



UNIVERSITATEA DE ȘTIINȚE AGRICOLE ȘI MEDICINĂ VETERINARĂ CLUJ-NAPOCA

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**REGULATION ON
STUDENTS' PROFESSIONAL ACTIVITY
level of studies - Bachelor and Master**

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ARTICLE 1 - GENERAL PROVISIONS

(1) Pursuant to the Law on higher education no. 199/2023 with subsequent amendments and additions, Law no. 288/2004 on the organisation of university studies, with subsequent amendments and additions, Government Decision no. 404/2006 on the organisation and conduct of master's degree studies, Law no. 60/2000 on the right of graduates of private higher education to sit the final exam for the completion of studies at accredited state higher education institutions, HG no. 369/2021 on the organisation and functioning of the Ministry of Education, with subsequent amendments and additions, ME Order no. 6072/2023 on the approval of some transitional measures applicable at the level of the national pre-university and higher education system, ME Order no. 3693/2024 approving the Framework Methodology on the organisation of admission to higher education 2024-2025, ME Order no. 4262/2024 for the approval of the Methodology on the academic mobility of students, MEN Order no. 5.146/12.09.2019 on the approval of the generalised application of the European Credit Transfer System, Law no. 55/2020 on some measures to prevent and combat the effects of the COVID-19 pandemic, Order no. 5.487/1.494 of the Minister of Education and Research and the Minister of Health for the approval of measures for the organisation of the activity within the educational unit/institutions under epidemiological safety conditions for the prevention of SARS-CoV-2 virus outbreaks, Order no. 3691/01.02.2024 for the approval of the Framework Methodology for the organisation and conduct of graduation, bachelor/diploma and dissertation examinations, Order 3692/2024 on the list of nationally recognised programmes for the purpose of establishing the degree of similarity for the final dissertation, ME Order no. 4623/2024 for the amendment and completion of the Methodology for granting transferable credits in lifelong learning, approved by Order ME 6768/2023, OM no. 7843/20.12.2024 - Order on the amendment and completion of the Framework Methodology for the organisation and conduct of graduation, bachelor/diploma and dissertation examinations - approved by OME no. 3691/01.02.2024.

ARTICLE 2 - ENROLMENT AND STUDENT DOCUMENTS

- (1) Students are considered partners of the university and equal members of the academic community.
- (2) A person acquires the status of student and member of the university community only after their admission and enrolment in the university.
- (3) A person may be admitted and enrolled as a student in no more than two study programmes at the same time, irrespective of the educational institutions organising them.
- (4) A person declared admitted and enrolled in the university may receive funding from the state budget for only one bachelor's degree programme, one master's degree programme and one doctoral programme, in compliance with the legal provisions in force.
- (5) A person declared admitted to several university study programmes opts for enrolment in the study programme that will be financed from the state budget, by submitting the original diploma/certificate of recognition of the baccalaureate, diploma/certificate of recognition for the previous university study cycle, as the case may be, in the original, to the faculty and study programme they wish to pursue, respecting the deadline for submission set by the faculty/university.
- (6) Any financial grant or scholarship from public funds shall be awarded, in accordance with the legal rules in force, only in one higher education institution, for one study programme only.
- (7) In the case of students on permanent mobility between universities or study programmes, grants follow the student.
- (8) The enrolment of students admitted following the admission competition in the first year, in any form and cycle of university education, of students transferred from other universities or faculties, after passing the first year of studies, of students who have been approved to resume their studies, of admitted students

who have benefited from the recognition of university studies completed in specialisations / bachelor programmes provisionally authorised or accredited under the ECTS system, as well as of students in postgraduate forms of education is made by order of the Rector.

(9) Enrolment implies enrolment in the student's enrolment register under a unique number, valid for the entire period of enrolment in the faculty/study programme.

(10) Student status is retained throughout the period of studies, from enrolment until the end of studies, except during periods of interruption of studies or in the case of expulsion.

(11) Upon enrolment, students will be informed of their rights and obligations according to the present regulation, the Law on Higher Education no. 199/2023 and the University Charter.

(12) Upon enrolment, the dean of each faculty/Department of ID-FR will compile the student's file, which will include:

- a) the application form, according to a standard format;
- b) the study contract, specific to each cycle of studies and each form of tuition, including the DPPD contract if applicable;
- c) high school diploma, in the original, for students enrolled on the budget and a copy of the original for fee-paying students;
- d) Bachelor's and Master's degree, where applicable;
- e) a copy of birth certificate;
- f) xerox copy of identity card;
- g) medical certificate;
- h) 3 colour passport size photos (3/4 format).

(13) The student's file is filled in during the period of the student's enrolment with:

- a) the enrolment form at the beginning of each academic year, containing the student's updated personal data. The enrolment form will also include the annual student statement of the student where each specifies whether or not he/she is enrolled in another study programme within USAMV Cluj-Napoca or in another higher education institution. The application form must be submitted to the secretariat of the Faculty/Department ID-FR within the first 5 days after the beginning of the academic year.
- b) the documents by which certain rights, records or sanctions have been granted or imposed;
- c) the annual addendum to the study contract, including the freely-assumed option regarding the package of optional and elective subjects during the academic year in question;

(14) Upon enrolment in the faculty, the Dean's Office/ Secretary's Office of the ID-FR Department issues the following documents to each student:

- a) student card;
- b) a ticket for the reduction of travelling expenses in accordance with the legislation in force.

(15) The student card must be presented at the faculty secretariat for the annual visa, on the occasion of the session examinations and when the final marks are awarded in the case of the mid-term exams.

(16) In the student's student record book all marks of all examinations scheduled for the period of enrolment, including those that do not ensure promotion. If the examination is conducted online, the marks are only entered in the online records of the university, and students may request to have their marks entered in the student's book when they resume education at the university.

(17) The student ID card serves as an identity document when entering the university, the dormitory, the canteen, libraries, sports centres and different activities where it is required to prove the student's quality and membership at USAMV Cluj-Napoca. The student card is renewed annually.

(18) Altering and entering false data in the documents issued by the university constitutes forgery in public documents and will be sanctioned according to the law.

(19) In case the student loses the documents issued by the university, duplicates will be issued, after the student has announced the loss in the press and paid the fee established by the University Senate.

- (20) In case of transfer, interruption of studies or expulsion, the dean's office shall withdraw the student card and the issued identity cards, but shall keep a copy of the former student's file.
- (21) The annual enrolment of the student in all forms of education is made upon the student's request by the Dean of the Faculty.
- (22) Enrolment is conditional on passing the previous academic year on the basis of achieving a minimum number of transferable credits and a minimum number of points, established by this Regulation.
- (23) A student who has not passed a year of studies may enrol for the same year on a fee-paying basis.

ARTICLE 3 - STUDENT'S RIGHTS AND DUTIES

- (1) The student has the following rights during the period of study:
- a) benefit from free tuition, financed from the budget, for the normal duration of university studies under the conditions established by the laws and regulations in force, if he/she has been awarded a budgeted place through admission or redistribution;
 - b) to use the laboratories, cubicles, lecture theatres, lecture and seminar rooms, reading rooms, libraries, experimental stations, clinics, practice centres, sports centres, cultural centres, clubs and other facilities provided by USAMV Cluj-Napoca, in order to have a good professional and civic preparation, for cultural-educational, sports and recreational activities;
 - c) to take part in the scientific activity of research centres and laboratories, student circles, to take part in the activity of artistic groups, literary circles, editorial offices, clubs and student cultural houses, in the university sports activity of the university and other institutions of higher education and university sports clubs;
 - d) to receive scholarships and other forms of material support, in accordance with the regulations in force;
 - e) to receive free academic, professional and social information and counselling services, free medical, dental and psychological care in medical and dental surgeries, polyclinics and state medical establishments;
 - f) to be accommodated in the dormitories and to dine in the canteen/restaurant of the university, under the conditions provided for by the regulations of the student dormitories and canteens, within the limits of university availability;
 - g) to benefit from treatment for the restoration of health, in resorts or for rest, in student camps, under the conditions and number of places established by the Ministry of Education and Research.
 - h) to benefit from certain facilities regarding transport and access to cultural and sporting events; the reductions in fares are those provided by law;
 - i) be part of the structures of student organisations;
 - j) to elect and to be elected as student representative in the Faculty Council, in the University Senate, respectively in the Student Council of USAMV Cluj-Napoca;
 - k) the right to individual opinion, expressed on one's own initiative or on request, and the right to collective opinion, expressed through democratically elected representatives in their own structures (student organisations) or in the management structures of faculties and the university; the right to opinion concerns the evaluation of the quality of curricula, the academic process, the evaluation of one's own and teachers' performance, interpersonal relations, working and living conditions within the university;
 - l) to receive equal treatment from the university; any direct or indirect discrimination against the student is prohibited;
 - m) to have access to data concerning their personal academic status, to information concerning their own academic career and the life of the academic community to which they belong, in accordance with the provisions of the law.

- n) to benefit from permanent mobility from one higher education institution to another, in accordance with the legislation in force.
 - o) benefit from the protection of personal data in accordance with Regulation (EU) 2016/679 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC.
 - p) to benefit from interruption and resumption of studies in accordance with the legislation in force and university regulations.
 - r) to benefit from access to specialised software for determining the degree of similarity, made available by the university, in the elaboration of academic work, in accordance with institutional regulations.
 - s) have free wireless internet access for all members of the university community throughout the university. The technical characteristics of the Internet network must allow access to online teaching activities, audio-visual conferences and any other activity specific to the academic process.
- (2) The student has the following obligations during the period of the study programme:
- a) meet the quantitative and qualitative requirements, implicitly the timetables, in accordance with the chosen university programmes/specialisations and the curricula contained therein, in order to acquire and demonstrate a thorough professional preparation;
 - b) to participate in scientific, social or cultural activities organised by the university;
 - c) to show respect towards the teaching, administrative and auxiliary staff as well as towards other students, both inside and outside the university;
 - d) to comply with the rules of university conduct, to have a civilised behaviour, a dignified, correct and neat attire, to show politeness and decency in relations with teachers, colleagues, administrative and technical staff, as well as with other persons with whom he/she comes into contact inside and outside the university; to respect the rules of living together in the community of which he/she is a member;
 - e) to responsibly use with the material goods belonging to the university patrimony;
 - f) to comply with the provisions of the University Charter, of the present regulations and other university regulations as well as with the legislation regulating student activity;
 - g) to participate, on a compulsory basis, in the six-monthly teacher evaluation process.
 - h) fulfil the financial commitments imposed by the university, under the conditions set out in the study contract.
 - i) fulfil the obligations set out in the individual study and practical training contract concluded with the higher education institution and the economic operator, in the case of dual education.
- (3) Students are obliged to comply with the general moral rules, not to engage in political activities, to respect the legislation in force and the university's operating regulations in the educational premises, scientific research and production units, libraries, dormitories, canteens, cultural and sports centres and complexes, to follow the general moral rules, not to engage in political activities, to comply with the legislation in force and the university's operating regulations.

ARTICLE 4 - FREQUENCY OF TEACHING ACTIVITIES

- (1) The student must take part in teaching activities provided for in the syllabus and in the subject descriptions, where applicable.
- (2) The attendance of students to the activities stipulated in the curriculum of the specialisation/programme of study is a primary condition of the academic act and will be recorded by the teaching staff in student records.
- (3) The student must fulfil a minimum of 50% attendance to the total number of lectures and 100% attendance of the total number of practical assignments/seminars in order to be present at the examinations provided in the subject description.

- (4) Failure to fulfil these minimum conditions of attendance to teaching activities for each subject of study is considered sufficient for the exclusion of the student from the examination forms.
- (5) Unexcused absences for a maximum of 20% of the practical activities are accepted on the condition that they are made up in full, with a fee, before the form of examination foreseen for the subject of study in question.
- (6) A student who has been absent from a subject for more than 20% of the obligations stipulated in the syllabus (practical work, seminars), without a valid reason, loses the right to sit the exam in the session in which it is scheduled.
- (7) A student who has been absent without justification for more than 20 per cent, but not more than 40 per cent, of the practical work or seminars scheduled may sit the examination in a subsequent session after making up the teaching activities at a fee.
- (8) The programme for making up absences will be established by the subject holder.
- (9) The student who has accumulated more than 40% absences in practical activities/seminars and/or more than 50% absences in the course cannot attend the examination forms and will have to retake the respective subject, if he/she has passed the year based on credits and points accumulated.
- (10) The absences are made up free of charge on the basis of the reasons given by the management of the faculty or university, in consultation with the subject holder, on the basis of the supporting documents and the individual request registered at the secretariat.
- (11) Temporary leave from professional activity and exemption from attendance, for sports, cultural, scientific competitions or other official events, shall be approved, for individual cases, by the management of the faculty or university up to a limit of 20% of the number of hours/year, according to the legal provisions, and making up for these teaching activities will be free of charge.
- (12) Temporary leave of groups of students from professional activity may be approved only by the Ministry of Education.
- (13) With the exception of university club teams, for journeys provided for in the internal and international sports calendar, for which the approval is given by the Rector of the University.
- (14) The application must be submitted to the secretariat within a maximum of 10 working days after the resumption of work.
- (15) The student will be informed of the manner in which requests for excuses for absences have been dealt with.
- (16) Absences due to the following circumstances may be excused:
- a) cases of illness proven by standard medical certificates issued by the family doctor/student medical centre or hospital. Only medical certificates establishing the diagnosis and indicating the duration of the exemption or sick leave will be taken into consideration. Once this has been resolved, the student will submit the approved request to the teaching staff within 5 working days of resuming work.
 - b) the consent given by the faculty or university management, in exceptional cases, within the limits provided for by this Regulation (deaths, marriages, participation in scientific events, international programmes, sports events, etc.);
 - c) for other well-founded reasons which will be brought to the attention of the faculty or university management in writing on the first day of resumption of work.
- (17) The full-time student may be employed in the university or outside it, in accordance with the legal rules in force, and shall fulfil all school obligations according to the curricula and timetable specific to the year of study he/she is following.

ARTICLE 5 - STRUCTURE OF THE ACADEMIC YEAR

- (1) As a rule, the academic year starts on the first working day of October, comprises two semesters and ends, as a rule, on 30 September of the following calendar year. The academic year is structured in 2

semesters of 14 weeks each. The final year, undergraduate level, the second semester is structured in 10, 12 or 14 weeks, according to the ARACIS standards specific to the field to which the study programme adheres.

(2) In addition to the two semesters of teaching activities, each year of studies has 2-4 weeks of internship, which may take place throughout the academic year.

(3) At the level of each faculty, as an appendix to the operational plan, the calendar of internship activities approved by the Faculty Council shall be drawn up, so that at least 30% of this activity is carried out within USAMV Cluj Napoca.

(4) In the undergraduate cycle of studies, teaching activities comprise, during five working days, according to ARACIS standards, a number of 24-28 hours in the fields/programmes of study Agronomy, Horticulture, Forestry, Engineering and Management in Agriculture and Rural Development, Biotechnologies, Food Product Engineering (TPPA), Animal Husbandry; 22-28 hours in Biology; 26-28 hours in Tourism Industry Engineering and Management, Food Product Engineering (CEPA and IPA) and Environmental Engineering, Land Surveying and Cadastre, Environmental Engineering; 26-32 hours in Veterinary Medicine)

(5) There will be 2 ordinary examination sessions and one session of resits:

- a) 3-4 weeks winter session;
- b) 3-4 week summer session;
- c) the 2-week (autumn) session.

(6) The scheduling of exams during the sessions as well as the scheduling of additional exams shall be validated by the faculty councils and shall be notified to the students.

(7) For final-year students, the faculty councils may approve the organisation of a session of retakes before the registration period for the final exam.

(8) The Senate of the university may approve a special examination session for students involved in high performance sports activities, artistic activities and those who have participated in international mobility programmes.

(9) The holiday periods will be established and granted in accordance with the provisions of the MoE and the structure of each academic year at USAMV Cluj-Napoca.

(10) The didactic activity within each study programme (curricula - study disciplines) is laid down in the curriculum.

(11) The curricula contain compulsory subjects, optional subjects and elective subjects.

(12) The standard duration of study of a subject is one semester.

(13) The curriculum subjects will be codified by a unique system at the University level and will be allocated a number of hours and ECTS credits.

(14) Compulsory subjects aim to provide students with fundamental and specialised knowledge specific to the field.

(15) Specialised optional subjects aim to deepen particular areas of study as well as to specialise students.

(16) Optional subjects are subjects offered both in the field of specialisation and in other complementary fields.

(17) For each subject of study, a record (subject record) is drawn up annually by the subject holder and will be submitted to the department for discussion and approval.

(18) The syllabus is written in Romanian and English, possibly also in other languages of international circulation, and is made public on the website of the faculty/university, in order to be known by the candidates and enrolled students.

ARTICLE 6 - STUDENT EXAMINATION

(1) Through the different forms of student examination, teachers verify the extent to which each individual student has acquired theoretical knowledge and practical skills in accordance with the objectives of the

study subjects and subsequently quantify the average level of preparation of the study programmes as a result of the teaching-learning academic process complemented with individual student documentation.

(2) At USAMV Cluj-Napoca, the examination aims rather at the ability to synthesise and corroborate the theoretical knowledge provided through teaching and the knowledge acquired from other sources by the students as well as the practical and applied skills acquired, than the faithful reproduction of information provided in lectures and practical work.

(3) Departmental staff and Faculty Councils set the general requirements for the promotion of subjects, but the responsibility for setting subject-specific requirements rests with the teaching staff of the subjects, who must align their own requirements for teaching, documentation, learning and assessment with successful international practice.

(4) The forms of examination foreseen in the curriculum are:

- a) the exam;
- b) the colloquium;
- (c) on-the-spot checks;
- d) project defense.

(5) In the subject description, the forms of examination, the mode of verification (oral, written), other requirements for promotion (papers, projects, reports, etc.), as well as their weight in the final mark are provided.

The examination may be carried out online, with the approval of the Dean/Director of the ID-FR Department, when the student or the teacher is unable to be physically present, i.e. when the tenured teacher cannot be replaced.

If the exam is held online then it can be oral, grid test, project, report and if the exam is held at the university then it can be oral, written or practical.

(6) Marks between 1 and 10 may be awarded, with a minimum passing mark of 5.

(7) For subjects with a practical component, the practical examination is compulsory and passing (minimum mark 5) is a condition for the theoretical examination.

(8) At least half of the subjects included in the curriculum shall have examinations as a form of assessment.

(9) Oral examinations are preferable to written examinations, and faculty councils are required to determine the proportion between these modes of examination.

(10) The timetable (date, time and examination room/link in the case of online examinations) for all subjects is set by the Dean's Office upon proposal of the student groups, after consultation with the subject holders.

(11) The timetable shall be drawn up by groups and shall be made known to the students before the beginning of the examination session and shall be posted on the faculties' websites

(12) The staff of the subjects establishes the programme of study and consultations carried out in the premises of the discipline or online during the session.

(13) At least two dates, at an interval of at least 4–3 days, shall be provided for each subject with an examination, for each examination session, even if the subject in question has been taken by only one group.

(14) The exams for the mark increase may be taken only in the autumn session of the academic year in which the exams were passed.

(15) Each student may sit for a maximum of three different mark increase examinations in one academic year provided that the student is a full time student, on the basis of an application submitted to the Faculty Secretariat. The application signed by the Dean of the Faculty shall be submitted by the student to the examining teacher.

(16) The examination for the mark increase will be based on the principle "a passed exam is definitely passed". Attendance at the first mark increase examination is free of charge.

(17) The examination syllabus coincides with the syllabus of the subject and is posted on the subject notice board/university intranet/faculty website/department website at the latest in the last week of the semester.

(18) Theoretical examinations are held in front of the teacher (in the examination room or online) who has taught the subject (the course holder). He or she is assisted by at least one teacher from the department, usually the teacher who has led the seminars or practical work for that group. The online examination is recorded, after prior information to the student. The student will not be examined if he/she refuses the conditions for participation in the examination (recording, camera switched on during the examination).

(19) The practical examinations shall be held in front of the teacher with whom the group has carried out the practical work. He/she shall be assisted by another member of the teaching staff of the subject or department. If the practical activities are conducted online, the practical examination may also be conducted online.

(20) The replacement of the examiner may be made upon justified request or in circumstances of force majeure, at the proposal of the Head of Department and with the approval of the Faculty Council/Dean.

(21) A) **The final examination by oral test (held at the university)** is based on the individual examination ticket drawn by the student from the total of all the tickets drawn up and signed by the course holder.

a) one examination ticket contains 2-4 subjects from the syllabus of the subject, included in the topics announced for the examination;

(b) the maximum preparation time for the subjects is 30 minutes and the examination itself lasts 20 minutes maximum;

c) the student is obliged to answer all the subjects as well as the supplementary questions asked by the examiner.

B) Final oral examination (online)

Online exams will be conducted orally, individually, using the platform with the prior approval of the Administrative Board

The examination papers provided for in the syllabus will be taken at the same sitting. The examination will be done using a series of short questions, from simple to complex, based on the random extraction (based on a number generated by a RANDOM software application) of an examination ticket with 1-2 topics by the teacher. A presentation mode may also be used whereby the examiner may offer problems, case studies, grid questions, etc. for solution or the student may solve a problem in real time. Two examiners must sit each examination. Exams will be recorded after prior information of the students.

(22) **The final examination by written test (conducted in the university)** can be done either on the basis of the individual examination ticket or grid test, by group (row) or single student (students) extract from the total of the tickets drawn up and signed by the course holder.

a) an examination paper contains 2-4 subjects, or a larger number of questions in the case of a grid examination, from the syllabus of the subject, included in the topics announced for the examination.

b) the student is obliged to answer all subjects.

(c) the time allowed for the preparation of subjects is a maximum of 60 minutes for oral and 60 minutes for written examinations.

(23) **The practical examination at the end of the semester (colloquium) (held at the university)** is based on the individual examination ticket extracted by the student from the total number of tickets drawn up and signed by the course holder.

a) an examination ticket contains 1-3 subjects from the subject programme (techniques, methods, analyses, clinical cases, problems, etc.);

b) the student is obliged to answer all the subjects as well as the supplementary questions asked by the examiner;

c) the preparation time is variable depending on the specifics of the tests, and the examination itself lasts a maximum of 20 minutes.

(24) **The mid-term examination** is carried out at each practical work/seminar, verifying the quality of the student's involvement in the specific activities carried out and the acquisition of the expected knowledge and skills, by evaluating the projects and reports realised during the course as well as by evaluating 1-2 written theoretical tests, carried out during the semester or module.

(25) The verification of the knowledge acquired in the extramural practical activity shall be carried out by means of an examination/ colloquium at the place of the extramural practical activity or in the faculty, by a committee approved by the faculty council and shall consist of the evaluation of the student's specialised practical knowledge, with emphasis on the student's ability to apply theoretical knowledge in practice.

(26) A subject establishes a single final mark, a whole number from 1 to 10.

(27) The final mark is the weighted average of the partial marks obtained for each direct and individual activity within the subject.

(28) A student's refusal to answer the subjects or withdrawal from the examination process after the examination papers have been extracted is considered as an unsuccessful attempt to pass the examination and will be marked with a mark of 1.

(29) In the case of subjects of study for which the form of verification provided for in the curriculum is the mid-term examination, the final mark will be the average of the marks obtained; in this sense, the subject is passed if the average is equal to or higher than 5, even if the student has received a mark lower than 5 in some tests, except those specified in the subject description as eliminatory.

(30) The marks obtained by students in the final oral examinations are immediately recorded in the students' records (online and printed ones) as well as in the student's student record books.

(31) The marks obtained in the final written/oral examinations shall be entered in the students' records no later than 7 days after the examination, but no later than 3 days if the examination was held on the last day of the session.

(32) The final marks obtained by the students as a result of the course verification are recorded in the records on the last day of the semester or of the module period.

(33) The planning of the ordinary sessions shall specify the dates on which each group of students is to appear for the examination, and the student is obliged to appear for the examination with the group to which he/she belongs.

(34) In well-justified cases, the examiner may authorise the student to sit with another group.

(35) Students may opt for one of the scheduled exam dates (minimum of two) during the (autumn) session.

(36) Students may sit for a particular examination only once in a session and only once in the additional examinations scheduled during a given semester.

(37) During the semester, course holders will schedule a minimum of 2 examination dates for students in arrears (supplementary examinations), and students may only sit once. The planning of supplementary examinations is approved by the Faculty Council. Students will register for the examination for one of these dates on the lists that will be submitted to the course holder at least 7 calendar days before the examination date approved in the Faculty Council. Each faculty determines in the Faculty Council the session of supplementary examinations during the semesters.

Sessions of exams	Session for winter/summer	Additional examination session (during the semester)	Session of arrears
Number of exam appearances	1 examination in session	1 examination in the additional session	1 examination in session
Number of examination dates	minimum 2 data/subject	minimum 2 data/subject	minimum 2 dates/subject
	The grade is entered in the record	The grade is entered in the records	The grade is entered in the record

(38) The student may sit for the examination only for those subjects that are included in the syllabus and in the additional document and for which he/she has fulfilled the attendance obligations provided for in this Regulation, as well as the obligations provided for in the subject description (e.g. reports, projects).

(39) Attendance at the exam is conditional upon presentation of the student's ID card (physical or online), proof of tuition fees (if applicable), proof of payment of the re-examination fee (if applicable) and other documents stipulated in the subject description (e.g. practical workbook, project).

(40) An examination not passed, due to non-attendance, withdrawal from the examination or failure to obtain a mark of at least 5, is referred to as a remaining examination during the year of study in which the subject was taken and is referred to as a credited examination during subsequent years of study if the student has passed the year.

(41) Students may sit for the examination in each subject listed in the addendum to the study contract for that academic year. The student has the possibility of attending two examination dates free of charge, the following dates being charged. Free examination dates are considered as: the date corresponding to the examination date of the session at the end of the subject (for first semester examinations - winter session, for second semester examinations - summer session), one more examination date (that of the additional examination session or that of the autumn session).

(42) Non-attendance at any of the examinations scheduled in the session or additional scheduled examinations for which the student has registered on the list given to the teaching staff for a subject appearing in the study contract means the use of one of the rights to sit for the examination from the possibilities available.

(43) In the case of repeating a failed examination in a subject with a mid-term check, in the same year of study or in the following year, the partial marks obtained and validated previously are recognised and students will only take the exams in which they did not obtain a minimum mark of 5.

(44) In the case of repetition in the same year of study, in the following year or after resuming studies of an examination in a subject that was not passed, the examination subjects will be only those included in the syllabus (subject description) of the year of study in which the student was enrolled.

(45) The results of an examination or an assessment may be cancelled by the Dean of the faculty on the basis of the provisions of the University Charter, when it is proved that they have been obtained in violation of the provisions of the Code of University Ethics and Deontology. The Dean may order the reorganisation of the examination.

(46) Students who have been examined may lodge an appeal at the university registrar's office or by email registratura@usamvcluj.ro within two working days after the exam or after the marks have been posted, if the exam was written.

(47) The Faculty Council shall be responsible for analysing and settling the appeals filed by the examined students. In order to settle the appeals, the Faculty Council may request the Ethics and Deontology Commission to analyse the appeal and the Ethics Commission shall hear the students and the respective teachers.

(48) The resolution of the appeals shall be communicated at the latest at the end of the respective examination session.

(49) The marks obtained in oral examinations may not be contested.

ARTICLE 7 - APPLICATION OF THE TRANSFERABLE CREDITS SYSTEM

(1) The application of the ECTS (European Credit Transfer System) has both the purpose of emphasising the professional results of students from all forms of education and the role of operating the transfer of professional results obtained by students as a result of attending and passing exams in subjects included in the curricula of other universities in the country and abroad or other faculties of the university.

- (2) The application of the system ensures the formative outcome at the level of each cycle of undergraduate, bachelor, master's and postgraduate studies, and on the other hand, facilitates the individualisation of study paths by encouraging students' free choice of specialised and complementary subjects.
- (3) In order to monitor the application of ECTS, year tutors are appointed at the level of study years and study programme coordinators are appointed at the level of study programmes, who also ensure student counselling and study equivalences, in accordance with this Regulation.
- (4) At University level, the application of the transferable credits system is the responsibility of the Rector of the University. At the level of each faculty, the application of the transferable credits system is ensured by a coordinator in charge of quality assurance.
- (5) Credits are numerical values, ranging from 1 to 30, allocated to specific course units and activities within a semester, including professional practice.
- (6) One credit shall be awarded to quantify a total of 25-30 hours of training towards the learning outcomes, of which:
- a) academic training consisting of teaching hours, which are allocated for:
 - teaching - courses/lectures, applied activities - seminars, laboratories, projects, research, working visits, etc.;
 - Assessment - exams, colloquia etc.;
 - b) preparation/individual study includes: study of lecture notes/lecture materials, textbooks, books, study of the minimum recommended bibliography, specific preparatory activities for project, laboratory, homework, reports, additional library research, internet research, preparation for presentations or tests, preparation for final examination, consultations.
- (7) One credit is the equivalent of 25 hours of the student's intellectual labour, collectively and individually. A subject has a full number of transferable credits, usually between 2 and 5 credits, to facilitate automatic European recognition.
- (8) Credits do not measure the teacher's work (instruction) but the student's work (learning). They do not replace the assessment of the student by grades and therefore credits are not intended to measure the quality of learning.
- (9) The amount of credits for each subject of study will be determined by the Council of each faculty. Students shall be involved in the evaluation of credit distribution during the annual evaluation of the quality of the academic process at the University. The same subject may be provided with a different number of credits in the curriculum structure of the faculties of the university, depending on the weight/importance of the hours in the professional training.
- (10) The credits accumulated at semester, year, cycle, total studies level represent the sum of credits allocated for the subjects or activities of the mentioned period.
- (11) The number of ECTS credits for a bachelor study programme shall be a minimum of 180 for the biology study programme, 240 for the engineering sciences and 360 for veterinary medicine. For Cycle II - Master's degree programmes, the number of ECTS transferable credits shall be 120 and the duration of studies shall be 2 years.
- (12) Credits are transferable from one academic establishment to another, by subject, by groups of subjects (modules) or by compact periods of study (horizontal transfer) within study cycles. The transfer is made at the student's request or on the basis of an agreement between the academic institutions involved, following the favourable opinion of the faculty's equivalence committee. The student's application for the recognition of university studies will be submitted at the time of signing the Study Contract, within the period established according to the admission calendar for the first year, and will be accompanied by the original diploma supplement / academic record.
- (13) Credits may be obtained in advance and carried over to subsequent semesters (credit mobility).

- (14) The credits once obtained, by passing with marks between 5 and 10, are recognised for the entire study duration and their recognition is not affected by changes in the syllabus or curriculum (imperishability of credits).
- (15) The number of credits foreseen in the curriculum for a semester is, as a rule, 30. The 30 credits per semester relate to compulsory and optional subjects. An academic year, corresponding to 60 ECTS credits, comprises a total of 1,500-1,800 teaching and individual study hours related to compulsory and optional teaching activities.
- (16) Elective subjects, including those in the pedagogical training package, are credited separately (additional credits) and are recorded in the enrolment form, respectively in the diploma supplement.
- (17) The credits awarded for the bachelor's degree finalisation exam (10 credits) are allocated in addition to the 180/240/360 credits corresponding to the bachelor's degree.
- (18) The credits awarded for the master's degree finalisation exam (10 credits) are allocated in addition to the 120 credits corresponding to the master's study period.
- (19) The number of points is obtained by multiplying the number of credits in a subject by the final mark obtained in that subject.
- (20) Dividing the total number of points obtained in a semester or a year of study by the number of corresponding credits (30 or 60, respectively) gives the student's weighted average for that semester or year.
- (21) In USAMV Cluj-Napoca, student ranking according to the quality criterion for professional training is based on the weighted average.
- (22) The credits allocated to a subject, according to the syllabus, are obtained in full by the student by passing the subject, i.e. by obtaining a mark equal to or higher than 5 (five).
- (23) Credits awarded for a subject cannot be obtained in stages. In the case of mid-term examinations, if the average of the marks obtained during the semester is equal to or higher than 5, the student is declared to have passed the examination and obtains the credits corresponding to the subject.
- (24) Credits related to a subject can only be taken into account in a single year, either in the year they were obtained in or in a future year, depending on the study contract.
- (25) Credits may be obtained in advance and carried over to the following semesters, according to the student's choice expressed in an additional act to the study contract concluded upon enrolment for the respective year of study. The additional agreement will clearly indicate the subjects for which credits will not be taken into account in the year they were obtained in but will be carried over to a future year. The option made by the student in the additional act to the study contract is irrevocable, within 10 days of the start of the academic year.
- (26) Enrolment in elective courses is made by means of an additional act concluded between the Dean of the faculty and the student.
- (27) Each faculty shall set the deadline for the registration of additional acts to the study contracts, which may not be more than 10 days after the beginning of the academic year.
- (28) The student is free to choose the optional and elective courses in the curriculum, subject to the conditions laid down in the subject descriptions. The student may enrol for a subject at the beginning of the academic year, following the conditions of the subject in question, and this procedure is also valid for a second enrolment in a subject, in case of failure to pass the examination after the first enrolment.
- (29) A minimum of 31 credits is a condition for the promotion of the academic year. The 31 credits shall include the credits for the subjects included in the study contract for the two semesters of the academic year in question. It also includes credits obtained in advance and carried over to the following year.
- (30) The 31 credits do not include the credits related to optional subjects, nor those related to subjects for which the student has formulated the option to carry over to a following semester, under the conditions of this Regulation.

(31) The number of outstanding credits accumulated during all the years of study, with which the student can pass the next academic year, is a maximum of 29 credits.

(32) For the students in the Faculty of Veterinary Medicine the outstanding credits cannot be transferred for more than 2 academic years, as follows:

- Students may not be promoted to the fourth year of studies with outstanding credits from the first year;
- Students may not be promoted to the fifth year of studies with outstanding credits from second year subjects;
- Students may not be promoted to the sixth year of studies with credits remaining from subjects in the third year.

(33) After the passing of the study year (under the conditions of article (31)), the study subjects not passed due to insufficient attendance to teaching activities will be retaken in full (compulsory re-enrolment), on a fee-paying basis. The student will retake all the teaching activities foreseen in the respective subject descriptions valid for the current academic year.

(34) The amount of the fee for subject repeat is directly proportional to the number of credits allocated to the subject, taking into account the amount of the annual fee.

(35) If the subject to be retaught is no longer included in the curriculum of the following series, the Faculty Council shall propose the teaching staff and the modality of the retaught subject. The subject can be retaken during the semester or modularly, depending on the programme of the nominated teacher and in agreement with the students. The Head of Department will draw up an addendum to the annual statement of duties for these situations, if necessary.

(36) After the promotion of the study year, examinations not passed due to non-attendance or failure of examinations during the sessions will have the status of credited examinations and may be taken as fee-paying examinations in subsequent additional sessions or examinations.

(37) If, as a result of a change in the syllabus, the number of credits allocated to the subject has changed by the time the student re-enrols, the fee for the subject will be calculated according to the number of credits it has at the time of re-enrolment.

(38) In the case of failure to pass an optional subject, the student may choose another optional subject, for which he/she will also have the status of a fee-paying student.

(39) Students who do not accumulate a total of 31 credits in an academic year or who have more than 29 credits outstanding in an academic year are expelled and, upon request, may be re-enrolled on a fee-paying basis in a given year, depending on the number of credits. The application for re-enrolment must be submitted to the Secretariat of the Faculty/Department ID-FR at least 5 working days before the beginning of the academic year. The student who has not passed the first year of studies will be expelled and has the right to reapply for admission.

(40) In the event of non-admission, students from all forms of education who were hospitalised or had sick leave of more than 2 months, of which at least 20 consecutive days, during the academic year in which they were not admitted, may be re-enrolled in the same year of study, thus extending their studies for the year of study in question. The weighted average of the last year promoted will be taken into account for the ranking according to performance within the year.

(41) Only one year of studies may be promoted in one academic year. In some specialisations, the Faculty Council may approve, with the approval of the Administrative Board, on a one-off basis, for students with exceptional results, the completion and promotion of two years of studies in one academic year, under the following conditions:

- a) be at least in the second year of studies;
- b) have no credited exams;
- c) have a weighted average of at least 9.

(42) An examination passed in a previous academic year shall be recognised as passed even if the number of credits allocated for the subject in question changes.

(43) Students who do not obtain the credits required for promotion to the following academic year and are re-enrolled in the same year must fulfil the requirements of the curriculum of the respective promotion.

(44) At the student's request, the credits for a subject may be equivalent to credits obtained in an equivalent subject from another faculty or specialisation within or outside the university. Credits obtained under the terms of this Article shall be considered as credits obtained in the semester in which the subject is included in the Study Contract.

(45) At the student's request, additional credits may be awarded for voluntary work for the benefit of the university. The credits obtained will be recorded in the diploma supplement.

(46) The equivalence of subjects and the awarding of the corresponding credits shall be carried out by a permanent committee established by the Faculty Council at the beginning of each academic year. The study programme coordinators shall also be members of the equivalence committees.

(47) The faculty councils are empowered to decide on the equivalence of credits obtained by students at other universities as well as at summer schools organised in the country or abroad.

(48) In the case of equivalent examinations, the name of the subject in the curriculum of the faculty shall be entered in the transcript of the academic year, mentioning in the remarks that the subject has been recognised as equivalent.

(49) For the duration of the first year of studies within a bachelor programme, the method of financing the studies for each student (budget or fee) is maintained, according to the results of the admission competition.

(50) At the beginning of each academic year, the deans of faculties shall re-establish the ranking of students within each year of study on the basis of the weighted average obtained in the previous year. The places financed from the state budget will thus be allocated annually to the students with the best results in professional preparation. Budgeted places vacated during the previous year will be redistributed to study programmes where there are fee-paying students eligible for transfer to budgeted places within the same year of study at the beginning of each academic year.

(51) The annual weighted average is calculated on the basis of the total number of points obtained in the year in question divided by the number of credits for the academic year (60 credits). The total number of points is the sum of the points obtained in each subject, according to the syllabus of the study year (number of credits allocated to the subject x the mark obtained);

(52) The Board of Administration, on the proposal of the Faculty Council, may approve the extension of free tuition, for students on budgeted places, by a maximum of one academic year beyond the legal duration of tuition provided by the curriculum in the following situations:

a) maternity leave;

b) medical cases attested by medical certificates;

c) the participation of high performance athletes in special training programmes and national or international competitions.

ARTICLE 8 - MOBILITIES

(1) Academic mobility is the right of students to be recognised for transferable credits acquired, under the conditions laid down by law, at other accredited/ provisionally accredited higher education institutions in the country or abroad or other study programmes within the same higher education institution.

(2) Mobility may be internal or international, permanent or temporary, for all forms of education. Academic mobility may be organised in a physical, virtual or mixed format.

(...) Academic mobility refers to all types of activities foreseen in the curriculum of the study programme: courses, seminars, laboratories, projects, practical work, etc.

(...) Academic mobility takes place in the places and at the partner institutions where students enrolled in the study programme of the receiving higher education institution work.

(3) Student status is maintained during the period of internal and international mobility.

(...) Higher education institutions may ensure through the provisions of institutional agreements with partner education institutions that students participating in mobility benefit from the same rights as students enrolled at the host education institution.

(4) Recognition of transferable credits in the case of international mobility is carried out by higher education institutions through CRID for the person who proves that he/she has completed the mobility period with documents issued by the higher education institution he/she attended. Recognition of the grades/qualifications obtained at the partner institution abroad is based on a conversion grid developed and approved at the level of the higher education institution in Romania.

(5) Academic mobility may take place at student's request, provided that the following conditions are met:

a) the existence of institutional arrangements;

b) the acceptance of the accredited / provisionally authorised higher education institutions, as appropriate, of the sending and receiving countries;

(6) The inter-institutional agreements set out the conditions for carrying out mobilities between accredited/ provisionally authorised higher education institutions: type of mobility, duration of mobility, number of mobilities, field, study programme, funding of temporary mobility, language of study, accommodation conditions, selection of participants, support services offered to mobility participants, conditions for recognition of the results of academic mobility, etc.

(7) The inter-institutional agreement consists in completing and signing the standard mobility application set out in the Annex which forms an integral part of this Methodology, as follows:

a) the student, submits the mobility application to the higher education institution where he/she wishes to be mobile, in order to obtain acceptance;

b) after having obtained the mobility agreement, the student applies for the mobility agreement to the higher education institution where he/she is enrolled;

c) the higher education institution accepting the mobility first signs the student's mobility application, then the institution from which the student is leaving signs;

d) the conditions under which the mobility takes place are also stated in the application.

(...) At the student's request, the home higher education institution may conclude mobility agreements with another higher education institution in the country or abroad to facilitate student mobility, if there is no inter-institutional agreement between the two institutions at the time.

(...) USAMVCN students benefit from a public presentation on the national and international mobility programmes available to them, at least once during an academic year.

(...) For students who are going to participate in academic mobility, USAMVCN offers alternative methods of evaluation in certain subjects according to Art.6 para. (5) of this Regulation, if the mobility in which they are participating starts before the end of the examination session foreseen by the structure of the academic year, according to the institutional regulations.

ARTICLE 9 - STUDENTS' TEMPORARY ACADEMIC MOBILITY

(1) The student may benefit from temporary academic mobility between two accredited/ provisionally authorised higher education institutions, as appropriate.

(2) Curriculum compatibility for the recognition of transferable study credits shall be established prior to the mobility period and the recognition of transferable study credits shall be carried out after the end of the mobility, in accordance with the inter-institutional agreement and the regulations of the higher education institutions involved as appropriate.

- (3) Temporary academic mobility on your own account is temporary mobility undertaken outside interinstitutional academic mobility agreements, at the request of the student who has identified a potential host university.
- (4) Temporary academic mobility on own account is carried out in compliance with the provisions of Art. 5 paragraphs (3) and (4) of OM 4262/2024, Art. 8 para. (7) of this Regulation: the compatibility of the curriculum for the recognition of transferable study credits shall be established prior to the period of mobility and the recognition of transferable study credits shall be carried out after the end of the mobility, in accordance with the regulations of the higher education institutions involved as appropriate.
- (5) Temporary academic mobility, on budgeted places or tuition fees, may take place after the end of the first semester and until the end of the penultimate semester, with the exception of mobility within the framework of international programmes such as Erasmus+, which may also take place in the last semester.
- (6) Temporary international academic mobility through international programmes shall be carried out in accordance with the regulations governing those programmes.
- (7) The decision on the equivalence of studies carried out abroad or at another higher education institution in the country, respectively the decision on the equivalence of the internship period carried out abroad shall be issued within a maximum of 10 working days from the moment the student has submitted the application for equivalence.
- (8) Practice activities within university teacher education programmes may take place during a period of a traineeship abroad in the framework of a European Union programme, which has a component dedicated to initial teacher training, certified by the Europass mobility document.
- (9) Higher education institutions may not impose, by means of institutional regulations, eligibility criteria relating to the academic performance of students benefiting from a social grant for participation in temporary student academic mobility.
- (10) Academic institutions may supplement, from their own funds, the amount of grants offered to students for temporary internal or international academic mobility. Higher education institutions may provide additional financial support measures for students from socio-economically disadvantaged backgrounds who are to undertake temporary academic mobility.

ARTICLE 10 - STUDENTS' PERMANENT ACADEMIC MOBILITY

- (1) Permanent academic mobility may be carried out by both state-funded and fee-paying students in compliance with the legal provisions on tuition capacity and higher education funding and with the consent of the accredited/ provisionally authorised higher education institutions involved and in accordance with the present regulation.
- (2) Permanent academic mobility may also take place within the same higher education institution.
- (3) For bachelor and master studies, definitive academic mobility may only take place at the beginning of the semester, after the first semester and until the end of the penultimate semester, between study programmes with the same total number of compulsory transferable study credits, in the same fundamental field.
- (4) Students enrolled at USAMV Cluj-Napoca will submit the Mobility Application approved by the institution where they wish to be mobile to the secretariat of the faculty from which they are leaving, at least 5 working days before the beginning of the second semester or the beginning of the academic year.
- (5) Enrolment is made in compliance with the provisions of the regulation of students' professional activity regarding the recognition and equivalence of transferable study credits and the conditions for promotion of study years. Enrolment shall be carried out in accordance with the legal requirements concerning the recording of changes in the single enrolment register.
- (6) In the case of a definitive academic mobility, the diploma is issued to the graduate by the higher education institution organising the final exam.

- (7) Permanent internal academic mobility is based on the principle of "grants follow the student".
- (8) The provisions on permanent academic mobility also apply to students from the Member States of the European Union, the European Economic Area and the Swiss Confederation, as well as to British citizens and members of their families, as beneficiaries of the Agreement on the Withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community 2019/C 384 1/01.
- (9) In the case of third countries, the provisions of the final academic mobility, bilateral agreements and relevant international agreements in force at the time of the mobility shall apply.
- (10) USAMVCN provides the student who has participated in an academic mobility with a feedback form to assess the quality of the academic mobility placement in the host university. On the basis of the information collected, a plan of action is drawn up to remedy the shortcomings identified.

ARTICLE 11 - INTERRUPTION OF STUDIES

- (1) At the student's request, the Faculty Council may approve the interruption of studies for a maximum period of 2 years for the entire duration of the student's studies, but only after the completion of at least two semesters.
- (2) The application for the interruption of studies shall be submitted to the faculty secretariat at least 5 working days before the beginning of the semester.
- (3) The application to resume studies after the interruption period shall be submitted to the secretariat of the faculty at least 5 working days before the beginning of the academic year.
- (4) For health reasons, attested by a medical certificate where the doctor recommends the interruption, or other well-founded reasons, established as such by the faculty regulations (scholarship abroad, pursuing two specialisations in parallel), interruption may be requested during any semester.
- (5) After returning, the student must fulfil the requirements of the curriculum of the graduating class. This fact must be brought to the student's attention at the time of discontinuation of studies, indicating on the request for discontinuation that he/she has taken cognisance of this fact.
- (6) No interruption of studies may be granted in the case of students who have been expelled.
- (7) The last semester before the interruption and the first semester after the return shall be considered as two consecutive semesters in terms of credit accumulation.

ARTICLE 12 - COMPLETION OF STUDIES

- (1) The way of taking the final exams at USAMV Cluj-Napoca is regulated by the Regulations elaborated on the basis of the legislation in force that regulates the organisation and conduct of the bachelor/diploma and dissertation exams.
- (2) Only persons who are graduates, i.e. those who have fully completed the curriculum set for the specialisation in question, may sit the final examination.
- (3) If, at the end of the legal duration of the study programme, the student has not obtained all the credits established in the curriculum, but no more than 29 credits outstanding, he/she may apply for an extension of the duration of the fee-paying study programme for the subjects not passed and may not benefit from the facilities provided by law for students during this extension.
- (4) The student must fulfil the requirements of the syllabus of the graduating class. In this case, the applicant will have the status of a fee-paying student, both for the subjects not passed and for the subjects that have arisen as differences as a result of any change in the curriculum. The fee charged will be proportional to the number of credits in relation to the annual tuition fee.

(5) The student may apply for a tuition extension at the end of the legal duration of the study programme by submitting a request to the Faculty Council. Tuition extension is approved only once, for one academic year. Once the application has been approved, the student is informed of any differences and fees by the Registrar's Office. If at the end of the extension period the student has not passed the remaining differences and exams, he/she will be expelled.

(6) Candidate registration for the final exam is made at least 10 days (bachelor) and 5 days (master) before the beginning of the exam, at the secretariat of the faculty, either individually or by the higher education institution where they have completed their studies, based on the protocol between these institutions and in compliance with the legal provisions in force.

(7) In special circumstances, upon request, graduates may enrol and sit the bachelor/diploma examination at another accredited higher education institution, with the approval of the academic senates of the two higher education institutions, after the favourable opinion of the Board of Administration.

(8) For the graduates of each graduating class, the final examinations shall be organised in only two sessions during an academic year, in June-July and January-February.

(9) Graduates of previous graduating classes may enrol for the final examinations in the sessions scheduled for the current class.

(10) Candidates for the bachelor/diploma/dissertation examination for bachelor and master degrees offered jointly for regulated professions shall, when registering, present a certificate of language proficiency in a language widely spoken in the world, issued by the organising institution or by another specialised national or international institution recognised by the organising institution.

(11) In order to register for the Bachelor's/Diploma/Dissertation examination, candidates must have paid their financial obligations to USAMVCN. Candidates for the bachelor/diploma/dissertation examination must present at the enrolment *the Application Form for the final examination* and the *Final Note*.

a) *The enrolment form for the final exam* should be submitted to the **faculty secretariat** at least 10 days for the bachelor's degree exam and 5 days for the dissertation exam before the scheduled date of the exam.

b) *The liquidation note*, for the graduates of the current graduating class, will be filled in by the secretary of the faculty with the name and surname of the graduate, the faculty and the study programme, according to the standardised form. The completed and listed liquidation note will be sent by the Faculty Secretary's Office to the Financial Service, the Social Service, the Library for approval and then taken back by the Secretary's Office.

If the Liquidation Note contains observations concerning some financial debts of the graduate towards the university, he/she will be informed by the faculty secretariat to clarify the matter.

If the Liquidation Note contains observations regarding some debts of the graduate to the Library or the Social Service, at the time of collecting the certificate of graduation and the study documents in the file, the graduate will contact the relevant departments and will submit supporting documents to the file, namely the Liquidation Note signed and stamped by the relevant department.

(12) Bachelor degree programmes represent the first cycle of undergraduate studies and correspond to a number of between a minimum of 180 and a maximum of 240 transferable study credits, according to ECTS/SECT, or between a minimum of 240 and a maximum of 300 credits in the case of double specialisation, and are completed by level 6 of the NQF.

(13) Studies in university education cycle I (Bologna bachelor - 3 and 4 years) end with a bachelor's degree examination for the bachelor's degree cycle or a diploma examination for the engineering sciences education. Studies in university education for cycle I and II, bachelor and master offered in a combined programme for regulated professions (Veterinary Medicine, 6 years) end with a dissertation examination, level 7 of EQF/CEC and of the CNC.

(14) (1) The bachelor/diploma/dissertation examination (for bachelor and master studies offered jointly) consists of two examinations, as follows:

- (a) a test of your basic and specialised knowledge;
- b) public presentation and defence of the bachelor's thesis/diploma project.

For graduates of the Faculty of Veterinary Medicine (combined Bachelor and Master):

- a) **test 1** - assessment of fundamental and specialised knowledge - the way the test will be carried out will be approved by the Faculty Council in accordance with the ARACIS provisions for each field of study (fundamental and specialised knowledge, clinical case).
 - b) **2nd test** - public presentation and defence of the dissertation.
- (2) If at the university level, graduates with disabilities are identified, the Undergraduate Commission of the study programme where graduates with disabilities are identified, together with the Inclusion Centre for Persons with Disabilities of USAMV CN (according to RU63) will identify the method to assist the student, depending on the type of disability, in taking the two tests that constitute the final exam.
- (15) 10 transferable credits are awarded for the elaboration of the Diploma Project or the Dissertation. These are not included in the 30 credits of the last semester of studies.
- (16) The two examinations referred to in paragraph (13) shall be carried out by direct contact, in person, in the same place and at the same time, between the examination board and the examinee, or online using the online platforms agreed by the university. If the examinations are conducted online, they will be recorded and the recording will be archived in the faculty secretariat.
- (17) The Senate will decide and will indicate, at least 6 months before the examination, at the proposal of the faculty councils, the mode of examination (written, oral, practical, whether the examination is held at the university or online) for each of the two parts of the examination.
- (18) For each test, the examination concludes with marks: the passing mark for each test is at least 5, irrespective of the number of tests, and the overall passing mark for the examination is at least 6.
- (19) Master programmes represent the second cycle of university studies and are completed at level 7 of the European Qualifications Framework, hereinafter EQF/CEC, and of the NQF. They last 2 years and correspond to a minimum of 120 transferable study credits.
- (20) Master's programmes end with a dissertation examination.
- (21) The dissertation examination for master's degree studies consists of a single test, namely: presentation and defence of the dissertation.
- (22) The presentation and defence of the dissertation shall be public and shall be carried out through direct contact, either directly, in person, in the same place and at the same time, between the examination board and the examinee or online using online platforms agreed by the university. If the examinations are conducted online, they will be recorded and the recording will be archived in the faculty secretariat.
- (23) The deliberations of the Committees on the results of the study completion examinations shall not be public.
- (24) Each member of the committee shall present a signed transcript with the mark awarded to each examinee, taking into account the scientific content of the paper, the quality of the presentation and the answers to the questions.
- (25) The marks from the members of the examination board are integers from 1 to 10.
- (26) The average of a test, as the arithmetical average of the marks from the examination board, and the average of the final examination, shall be calculated to two decimal places, without rounding off.
- (27) The topic of the bachelor's thesis/diploma project/dissertation is in accordance with the specialisation and is chosen by the candidate, at the latest at the beginning of the penultimate academic year (2nd, 3rd, 5th year, depending on the study programme), based on guidelines elaborated by departments. Student proposals are also accepted.
- (28) The candidate's application for the chosen subject is endorsed by the holder of the subject, the head of the department/the person responsible for the programme of university studies and approved by the Dean of the faculty.

(29) The bachelor/diploma project must contain the results of own research and investigations in the chosen subject area, which will hold the main share in the volume of the work.

(30) The activity of elaboration of the bachelor/degree/diploma/dissertation project must be carried out over a minimum of three semesters.

(31) Any appeals regarding the results of an examination shall be submitted to the secretariat of the faculty, physically or online, within 24 hours from the communication/publication of the results and shall be resolved within two working days from the date of the closing date of the appeals submission, by the Appeal Analysis Commission - appointed by the University Senate. The decisions of the committee are final. The results of the oral tests cannot be appealed.

(32) An examination for the completion of studies may be repeated in a subsequent session at the candidate's own expense, in accordance with the regulations approved by the Senate and established by law.

(33) It is forbidden for teachers and students to sell scientific works in order to facilitate the falsification by the buyer of the author's authorship of a bachelor's, diploma or dissertation.

(34) The submission of the bachelor's thesis/diploma project/dissertation automatically implies the author's assumption of responsibility for the originality of the content.

(35) The submission of the bachelor's, diploma, dissertation papers shall be in both printed and bound form and in electronic format; the electronic format shall be used for the purpose of verifying the originality of the content. In the case of online examinations, only electronic submission will be accepted. The bachelor/diploma/dissertation must be accompanied by the *Agreement on the submission and defence of the dissertation*, the *Similarities Report* and the *Affidavit*. These must be submitted to the secretary of the examination board at least 10 days for the graduation examination and 5 days for the dissertation examination before the date on which the examination is scheduled.

(36) The supervisors of bachelor's, diploma and dissertation papers are jointly and severally liable with the authors for the originality of their content.

(37) Diplomas for graduates who have passed the graduation examination shall be issued free of charge, in the study programme/specialisation they have completed, within 12 months from the date of graduation.

(38) Until the award of the diploma, but not more than 12 months from the date of graduation, graduates who have passed the final examination shall receive a certificate of completion.

(39) The certificate of completion of studies gives the holder the same legal rights as the degree certificate and is required to contain the position, name, surname and signature of the persons in the university in office at the date of completion (rector, university secretary, dean, secretary of the faculty), the university seal, and the following information:

- a) field of university studies;
- b) programme of study/specialisation;
- c) period of study;
- d) average years of study;
- e) the average of the final exam;
- f) accreditation status / provisional operating authorisation, form of education, language of instruction, geographical location, number of credits and the normative act establishing them (Government Decision, Ministerial Order, as appropriate);
- g) the number of the ministerial order/letter of acceptance/approval of enrolment/recognition of studies - for foreign students.

(40) In the event of loss or destruction, a new certificate with a new registration number shall be issued on request, valid for a period of no more than 12 months from the date of passing the final examination.

(41) Graduates who do not pass the graduation examination shall receive, on request, a certificate of graduation without a graduation examination attesting the completion of a degree programme. It shall be issued by the university of graduation and shall contain the following minimum compulsory elements:

- a) field of university studies;
- b) programme of study/specialisation;
- c) period of study;
- d) average years of study;
- e) accreditation status / provisional operating authorisation, form of education, language of instruction, geographical location, number of credits and the normative act establishing them (Government Decision, Ministerial Order, as appropriate);
- f) the number of the ministerial order/letter of acceptance to studies/approval of enrolment/recognition of studies - for foreign students;
- g) position, name, surname and signature of the persons of the university in office at the date of completion (rector, chief secretary of the university, dean, chief secretary of the faculty) and the university seal.

(42) Where there is evidence that the degree was obtained by fraudulent means or in violation of the provisions of the Code of Academic Ethics and Deontology of the higher education institution, within 30 days from the date of notification of the higher education institution of this fact or, where appropriate, from the date of adoption of a decision at the level of the university ethics commission, the rector is obliged to appeal to the administrative court for the cancellation of the degree, as provided by law.

(43) **In order to register for the bachelor/diploma/dissertation exam** according to the deadlines established above, students shall submit the following documents:

- a) **At the faculty secretariat:** *the application form for the graduation exam, the Certificate of Language Proficiency.*
- b) **To the secretary of the committee:** *the bachelor/diploma/dissertation thesis accompanied by the Agreement on the submission and defence of the thesis, the Similarities Report and the Affidavit.*

(44) **Students who pass the Bachelor's/Diploma/Dissertation examination** collect the *Certificate of Completion of Studies* from the Faculty Secretariat within 30 days from the date of the examination. If they wish to collect the certificate more than 30 days after graduation, they must collect it from the University Archives.

The certificate shall be accompanied by the winding-up notice described in Art. 12, Para. (11)

(45) **Students who do not pass the bachelor/diploma/dissertation exam or who do not appear for the bachelor/diploma/dissertation exam** may request from the faculty secretariat **the certificate of graduation without the university studies final exam.**

ARTICLE 13 - REWARDS AND PENALTIES

(1) Material or image damages caused by students to the university will be analysed and penalised/sanctioned by the Faculty Council or the Ethics Commission of USAMV Cluj-Napoca, as the case may be;

(2) For outstanding results in professional training, scientific research and social and cultural activities in association with outstanding moral and civic behaviour, the student may be rewarded by:

- a) record keeping at year, faculty or university level;
- (b) diploma;
- c) annual or occasional prizes (trips, objects, books, money, etc.);
- (d) special scholarships.

(3) The following sanctions may be imposed on students, doctoral students, postdoctoral researchers or other categories of learners for failure to fulfil their contractual obligations and violation of university ethics, based on the decisions of university ethics committees:

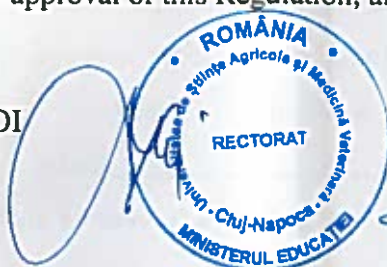
- a) written warning;
- b) cancellation of evaluation results;

- c) expulsion;
 - d) other sanctions provided for by the Code of University Ethics and Deontology.
- (4) Sanctions will be applied, depending on the seriousness of the offences, as follows:
- a) written warning is applied, by the Faculty Council and the Dean, at the proposal of the Ethics Committee or the Disciplinary Investigation Committee.
 - b) the cancellation of the evaluation results is applied by the Dean
 - c) Expulsion from the university is decided by the Senate, upon proposal:
 - (i) the faculty council (for failure to pass the year, non-payment of financial obligations);
 - (ii) the ethics committee for serious breaches of the university code of ethics;
 - (iii) the Disciplinary Investigation Committee.
- (5) Sanctions are implemented by decision of the Rector.
- (6) Any sanction may be appealed to the competent courts.

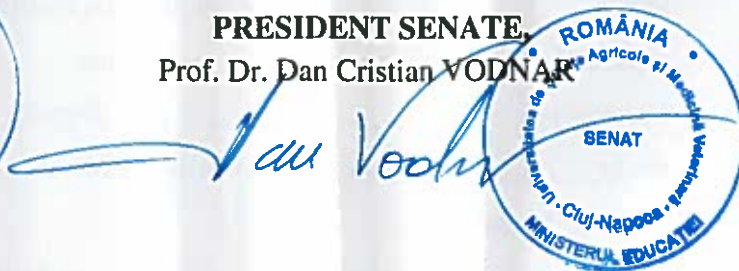
ARTICLE 14 - FINAL PROVISIONS

- (1) This Regulation was approved in the meeting of the Administration Board of USAMVCN on 20.01.2025 and in the meeting of the Senate of USAMVCN on 28.01.2025.
- (2) As from the date of approval of this Regulation, all other provisions to the contrary are repealed.

RECTOR,
Prof. Dr. Cornel CĂTOI



PRESIDENT SENATE,
Prof. Dr. Dan Cristian VODNAR



Reviewed, Legal Office
Legal Counsellor Silvia MIHALI

MOBILITY APPLICATION

USAMVCN/ IOSUD _____

University/IOSUD _____

I agree, I agree,
Rector Rector

I, the undersigned _____ student/doctoral student in the academic year _____ at the University _____

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

I am requesting this mobility for the following reasons

I attach the following documents _____

Date

Signature

Favourable opinion

Favourable opinion

Dean of the Faculty Dean of the Faculty

Doctoral School Doctoral School

(where the student leave from)

(where the mobility is

conducted)