



METHODOLOGY

on organizing and conducting the final exam of the Romanian language preparatory year for foreign citizens

CHAPTER I. GENERAL PROVISIONS

Art. 1 This methodology establishes the general framework for organizing the final exam of the Romanian language preparatory year for foreign citizens, hereinafter called LRLS, provided by the Faculty of Letters, through the Department of Theoretical and Applied Linguistics (LTA), within Transilvania University of Braşov.

Art. 2 The LRLS study programme ends with an academic studies final exam, taken in compliance with the Minister's Order on the organization and conduct of the Romanian language preparatory year for foreign citizens no. 6156/2016 of 22 December 2016, with the amendments stipulated in the Minister's Order no. 4544 of 16 June 2020 and with this Methodology approved by the Senate of Transilvania University of Braşov.

CHAPTER II. THE ORGANIZATION OF THE FINAL EXAM OF THE ROMANIAN LANGUAGE PREPARATORY YEAR FOR FOREIGN CITIZENS

Art. 3 The LRLS study programme is coordinated by LTA, which also organizes the programme completion examination, in compliance with this Methodology, approved by the Senate of Transilvania University of Braşov.

Art. 4 The preparatory year final exam aims to evaluate the Romanian language skills for the minimum level B1, as defined in the Common European Framework of Reference for Languages (CECRL), according to those stipulated in art. 2 of MENCŞ Order no. 6156/2016, with subsequent amendments.

Art. 5 After passing the LRLS final exam, the students obtain a Graduation Certificate, in accordance with the regulations in force.

Art. 6 The number of ECTS credits obtained as a result of passing the final examination of the LRLS study programme is 10.

CHAPTER III. REGISTRATION OF CANDIDATES

Art. 7 Students having graduated from the study programme LRLS in the current year or previous years may register for the LRLS programme completion exam.



Art. 8 The candidates shall register for the final exam according to the calendar of the examination established at the beginning of each academic year, displayed on the notice board of the LTA department and published on the website of the faculty/ department.

CHAPTER IV: WAY OF ORGANIZING AND CONDUCTING THE EXAMINATION

Art. 9 The final exam is organized and conducted in the same conditions for all candidates.

Art. 10

1. The LRLS study programme completion exam evaluates the communication skills in Romanian and it includes the following tests:
 - a. written test, which assesses the comprehension of the written message, the grammatical competence and the ability to produce a written text in Romanian. The written test is organized first and it lasts two hours. The written test can also be organized online, using the IT infrastructure of the University (e-learning platform), through tests with objective, semi-objective and subjective items.
 - b. oral test, which assesses the comprehension and oral expression skills, consists in a presentation of a topic chosen and prepared by the student in advance, followed by a conversation with the evaluation committee based on the presentation and its topic. The oral test lasts 15 minutes (presentation + conversation). The oral exam can also be organized online, using the University's IT infrastructure (e-learning platform), with full audio-video recording.
2. The grade for the oral test is calculated according to the evaluation grid (Appendix 1), an integral part of this Methodology.
3. The grade of the final exam is calculated as the arithmetic average of the grades of the two tests, only if the minimum pass grade for each test, grade 5 (five), has been obtained. If a candidate did not obtain the minimum passing grade, s/he is declared "failed".
4. The minimum passing grade of the LRLS completion exam is 6 (six).
5. The final results will be displayed no later than 48 hours after the exam.
6. Any appeals regarding the results of the written test are submitted to the secretariat of the Department of Theoretical and Applied Linguistics within 24 hours from the display of the results and are resolved by the Appeals Committee, approved by the Senate of Transilvania University of Braşov, within 48 hours. The decision of the Appeals Committee is final.

CHAPTER V. EXAMINATION AND EVALUATION COMMITTEE

Art. 11 The Examination and Evaluation Committee consists of three assessors (a chairman and two members) and a committee secretary, who hold the Doctor's degree. The committee secretary has document management tasks. The committee will also include 2 alternate members.

Art. 12 The members of the Examination and Evaluation Committee must have the initial training in the field of Language and Literature, experience in teaching the Romanian language as a foreign language, as well as the Doctor's degree in the field of Philology.

Art. 13 The Chairman of the Examination and Evaluation Committee is responsible for organizing and conducting the LRLS completion exam, and is appointed from among the Romanian language teaching staff within the LTA Department.



Art. 14 The Appeals Committee consists of two members in the teaching staff within the LTA Department, who have competences in teaching and evaluating the knowledge of the Romanian language, and hold the Doctor's degree.

Art. 15 The Examination and Evaluation Committee and the Appeals Committee for the LRLS study programme completion exam is established by Decision of the Rector of Transilvania University of Braşov, at the proposal of the Head of the LTA Department, with the endorsement of the Council of the Faculty of Letters, and it is approved by the Senate of Transilvania University of Braşov.

Art. 16 The structure of the Examination and Evaluation Committee and of the Appeals Committee is published on the website of the faculty/department.

Art. 17 The members of both the Examination and Evaluation Committee and the Appeals Committee, as well as the committee secretary shall not be in relationship of spouses, in-laws and relatives up to and including the third degree with the assessed students or among themselves.

Art. 18 The Examination and Evaluation Committee and the Appeals Committee shall bear full responsibility for the organization and conduct of the LRLS study programme completion exam.

CHAPTER VI. ISSUANCE OF THE GRADUATION CERTIFICATE

Art. 19 After passing the LRLS final exam, the candidates receive a Graduation Certificate in accordance with the rules in force.

Art. 20 Until the issuance of the Graduation Certificate, the graduates who have passed the final exam receive provisional certificates upon request.

Art. 21 The provisional graduation certificate confers on the holder the same legal rights as the Graduation Certificate and must include the position, name and signature of the persons in charge thereof within the higher education institution, as well as the following information:

- The Minister's order or the letter of acceptance based on which s/he was registered in the preparatory year;
- study programme;
- study period;
- the graduation average of the preparatory year (first semester and second semester) and the number of credits (60 ECTS / year);
- the average grade obtained in the final exam, the level of language proficiency obtained according to CECL at the LRLS completion exam and the number of ECTS credits (10).
- the normative act that establishes the status of accreditation / provisional authorization, the form of education and the number of credits afferent to the programme Romanian Language Preparatory Year for Foreign Students.

Art. 22 In the event of loss or destruction, a new certificate is issued in accordance with the procedures regarding the issuance of duplicates of study documents in force at Transilvania University of Braşov.

Art. 23 Graduates who do not pass the final exam can receive, upon request, a certificate of attending the courses of the LRLS study programme, which will include the information provided in art. 21 of this Methodology, except for letter e.



Art. 24 Transilvania University of Braşov issues Graduation Certificates for candidates who have passed the final examination within 12 months from the date of graduation.

CHAPTER VII. FINAL PROVISIONS

Art. 25 The periods for organizing the final exam of the LRLS study programme are stipulated in the Structure of Academic Year, annually approved by the Senate of Transilvania University of Braşov.

The number of sessions for the final exam of the LRLS study programme is the same as the number of bachelor's and dissertation exam sessions for the other university study programmes existing at Transilvania University of Braşov.

Candidates who did not pass the final exam in the first yearly session, can register for the final exam in the subsequent session / sessions and bear the related expenses.

Art. 26 This methodology was discussed and approved in the Council of the Faculty of Letters of 16.09.2020, endorsed by UNITBV Executive Board and approved in the meeting of the Senate of Transilvania University of Braşov of 24.09.2020.

The provisions of this Methodology shall apply starting with the academic year 2020-2021.

Prof. Dr. Eng. Mircea Horia Ţierean,
President of the Senate of Transilvania University of Braşov





APPENDICES TO THE METHODOLOGY

APPENDIX 1. Oral test evaluation grid

Level of competence according to CECRL	CRITERIA					
	<i>Volume</i>	<i>Correctness</i>	<i>Fluency</i>	<i>Understanding and interaction</i>	<i>Coherence</i>	<i>Phonology</i>
B2	S/he masters a wide enough range of means of communication to make clear descriptions, to express his/her point of view and to conduct an argument, without manifestly looking for his/her words.	S/he has a fairly advanced degree of grammatical control. S/he does not make mistakes that would lead to misunderstandings and can correct them when they occur.	S/he can speak relatively much, with a relatively constant fluency; although s/he still hesitates, looking for structures or expressions, long pauses are rare.	S/he can understand the main ideas expressed in the standard language, so as to intervene, on his/her own initiative, in the discussion or when it is his/her turn, and s/he can conclude a conversation when necessary, although sometimes without enough elegance. S/he can facilitate the continuation of a discussion and can confirm that s/he understands, requesting the participation of others, etc.	S/he can use a limited number of markers to link his/her sentences in a clear and coherent speech, although, in a longer intervention, some interruptions may occur.	S/he has a clear and natural pronunciation.
B1	S/he masters enough language and enough vocabulary to handle the situation, hesitating and paraphrasing in places.	S/he uses with sufficient accuracy a repertoire of common structures and "schemes", common in predictable situations.	S/he can construct his/her discourse so as to be understood, even if the pauses of searching for words and phrases and for correcting them are very obvious, especially in the longer sequences created by him/herself.	S/he can understand general messages and detailed points, provided that the diction is clear and the accent is common. S/he can begin, carry and end a simple "face-to-face" conversation about familiar topics and can repeat some of what has been said, for mutual understanding.	S/he can join a series of short, simple and varied elements in a linear series of intertwined points.	S/he pronounces intelligibly, sometimes with a foreign accent and occasional errors.
A2	S/he uses basic structures consisting of memorized	S/he uses structures correctly, but frequently	S/he can make him/herself understood in a short	S/he understands and can answer simple questions and statements.	S/he can link word groups with simple coordination or	S/he pronounces clearly enough to make him/herself understood, but



	expressions, groups of a few words, and "semi-finished" expressions to communicate limited information.	makes basic mistakes.	intervention, even if the reformulation, pauses and false starts are obvious.	S/he may indicate that s/he is following the discussion, but s/he does not understand enough to be able to carry the conversation personally.	subordination connectors, such as: <i>și, dar, pentru că, dacă</i> etc [and, but, because, if etc.]	with an obvious foreign accent.
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If a candidate's performance cannot be framed, for one or several criteria in the assessment grid, within at least the level of competence A2, s/he shall be awarded a grade of 4 (four) and shall be declared failed for the oral test.