



REGULATIONS on the Students' Professional Activity

General provisions

The Regulations on the students' professional activity include a set of rules regarding the organization, conduct and completion of studies at Transilvania University of Braşov, and apply to the didactic activities of all categories of students attending the bachelor's and master's programmes.

These Regulations rely on the European Credit Transfer System and meet the provisions of the following normative acts:

- Law no. 199/2023 on Higher Education, with subsequent amendments;
- Government Decision (GD) no.404/2006 on the Organization and Conduct of the Graduate Academic Studies;
- Order of the Ministry of Education (ME) no. 4394/07.05.2024 for the approval on the Code of Student Rights and Obligations;
- ME Order no. 4262/15.04.2024 for the approval on the Methodology regarding the Students' Academic Mobility;
- The Charter, Regulations and Methodologies of Transilvania University of Braşov.

The following abbreviations are used in these Regulations: ECTS – European Credit Transfer System; UC – credit units; PC– credit points; PI – educational plan; IF – full-time studies, IFR – part-time education; ID – distance learning; DPPD - Department for the Teaching Personnel's Training.

Organization of the educational process

Art. 1 (1) Higher education is conducted in the form of short-term studies, bachelor's studies (3, 4 or 6 years, as the case may be), master's studies (2 years) and doctoral studies.

(2) The didactic activity within the bachelor's cycle is organised as full-time education (IF), part-time education (IFR) and distance learning (ID); whereas within the master's cycle, as full-time education and part-time education. The duration of the academic studies is the same for all forms of education.

(3) Distance learning and part-time education are organised according to their own regulations; for the doctoral studies, there are distinct regulations.

(4) Based on the national regulations, in exceptional cases (states of emergency/alert, national, county or local decisions), the online mode, on the university's e-learning platform or on alternative platforms, can be used as an alternative teaching method for all programmes, regardless of their nature (IF/ ID/ IFR), in compliance with the instructions of the Executive Board for the certification on the fulfilment of the obligations set out in the applicable academic documents. Throughout the exclusively online conduct of the didactic activity, the directors of the didactic departments will draw up a weekly report on the activities conducted by all the academic personnel teaching within the programmes coordinated by the department concerned. The laboratory/practical training activities that cannot be conducted online will be mergedly caught up on after the lifting of the state of emergency, according to a programme communicated to the Executive Board by each director of department.

Art. 2 (1) An academic year is structured into two semesters, with each semester having 14 weeks of didactic and practical activities, and a 3-4-week exam session.

(2) The final semester of study might have less than 14 weeks of didactic activity. In case the final semester has less than 14 weeks of didactic activity, the remaining weeks are allocated to the practical one, with a view to completing the diploma project/ bachelor's thesis/ dissertation.

(3) The periods of activity and lawful interruptions are included in the academic year's structure as approved by the University Senate and communicated at the beginning of every academic year. For the final semester of study, the structure is established by the Faculty Council according to the specificity of the study programme, and is communicated to the Vice-Rector for Didactic Activity.

Art. 3 (1) The curricular document underlying the conduct of the didactic process is the educational plan of the study programme. The educational plans include the disciplines, forms of verification and credit units allocated to each discipline.

(2) The disciplines included in the educational plan are fundamental disciplines, field-specific disciplines, specialization disciplines and complementary disciplines, and their proportion is established according to the ARACIS standards. These disciplines can be:

- a) compulsory disciplines,
- b) elective disciplines,
- c) optional disciplines.

Art. 4 (1) Students will register for the elective disciplines during the previous year's last week of activities. Exceptions are the elective disciplines scheduled in the first year's second semester, for which the options will be expressed in the last two weeks of the first semester.

(2) The choice of the elective courses goes by the criterion of the majority of expressed options. The students who have not expressed their option will be distributed ex officio by the coordinator of the study programme.

Art. 5 (1) Students may attend as an optional subject on a state-budgeted basis, any discipline included in the educational plans of other study programmes conducted within the University, based on an application approved by the Dean of the faculty that organises the discipline concerned, which application needs to be submitted during the first week of the semester when the course takes place. If the number of additional students registered for the courses of a certain discipline leads to the modification of the working groups, that optional discipline will be held on a self-financing basis. The amount of the fee is established by the Executive Board and approved by the University Senate for every academic year.

(2) The optional disciplines provided for in each education plan may be held either on a state-budgeted basis (for example, the academic subjects Volunteering or Mathematics Complements, as well as the academic subjects organised within partnership agreements with other universities, etc.) or on a self-financing basis (other courses proposed by the departments that coordinate the study programmes).

(3) An optional discipline may be organised on a state-budgeted basis only by decision of the Executive Board. As regards the optional subjects organised on a self-financing basis, the amount of the fee is established by the Executive Board and approved by the University Senate for every academic year.

(4) The grades obtained in the optional disciplines are entered in grade books, at the faculty where the student is enrolled.

(5) Except for the courses included in the psycho-pedagogical training programme, a student may attend no more than two optional courses per semester.

(6) The evaluation results in the optional subjects will be recorded in the Academic Record and in the diploma supplement.

Transferable credits

Art. 6 (1) Credits are value units allocated for the disciplines included in the educational plan and reflect the

student's amount of work for the acquisition of a discipline (course, seminar, practical works, project and individual study).

(2) The students' mobility in the European Space is ensured through the adoption of ECTS (*European Credit Transfer System*), that is, through the allocation of 60 credit units to the disciplines in a year of study, respectively 30 credit units to the disciplines in a semester.

(3) The recognition of the credit units allocated to a discipline is conditional upon obtaining the minimum grade - 5 (five). The credits allocated to a discipline cannot be obtained by stages.

(4) Credit units are also allocated to the specialised practical training, the curricular practical training, and the practice for writing the bachelor's thesis/diploma project or dissertation.

(5) The discipline Physical Education and Sports is allocated one credit, included in the 30 credits per semester.

(6) The students pursuing didactic positions after graduation will attend the psycho-pedagogical training programmes organised within DPPD, with a separate allocation of credits in addition to those provided for in the educational plan.

Art. 7 (1) The credits obtained for a discipline are recognised throughout the tuition period within the study programme concerned and are not affected by changes in the curriculum or in the educational plan. The credits allocated for a discipline common to several study programmes are recognised to the amount set out in the educational plan of the attended study programme.

(2) The credits obtained by the student based on the protocols concluded by Transilvania University of Braşov with other universities in the country or abroad will be equivalated according to the conventions concluded between faculties of the same or related specializations.

(3) The credits obtained by students during the study stages conducted in the country or abroad for disciplines compatible with those in the educational plan are recognised according to the University's internal regulations.

(4) At the level of each faculty and each study field, credit equivalence committees appointed by the councils of those faculties conduct their activity. The Faculty Council appoints, for each committee, a chairperson who will enter and sign the grades at the equivalated disciplines in a grade book. Any possible complaints are settled by the Faculty Council.

Faculty enrolment and student documents

Art. 8 (1) Enrolment implies the student's registration in the Official Academic Record under a unique number, valid for a study programme throughout the tuition period. The students are enrolled in the psycho-pedagogical training programmes under a distinct student identification number from the one under which they were enrolled in the study programme they were admitted to.

(2) Based on the university autonomy, according to the internal financing policy, the number and status of the students on state-budgeted places in the first year of study is established by the Executive Board, prior to the start of the academic year, by the distribution of the places occupied according to the admission hierarchy. As regards the contract of studies, the student's status shall be mentioned therein.

(3) The enrolment takes effect by the Rector's decision prior to the start of the current academic year.

(4) The students who were accepted for a permanent academic mobility within Transilvania University of Braşov are enrolled in the academic year and study programme for which the mobility application was approved.

(5) The international students from non-EU countries will be enrolled, inclusively in the Romanian language preparatory year, within 30 days of their entry into Romania, and no later than the 31st of December. Other exceptional situations are approved by the Executive Board.

Art. 9 (1) A person who completed certain periods of study within authorised or accredited programmes, in the country or abroad, may apply for enrolment in a higher year of study only after s/he is declared admitted following the university entrance examination.

(2) The enrolment application is submitted to the Faculty Secretariat, together with the documents necessary for the evaluation by the Credit Equivalence Committee. The credits are recognised, equivalated and transferred provided that the following conditions are cumulatively met:

- a) they have been obtained at an accredited higher education institution;
- b) they have been obtained in a study programme within the same fundamental field, which has the same level of qualification in the European Qualifications Framework;
- c) the initial and the current study programmes lead to similar skills/learning outcomes.

(3) The Credit Equivalence Committee establishes the student's year of attendance and the difference exams for the student to take, so that the credits s/he will have contracted in the current academic year do not exceed the maximum limit of 80 ECTS credits.

(4) The application for enrolment in a higher study year, endorsed by the Credit Equivalence Committee, is further approved by the University's Executive Board, at the proposal of the Faculty Council.

(5) The graduates of short-term university studies completed with a graduation diploma may apply for enrolment only through admission competition for a bachelor's degree programme in the field of the short-term one (further education). The year of study which the student enrolled for further education will be enrolled in is established by the Faculty Council, at the proposal of the Credit Equivalence Committee.

Art. 10 (1) Each student is under obligation to sign the Contract of Academic Studies in two copies, prior to his/her enrolment.

(2) The Contract of Academic Studies contains the rights and obligations of the University, of the faculty and of the student, as regards the conduct of the didactic activities, throughout the tuition.

(3) The Contract of Academic Studies shall have as its appendices the declaration on personal data processing throughout the tuition and the annual contracts, which include at least the following: the study disciplines contracted for the current year with their related credits, the passing conditions, as the case may be, and the self-financing student's financial obligations. Each student must sign the Annual Contract of Studies until the 1st of November, at the latest; otherwise, his/her status is assumed by default according to the faculty records. The first-year students shall submit to the faculty the signed Contract of Studies until the date set out in the Contract of Admission.

(4) The Contract of Academic Studies underlies the legal tuition relations between the student and the University/Faculty, which relations are personal and contractual, with correlative rights and obligations for the parties.

Art. 11 (1) The enrolled students receive:

- a) a copy of the Contract of Academic Studies with the relevant appendices;
- b) the student ID for transport discounts, to the students enrolled in the full-time form of education;
- c) the personal email account and password of access to the intranet of the institution;
- d) the student ID digital card.

(2) The student ID digital card attests to one's student status. The student ID card must be shown to the examining teaching personnel.

Art. 12 (1) Upon enrolment, the Faculty Secretariat prepares and keeps the student's personal file.

(2) The content of the student's personal file is approved by the Executive Board for each category of students. As regards the students enrolled on state-budgeted places, the baccalaureate diploma, respectively the bachelor of arts, science or engineering diploma shall be included in the file. The students may request to have their baccalaureate diploma, respectively, their bachelor of arts, science or engineering diploma returned starting the second semester, in which case a copy thereof certified "as per the original" by the faculty's secretariat remains on file. The students who are foreign citizens must annually update their identification documents and inform the secretariats of the faculties where they are enrolled of any changes in their citizenship status.

(3) No deletions, additions or entry of unreal data in the student's documents are allowed, since they constitute forgeries in official documents and are punishable by law.

(4) In the event of loss of one of the personal documents referred to in Art.11, para. (1), the student will request a

duplicate, in accordance with the internal regulations and legal procedures. In the event of loss of the original copy of the Contract of Academic Studies and/or its appendices, the student will be issued a copy certified as per the original, of the original copy in his/her personal file, upon request.

(5) In cases of: permanent academic mobility to another university, expulsion, interruption of studies or permanent withdrawal, the student shall hand over, at clearance, the student ID for transport discounts; and his/her institutional account and digital card will be cancelled.

Art. 13 (1) All students, as academic community members and partners in the educational process, have rights and obligations according to the provisions of Law no.199/2023 on Higher Education with subsequent amendments, the Charter of Transilvania University of Braşov, the Code of the Student's Rights and Obligations, and hereof as well.

(2) As regards the exercise of the rights related to the legal tuition relations, only the students are entitled to exercise these rights, by resorting for this purpose to the tools provided for in the methodologies and regulations approved at the University's level and to their personal email account.

Attendance and evaluation of the students' skills

Art. 14 (1) According to the European Credit Transfer System, in order to accumulate credit units, the student must participate in the scheduled didactic activities and conduct individual training activities.

(2) The attendance at the practical activities is compulsory. The schedule of practical activities (laboratory, project, practical placements) must be fully met by every student. The Faculty Council will establish the way to catch up on the missed practical activities.

(3) At the beginning of the semester, the academic teaching personnel, holders of discipline, will communicate the conditions relating to the students' obligations to attend the planned activities. The records of the students' attendance at the compulsory activities are managed by the teaching personnel who hold those activities. They are not archived institutionally.

(4) The reasoned absence from the didactic activities is justified by the student with supporting documents submitted to the Faculty Secretariat within 7 days of resumption of the activity. As regards the activities such as laboratory/project/practical placements, the Faculty Secretariat notifies the teaching personnel who are holders of discipline, and they communicate to the student concerned the catching-up schedule.

(5) The re-scheduled practical activities will be conducted for a fee, except for the cases of illness with hospitalization or isolation and for the special family situations. Their fitting into the "special family situation" exception requires the faculty dean's endorsement.

(6) The members in student teams, in national and Olympic teams, during their participation in national or international competitions, recreational or sports training camps, or other special training events, as well as the students who represent the University in official delegations may be exempted from attendance, provided they catch up on the practical activities, within 50% of the compulsory activities provided for in the educational plan; moreover, they may avail themselves of an extended session. The approval for these cases is granted by the Executive Board at the proposal of the Faculty Council, or at the proposal of the sports clubs or the forum delegating those students.

(7) The students who have credited exams shall, along the way, redo the assignments/retake the evaluation tests not passed at the discipline concerned during the previous year.

Art. 15 (1) The evaluation of the students' professional training is the process ascertaining whether the student has acquired the knowledge, skills, responsibility and autonomy required in a particular field of study. The students' progress is monitored and evaluated through tests, mid-semester assessments, projects, individual and/or team assignments, presentations, essays or other forms of evaluation on the expected learning outcomes, which are compulsorily done during the semester. The evaluation is done throughout the studies – ongoing evaluation –, as well through colloquia or exams – summative evaluation –, which are taken in the last week of the semester, respectively in the exam sessions established according to the structure of the academic year.

(2) The examination sessions are: winter session, summer session, arrear session and resit exam session. During the winter session, the students' level of training in the subjects taught over the first semester of the academic year is evaluated; during the summer session, their level of training in the second-semester subjects is evaluated; whereas in the arrear and resit examination session, they take again the failed exams and colloquia at the disciplines of both semesters. Moreover, during the resit examination session, grade-increase exams take place for the disciplines of the current academic year. For the final years, the arrear exam session, and respectively, the resit exam session are organised before the graduation exam, according to a calendar approved by the Faculty Councils, as provided for in Art. 2 para. (3).

(3) The exams credited from the previous year may be taken in the sessions corresponding to the teaching of that discipline or in the arrear exam session, respectively, resit exam session.

(4) The Faculty Council may approve additional sessions, for duly justified reasons, which all the students concerned may attend. The Faculty Council informs the Vice-Rectorate for Didactic Activities about the organization and conduct of such sessions. By way of exception, medically deferred exams, justified through a medical document valid, as the case may be, for the summer, winter, arrear and resit examination sessions, are taken in an additional session of medically deferred exams. The medical certificates shall be submitted to the Faculty Secretariat within 7 days of resumption of the didactic activity.

(5) The examinations may be taken as written test, oral test, practical test, or combinations thereof, according to the course outline. In early semester, the holder of discipline shall communicate the course outline, which must specify the minimal passing conditions and explicitly describe the ongoing evaluation method, including the mention of its weight in the final evaluation at that discipline. The weight of the ongoing evaluation activities amounts to at least 30% of the final grade.

The exams shall be scheduled between 8:00 a.m. and 8:00 p.m., according to the related planning.

Only the students who will have fulfilled all the professional obligations provided for in the course outlines (ongoing evaluation) may sit for the exams. The ongoing evaluation is done both by the teaching personnel who gives the course in that discipline, and by the teaching personnel who conducts the practical activities (seminars, laboratories, practical works, etc.). The ongoing evaluation results shall be communicated to the students no later than the semester's last week of didactic activity, both at the exam-requiring disciplines and at the colloquium-requiring ones.

(6) During the academic year, students may sit for exams in the planned sessions or in the additional sessions. S/he who has lost the student status by expulsion, respectively, who is not enrolled and does not appear in the faculty's official records (grade books, official academic record) may not be evaluated. Any examination of a person who does not have student status, being found in one of the situations referred to in the previous paragraph, is null and void, and does not incur any liability upon the University.

(7) The access to an exam is conditional upon the examinee's presenting his/her student ID card.

(8) If the student fails to attend the planned exams, his/her absence will be recorded in the grade book. Failure to attend exams in the session scheduled for a discipline means wasting one right of taking the exam, out of all available possibilities.

Any student has the opportunity to take the exams free of charge in all sessions organised in the current academic year, except for the exams credited from the previous year, for which fees are charged, as approved by the Senate.

In exceptional situations, the student who cannot sit for an exam as scheduled with his/her group/series may request to take the exam with another series/group, in the same exam session, based on an application endorsed by the course holder and approved by the faculty dean, if applicable.

(9) The scheduling of the exams in the examination sessions organised in the winter and summer periods relies on the data proposed by the students in agreement with the discipline holders, which data are sent to the Faculty Secretariat. It is recommended, as far as possible, to have at least two days off between two consecutive exams. The final examinations will be scheduled in the last week of didactic activity, without disturbing the didactic teaching process.

(10) As regards the arrear exam sessions, the Faculty Secretariat establishes a date of conduct for each examination, in consultation with the holder of discipline. In order to respect the students' right to take any

evaluation scheduled in that session, the simultaneous scheduling of two or more exams or colloquia which the same students might sit for shall be avoided.

(11) The summative evaluation activities are conducted within the students' direct meeting with the teaching and research personnel on the University's premises, in a differentiated manner for the forms of organization of the study programmes (IF, IFR and ID), in relation to the study fields, as well as to the educational cycles. These evaluations have the role of officially confirming the achievement of the learning outcomes for the discipline and study programme concerned, in relation to the standard specified in the course outline. In exceptional cases (states of emergency/alert, decisions at national, county or local level), in accordance with the national regulations, the student evaluation will be conducted online, in compliance with the procedure drawn up by the Executive Board and approved by the Senate of Transilvania University of Braşov.

(12) By way of exception from the provisions of para. (5), in exceptional cases (states of emergency/alert, decisions at national, county or local level) in which the didactic activity takes place online on the University's e-learning platform, subject to approval by the department councils, the teaching personnel may modify the course outlines before the session, in the sense of adapting the evaluation methods provided for the online conduct of the evaluation.

(13) By way of exception from the provisions of para. (7), in exceptional cases (states of emergency/alert, decisions at national, county or local level) in which the didactic activity takes place online on the University's e-learning platform, the examining teaching personnel will ask the student to prove his/her identity before the online evaluation through the institutional account with which the student logs in to the evaluation application and, additionally, if deemed necessary, through video image.

(14) The persons with disabilities/special educational needs have the right to:

- a) educational materials and learning aids tailored to the disability and special educational needs;
- b) customization and adaptation of the evaluation methods and test assignments according to the type of disability/special educational need;
- c) access to a sign language interpreter's services, if his/her assistance is necessary and requested by them;
- d) an attendant, during the knowledge-assessment exams, at their request, as appropriate.

The student suffering from a temporary or permanent disability, medically certified, may request to be evaluated through an alternative method when it is impossible for him/her to present the acquired knowledge in the manner set out in the course outline. This request will have a supporting document from a specialist/CCOC appended thereto, with a view to identifying the most appropriate evaluation method, so as not to impair the examination quality standards. The aforementioned request needs approval from the Faculty Dean.

Art. 16 (1) The assessment of the students' skills is marked with grades, integers from 1 to 10, or through pass/fail qualifiers, according to the educational plan. The minimum passing grade is 5 (five), attesting to the acquisition of the minimal learning outcomes associated to a discipline, and enabling the granting of the related study credits.

(2) In the disciplines for which several tests need be taken, the examiner settles upon a single grade, by assessing all the student's results, with the weights provided in the course outline.

(3) In the disciplines that are completed through a written test, the holder of discipline presents, upon the students' taking the exam, the grading for each test assignment, and communicates them the evaluation and grading scale, at the test venue. It is recommended that, before the students begin to solve the test assignments, the examining teaching personnel should clarify any ambiguities related to the wording of the test assignments, as reported by the students.

The time allotted for solving the written test in a discipline shall not exceed three hours. The solved tests are submitted upon expiration of the allotted time. The examining teaching personnel check the correspondence between the student's identity and the name entered on the solved and submitted paper at the end of the test. In the oral test, the student benefits from a reasonable time interval to prepare his/her answers, according to the complexity of the test assignments. This time interval is communicated by the teaching personnel at the beginning of the examination.

In order to ensure the transparency of the evaluations, the last three students remain in the room until the last paper is handed in, respectively, until the last student's evaluation is completed.

(4) The grades obtained in the semester exams and colloquia are recorded by the examining teaching personnel in the electronic grade books available on the Intranet, within two working days of closure of the exam session. On the third day after the end of the exam session, the academic teaching personnel will be blocked from entering/ modifying grades. After this time limit, any modification may only be made following the submission of a request by the teaching personnel concerned, addressed to the Faculty Dean, with his/her written endorsement.

(5) The students' solved papers for the written tests are not archived institutionally, but they are kept by the holder of discipline throughout the period provided for the settlement of any appeals against the examination.

Art. 17 (1) The skills acquired by the student after his/her delving into the disciplines within the study programme are evaluated by the holder of discipline, who is assisted by another academic teaching personnel member, usually the one who held, during the semester, the applicative classes with the students concerned, or even a different academic teaching personnel member appointed by the relevant Director of Department. If, for well-grounded reasons, the course holder is absent, the Faculty Management will appoint, by Dean's decision, an examination committee made up of two specialised teaching personnel members who will ensure the conduct of the examination, with mention of the academic teaching personnel member who will enter the grades in the grade book.

(2) In the additional sessions, the exams require written tests, with a committee consisting of three academic personnel members (two of whom are teaching personnel members) appointed by the Faculty Management based on the proposal made by the department to which the holder of discipline belongs.

(3) If, within two working days of communication of the results, individual appeals are either lodged with the Faculty Secretariats, in writing and with handwritten signature, or sent from the student's institutional account to the Faculty's official email address, by most students present at that exam, for the reasons provided for in Art. 9 para. 1 lett. (q) of OME no. 4394/2024, the Faculty Council will urgently analyse the situation and possibly decide to appoint a 3-member re-examination committee from among the academic teaching personnel, which the course holder might not be part of; and thus the examination will be reorganised during the same session, with all the results of the previously contested exam being cancelled.

No appeals are admitted on the conception or relevance of the test assignments, as well as those on the structuring method or the score assigned in the evaluation and grading scale, in the case of the written tests.

(4) The skills acquired by the student in the practical activity are assessed by a Practical Training Evaluation Committee which may include representatives of the organizations where the practical placement or internship takes place.

(5) The students' activity in the practical training for teaching is assessed according to the methodology developed by DPPD, in compliance with the applicable regulations.

Art. 18 (1) After the display of the grade in a written test, the student may request in writing clarifications on the grading of his/her paper from the examining teaching personnel. If this consultation is not edifying, the student can personally lodge an appeal with the Faculty Secretariat within two working of communication of the grade. Appeals can also be submitted online through an individual message sent from the student's institutional account, to the faculty's official email address.

(2) The appeal is settled by an Appeal Committee appointed by the Faculty Management, which does not include the academic teaching personnel who made the initial evaluation, in the contesting student's presence, if the student so requests.

(3) The results of the oral tests may not be contested.

Art. 19 (1) The solved papers for the final examination, according to the Methodology for the Organization and Conduct of the Graduation Exam, are not archived institutionally, as the provisions of Art.16 para. (5) hereof are incidental.

(2) The diploma projects/bachelor's theses/dissertations defended within the graduation exam are not

institutionally archived.

Art. 20 (1) As regards the resit examination session, the number of days is established by the Faculty Council.
(2) The number of exams which a student has the right to take during the resit examination session is established by the Faculty Council.

Art. 21 (1) A student may request to resit an exam of the current year, in order to improve his/her grade, by submitting an application to the Faculty Secretariat.

(2) The grade-increase exam takes place in the resit examination session, for free.

(3) The grade-increase exams are limited to two per year and can only be requested by the students who will have fully passed, at the end of the current academic year's summer session, all the exams and colloquia stipulated in the educational plan.

(4) The grade obtained in the resit replaces the previously obtained grade only if it is higher than the latter.

Art. 22 (1) During academic evaluations, cheating and plagiarism through the use of any type of sources and means, including artificial intelligence tools or another person's complicity, whether present or not at the venue of the evaluation, are prohibited.

(2) Fraud or attempted fraud, as well as complicity in defrauding a written or oral exam, regardless of the form of perpetration: direct communication between students, the presence of written materials, electronic communication devices, including devices interconnected with others outside the venue of the evaluation, substitution of person, etc., confirmed by a minutes concluded on the spot by the examining teaching personnel and countersigned by at least one present witness, is sanctioned with the perpetrators' expulsion.

(3) It is prohibited to resort to artificial intelligence-based tools in writing any text under assessment (ongoing evaluation, semester projects, end-of-year or graduation exams). Any type of automatically generated or third-party produced content that is signed on one's own behalf in an academic context, as well as the submission of the same paper to several assessments, is fraud. The ascertainment of these offences rests with the examining teaching personnel, who rely on evidence or on their own discernment in assessing the facts.

(4) Sanctioning for the cases referred to in para. (1-3) is analysed and established by the Faculty Council at the course holder's proposal and is communicated to the student through a sanctioning decision issued by the Dean. As of the issuance of the expulsion decision, the student may no longer take any other exams.

(5) The student has the right to appeal, within 5 days of communication of the approved sanctioning decision. The appeal is addressed to the Rector and is filed with the University's Registry Office.

(6) The settlement of the appeals falls within the competence of a committee appointed by the Executive Board, within 20 days of registration of the appeal.

(7) Based on the Executive Board's decision to reject the appeal, the Rector will issue the expulsion order, which validates the expulsion and the faculty's procedure.

(8) Based on the Executive Board's decision to admit the appeal, the Rector will issue the revocation order on the sanctioning decision issued by the Dean; and the faculty will subsequently establish the conditions for the resit of that session's exams which were scheduled after the issuance of the Dean's decision.

(9) The decision of the Faculty Council that has not been contested as stated above remains final; and, on its basis, the Rector will issue the order of expulsion.

(10) The re-enrolment of the students expelled under the Art. 22 hereof is possible after a minimum of 12 months from the date of issuance of the expulsion order.

Exam passing

Art. 23 (1) After completing one year of study, a student is in one of the following situations:

a) Student with a passed year of study - the student who will have accumulated the total number of credits for that year, 60 credit units;

b) Student with a credited year of study - the undergraduate student who will have accumulated at least 40 credits for that year, and passed the previous years of study; respectively the graduate student who will

have accumulated at least 30 credits from the first year;

c) Student under extension of the tuition period, or student in a complementary year - the undergraduate student who will have accumulated between 10 and 39 credits and/or not passed all the previous years of study, respectively the graduate student who will have accumulated between 10 and 29 credits.

d) Expelled student – the student who will have interrupted the contractual relations with the University, as a result of a situation referred to herein or upon request.

(2) The student in tuition extension has to meet the requirements of the educational plan for the class with which s/he continues the studies. The Credit Transfer Equivalence Committee establishes the equivalated disciplines and difference exams the student must take.

(3) The student declared in extended tuition is enrolled in the year of study that s/he repeats, on self-paid places, with the exception of the first year, which falls within the provisions of para. (5). The tuition fee for repeating a year of study is proportional to the number of credits that the student must accumulate in order to pass the current year and the remaining credits from the previous year, except for the number of credits allocated to the academic subjects that have come as differences. If there is no student series in an academic year, the student has two possibilities to continue his/her studies: either s/he requests interruption of studies and waits for the next series, or s/he requests permanent academic mobility.

(4) If, after going through the complementary year, a student has not accumulated the required number of credits to register for the following year or to complete his/her studies, s/he is expelled. By way of exception, the undergraduate students may continue their studies in the same academic year, upon request, with full payment of the tuition fee, once in a study cycle.

(5) The undergraduate student who will have attended the first year and accumulated between 10 and 39 credit units may repeat the first year only once, upon request, as a self-financing student, with full payment of the tuition fee. The graduate student who will have gone through the first year and accumulated between 10 and 29 credit units may repeat the first year only once, upon request, as a self-financing student, with full payment of the tuition fee.

(6) The student who will have accumulated less than 10 credits in an academic year will be expelled.

(7) A maximum percentage of 5 out of the full-time students in a bachelor's degree programme may complete 2 years of study in just one year, with the approval of the Faculty Council, except for the Faculty of Medicine, for the study programmes in the field of health, and for the final study year, under the conditions provided for in the Regulations for the Organization and Conduct of the Study Programmes and in compliance with the applicable legislation.

(8) The students who apply for the simultaneous completion of 2 study years are under obligation to obtain, in that academic year, the full credits necessary for them to pass the two years of study (120 credits). Otherwise, they complete the study programme as is customary, and the credits obtained in advance will be carried forward in the next year of study.

(9) If the request to simultaneously complete 2 years of study is made in the second academic year, the student must have obtained 60 credits in the first year.

Art. 24 (1) The student who, during one academic year, will have been hospitalized or will have had medical leaves for more than 60 days, out of which at least 20 consecutive days of hospitalization between the 1st of October and the 30th of September, and who will have not accumulated the required number of credits to pass into the next academic year, will be re-enrolled in the same year of study.

(2) The medical certificates shall be submitted to the Faculty Secretariat within 7 days of resumption of the didactic activity.

(3) The request for the extension of tuition on medical grounds shall be submitted to the Faculty Secretariat until the beginning of the following academic year. Its approval rests with the Faculty Management.

(4) The extension of tuition on medical grounds may not be granted for two consecutive years.

(5) The state-budgeted students who benefit from extension of tuition on medical grounds do not pay tuition fees and have the right to receive a scholarship.

Art. 25 (1) Students may be enrolled on state-budgeted places or on self-financed places.

A student may benefit from budget financing for only one short-term study programme, for only one bachelor's study programme, for only one master's study programme and for only one doctoral programme. A student who previously graduated from a study programme within the same cycle of academic studies and who benefited from budget funding may not be enrolled on a state-budgeted place. By way of exception, the graduates of a master's study programme who benefited from state-budget financing may attend a didactic master's study programme or a professional master's study programme in leadership focused on combined joint task forces, which are compulsory for the officers' evolution in their military career, as well as professional master's study programmes for training intelligence officers and for the initial training of the officers/police officers within the Ministry of Internal Affairs.

The students who simultaneously or successively attend several study programmes within the same cycle of academic studies may benefit from budget funding for only one of these programmes. The period in which the student benefits from budget financing may not exceed the official duration of the current study programme. The students who benefited from budget financing within a study programme have, under the law, the right to attend another study programme in UNITBV's offer, within the same cycle of academic studies, on a self-financing basis. The students in these situations fill out a statutory statement about the previously completed academic studies of the same level.

(2) The students occupy state-budgeted places either after the admission competition (1st year) or after the value ranking made in early academic year (as regards the ones who will have obtained the required number of credits for the enrolment in that academic year).

In case the first-year students who occupy state-budgeted places request withdrawal from studies within the first two weeks of beginning of the 1st semester, the vacancies will be filled with the following self-financing students entitled to avail themselves of budget financing, according to the admission competition results and to the extant option for a state-budgeted place within the study programme to which they were declared admitted.

As regards the students who occupy state-budgeted places and request withdrawal from studies or interruption of studies within the first two weeks of beginning of the 1st semester, they are considered to have benefited from state budget funding for the whole semester. The vacancies will be filled with the following self-financing students entitled to avail themselves of budget financing, starting with the second semester.

The students' value ranking might be done, by way of exception, with a view to filling the vacated state-budgeted places.

(3) The value ranking of the students' results for a year of studies is done in the descending order of the credit points. The credit points are obtained by adding up the values got when multiplying the credits allocated to the disciplines in the educational plan by the passing grades. In tie-break situations, the students concerned are ranked according to the tiebreakers established at the level of each faculty.

The value ranking of the students' results is made by each faculty's secretarial staff, checked and certified under signature by the Faculty Dean, in the first two weeks of the academic year. Students may contest the ranking within 2 working days of its display. The appeal will be lodged in writing with the Faculty Secretariat and may only refer to one's own results. The student sets out the reasons why s/he considers the ranking incorrect and provides arguments and evidence in this respect. The appeal is settled by the Dean and one of the Vice-Deans (usually the Vice-Dean for Didactic Activity), within 2 working days of its submission. The decision on the appeal is final.

(4) The Methodology for the Occupation of the Budget-funded Places also applies to the students enrolled following the approval of the permanent academic mobilities and to the students who resume their studies after interruptions.

(5) The students who occupy special, separately allocated places (of Roma ethnicity, graduates of high schools located in rural areas, coming from the social protection system, people with special educational needs, etc.) may keep the budget financing subject to the fulfilment of the conditions set out in Art. 23 para. (1) lett. a or b.

(6) The students shall submit, between the 15th and the 30th of September, an application of registration in the following year of study, corresponding to their academic records, according to the model in Appendix 2. Failure to submit this application entails the student's expulsion.

Study interruptions

Art. 26 (1) A student may request the interruption of studies only once throughout his/her tuition, for a maximum period of 2 years during the bachelor's educational cycle, and of 1 year for the master's educational cycle. During the interruption of tuition, the Contract of Academic Studies is suspended.

(2) The request for the interruption of studies implies submitting an application to the Faculty Secretariat, at least ten days before the beginning of the academic year. The interruption of studies may also be requested during the academic year for medical reasons or, subject to the endorsement of the Faculty Council, for other true and just cause.

(3) If the interruption of studies is requested during the semester, the self-financing students shall pay the fee for the whole semester. Upon re-enrolment, the payment of the fee for the interrupted semester is acknowledged. The state-budgeted students who request the interruption of studies during the semester may resume their studies on a self-financing basis for the interrupted academic year.

During the period of study interruption, the student does not benefit from the lawfully granted student rights (accommodation in dormitories, scholarships, discounts for local public transport and railway transport, student certificate, etc.).

(4) Upon cessation of the interruption period, the student will be re-enrolled on the basis of a study-resumption application submitted to the Faculty Secretariat at least 10 days before the beginning of the academic year; otherwise, the student will be expelled.

(5) After the resumption of studies, the student shall fulfill all the obligations incumbent on the student series in which s/he was re-enrolled.

(6) The permanent interruption of studies or the student's withdrawal from the faculty occurs upon request, and implies the student's termination of his/her contractual relationship with the University.

(7) For the interruption of studies, the student is required to submit the Student Departure Clearance Form to the Faculty Secretariat.

Student academic mobility

Art. 27 (1) Academic mobility is the students' right to have the transferable credits acquired, under the law, at other accredited/temporarily authorised higher-education institutions in the country or abroad, recognised. Student academic mobility may be internal or international, respectively permanent or temporary, for all forms of education, and can be organised in a physical, virtual or mixed format. The status of UNITBV student is maintained throughout the internal and international mobilities.

(2) The transferable credits, in case of internal and international academic mobilities, are recognised by UNITBV for the person who proves to have completed the mobility stage, with supporting documents issued by the higher education institution s/he attended. The grades/qualifiers obtained within the partner institution abroad are recognised on the basis of a conversion grid approved by the Executive Board.

(3) An academic mobility can be conducted following the student's action taken as follows:

a) on the basis of interinstitutional agreements which establish the conditions for the conduct of academic mobilities between accredited/provisionally authorised higher-education institutions: type of mobility, duration of mobility, number of mobilities, field, study programme, financing of the temporary mobility, accommodation conditions, participant selection procedure, support services offered to the participants in mobilities, conditions for the recognition of the academic mobility results, etc.;

b) on one's own, at the request of the student who will have identified a host university, subject to the acceptance of the accredited/temporarily authorised higher-education institutions, as the case may be, of origin, respectively host.

(4) The interinstitutional acceptance implies filling out and signing the application for mobility provided for in the Appendix hereto, as follows:

a) the student submits the mobility application to the higher education institution where s/he wants the mobility;

b) after obtaining the acceptance for the mobility, the student requests the consent of the higher education institution from where s/he wants to go on mobility;

c) the higher-education institution that accepts the mobility is the first to sign the student's mobility application, then the institution of departure signs it as well;

d) the application also specifies the conditions in which the mobility takes place.

(5) The approval of the mobility rests with:

a) Rector, when an interinstitutional mobility is requested, with the application previously endorsed by the Dean of the faculty where the student is to be enrolled;

b) Deans, when an intra-institutional mobility is requested.

(6) The approvals for a student's admission in an intra- or interinstitutional mobility are conditional upon the observance of the maximum tuition capacity for that study programme.

Art. 28 (1) The students' **temporary internal mobility** may occur between two accredited/temporarily authorised higher-education institutions, as the case may be.

(2) The curriculum compatibility for the recognition of the transferable study credits is established prior to the period of mobility. The transferable study credits are recognised by the Credit Equivalence Committee, upon completion of the mobility period, based on these Regulations. At the proposal of the Credit Equivalence Committee, the Dean issues the decision on the equivalence of the studies, respectively of the practical placement, within 10 working days of the student's submission of the equivalence file.

(3) The temporary internal mobility on either state-budgeted or self-financed places may occur only after the completion of the first semester, and until the end of the penultimate semester.

(4) The period of temporary internal mobility is of one semester or of one academic year.

(5) As for the temporary internal mobility, the student's financial regime is the one provided for in the inter-institutional agreements. The students who benefit from a temporary mobility on their own at Transilvania University of Braşov will pay the tuition fee in the amount corresponding to the study programme for which the mobility is accepted.

(6) In order to be granted a temporary mobility at Transilvania University of Braşov, the student submits the following documents to the secretariat of the faculty where s/he wants the mobility:

a) the mobility application;

b) the transcript of records issued by the university where s/he comes from (in the original);

c) proof of payment of the processing fee for the mobility application;

d) other documents requested by the secretariat of the faculty where s/he wants the mobility (course outline, etc.).

(7) The mobility application will not be approved if:

- the student's acceptance or departure modifies the number of course and/or seminar/laboratory/project groups; in special cases, the derogations are approved by the Executive Board.

- through the student's acceptance, the maximum tuition capacity is exceeded.

(8) In order to pass, the student who benefited from a temporary mobility has to obtain the credits corresponding to the disciplines in the educational plan of the initial programme. If the mobility period overlaps with the sessions provided for in the structure of the academic year, the faculties will establish additional sessions for the evaluation in the academic subjects which the student did not have the opportunity to take.

(9) The temporary internal mobility may take place maximum four times in an educational cycle, depending on the duration of each programme, with strict observance of all legal provisions.

Art. 29 (1) **The temporary international mobility** through international programmes takes place in accordance with the regulations regarding those programmes/institutional agreements.

(2) The temporary international mobility on one's own is a temporary mobility carried out outside the framework established by an international programme. The period of temporary international mobility on one's own is one semester or one academic year.

(3) The temporary international mobility on one's own is conducted with the approval of the accredited/temporarily authorised higher-education institution of origin, respectively host.

(4) The temporary international mobility may occur after the completion of the first semester, until the end of the penultimate semester, except for the mobilities carried out within international programmes such as Erasmus+, etc., which may take place in the last semester as well.

(5) The curriculum compatibility for the recognition of the transferable study credits is established prior to the period of mobility. The transferable study credits are recognised after the completion of the mobility period, based on these Regulations, by the Credit Equivalence Committee, for all types of temporary international mobility, except for those carried out within the Erasmus+ programme. At the proposal of the Credit Equivalence Committee, the Dean issues the decision on the equivalence of studies, respectively of the practical placement, within 10 working days of the student's submission of the equivalence file.

(6) The students who benefit from a temporary international mobility on their own at Transilvania University of Braşov pay a tuition fee in RON (for Romanian or EU and EEA citizens) or in foreign currency (for third-country citizens) in the amount corresponding to the study programme for which the mobility was approved.

(7) In order to grant the temporary international mobility on one's own at Transilvania University of Braşov, the provisions of the *Methodology for the Recognition of Study Periods Abroad* apply.

Art. 30 (1) The permanent internal academic mobility is valid both for the state-budgeted students and for the self-financing students, and takes place in compliance with the legal provisions on the tuition and financing capacity of the higher education, with the agreement of the accredited/temporarily authorised higher-education institutions, both the host and the one of origin, in accordance with the provisions of the Regulations of the Students' Professional Activity.

(2) The permanent mobility may only be conducted in early 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.

(3) The permanent mobility is achieved after the fulfilment of all requirements set out in the educational plan for the semester/academic year prior to the mobility; and the enrolment is made at the beginning of the new academic year, in exceptional circumstances at the beginning of the second semester of the current academic year, in which case the enrolment decision for the mobility students will be part of the enrolment decision for the students in the relevant programme.

(4) In the case of a permanent mobility, the graduate's diploma is issued by the higher education institution which organises the graduation exam.

(5) The permanent mobility goes by the principle "the grants follow the student".

(6) In order to be granted the permanent internal mobility at Transilvania University of Braşov, the student submits the following documents to the secretariat of the faculty where s/he wants the mobility, at least 10 days before the beginning of the academic year/semester:

- a) the mobility application;
- b) the transcript of records issued by the university where s/he comes from (in the original);
- c) proof of payment of the processing fee for the mobility application;
- d) other documents required by the Secretariat of the faculty where s/he wants the mobility (syllabus, etc.).

Art. 31 (1) The provisions regarding the permanent academic internal mobility also apply to the students from the Member States of EU, EEA and the Swiss Confederation, as well as to the British citizens and their family members, as beneficiaries of the Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and from the European Atomic Energy Community (2019/C 384 I/01).

(2) As regards the third countries, the provisions of the relevant bilateral agreements and international agreements in force at the time of conduct of the mobility apply.

Expulsions and re-enrolments

Art. 32 (1) A student might be expelled in the following situations:

- a)) if s/he obtained less than 10 credits in an academic year;
- b) if, after going through the complementary year, s/he has not accumulated the required number of

credits for his/her enrolment in the following year or for the completion of studies;

c) if the student does not request, through an application submitted to the faculty secretariat, his/her enrolment in the following study year, as appropriate to his/her academic situation;

d) if s/he has seriously transgressed the provisions of the Code of Academic Ethics and Deontology – Second Part of the University Charter, respectively according to the special procedures provided for herein;

e) for the failure to pay the tuition fees in due time;

f) upon request.

(2) The student expelled as a consequence of infringing the provisions of the Code of Academic Ethics and Deontology is not recognised the previously obtained credits.

(3) The expelled student may withdraw the documents in his/her personal file only after submitting the Student Departure Clearance Form to the Faculty Secretariat.

Art. 33 (1) The expelled students may be re-enrolled in the same study programme within the first five years after expulsion, upon request, only once during tuition.

(2) The students expelled more than five years ago, in relation to the date of their application for re-enrolment, may be enrolled only after passing the admission competition. They may benefit from the recognition of the periods of study completed in the same fundamental field at accredited higher-education institutions of our country, within study programmes accredited or authorised to operate provisionally.

(3) The applications for re-enrolment will be submitted to the Faculty Secretariat until the 10th of September. The re-enrolment of the students referred to in par. (1) and (2) is only admitted starting with the second year of study.

(4) The Transferable Credit Equivalence Committee establishes the equivalated disciplines and the difference examinations to be taken by the student. The proposal of the Committee, endorsed by the Faculty Council, is sent for approval to the Executive Board. The re-enrolment comes into effect through the issuance of the Rector's decision.

(5) The financing scheme for the year in which the student is re-enrolled is with full fee. In the following years, the financing scheme is established annually, depending on the professional performance.

(6) The re-enrolled students are enlisted in the corresponding year of study only after signing the Contract of Academic Studies and after full payment of the due financial obligations for the previous academic years, in accordance herewith.

Completion of studies

Art. 34 (1) The academic studies end with a graduation exam, organised according to the University's own methodology approved by the University Senate.

(2) The graduates who will not have passed the bachelor's/diploma examination receive, upon request, a certificate on the completion of studies without a final exam.

(3) The graduates who will not have taken or passed the final examination may register for a subsequent session organised for that study programme, according to the educational plan and to the curricula of the last cycle of studies, at the same institution or at another education institution, in compliance with the internal rules and regulations and with the legislation in force.

Rewards and sanctions

Art. 35 For outstanding performance in the professional, scientific and research activity, the student can be rewarded with:

a) scholarships, according to the applicable regulations on their granting;

b) other kinds of awarding established by the University's Management, from its own funds under a self-financing scheme, in accordance with the applicable rules and regulations.

Art. 36 (1) The student's failure to comply with the duties arising from these Regulations, as well as with the

provisions contained in the University Charter, except for breaches of the ethical norms, entails, depending on the seriousness of the guiltfully committed act, the gradual application of one of the following disciplinary sanctions:

- a) written warning;
- b) suspension of the scholarship for a determined period of maximum 3 months;
- c) suspension of the right to accommodation in dormitories;
- d) expulsion.

(2) The sanctions referred to in para. (1), lett. a), b) and c) are applied by the Faculty's Management, on the basis of a report on the perpetrated deeds and applicable penalty, which report is drawn up by the Faculty Preliminary Investigation Committee. The Preliminary Investigation Committee is appointed by the Dean, through decision, for each case, and is made up of 3 (three) members, one of whom is necessarily a student. The preliminary investigation will be made and the sanction will be applied within 45 days of registration with the faculty of the notification on the deed committed by the student.

(3) The sanctioning decisions are issued and communicated by the faculty management both to the student concerned and to the University's structures with a role in enforcing the sanction.

(4) The expulsion sanction is issued by Rector's order, at the proposal of the Faculty's Preliminary Investigation Committee.

(5) The sanctions are applied according to the seriousness of the offences, their repetition and the circumstances in which they were committed. They may be challenged within the terms of these Regulations.

(6) As regards the student's acts that qualify as infringements of the norms of academic ethics and deontology, other than those to which the procedure provided for herein applies, the preliminary investigation and establishment of the sanction rest with the Committee of Academic Ethics and Deontology, according to its own regulations.

Final provisions

Art. 37 All technical and administrative activities regarding the students' enrolment, interruption of studies, expulsion, re-enrolment, academic mobility, as approved by the managements of the faculties and/or the University, are conducted at the level of the faculty secretariats, which bear full responsibility for the promptness and correctness of the data entry and for the students' information on their academic status.

Art. 38 The official way to communicate to the students the information and decisions made in their regard is, as the case may be, by display on the notice boards of the faculties, on the websites of the faculties and the University, on the intranet, or to their institutional email address, in compliance with the applicable rules on the persons' protection in terms of personal data processing. It is the students' responsibility to take note of the information and decisions contained in the displayed/transmitted announcements, and to notify any elements of interest on time. The students' failure to notify these elements on time invalidates their right to challenge the content of those documents, whether published through display, or transmitted. Any published announcement shall include the date of display and the date by which the students can make comments on the content thereof.

These Regulations were discussed and approved in the meeting of the Senate of Transilvania University of Braşov on 23.07.2025, and are in force during the 2025-2026 academic year.

Prof. Eng. Mircea Horia Țierean, PhD
President of the University Senate



MOBILITY APPLICATION FORM

UNIVERSITY

(where the student comes from)

TRANSILVANIA UNIVERSITY
OF BRAȘOV

(where the student goes to)

APPROVED

Rector

.....

APPROVED

Rector

.....

The undersigned, student in the academic year at the University, Faculty, study programme, year of study, form of education: full-time studies (IF)/ part-time studies (IFR)/ distance learning (ID), form of financing: state budget/ self-financing, I hereby request the approval of my **temporary/ permanent** mobility as a student in the academic year at Transilvania University of Brașov, Faculty, study programme, year of study, form of education IF/IFR/ID, form of financing: state budget/ self-financing.

I am applying for this mobility on the following grounds:

-
-

I append the following documents hereto:

-
-

Date

.....

Signature

.....

Endorsed

Dean's Office of the Faculty

.....

(where the student comes from)

Endorsed

Dean's Office of the Faculty

.....

(where the student goes to)

APPLICATION FOR THE ENROLMENT IN THE YEAR OF STUDY

The undersigned student at the Faculty of

.....

study programme

year of study form of education (full-time/ part-time/ distance learning)

I hereby apply for the enrolment in the academic year 20__ – 20__, in the year of study

I hereby agree that, depending on my previous academic records, the Faculty of.....

proceeds with establishing the financing scheme, according to the provisions of the Regulations on the

Students' Professional Activity:

☐ on state-budgeted places

☐ on self-financed places

Date,

Signature,

Academic Tutorship

■ Preamble: What is the tutoring activity?

The activity of academic tutorship is the articulated set of activities and measures aimed at supporting and guiding the students, with a view to facilitating their integration into higher education.

This activity supposes the provision of support and professional counselling to the students in:

- didactic activities
- cultural-scientific activities specific to the academic community
- administrative/institutional activities

The students have the right to benefit from academic tutorship throughout the academic path, for the full development of their professional potential.

The tutoring activity takes place at least once a month, according to the schedule set at the beginning of the academic year. The tutoring activity can be conducted individually or in small groups, depending on the students' request. The students may ask for support from their tutor both physically and online.

■ Who is the academic year tutor?

The year tutor is a teaching personnel member appointed in this regard at the beginning of the academic year, by the Faculty Council, at the proposal of the Director of the Department, for a 3- or 4-year period (bachelor's education cycle), respectively for 2 years (master's education cycle), in order to ensure the continued activity for the class concerned.

The tutors shall be appointed at the beginning of each academic year, until the 30th of September.

The Vice-Dean for Students organises a guidance meeting with all the year tutors at the beginning of the year. Every faculty will display on its website the list of tutors for each study programme, year and group, with their contact information (university building, room, time frame, email).

The tutors must be of moral and professional integrity, and they must have skills of communication, of team management, of networking with various groups, organizational skills, as well as the willingness to provide support and help.

The tutors have a duty to promote equality of treatment, to favour to the same extent all student problems which they face, to respect diversity under all its forms.

The tutors are bound to ensure the full confidentiality of the information acquired and communicated within the student guidance/counselling in matters related to the latter.

The tutors must bring to the attention of the Vice-Dean for Students or the Vice-Dean for Didactic Activity the situations that obstruct the students' adaptation and academic success, or the various situations that require a decision-making intervention from another hierarchical level.

■ **Mission:** The academic year tutor has the mission of facilitating the students' adaptation/integration into the academic community and their active participation in the teaching and research process.

■ **Duties:**

- To fully support the students' integration into the academic community by facilitating their awareness on the organization and operation of the University's structures (faculties/departments, management structures, support structures, etc.);
- To foster adaptation to student life by presenting and making accessible the documents specific to the academic path (*University Charter, Regulations on the Students' Professional Activity*, educational plan of the class concerned, etc.), the manner of conducting the activity based on the system of transferable credits, as well as the way of capitalising on the digital resources: institutional email account, e-learning platform, Intranet Student@UniTBv.ro application;
- To assign responsibilities for the students whom s/he guides during that year (academic year/group officers);

- To facilitate the constructive interpersonal relations at the level of the student groups, and to streamline the communication with the decision-makers (academic personnel teaching for the programme concerned, Dean's Office/Rector's Office);
- To assist the students in accessing the University's resources (library, sports halls, laboratories, etc.);
- To inform the students about the scientific, social, cultural, and sports opportunities that might strengthen/supplement their academic learning experience;
- To inform and guide the students as regards the opportunities to continue their studies with the master's and doctoral educational cycles, the various study and internship mobilities or activities;
- To organise meetings with the practitioners of professions relevant to the students' major, with representatives of the social, cultural and business environment;
- To assist the students in making personal decisions (for example, health problems that require the interruption of studies), as well as in solving current administrative problems.
- To organise extracurricular activities (debates, workshops, thematic excursions) with the students whom s/he guides, in order to boost their sense of belonging to the academic community of UNITBV;
- To participate in the opening ceremony of the academic year, respectively, in the graduation ceremony, as well as in other events of the student class whom s/he guides.

■ **S/he collaborates with:**

- Coordinator of the study programme;
- Academic personnel members teaching for the study programme during the current academic year;
- Career Counselling and Guiding Centre (CCOC) officer for that faculty;
- Vice-Dean for Students;
- Vice-Dean for Didactic Activity.