



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 are based on the European Credit Transfer and Accumulation System and meet the provisions of the following statutory laws:

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

The following abbreviations are used in these Regulations: ECTS – European Credit Transfer and Accumulation System; UC – credit units; PC– credit points; PI – educational plan; IF – full-time education, 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 applicable), master's studies (2 years) and doctoral studies.

(2) The didactic activity within the bachelor's educational cycle is organised as full-time education (IF), part-time education (IFR) and distance learning (ID); whereas within the master's educational cycle, as full-time education and part-time education. The duration of 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) Under the national rules and regulations, in exceptional cases (states of emergency/alert; national, county or local decisions), on the university's e-learning platform or on alternative platforms, the online mode may be used as an alternative teaching method for all programmes, regardless of their nature (IF/ID/IFR), in compliance with the Executive Board's directions for the certification on the fulfilment of the obligations contained in the academic documents in force. Throughout the exclusively online conduct of the didactic activity, the directors of didactic departments make a weekly report on the activities conducted by the academic personnel teaching within the study programmes coordinated by the department concerned. The laboratory activities/practical works that cannot be conducted online will be mergedly caught up on after the lifting of the state of emergency, according to a schedule 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 structure of the academic year, as approved by the University Senate and communicated in early academic year. As regards the last 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 academic disciplines, forms of verification and credit units allocated to each discipline.

(2) The disciplines in the educational plan are majors, minors, specialties and complementary disciplines; and their proportion is established according to the ARACIS standards. These disciplines may be:

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

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

(2) The choice of elective courses goes by the criterion of the majority of expressed options. The students who have not expressed their option will be assigned as a matter of course 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 operational study programmes within the University, based on a request to this effect approved by the Dean of the faculty which organises that discipline. The request needs to be submitted during the first week of the semester in which the course takes place. If the number of additional students registered for the courses of a certain discipline entails the modification of workgroups, that optional discipline will take place on a self-financing basis. Every academic year, the amount of the fee is established by the Executive Board and approved by the University Senate.

(2) The optional disciplines provided for in the educational plans may unfold either on a state-budgeted basis (for example, the academic subjects Volunteering or Complements of Mathematics, which operate 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 unfold on a state-budgeted basis only by the Executive Board's decision. As regards the self-financed optional subjects, every academic year the amount of the fee is established by the Executive Board and approved by the University Senate.

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

(5) Apart from the courses included in the psycho-pedagogical training programme, a student may attend at most two optional courses per semester.

(6) The evaluation results in the optional subjects will be entered into the student grade register and the diploma supplement.

Transferable credits

Art. 6 (1) Credits are value units allocated for the disciplines included in the educational plan and reflect the amount of work put in by the student to acquire a discipline (course, seminar, practical works, project and individual study).

(2) The students' mobility across the European Space is ensured through the adoption of the European Credit Transfer and Accumulation System (ECTS), that is, by allocating 60 credit units for the disciplines of a study year, respectively 30 credit units for the disciplines of a semester.

(3) The recognition of the credit units allocated to a discipline is conditional on the students' obtaining the minimum grade - 5 (five). The credits allocated to a discipline may not be obtained in stages.

(4) Credit units are also allocated for the curricular practical training, the specialised practical training and the training 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 need to attend the psycho-pedagogical training programmes organised within the Department for Teacher Training (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 within that study programme and are not affected by the changes in curriculum or educational plan. The credits allocated for a discipline common to several study programmes are recognised in the amount set out in the educational plan of the attended study programme.

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

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

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

Student enrolment in the faculty and required documents

Art. 8 (1) Enrolment implies entering the student into the student register under a unique number, valid for a study programme throughout the tuition. Students are enrolled in the psycho-pedagogical training programmes under a distinct identification number from the one of enrolment in the study programme they were admitted to.

(2) Under the university autonomy, according to the internal funding policy, in the first year of study, the state-budgeted students' number and status is established by the Executive Board, before the beginning of the academic year, through the distribution of places occupied as per the admission hierarchy. The student's status must be mentioned in the contract of tuition.

(3) The enrolment takes effect by the Rector's decision, before the beginning 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 their application was approved.

(5) The international students from non-EU countries shall 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 stages of study within authorised or accredited programmes, in the country or abroad, may apply for enrolment in a higher study year 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, equated 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 academic year for the student to attend 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 academic studies completed with a graduation diploma may apply for enrolment only through admission competition, in a bachelor's study programme in the field of the short-term one (further education). The year of study in which the student enrolled for further education will be enrolled is established by the Faculty Council, at the proposal of the Credit Equivalence Committee.

Art. 10 (1) All students shall sign the Contract of Academic Studies in two copies, prior to their enrolment.

(2) The Contract of Academic Studies sets out the rights and obligations of the University, of the faculty and of the student, in terms of conduct of the didactic activities, throughout the tuition.

(3) The Contract of Academic Studies will have as its appendices the declaration of consent to the processing of personal data 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 applicable, and the self-financing student's financial obligations. Every 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's records. The first-year students shall submit the signed Contract of Studies to the faculty by 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 card 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 the status of student. The student ID card must be shown to the examining teaching personnel.

Art. 12 (1) Upon enrolment, the Faculty Secretariat compiles 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 must 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 with the second semester, in which case a copy thereof certified as "true to the original" by the faculty's secretariat remains on file. The students who are foreign citizens must update every year 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, par. (1), the student will request a duplicate, in accordance with the internal regulations and legal procedures. In the event of loss of the original Contract of Academic Studies and/or its appendices, the student will be issued a copy certified as true to the original 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 will hand over, at clearance, the student ID card 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 as per the provisions of the Law of Higher Education no.199/2023 with subsequent amendments, the Charter of Transilvania University of Braşov, the Code of Student Rights and Obligations, and these Regulations. (2) As regards the exercise of the rights related to the legal tuition relations, only the students are entitled thereto, resorting for this purpose to the tools provided for in the methodologies and regulations approved by the University, and their personal email account.

Student attendance and evaluation in terms of knowledge and skills

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

(2) Attendance at didactic 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. Participation in course and seminar activities is necessary with a view to obtaining the score for the continuous evaluation; and failure to attend them entails loss of that score.

(3) In early semester, the academic teaching personnel who are course coordinators will communicate the terms with respect to the students' obligations to attend the scheduled activities. The records on the students' attendance at the compulsory activities are managed by the teaching personnel who hold these activities. They are not archived institutionally.

(4) The reasoned absence from 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 course coordinators, and the latter 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 classification under the "special family situation" exception requires endorsement from the Faculty Dean.

(6) The student members in national and Olympic teams, during their participation in national or international competitions, 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, up to 50% of the compulsory activities set out in the educational plan, and may as well be granted extended session. The approval for these cases rests with 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 with credited exams must, along the way, redo the assignments/retake the failed evaluation tests in the disciplines 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 necessary knowledge, skills, responsibility and autonomy 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, reports or other forms of evaluation on the expected learning outcomes, which are compulsory during the semester. The evaluation takes places throughout the studies – ongoing evaluation, but also through colloquia or exams - summative evaluation, which are taken in the last week of the semester, respectively in the exam sessions scheduled according to the structure of the academic year.

(2) The examination sessions are: winter session, summer session, arrear session and resit session. In the winter session, the students' level of training in the subjects taught during the first semester of the academic year is evaluated; in the summer session, their level of training in the second-semester subjects is evaluated; whereas in the arrear and respectively resit sessions, they may take again the failed exams and colloquia in the

disciplines of both semesters. Moreover, in the resit session, grade-increase exams in the disciplines of the current academic year are organised, too. As regards the senior years, the arrear and respectively resit sessions are organised before the graduation examination, according to a calendar approved by the Faculty Councils, pursuant to Art. 2 par. (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, respectively resit sessions.

(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, the medically deferred exams, justified through a medical document valid, as the case may be, for the summer, winter, arrear and resit exam sessions, are taken in an additional session of medically deferred examinations. The medical certificates will 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 course coordinator must communicate the course outline, which also specifies the minimal passing conditions and explicitly describes the ongoing evaluation method, including the mention of its weight for the final evaluation in that discipline. The weight of the ongoing evaluation activities is at least 30% of the final grade.

The exams take place between 8:00 a.m. and 8:00 p.m., as scheduled.

Only the students who will have fulfilled all professional obligations referred to in the course outlines (ongoing evaluation) may sit for the exams. The ongoing evaluation rests both with the academic personnel teaching the course in that discipline, and with the ones leading the practical activities (seminars, laboratories, practical works, etc.). The results of the ongoing evaluation are communicated to the students in the last didactic-activity week of the semester, both in the exam-requiring disciplines and in the colloquium-requiring ones.

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

(7) Taking an exam is conditional upon the examinee's showing his/her student ID card.

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

Every student has the opportunity to take the exams for free in all sessions organised during 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 ask to take the exam with another series/group, in the same exam session, on the basis of a formal request endorsed by the course coordinator and approved by the Faculty Dean, where possible.

(9) The scheduling of exams in the examination periods organised during the winter and summer sessions is based on the dates proposed by the students in agreement with the course coordinators, which dates are sent to the Faculty Secretariat. It is recommended, where possible, to have at least two free days between two consecutive exams. The final examinations will be scheduled in the last week of didactic activity, without impairing the didactic teaching process.

(10) As regards the arrear exam session, the Faculty Secretariat sets a date for each examination, in consultation with the course coordinator. 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 for the same students 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 - full time (IF), part time (IFR) and distance learning (ID), in relation to the fields of

study, 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, but also national, county or local decisions), as per the national rules and regulations, the students will be evaluated online, in accordance with the Executive Board's procedure approved by the Senate of Transilvania University of Braşov.

(12) By way of derogation from the provisions of par. (5), in exceptional cases (states of emergency/alert, national, county or local decisions) in which the didactic activity takes place online on the University's e-learning platform, with the approval of the department councils, the academic teaching personnel may modify the course outlines before the session, by adapting the methods of assessment established for the online conduct of the evaluation.

(13) By way of derogation from the provisions of par. (7), in exceptional cases (states of emergency/alert, national, county or local decisions) 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 from which the student logs into 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 customised 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 needs;
- c) access to a sign language interpreter's services, where such assistance is necessary and requested;
- d) a care-giver, during the knowledge-evaluation exams, upon 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 as set out in the course outline. This request will have a supporting document from an expert/Career Counselling and Guidance Centre (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 students' knowledge and skills are appreciated through grades, integers from 1 to 10, or through pass/fail qualifiers, according to the educational plan. The minimum passing grade is 5 (five), which attests to the acquisition of the minimal learning outcomes for a discipline, and to the granting of its related study credits.

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

(3) As regards the disciplines that require a final written test, during and at the venue of the test, the course coordinators show the students the score for each assignment, and communicate them the assessment and grading scale. Before the students begin to solve the test assignments, it is advisable that the examining teaching personnel clarify any ambiguity related to the test assignment phrasing, as reported by students.

The time allotted for solving the written test in a discipline may 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 is granted a reasonable time for preparing 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 over.

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

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

Art. 17 (1) The skills acquired by the student after his/her studying the disciplines of the the study programme are evaluated by the course coordinator, assisted by another academic teaching personnel member, usually the one who held, during the semester, the applicative classes with the students concerned, or even by a different academic teaching personnel member appointed by the Director of Department. If, for well-grounded reasons, the course coordinator is absent, the Faculty Management will appoint, by Dean's decision, an examination committee of two expert 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 student 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 on the basis of the proposal made by the department which the course coordinator belongs to.

(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 par. 1 lett. (q) in the Order of MoE no. 4394/2024, the Faculty Council will urgently analyse the situation and might decide to appoint a 3-member re-examination committee from among the academic teaching personnel, which the course coordinator may not be part of, and the examination might be reorganised during the same session, with all results of the contested exam to be cancelled.

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

(4) The skills acquired by students in the practical activity are assessed by an Evaluation Committee for the Practical Training, which may include representatives of the companies where the practical placement or internship takes place.

(5) The students' activity in the pedagogical practical training is assessed according to the methodology of DPPD, in compliance with the applicable rules and 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 may 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 Appeals Committee appointed by the Faculty Management, which does not include the academic teaching personnel who did the initial evaluation, in the contesting student's presence, if the student requests this.

(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 Exams, are not archived institutionally, with the provisions of Art.16 par. (5) hereof being incidental.

(2) The diploma projects/bachelor's theses/dissertations defended within the graduation examination are not institutionally archived.

Art. 20 (1) As regards the resit 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 session is established by the Faculty Council.

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

- (2) The grade-increase examination takes place in the resit session, for free.
- (3) The grade-increase exams are limited to two per year and may only be requested by the students who will have fully passed, at the end of the current academic year's summer session, all exams and colloquia set out in the educational plan.
- (4) The grade obtained in the resit replaces the previously obtained grade only if it is higher than the first.

Art. 22 (1) During the 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) Academic dishonesty, whether perpetrated or attempted, as well as complicity therein, in terms of cheating in a written or oral exam, regardless of its form: direct communication between students, written materials, electronic communication devices, including devices interconnected with others outside the venue of the evaluation, substitution of person, etc., confirmed through 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-aided tools in writing any text subjected to evaluation (ongoing assessments, semester projects, end-of-year or graduation exams). Any type of automatically generated or third-party produced content which is signed on one's own behalf in an academic context, as well as the submission of the same paper to several evaluations are fraud. Ascertaining these offences rests with the examining teaching personnel, who rely on evidence or their own judgement in assessing the facts.

(4) The sanctioning in the cases referred to in par. (1-3) is analysed and established by the Faculty Council at the course coordinator's proposal and is communicated to the student through the Dean's relevant decision. From the date of issuance of the expulsion decision, the student may no longer take 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 lodged with the University's Registry Office.

(6) The settlement of appeals rests with a committee appointed by the Executive Board, within 10 days of registration of the appeal. The Report of this Committee is submitted for approval to the Executive Board.

(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 terms for the students' taking that session's exams scheduled after the issuance of the Dean's decision.

(9) A 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 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 in 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 extension of tuition has to meet the requirements of the educational plan for the class with

which s/he continues the studies. The Transferable Credit Equivalence Committee establishes the equivalated disciplines and the difference exams to be taken by the student.

(3) The student declared in extension of tuition is enrolled in the year of study that s/he repeats, on self-financed places, except for the first year of study, which comes under the provisions of par. (5). The tuition fee for repeating a year of study is proportional to the number of credits that the student needs to accumulate in order to pass the current year, and credits remaining from the previous year, apart from the number of credits allocated to the academic subjects emerged as differences. If, in an academic year, a series of students is missing, 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 the complementary year, a student has not accumulated the required number of credits to be enrolled in 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, only once in an educational cycle.

(5) The undergraduate student who has 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 has attended 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 two years of study in only 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 of year study, in the terms set out in the Regulations for Organization and Conduct of Study Programmes and in compliance with the applicable laws.

(8) The students who apply for the simultaneous completion of two years of study 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 usual, and the credits obtained in advance will be carried forward in the next year of study.

(9) If the request to simultaneously complete two 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, has been hospitalised or has 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 has not accumulated the number of credits required for him/her 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 extension of tuition on medical grounds shall be submitted to the Faculty Secretariat until the beginning of the next 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 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 educational cycle 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 one of the professional master's study programmes in Joint Command, which are compulsory for the officers' advancement in their military career, as well as professional master's study programmes for the training of 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 educational cycle may benefit from state-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 of UNITBV's educational 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 as a result of either the admission competition (as regards the first-year ones) or the value ranking made in early academic year (as regards the ones who have obtained the number of credits required for the enrolment in that academic year).

In case the freshers who occupy state-budgeted places request withdrawal from studies after the first two weeks of the first semester, the vacant places will be filled with the next self-financing students entitled to avail themselves of budget financing, according to the admission competition results and to their expressed option for a state-budgeted place within the study programme which they were declared admitted in.

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

By way of exception, students may be ranked in value with a view to filling the vacant state-budgeted places.

(3) The students' results for a year of study are ranked in value according to the descending order of the credit points. The credit points are obtained by adding up the values resulted from the multiplication of 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 the secretarial staff of the faculty, checked and certified under the Dean's signature, in the first two weeks of the academic year. Students may contest the ranking within 2 working days of its display. The appeal is lodged with the Faculty Secretariat and may only refer to one's own results. The student states 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 State-Budgeted Places also applies to the students enrolled as a result of the approval for the permanent academic mobilities, and to the students who resume their studies after interruptions.

(5) Maintaining budget funding for the students who occupy special, separately allocated places (of Roma ethnicity, graduates of high schools located in rural areas, or who come from the social protection system, people with special educational needs, etc.) is possible, subject to the fulfilment of the conditions in Art. 23 par. (1) lett. a or b.

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

Interruption of studies

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

(2) The request for interruption of studies implies lodging an application with the Faculty Secretariat, at least ten days before the beginning of the academic year. The leave of absence 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 tuition fee for the whole semester. Upon re-enrolment, the payment of the fee for the interrupted semester is recognised. The state-budgeted students who request leave of absence during the semester may resume their studies on a self-financing basis for the interrupted academic year.

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

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

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

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

(7) For the interruption of studies, the student must submit the clearance form to the Faculty Secretariat.

Student academic mobility

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

(2) In the case of internal and international academic mobilities, UNITBV recognises the transferable credits of 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 may 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/temporarily 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 outcomes, etc.;

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

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

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

b) after receiving the letter of acceptance for mobility, the student requests the consent of the higher education institution of origin;

c) the host higher education institution is the first to sign the student's application for mobility, and 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 for 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 approval for a student's reception under 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 recognition of the transferable study credits rests with the Credit Equivalence Committee, upon completion of the mobility period, as per 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 completion of the first semester, and until the end of the penultimate semester.

(4) The temporary internal mobility may span over one semester or one academic year.

(5) As for the temporary internal mobility, the student's financial regime is the one set out 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 has been 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 formal application form;
- b) the transcript of records issued by the university where s/he comes from (in the original);
- c) proof of payment for the application processing fee;
- d) other documents requested by the secretariat of the faculty where s/he wants to leave in mobility (course outline, etc.).

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

- the student's arrival 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 study programme. If the period of mobility overlaps with the exam sessions in the structure of the academic year, the faculties will establish additional sessions for evaluation in the academic subjects which the student has not yet had the opportunity to take.

(9) The temporary internal mobility may take place for a maximum of 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 on these programmes/institutional agreements.

(2) The temporary international mobility on one's own is a temporary mobility conducted outside the framework established through an international programme. A temporary international mobility on one's own may span over 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 institutions, that is, of origin, respectively host.

(4) The temporary international mobility may occur after completion of the first semester, until the end of the penultimate semester, except for the mobilities conducted under 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. Transferable study credits are recognised, after completion of the mobility period, by the Credit Equivalence Committee, for all types of temporary international mobility, except for those conducted under the Erasmus+ programme, as per 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.

(6) The students who benefit from a temporary international mobility on their own at Transilvania University

of Braşov pay a tuition fee in RON (the Romanian or EU and EEA citizens) or in foreign currency (the third-country citizens) in the amount corresponding to the study programme for which the mobility was approved.

(7) With a view to granting the temporary international mobility on one's own within Transilvania University of Braşov, the provisions of the *Methodology for the Recognition of the 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 statutory provisions on the tuition and funding capacity of higher education, through the agreement of the accredited/temporarily authorised higher education institutions, both host and of origin, in accordance with the provisions of the Regulations on the Students' Professional Activity.

(2) The permanent mobility may be conducted only 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 preceding the mobility; the enrolment takes place at the beginning of the new academic year, and under exceptional circumstances in early second semester of the current academic year, in which case the enrolment decision for the students in mobility will be part of the enrolment decision for the students in the relevant programme.

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

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

(6) In order to be granted permanent internal mobility at Transilvania University of Braşov, the student shall submit 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) formal application form;
- b) transcript of records issued by the university where s/he comes from (in the original);
- c) proof of payment for the application processing fee;
- d) other documents requested by the secretariat of the faculty where s/he wants the mobility (course outline, 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 has obtained less than 10 credits in an academic year;
- b) if, after attending the complementary year, s/he has not accumulated the number of credits required 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 next year of study, according to his/her academic records;
- d) if s/he has seriously transgressed the provisions of the Code of Academic Ethics and Deontology – Second Part of the University Charter, therefore according to the special procedures herein;
- e) for failure to pay the tuition fees within the agreed time limits;
- 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 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 of 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 be recognised 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 equated disciplines and the difference exams 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 issuance of the Rector's decision.

(5) The financing scheme for the year of the student's re-enrolment is on a full-fee basis. In the following years, the financing scheme is established annually, depending on professional performance.

(6) Students are re-enrolled 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) In higher education, the studies end with a graduation exam, organised according to the University's own methodology approved by the University Senate.

(2) The graduates who 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 have not 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 latest educational cycle, at the same institution or at another education institution, in compliance with the internal rules and regulations, as well as with the legislation in force.

Rewards and sanctions

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

- a) scholarships, according to the applicable rules and regulations on their granting;
- b) other types of awards established by UNITBV's Management, from the University's own funds under 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 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 fixed period of maximum 3 months;
- c) suspension of the right to accommodation in dormitories;
- d) expulsion.

(2) The sanctions referred to in par. (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 sanction, which report is made by the Faculty Preliminary Investigation Committee. The Preliminary Investigation Committee is appointed by Dean's decision, for each particular case, and consists of 3 (three) members, one of whom is necessarily a student. The conduct of the

preliminary investigation and the application of the sanction occur 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 in the terms of these Regulations.

(6) As regards the student's deeds that qualify as infringements of the rules of academic ethics and deontology, other than the ones for which the procedure set out 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 aimed at 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 accuracy of the data entry and for the students' information on their academic records.

Art. 38 The official way to notify the students of the information and decisions in their regard is, as appropriate, 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 natural persons' protection with regard to the processing of personal data. It is the students' responsibility to take note of the information and decisions contained in the displayed/transmitted announcements, and to ascertain and further notify on the aspects of concern on time. The students' failure to notice these elements on time invalidates their right to challenge the content of the documents, whether displayed or transmitted. Any published announcement must include the date of display and the date by which the students may submit comments on the content thereof.

These Regulations were discussed and approved in the meeting of the Senate of Transilvania University of Braşov on 24.06.2026, and are in force during the 2026-2027 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 kindly request your approval for a **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 ENROLMENT IN THE YEAR OF STUDY

The undersigned, student at the Faculty of

.....

study programme

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

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

I express my consent for the Faculty of to proceed, depending on my previous academic records, with establishing the financing scheme, as per 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 their academic path, for the full development of their professional potential.

The tutoring activity takes place at least once a month, according to the schedule established at the beginning of the academic year. The tutoring activity may 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 member of the teaching personnel 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 period of 3 or 4 years (bachelor's education cycle), respectively 2 years (master's education cycle), in order to ensure the continuity of activity for the class concerned.

The tutors must 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 high 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 that they deal with, 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 have an obligation to 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 smooth 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 constructive interpersonal relations at the level of student groups, and to streamline communication with the decision-makers (academic personnel teaching for the study 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/add to their academic learning experience;
- To inform and guide the students as regards the opportunities to continue their studies within 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' majors, 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 UNITBV's academic community;
- 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:**

- The coordinator of the study programme;
- The academic personnel teaching for the study programme during the current academic year;
- The Faculty's officer for the Career Counselling and Guiding Centre (CCOC);
- The Vice-Dean for Students;
- The Vice-Dean for Didactic Activity.