



# REGULATION ON ORGANIZATION AND CONDUCT OF BACHELOR’S DEGREE EXAMINATION WITHIN THE ”VICTOR BABEȘ” UNIVERSITY OF MEDICINE AND PHARMACY OF TIMIȘOARA

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## CHAPTER I. GENERAL PROVISIONS

### Art. 1.

The final graduation examinations at the "Victor Babeș" University of Medicine and Pharmacy in Timișoara, hereinafter referred to as VBUMPhT, will be organized and conducted in accordance with the National Education Law no. 1/2011, as amended and further supplemented, the Order of the Minister of Education no. 3106/2022 on the approval of the framework methodology for the organization and conduct of the bachelor/diploma and dissertation examinations, the M.E.C. Order no. 4.156 of 27 April 2020 on the regime of study documents and university documents in the higher education system, as well as according to its own methodology approved by the University Senate through this Regulation.

### Art. 2.

(1) The university study programmes, organized based on the Education Law no. 84/1995, republished, with subsequent amendments and additions, shall be completed with:

- a) a bachelor's degree/diploma examination, for studies in long-term university education;
- b) a graduation examination, for studies in short-term university education.

(2) For the graduates of studies organised based on Law no. 288/2004 on the organisation of university studies, as subsequently amended and supplemented, undergraduate studies will be completed with a bachelor's degree examination.

### Art. 3.

(1) The VBUMPhT own graduates of the accredited or provisionally authorized study programs, from the current and previous graduating classes, who have passed all the evaluation exams during the undergraduate study programs, may take the bachelor's degree examination.

(2) Graduates of accredited study programmes or of study programmes authorised to operate provisionally within VBUMPhT register with the deans of faculties and take the undergraduate examination within VBUMPhT.

(3) For a degree programme, the graduation examination is organised and conducted under the same conditions for all graduates.

### Art. 4.

Candidates for the bachelor's degree examination must present, upon registration, a certificate of language proficiency in a language of wide international circulation, issued by the relevant discipline of VBUMPhT or by another specialized institution, national or international, recognized by the relevant discipline of the University.

### Art. 5.

(1) The University will inform the candidates about the periods of the final examinations, the conditions and periods of registration, the subjects, the bibliography, etc. through the secretariats of the faculties, by posting references on the university web page.

(2) Starting with the class of the academic year 2022-2023, 80% of the questions for the bachelor's degree examination will be selected from among references posted on the University's webpage, while at least 20% of the questions will be at first sight from the internship reference materials for graduates of 5-6 years Bachelor's degree programmes (300-360 ECTS) and, respectively, from the bibliography posted on the University's webpage for graduates of 3-4 years Bachelor's degree programmes (180-240 ECTS).

### Art. 6.

(1) The Central Coordinating Board of the bachelor's degree Examination and the Central Assessment Committee will be established, upon the proposal of the Rector, at the University level, must be approved by the Administrative Council and will be endorsed by the Rector's decision. Their composition will be published on the University website, [www.umft.ro](http://www.umft.ro).

(2) The composition and the number of the final examination committees are established by the faculties and study programmes, at the proposal of the Faculty Councils, at least one month before the date of the bachelor's graduation

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examination, are approved by the Administrative Board and set up by the Rector's decision. The composition of the committees will be published on the University website, [www.umft.ro](http://www.umft.ro).

(3) The composition of the committees for the analysis and resolution of the appeals is established by faculties, at the proposal of the faculty councils, at least one month before the date of the degree examination, approved by the Administrative Council and endorsed by decision of the Rector. The committees for the analysis and resolution of appeals are composed of 3 members, other than the members of the examination committee, including a president, and a secretary (with only document management duties) and are published on the University website, [www.umft.ro](http://www.umft.ro).

(4) Each final examination board consists of a chairman, members and a secretary.

(5) The chairperson of the graduation examination committee must have the teaching rank of a university professor or university lecturer.

(6) The members of the final examination board must have the scientific title of doctor and the teaching rank of university lecturer/head of university studies, university lecturer or university professor.

(7) The secretary of the final examination board must have at least the teaching rank of a university assistant and is in charge of document management duties, exclusively.

(8) According to the law, the members of the final examination board, the secretary of the final examination board and the members of the committees for the resolution of appeals may not be in a relationship of spouses, relatives or relatives up to and including the third degree with the examinees or with each other.

(9) Faculties with many students must set up more than one examination board.

(10) The number of committees will be determined according to the number of undergraduate papers in order to ensure the efficient conduct of the examination.

(11) Each committee will be organised by related disciplines, including at least one specialist teacher from each discipline.

(12) The composition of the committees and the distribution of students by committees and rooms will be published by posting at the Dean's Office at least 2 days before the date of the examination.

(13) The composition of the committees for the graduation examinations and of the committees for the analysis and resolution of appeals, as well as the number of their members cannot be changed during the final examinations.

(14) Any change in the composition of the committees for the licensing examinations and the committees for the resolution of appeals, for duly justified reasons, before the date of the final examination, shall be approved by the rector of the university, upon the decision of the President of the Central Coordination Board for the Graduation Examination.

(15) The University management, the deanships and the examination committees bear full responsibility for the organisation and conduct of the final examinations.

#### **Art. 7.**

(1) The coordinators of the bachelor's degree theses are jointly responsible with their authors for ensuring the originality of the content of the papers.

(2) Selling scientific works in order to facilitate the falsification of the authorship by the purchaser of undergraduate work is totally forbidden within VBUMPhT.

(3) The educational, administrative and technical measures taken to guarantee the originality of undergraduate works are provided for in the Anti-Plagiarism Working Procedure for the verification of undergraduate papers and the Methodology for the elaboration and support of theses within VBUMPhT, and the related sanctions are established in the Code of Ethics and Professional Academic Deontology, an integral part of the VBUMPhT University Charter, as provided for in the Education Law no. 1/2011.

(4) The Rector may cancel, with the approval of the University Senate, an undergraduate examination, a certificate or a degree, when it is proved that it was obtained by fraudulent means or by violating the provisions of the Code of Ethics and University Deontology.

(5) In undergraduate degree programmes with 300 transferable credits and respectively, 360 transferable credits all undergraduate papers shall be checked using the University's anti-plagiarism programme.

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- (6) In undergraduate degree programmes with 180-240 transferable credits, 10% of the undergraduate papers shall be checked, by sampling, using the University's anti-plagiarism programme.
- (7) All undergraduate papers approved and defended in front of the examination boards will be kept in the VBUMPhT anti-plagiarism computer program for use in verifying the originality of the papers in subsequent years.
- (8) Graduation papers must have original content. If plagiarism or falsification of authorship of the work by purchase/commercialization is found, the graduate will not be able to take the bachelor's exam.
- (9) The working procedure, standard documents as well as the periods when undergraduate papers can be checked for the originality of content using the university's anti-plagiarism program are set out in the Anti-plagiarism Working Procedure on Checking Undergraduate Works at VBUMPhT and will be made known to students in due time by the deans of the faculties via posting on the faculty notice board and on the university website.

#### Art. 8.

(1) The bachelor's examination consists of two parts, as follows:

- a) test 1: evaluation of fundamental and specialist knowledge;
- b) test 2: presentation and submission of the bachelor thesis.

(2) The examinations referred to in paragraph (1) for the graduation will be held in the presence - at the same place and at the same time -, of the examination board and the examinee.

(3) The presentation and submission of the bachelor's thesis will be public.

(4) The topics and bibliography will be published on the University website.

(5) For the **Faculty of Medicine** graduates, the graduation examination consists of:

a) test 1 - national component, in the form of a written paper, from the topics and bibliography announced by the organizing committee, which will be formed by specialists appointed by the management of accredited universities of medicine and pharmacy.

b) test 2 - presentation and public submission of the dissertation.

(6) For the **Faculty of Dental Medicine** and the **Faculty of Pharmacy** graduates:

a) test 1 - national component, in the form of a written paper/thesis, from the topics and bibliography announced by the organizing committee, which will be made up of specialists appointed by the management of the accredited universities of medicine and pharmacy;

- a specific component in the form of a practical test.

b) test 2 - presentation and public submission of the dissertation.

#### Art. 9.

(1) The passing average of the graduation examination must be at least 6.00. The pass mark for each test must be at least 5.00, regardless of the number of tests.

(2) The marks awarded by the members of the examination board are whole numbers from 1 to 10.

(3) The average of a test/examination, calculated as the arithmetical average of the marks awarded by the members of the examination board only, will be calculated to two decimal places, without rounding.

(4) The average of the degree examination will be calculated to two decimal places, without rounding, exclusively based on the average of the tests, as follows:

a) the arithmetic mean of the mark of the written examination (test 1) and the mark of the examination for the submission of the bachelor's thesis (test 2), resulting in the final average of the bachelor's examination, for the study programmes that do not take the practical examination;

b) the arithmetic mean between the average of the first test (written paper and practical test) and the mark of the examination for the final examination (test 2), resulting in the final average of the degree examination. The average of test 1 is the arithmetic mean of the mark of the written paper and the mark of the practical test.

(5) If a candidate does not obtain at least 5.00 in a test, the examination shall be repeated in its entirety at the next presentation of the degree examination.

(6) Access to the examination of presentation and submission of the thesis is conditional on passing the written examination and the practical examination, upon the case.

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(7) The committees' deliberations on the results determination of the final examinations are not public. The committee's decisions will be based on the arithmetic average of the marks obtained by the candidate from the committee members.

#### **Art. 10.**

(1) Retaking the bachelor's examination is subject to registration and payment of the fee established by the University regulations.

(2) The general disciplinary rules for participation in the examinations, laid down in the University Charter and in its own regulations, are also valid for the Bachelor examination and are supplemented by the provisions of these Regulations.

#### **Art. 11**

(1) The Bachelor Examination is organized by VBUMPhT, according to the structure of the academic year and the Calendar of the Bachelor Examination, approved by the University Senate, in at least two sessions, one of which in February of the following academic year, organized under the same conditions.

(2) Graduates of previous classes may register for the bachelor's examination in the sessions scheduled for the current class.

(3) Candidates may take part in examination sessions after those organized for the promotion of which they are a part, subject to the candidates' payment of the related expenses, in the amount established by the University Senate, by the Regulation on the amount of tuition and other fees.

#### **Art. 12.**

(1) The registration of the candidates for the bachelor's degree examination will be made individually, at the deanships of the faculties, by submitting the bachelor's degree thesis accompanied by the abstract and the report of the thesis, the certificates of linguistic proficiency and the affidavit on the originality of the thesis content, signed by the graduate and the scientific coordinator, according to the calendar and structure of the university year, approved by the University Senate.

(2) The members of the Graduation Examination Committees, together with the invigilators and the supervisors, participate in the technical briefing, organized by the Central Graduation Committee, at least one week before the written exam of the first session of the license exam, in the Aula Magna of the university (or online, link sent by e-mail, in justified cases). The President of the Central Graduation Examination Committee will issue clear details of the timetable, location, examination papers, how to complete and correct the grid, the responsibilities of the Central Committee, the Faculty Committees, the supervisors, and the invigilators. Details are also given of the allocation of invigilators and supervisors to each room and any other useful information.

## CHAPTER II. WRITTEN TEST

#### **Art. 13.**

(1) The written test consists of a multiple-choice examination test with:

- 120 questions, for the following study programmes: Medicine, Medicine (in English), Medicine (in French), Dental Medicine, Dental Medicine (in English), Pharmacy, Pharmacy (in French);
- 100 questions, for the study programmes General Medical Assistance, General Medical Assistance (in Lugoj), General Medical Assistance (Deva), Balneophysiotherapy and Rehabilitation, Nutrition and Dietetics, Dental Technology;
- 60 questions, for the Pharmacy Assistant programme (Lugoj).

(2) The topics and bibliography are established by the Faculty Councils and are published on the University's website, within the deadline set by the Faculty Management and with the approval of the Didactic Prorectorate.

(3) The first 30 questions out of 120, respectively the first 25 questions out of 100 and the first 15 questions out of 60, depending on the programme of study, will be of the simple complement type; questions 31-120, 26-100, respectively 16-60, will be of the multiple complement type.

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(4) The maximum mark for single supplement questions is 4 marks and can be obtained by marking only the correct answer. If more than one answer or no answer is marked, the mark for the question will be 0 points.

(5) The maximum mark for multiple complement questions is 5 points and is awarded in accordance (one point for each concordance) with the number of correct answers marked and incorrect answers not marked. If only one answer, no answer or all 5 answers are marked, the mark for the question will be 0 points.

**Art. 14.**

(1) The questions for the written test are drawn up by the Board of Specialists for this test.

(2) The written test committee is composed of teachers - specialists in the subject areas of the examination.

(3) The chairpersons of the examination committees for each study programme will check the existence and correctness of the marking algorithm, the marking grid, the equivalence of marks and grades, the text, and the format of the examination booklet to be multiplied, at least three working days before the written examination.

**Art. 15.**

Students of study programmes organised in a foreign language take the written test in Romanian.

**Art. 16.**

(1) The lists of the students' room assignments will be posted at the dean's office of the faculty 2 days before the date of the written examination and will be handed over to the chairmen of the undergraduate committees.

(2) Students must be present in the room to which they have been assigned 30 minutes before the time announced for the start of the examination.

(3) Students must carry their valid identity card, student card and blue or black pen.

(4) It is forbidden to enter the examination room with mobile phones or other listening, recording, and transmitting devices, as well as any other written or electronic information sources. Failure to comply with these requirements will result in exclusion from the examination.

(5) Students may request a new blank form only once in case of incorrect completion of the initial form. In this case, all the data and correct answers must be completed again before the examination time has expired.

**Art. 17.**

(1) The conduct of the written examination will be supervised by the supervisory committees established for each room and approved by the deans of the faculties.

(2) Each invigilation committee is composed of at least 3 teaching staff: invigilator and supervisors.

(3) The invigilators and the hall supervisors will take over the examination rooms one hour before the start of the examination.

**Art. 18.**

(1) On the morning of the day set for the bachelor's examination, at the time scheduled by the president of the central bachelor's examination committee, a committee consisting of the president, the members of the specialist committees, the staff of the University Printing Office, and other members of the central committee strictly designated in advance, will meet at the Printing Office in order to: randomly draw the subjects, check the correctness of the tests drawn, and multiply the examination papers, being responsible for keeping the secrecy of the tests until they are distributed to the examination rooms.

(2) The written examination papers are brought to the examination rooms by teachers designated by the dean/chairs of the licensing committees, who will solve any problem that may arise during the written examination.

(3) The members of the invigilation committees will instruct the graduates on how to complete the examination booklet, the examination multiple-choice test, the allocated time and other useful information.

(4) The duration of the written examination in the licensing examination will be 3 hours for the 100-120 question tests and 2 hours for the 60 question tests and will be counted from the handing in of the last examination booklet. No candidate may leave the examination room for 30 minutes after the start of the written test. Subsequent leaving of the room is only allowed after the candidate has handed in the paper and signed the hand-in slip.

(5) At the end of the time allotted for the examination, students hand in the paper and sign for it. The last 3 graduates remain in the examination room for witnessing the signing and closing of the envelopes.

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(6) Before the end of the written examination, the members of the committees by faculties will distribute the memory sticks/scoring grids in the rooms, in a number equal to the number of correcting operators in each room, which will be taken under signature by the room leader.

(7) Then, in the examination rooms, the paper is marked by scanning or by hand (in the case of technical problems) in the presence of two invigilators, the candidate and two witnesses, who will sign the paper, after which it is converted into marks. Re-scoring can only be carried out following an appeal.

(8) After completion of the mark calculation, the invigilators will hand over the examination booklets, the drafts, and the grids with the final marks written in figures and letters, to the chairperson and the members of the examination committee, for each study programme.

#### **Art. 19.**

Within 30 minutes after the end of the written examination, the licensing committees will display, in all the halls, the correct grids for the student's self-evaluation.

#### **Art. 20.**

(1) The results of the written examination for each study programme will be communicated within 48 hours from the date of the examination by the secretaries of the licensing committees, by posting them on the notice board of the organising faculty and on the University's website, in PDF format, in compliance with the rules on the protection of personal data. The posted results will be signed by the chair and the secretary of the degree examination committee.

#### **Art. 21.**

(1) Appeals against the obtained grade can be made within 24 hours after the results have been posted, in writing, to the Dean of the Faculty, including online, at the e-mail address of the faculty.

(2) Appeals will be resolved exclusively at the faculty level and the decisions of the committees for the analysis and resolution of appeals are final and will be issued within 24 hours of the end of the appeal period.

## CHAPTER III. PRACTICAL TEST

#### **Art. 22.**

(1) The practical test of the bachelor's degree examination, in the study programmes where it is foreseen, consists of the evaluation of the application of knowledge and practical skills, specific to the respective faculties.

(2) The practical test of the graduation examination for the Faculty of Dental Medicine is a case presentation based on case documentation.

(3) The practical test of the graduation examination for the Faculty of Pharmacy is of the practical type (making a magistral preparation and identification, control of chemical substances according to the Pharmacopoeia monographs, analysis of a medical prescription).

#### **Art. 23.**

(1) The committees of the practical examination are composed of specialists established by the Decision of the Faculty Council.

(2) Each committee consists of a chairman and at least 3 members.

(3) The committee chairman and the committee members are responsible for preparing the room with the necessary materials.

#### **Art. 24.**

(1) The Council of each faculty shall determine its own method of assigning students to the groups and, where appropriate, to practical examination committees.

(2) The faculty's central licensing committee is responsible for the smooth running of the assignment of students.

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**Art. 25.**

Students must be present at the premises where the practical examination is held at the scheduled time and will enter the examination based on a valid identity card.

**Art. 26.**

- (1) The practical examination is conducted in Romanian.
- (2) Graduates must have a white medical robe and specific instruments (if applicable).

**Art. 27.**

- (1) The practical examination is conducted in a manner specific to each faculty and to each study programme.
- (2) The committees must evaluate all the candidates assigned to them.

**Art. 28.**

- (1) The evaluation of the students consists of the assessment of the practical examination by means of a mark.
- (2) In order to pass the practical test, the graduate must obtain at least a mark of 5.00 (five).
- (3) The mark obtained in the practical test cannot be contested.

**Art. 29.**

(1) The results of the practical test, for each study programme, will be communicated within 48 hours from the date of the examination by the secretaries of the licensing committees, by posting on the notice board of the organising faculty and on the University's website, in PDF format, in compliance with the rules on personal data protection. The posted results will be signed by the chair and the secretary of the degree examination committee.

## CHAPTER IV. PUBLIC PRESENTATION OF THE DISSERTATION

**Art. 30.**

- (1) The major criterion in the choice of the field/subject of the bachelor thesis must be the advantage that the research to be carried out can offer in the training process of the future specialist. The topic under consideration must be related to the graduate's programme of study/specialisation, to that segment of activity in which the graduate has both sound general knowledge and a particular interest.
- (2) The scientific coordinators of the undergraduate papers may be teachers of the faculty, from the rank of university assistant up to the rank of university professor or/and teachers or researchers from other universities or institutions that have agreements in this respect with VBUMPhT. University assistants employed for a fixed period may only coordinate undergraduate papers together with a full professor.
- (3) Academic staff are obliged to agree to coordinate undergraduate work. A scientific coordinator may supervise up to a maximum of 8 undergraduate theses per year. There must be free communication between the student and the scientific coordinator, appropriate to the academic environment, based on mutual respect and appreciation.

**Art. 31.**

- (1) Undergraduate theses are prepared and presented in accordance with the Methodology for the preparation and presentation of the undergraduate thesis at VBUMPhT, in force.
- (2) The topics of the bachelor's thesis are established in accordance with the research priorities of the disciplines, and in agreement with the scientific coordinators.
- (3) The students must communicate to the Dean of the Faculty, the title of the bachelor thesis and the agreement of the scientific coordinator, at the latest by June 1st of the penultimate year of study.
- (4) The student may change the subject and/or the scientific coordinator only once, after informing and with the consent of the initial scientific coordinator and with the consent of the Dean of the Faculty. Changing the title and the scientific coordinator is no longer possible from the 2nd semester of the final year of study.

**Art. 32.**

- (1) The completion of the degree thesis is subject to the approval of the scientific coordinator.

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- (2) The thesis must be submitted to the Dean of the Faculty within the deadlines set by these regulations, both in editable format, by e-mail, and printed.
- (3) The thesis may be submitted only if it is accompanied by the abstract and the thesis report signed by the scientific coordinator.

**Art. 33.**

- (1) The presentation of the thesis is made by a public oral presentation, for a maximum of 10 minutes, based on the material created by the graduate, which must include the most important aspects of the thesis.
- (2) It is recommended that the scientific coordinator of the thesis be present at the presentation of the thesis.
- (3) Students must be present at the premises where the examination of the bachelor's thesis is held at the scheduled time and will enter the examination based on a valid identity card.

**Art. 34.**

- (1) The evaluation of the bachelors theses will be carried out by a committee consisting of a chairman, 3-4 members and a secretary. The secretary has no right to mark.
- (2) The members of the committee, with the right to mark, can only be teaching staff, tenured teachers of the University.
- (3) Each member of the committee with the right to mark awards a mark from 1 to 10 (whole numbers).
- (4) The final mark in the examination of the dissertation is the arithmetic mean of the individual marks of the members of the evaluation committee entitled to mark.
- (5) The results obtained in the examination of the bachelor's thesis may not be contested.
- (6) Each faculty may impose specific criteria related to the evaluation of the graduation thesis.
- (3) The results of the presentation and public examination of the bachelor thesis for each study programme must be communicated within 48 hours from the date of the examination by the secretaries of the bachelor examination committees, by posting them on the notice board of the organising faculty and on the University's website, in PDF format, in compliance with the rules on personal data protection. The posted results will be signed by the chair and the secretary of the degree examination committee.

## CHAPTER V. FINAL PROVISIONS

**Art. 35.**

- (1) The catalogues for the bachelor's examination shall be drawn up by study programmes for each examination, filled in by the Secretary of the Faculty with the names and surnames of the graduates registered for the examination and sent to the committees for the Bachelor's examination at least one day before the examination starts.
- (2) The marks awarded by the committee will be entered into the catalogues by the secretary of the committee. The catalogues, signed by all the members of the examination committee, will be handed to the secretary of the faculty at the latest on a working day following that on which the examination took place.
- (3) The centralized tables of the results of the bachelor's examination, drawn up at the dean's level, will be submitted to the General Secretariat of the University and to the Secretariat of Studies, in order to complete and issue the study documents and must contain the following: name of the faculty, the study programme completed, the duration of the studies, the form of education, the examination subject and the marks obtained, the signatures of the dean of the faculty and that of the chief secretary of the faculty, the stamp of the faculty.
- (4) The results obtained will be transcribed in the Register and on the diploma awarded to the graduate.

**Art. 36.**

- (1) For archiving purposes, the documents relating to the licensing examinations, by academic years and study programmes, will be grouped in files as follows:
- a) at the Deans' Offices of the Faculties:

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- attendance tables, examination catalogues, the results of each examination, centralising tables of the results of the undergraduate examination, the marking algorithm, the marking grid, the equivalence of marks – mark, a model of the examination booklet, the decisions of the Faculty Council, the decisions of the Rector on the composition of the undergraduate committees, the Regulations for the organisation of the undergraduate examination;
  - the bachelor's papers, their summaries and reports, as well as the papers of the graduates of the written examination;
- b)** at the General Secretariat of the University: the Regulations for the organization of the licensing examination, the decisions of the Rector concerning the composition of the licensing committees, the marking algorithm, the marking grid, the equivalence of marks - mark, a model of the examination booklet, the centralizing tables of the results of the licensing examination, by study programmes.
- (2)** According to the VBUMPhT Record Office, approved by the Rector's Decision no. 20/03 February 2016, the archival term of the undergraduate examination records is 10 years, and the term of the undergraduate papers and written examination papers is 3 years.

#### **Art. 37.**

Diplomas for graduates who have passed the bachelor's examination in the graduated study programme will be issued by VBUMPhT within 12 months from the date of passing the exam.

#### **Art. 38.**

**(1)** After passing the graduation examination, graduates will be issued a certificate of completion of studies, within 30 days from the date of completion of the licensing examination, which shall be valid for a maximum of 12 months from the date of passing the exam.

**(2)** The certificate of completion of studies gives the holder the same legal rights as the study certificate and must contain the position, name, surname and signature of the persons in the institution in office at the time of completion (rector, head secretary of the university, dean, head secretary of the faculty), the seal of the university as well as the following information:

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

**(3)** As a rule, graduates are issued a single certificate of completion of studies. In case of loss or destruction, a new certificate with a new registration number is issued upon request, the validity period of which is within a maximum of 12 months after passing the final examination.

#### **Art. 39.**

**(1)** Graduates who do not take/pass the licensing examination shall receive, upon request, a certificate of graduation without an examination for the completion of university studies certifying the completion of a study programme.

**(2)** The certificate of graduation without a university leaving examination contains the following minimum compulsory elements:

- a)** the identification data of the graduate;
- b)** the field of university studies;
- c)** the study programme/specialisation;

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- d) period of study;
- e) the average of years of study;
- f) accreditation status/provisional operating authorisation, form of education, language of instruction, geographical location, 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;
- h) the position, name, surname and signature of the institutional staff in office at the date of completion (rector, head university secretary, dean, head faculty secretary) and the university seal.

**Art. 40.**

For graduates of private higher education who fall under the provisions of Law no. 60/2000 on the right of graduates of private higher education to take the graduation examination at public accredited higher education institutions, as well as for graduates who come from study programs that have gone into liquidation/licensed, VBUMPhT does not organize a graduation examination.

**Art. 41.**

In exceptional situations (state of alert, state of emergency, state of necessity or other special situations), the license examination may be held *online* based on its own procedure, with the approval of the Administrative Council and of the University Senate.

**Art. 42.**

This Regulation was approved in the Senate meeting by S.D. no. 29/4840/22 February 2023, and it applies as of the graduation of the academic year 2022-2023, as well as to graduates who have not taken or have not passed the graduation exam by the time it comes into force.

**Professor MD, Octavian Marius Crețu,  
PhD, University Rector**

*The holograph signature is affixed to the document's original version, which is kept in the University Senate archives. This act has the same legal force as the original document.*

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