5) It is forbidden during the online test / component:

- the presence/access of another person in the place where the candidate is taking the test;
- communicating with any other person during the examination other than the members of the committee;
- recording by the candidate of the candidate's presentation / submission of the test / component;
- sharing the candidate's screen with other people;
- the candidate leaving the examination room;
- interruption of the examination by the candidate.

(6) Failure to comply with any of the prohibitions referred to in paragraph (5) shall result in the interruption of the examination and notification of its fraud.

(7) If for technical reasons (power failure, lack of internet connection, etc.) the candidate is unable to access the platform, the examination committee may approve rescheduling of the test to another time during that day without disturbing existing schedules.

Art. 31. (1) The results of the final examinations shall be announced by posting them, no later than 48 hours from the date of the examination, on the notice board of the faculty and on the TMU's website.

(2) Any appeals concerning the results of the written test / component shall be sent to the e-mail address of the faculty, within 24 hours of the results being displayed. After this deadline it is no longer possible to challenge the results of the written tests / components. Appeals will be considered and resolved within a maximum of 24 hours from the final date of appeal submission by the members of the Appeal Review and Resolution Committee. Candidates may only appeal against their own results. In their appeal, contestants must state their surname from their birth certificate, father's initial(s) and first name(s).

(3) Appeals are dealt with exclusively at faculty level and the decision of the Appeal Review and Resolution Committee is final.

(4) A re-marking report shall be made for each appeal (ANNEX 16).

(5) The Appeal Review and Resolution Committee is final.

(6) The results obtained in the oral / practical tests / components may not be appealed.

Art. 32. The faculty organising committee draws up the **final lists** of examination results, generated after the resolution of appeals. The final lists shall be signed by the Dean of the Faculty and endorsed by the President of the University. The final lists shall be generated in two versions: anonymised (using the anonymisation algorithm provided for in Art. 33) and non-anonymised. The anonymised lists shall be displayed on the faculties' bachelor's degree web pages.

Art. 33. (1) The anonymisation algorithm is as follows:

$N_1N_2I_1I_2P_1P_2XXXX$

where:

N_1 = the initial of the candidate's surname on the birth certificate;

N_2 = the initial of the candidate's second surname on the birth certificate (if applicable);

I_1 = the initial of the candidate's father's first name;

I_2 = the second initial of the candidate's father's surname (if applicable);

P_1 = initial of the candidate's first name;

P_2 = second initial of the candidate's first name (if applicable);

$XXXX$ = the last four digits of the candidate's Personal Identification Number (or other personal identification number in the case of foreign nationals).

(2) The lists displayed containing the results obtained by candidates at the bachelor's degree / dissertation examination will be provided in the preamble with an explanatory note, written in bold, on the anonymisation algorithm provided for in paragraph (1).

CHAPTER VII - Final provisions

Art. 34. **The diplomas** for graduates who have passed the final examination shall be issued for free by the TMU, within a maximum of 12 months as of the graduation date.

Art. 35. (1) Until the diploma is issued, within a maximum of 12 months as of the graduation date, graduates who have passed the final examination shall receive, upon request, **graduation certificates**.

(2) The graduation certificate gives the holder the same legal rights as the diploma and must contain the position, names and signatures of the TMU responsible persons (president, TMU's chief registrar, dean, faculty chief registrar) on duty upon the certificate delivery date, the TMU seal, as well as the following information:

a) the field of university studies;

b) the study programme;

c) period of studies;

d) the average mark at the end of the studies;

e) the average mark of the final examination;

f) the accreditation/provisional authorisation status of the graduated study programme, the type of education, the teaching language, the geographical location, the number of credits and the regulatory act establishing them (Government decision, ministerial order, as appropriate).

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

4) In the event of loss or destruction, a new certificate shall be issued upon request, with a new registration number, the validity period of which shall not exceed 12 months from the date of passing the final examination.

Art. 36. Graduates who did not take or pass the final examination shall receive, upon request, a certificate of university studies without final examination. This certificate shall be drawn up and issued by the higher education institution graduated and shall contain the following minimum compulsory items:

- a) the field of university studies;
- b) the study programme / specialization;
- c) period of studies;
- d) the average mark at the end of the studies;
- e) the accreditation/provisional authorisation status, the type of education, the teaching language, the geographical location, the number of credits and the regulatory act establishing them (Government decision, ministerial order, as appropriate).

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

g) position, name, first name and signature of the university staff on duty upon the certificate delivery date (president, university chief registrar, dean, faculty chief registrar) and the university seal.

Art. 37. (1) After each final examination session, the **final examination file** by study programme shall be created, containing the following items:

1. excerpt from the President's decision appointing the examination committees;
2. the examination topics and marking scales;
3. the faculty's own final examination regulation;
4. the registers of each examination test;
5. the result lists for each examination test, signed by the Dean;
6. the nominal table of graduates;
7. the marking slips;
8. the mark book;
9. the electronic records of the tests, if applicable, in secured areas and on safe memory devices, under the coordination of the IT&C Department.
10. the register with the final examination results;
11. the attendance sheet for supervisors;
12. the official reports concluded between the examination room heads and the secretary of the organising committee, on the handing over of the multiple-choice tests, the nominal table of candidates, the supervisors' attendance sheets;
13. the examination room official report;
14. the official reports made by the chairman of the organising committee and the chairmen of the marking committees on the handing over of the filled in multiple-choice tests;
15. the official report on the drawing of the exam topics envelope.
16. the written papers (within the graduate files).

(2) The TMU Archive will keep the bachelor's degree examination file permanently.

Art. 38. The present regulation was approved during the meeting of the Dental Medicine Faculty Board held on 27.02.2024 and is applicable as of the bachelor's exam sessions for the academic year 2023-2024.

DEAN,

University lecturer, Anna Maria Pangică, illegible signature

Stamp: "Titu Maiorescu" University of Bucharest, Faculty of Dental Medicine