



## **METHODOLOGY**

### **for the academic studies final examination**

#### **Preamble**

The academic studies final examination at Transilvania University of Braşov is conducted according to the Law of National Education no. 1/2011, Law no. 288/2004 on the organization of university studies, with subsequent amendments, Law no. 84/1995 and Law no. 60/2000 on the right of private higher education graduates to take the final exam at accredited state higher education institutions, art.1, art.2 and art.3 of the Government Decision no. 404/2006 on the procedure for the master's degree studies, Order of the Minister of Education and Research no. 6125 of 20.12.2016, with subsequent amendments.

For the academic year 2019-2020, the provisions of Minister's Order no. 4206/6.05.2020 also apply.

#### **Chapter I. General provisions**

**Art. 1** The academic studies final examinations in higher education are:

- a) Bachelor's degree examination for the graduates of the bachelor's study programmes, or diploma examination for the graduates of the study programmes in the field of engineering sciences;
- b) Dissertation examination for the master's study programmes.

**Art. 2** (1) The bachelor's/diploma examination consists of 2 tests, as follows:

*Test 1:* Evaluation of basic and specialized knowledge;

*Test 2:* Presentation and defence of the bachelor's degree graduation project/diploma project.

(2) The dissertation examination consists of a single test, namely the presentation and defence of the dissertation.

**Art. 2'** By derogation from the provisions of art. 2, in the academic year 2019-2020, in compliance with the Minister's Order no. 4206/6.05.2020, and with the framework methodology included in the Order of the Minister of Education and Research no. 6125 of 20.12.2016, with subsequent amendments, the Faculty Councils may decide to reconfigure the academic studies final examination in order to adapt to the online procedure. Thus, they can decide either to modify the form of evaluation previously stipulated for test 1 - evaluation of basic and specialized knowledge - (written/oral practical), or to eliminate test 1, the specialized knowledge being evaluated in test 2, also conducted online, on the University's e-learning platform. The decision will be made under the responsibility of everyone involved for the compliance with the quality of the didactic act and with the norms of academic ethics.



**Art. 3** (1) The faculties will establish and announce on their own website, within the legal timeframe, how the test for the evaluation of basic and specialized knowledge (written, oral, practical test) will be taken, according to its specificity. The tests mentioned at art.2 take place in the presence - in the same place and at the same time - of the examination commission specific to each test and of the examinee.

(1') By way of exception, in the academic year 2019-2020, these tests will be held online, on the University's e-learning platform, thus, the candidate and the members of the commission will be connected simultaneously on the university's e-learning platform. The President of the Academic Studies Final Examination Committee is responsible for the full recording of the evaluation process and for the storage of records at the faculty level.

The Committee will consider obtaining the candidate's prior consent on recording his/her defence; otherwise, the candidate's lack of consent for the recording will entail his/her loss of the right to take the test online.

(2) The presentation and defence of the bachelor's degree graduation project/diploma project and the defence of the dissertation are open for the public.

(2') By way of exception, in the academic year 2019-2020, the presence of UNITBV community's external audience will be ensured, upon request, through the generation of user-visitor accounts by the IT Office.

**Art. 4** In human medical-pharmaceutical higher education, *Test 1* of the bachelor's degree examination consists of a national component and, where applicable, a specific component. The national component is a written work from the topics and bibliography announced by the Organization Committee made up of specialists appointed by the management of accredited universities of medicine and pharmacy.

**Art. 5** Transilvania University of Braşov may organize a bachelor's degree examination/diploma examination, for its own graduates or for the graduates of other state or private higher education institutions, in the following programs:

- (a) study programs for which it is accredited in accordance with the rule of law - hereinafter referred to as accredited programmes;
- (b) study programmes authorized to operate provisionally for which the university has, in the same field of license, accredited study programmes.

**Art. 6** (1) The graduates of the study programmes authorized to operate provisionally for which Transilvania University of Braşov does not have accredited programmes in the same field, will take the academic studies final examination at other organizing universities. A collaboration agreement is concluded between the organizing universities and Transilvania University of Braşov, which specifies the conditions for organizing and conducting the exams, according to this Methodology.

(2) In exceptional, duly justified situations, for its own graduates, Transilvania University of Braşov may organize academic studies final exams for the study programmes authorized to function provisionally, unique in the undergraduate field within Transilvania University of Braşov, with the endorsement of ARACIS, cf. art.7, par.3 in OM 6125/2016.

(3) In special cases, upon request, graduates of an accredited higher education institution may register and take, as appropriate, the bachelor's degree examination/diploma examination at another accredited higher education institution, with the approval of the University Senates of the graduated institution and the organizing institution, after the endorsement of the Executive Boards.

(4) Graduates of higher education programmes or specialisms accredited or authorized to operate provisionally, either existing or liquidated or in liquidation, may take the bachelor's degree





examination/diploma examination. Graduates of other higher education institutions will follow the procedure in par. (3) of this article

**Art. 7** Transilvania University of Braşov may organize the dissertation examination only for its own graduates, upon completion of the master's studies in the current promotion and in the previous promotions.

**Art. 8** UNITBV faculties will inform the candidates about the periods for defence, about the conditions and the periods of registration, about the content, programmes, access to libraries, training courses, etc. through meetings, display, printed brochures/leaflets and web pages.

## **Chapter II. Academic studies final examination procedure for the graduates of Transilvania University of Braşov**

**Art. 9** In every academic year, the studies final examinations can be organized, at the request of the faculties, in three sessions: *summer* (June-July), *autumn* (September) and *winter* (February). The Faculty Councils will approve and communicate to the Vice-Rectorate for Didactic Activities the sessions (minimum two) and the intervals within each session in which they organize academic studies final exams.

**Art. 10** In the human medical-pharmaceutical education, the exams are organized in two sessions, as follows: *autumn* (September) and *winter* (February); and the Faculty Council will approve and communicate to the Vice-Rectorate for Didactic Activity the intervals within each session in which it organizes academic studies final exams.

**Art. 11** (1) The topics and bibliography are established by the Faculty Councils of the organizing university, in compliance with the study programmes and curricula according to which the graduates from the current promotion have studied and are brought to the attention of those interested. The topics and bibliography are published on the website of the higher education institution.

(2) The supervisors of the bachelor's degree graduation projects / diploma projects / dissertations and the number of assigned topics are established by the coordinating departments of the study programmes in the penultimate year of studies, until June 30, and they are communicated to each faculty's dean's office. A scientific supervisor can coordinate maximum 15 students at a time.

(2-1) The scientific supervisors propose the themes of the bachelor's degree graduation projects / diploma projects / dissertations and advise the students in choosing a topic. By mutual agreement, students and scientific leaders may propose a change of topic or a new topic.

(2-2) Students submit to the secretariat of the department an application for the chosen topic, approved by the scientific supervisors, in early October of the last year of study. Students who have not chosen a topic will be assigned to a supervisor ex officio by the coordinator of the study programme, after the approval of the topics, according to paragraph 3 of this article.

(3) The topics of the graduation papers/ bachelor's degree graduation projects / diploma projects and dissertations are established by the coordinating departments, at the supervisors' proposals and are approved by the Faculty Councils by 30 October of the last year of study.

(3-1) The topic of the graduation project / bachelor's degree graduation project / diploma project and dissertation can be changed until the beginning of the last semester of studies, with the scientific supervisor's consent and with the approval of the Faculty Council.





(3-2) The scientific supervisor can be changed in special, duly justified situations, with both scientific supervisors' consent and with the approval of the Head of Department, in compliance with the provisions in par.2 of this article.

(4) The bachelor's degree graduation projects / diploma projects are scientifically supervised, as the case may be, by Professors, Associate Professors, Lecturers or Assistant Professors with the scientific title of Doctor. Any of the teaching staff members of the study programme may be scientific supervisors. The bachelor's degree graduation projects / diploma projects may be also scientifically supervised by associated teaching staff members holding the scientific title of Doctor, with the approval of the Head of Department. For interdisciplinary topics, the scientific supervision can be done in co-tutorship, with the endorsement of the Head of Department.

(5) Dissertations are scientifically supervised by Professors, Associate Professors and Lecturers with the title of Doctor. Any of the teaching staff members of the study programme may be scientific supervisor. In special situations (e.g. interdisciplinary topics, topics proposed by the economic / cultural partners), the scientific supervision can be done in co-tutorship, with the endorsement of the Head of Department.

(6) The University takes measures to ensure the originality of the content of the bachelor's degree graduation projects / diploma projects / dissertations, requiring candidates to fill in and attach to the application file a statutory declaration regarding the authenticity and originality of the content of their work (**Appendix 1**). Scientific supervisors are jointly and severally liable with their authors for the originality of the content.

(7) It is prohibited to market scientific projects, with a view to the buyer's falsifying the authorship of a bachelor's degree graduation project / diploma project or dissertation.

**Art. 12** The Rector may annul, with the approval of the University Senate, an academic studies final examination, a certificate or a study diploma, when proven to have been obtained by fraudulent means or by violating the provisions of the Code of Academic Ethics and Professional Deontology.

**Art. 13** The procedure for academic studies final examination is unitary, both for UNITBV graduates and for the graduates of other higher education institutions, whether accredited or authorized to function provisionally, who take the academic studies final examination at Transilvania University of Braşov (exam tests, topics and bibliography, test assignments, grading, promotion conditions, etc.) and is held on the premises of the organizing institution. By way of exception, for special, duly justified situations, the academic studies final exams may be held on the premises of the institution where the candidates come from, based on a protocol concluded between the two higher education institutions, only with the approval of the Ministry of National Education.

**Art. 13'** By way of exception, in the academic year 2019-2020, the candidates will take the exams online, after the provision of a visitor-type institutional account, following the verification of the candidate's identity based on the documents submitted online.

**Art. 14** (1) The Examination Committees and the Committees for Settlement of Appeals are established according to the study programmes, by Rector's Order, at the proposal of the Faculty Councils and with the approval of the University Senate, so that the full members of an Examination Committee amounting to at least 3, are specialists in the field of the study programme, have at least the teaching degree of Lecturer and the scientific title of Doctor, except for the President, who must be a Professor or Associate Professor. The Committees must include at least 2 alternate members, so that the provisions of the following paragraph are complied with.





- (2) The structure of the committees, as well as the number of their members must not change throughout the academic studies final exams.
- (3) The secretary of the Examination Committee may be Assistant Professor and only has document-management tasks. The secretary of the Committee is directly responsible for the management of the examination documents.
- (4) The structure of the Committees for Bachelor's Degree/Diploma and Dissertation Exams, and of the Committees for Settlement of Appeals is published on the website of the institution.
- (4-) By way of exception, in the academic year 2019-2020, the examination-related documents may be transmitted to the secretary of the committee in electronic format, with the committee members' scanned signatures, and their handwritten signatures will be obtained in the original at the beginning of the academic year 2020-2021.

**Art. 15** The composition of the Academic Studies Final Examination Committees shall consider the following aspects:

- a) For the graduates of the study programmes of the state higher education authorized to operate provisionally, the Academic Studies Final Examination Committee is the same as the Committee examining UNITBV graduates;
- b) Neither the members nor the secretary of the Academic Studies Final Examination Committee may be in a relationship of marriage, affinity and collateral relatives up to and including the third degree with the ones being evaluated, or among themselves; the situations of incompatibility shall be assumed by both graduates and teaching staff members in the committee, non-compliance with this prohibition, subsequently identified, will produce legal effects for both parties. The abstention due to incompatibility of a teaching staff member, respectively the referral of the state of incompatibility by the students shall be notified to the faculty's dean's office at least 48 hours before the date of the test / exam.
- c) The teaching staff members who conducted activities with the graduates of private higher education may not be appointed in the Academic Studies Final Examination Committee before which the respective candidates appear.

**Art. 16** The defence of the bachelor's degree graduation project / diploma project / dissertation by the graduates of state and private education may be attended by the supervisors of the bachelor's degree graduation project / diploma project / dissertation who are not members of the commission.

**Art. 16'** In the exceptional conditions in which the 2019-2020 session will take place online, the supervisors of the projects who are not part of the commission will ask the President to be allowed access to the platform in the support session.

**Art. 17** The Faculty Councils of Transilvania University of Braşov may amend this Methodology depending on the specificity of the field and study programmes, in compliance with the legal provisions in force, only after the University Senate validates the proposed amendments. The specific provisions adopted by the Faculty Councils in addition to this Methodology are notified to those interested by display on the faculty website at least 6 months before the exam.

**Art. 17'** By way of exception from the provisions of Art. 17, in the academic year 2019-2020, changes due to the special conditions for conducting the final exam online will be made public less than 6 months before the examination dates.

**Art. 18** (1) The candidates register in order to take the academic studies final exam, at the faculty to which the study programme belongs.





- (1') By way of exception from the provisions of par. (1), in the academic year 2019-2020, the application form will be sent online, to the official email address of the faculty, from the student's institutional account (v. [Appendix 2bis](#)). If the graduate comes from a previous promotion and no longer has access to the institutional account, s/he will be able to send the application form and the file from another email address, and his/her identity will be verified by the faculty secretariat, by consulting the attached documents and confronting them with the faculty archive.
- (2) The graduates who did not take or who failed the bachelor's degree graduation project / diploma project / dissertation may register in a subsequent session, with a view to taking it.
- (3) Candidates must register at least 10 days before the start of the exam, only at the organizing institution, in strict compliance with the legal provisions.
- (4) The registration for the academic studies final examination is made on the basis of a standard written application form, submitted to the faculty secretariat, by each graduate.
- (5) Upon registration, graduates who repeat the exam and tuition fee-paying graduates must submit receipts of payment of the fee stipulated by the regulations in force. Graduates having benefited from state budget-funded places, during their tuition, for at least half of the normal / legal duration of the studies of the graduated program are exempt from the fee only when participating in the first academic studies final examination session organized after the date of graduation. The academic studies final examination fees for the graduates of other higher education institutions are established on the basis of an estimate by the faculties that organize the examination and are approved by the Executive Board within the Collaboration Agreement on Organizing the Academic Studies Final Examination, respectively punctually, in the case of graduates who register individually to take the academic studies final examination, if there are exceptional situations.
- (6) The documents enlisted in the procedure of the Quality Assurance Office, *the File of registration for the graduation/bachelor's degree/diploma/dissertation examination*, updated ([Appendix 2](#)) are required for registration.
- (6') By way of exception from the provisions of the procedure stipulated in par. (6), in the academic year 2019-2020, the documents enlisted in [Appendix 2bis](#) are valid.
- (7) For UNITBV graduates, the language skills certified by the grades in the Official Academic Record for an international language are recognized by the Department of Theoretical and Applied Linguistics, without the need for a language proficiency certificate attached to the file.
- (8) For UNITBV graduates who take the bachelor's degree/diploma examination at other higher education institutions, as well as for the graduates of other higher education institutions who take the bachelor's degree/diploma examination at Transilvania University of Braşov, the file must contain a language proficiency certificate.
- (9) The chief secretary of the faculty organizing the final examination is directly responsible for the correctness of the registration file. The faculties will display the start date of the academic studies final examination, the deadline for submitting the application and the project at the beginning of the last tuition semester.
- (10) The graduation/bachelor's degree/diploma project or the dissertation, which the project-related sheet including the scientific supervisor's assessments on the project content is appended to, must be submitted at least 5 days before the date on which the academic studies final examination is scheduled.
- (10') By way of exception from the provisions of par. (10), in the academic year 2019-2020, the project will be submitted electronically, in pdf format, by upload on the University's e-learning platform, in a section created especially for the current promotion, and the accompanying project-related sheet shall bear the scientific supervisor's scanned signature and will be also transmitted





electronically. The graduate's consent on the registration of the evaluation (document mentioned in point.5 Appendix 2bis) will be uploaded in the same section.

(11) After completing the registration, the secretariats of the faculties will make the Lists of candidates who have the right to take the final exam. The lists will include the candidates ordered alphabetically, by study programmes, regardless of the state or private higher education institution from which they come, and are approved by the Dean's decision on the admission of candidates to the graduation examination / bachelor's degree examination/ diploma project or dissertation.

(12) The bachelor's degree graduation projects/diploma projects rejected by the scientific supervisor entail the concerned candidates' failure to take the academic studies final examination.

**Art. 19** (1) The basic and specialized knowledge (test 1) in the form of a written test, a practical test or an oral test, according to the options of the faculties.

(1') By way of exception from the provisions of par. (1), in the academic year 2019-2020, the number of tests is up to the Faculty Councils. They may approve either to eliminate the test, or to modify how it is taken, in order to adapt to the online defence and to comply with the quality of the process.

(2) The bachelor's degree graduation project/diploma project (test 2) is defended two working days after passing test 1. The grade for the project is awarded exclusively by the members of the Examination Committee, based on the defence to the plenary commission. The minimum number of grades contributing to the calculation of the average is at least equal to the absolute majority of the members of the committee.

(2') By way of exception from the provisions of par. (2) and (3), in the academic year 2019-2020, the Faculty Councils may decide to eliminate test 1. In this case, the minimum grade for passing the defence of the bachelor's degree graduation project / dissertation is 6 (six). The public defence will take place online, on the University's e-learning platform, with the participation of all members of the appointed committee and the entire session will be recorded and archived at the faculty level.

(3) For each test, the examination ends by awarding integer grades, from 10 to 1. For the bachelor's degree/ diploma examination, the pass grade for each test, as mentioned in art.2 par. 1 of this methodology, is 5.00.

(4) Each member of the Committee proposes a grade from 1 to 10 (integers), and the final grade results from the arithmetic mean of these grades, calculated to two decimal places, without rounding. If there is a difference of more than one point between the grades given by the members of the Committee, the final decision shall be taken through arbitration of the situation by the President of the Committee. The President of the Committee is directly responsible for the correct evaluation of the candidates.

(5) For the written tests, the grade is awarded according to the correction scale approved by the Academic Studies Final Examination Committee and signed by the President of this Committee.

(6) The academic studies final examination is passed if the component test/s are taken and passed, and the pass average grade for the exam, calculated as the arithmetic mean of the grades given by the members of the Committee in the case of the dissertation, with two decimal places, without rounding, is at least 6.00.

(7) The failed bachelor's degree/diploma examination may be repeated in a subsequent session at the same higher education institution, bearing the related expenses, established by the regulations in force. Failure to pass test 1 leads to failure to pass the final exam. Test 1 promoted in the previous sessions with a minimum grade of 6.00 may be recognized, at the candidate's request made during the registration for a subsequent session, with the approval of the Faculty Council.

(8) If the candidate fails the dissertation examination, s/he may register for a second examination session. If not even for the second defence of the dissertation does the graduate student get the





pass average grade, s/he will receive a certificate of graduation from the master's degree study programme and the transcript of records (cf. Government Ordinance 404/2006, art. 33, par. 1,2,3).

(9) The results of each test of the academic studies final examination will be displayed within 24 hours from the date on which it is taken, on the premises of the organizing faculties and on the faculty's web page, in compliance with the regulations on the protection of personal data and with the date and time of posting, signed by the President.

(10) The deliberation of the committees, as regards the results of the bachelor's degree / diploma / dissertation examination is not open for the public.

(11) Any appeals related to the results of a test are filed to the secretariats of the faculties within 24 hours from the communication (posting) of the results, according to paragraph 9 of art.19; Exceptionally, if the posting of results occurs on a non-working day, appeals will be filed on the first working day after the posting of results, within the work schedule. The settlement of appeals is resolved within 24 hours from the expiry of the period for filing appeals by the Appeals Analysis Committee, a committee appointed by Rector's Order, at the proposal of the Faculty Council, under the same conditions as the Competition Committee, within 24 hours from the expiry of the period for filing appeals, but not later than the date and time at which the start of test 2 is scheduled for the respective candidates.

(13) The results of oral, sports or artistic aptitude tests cannot be disputed.

**Art. 20** The Faculties will transmit to the University's Study Document Office the documents recording the results of the academic studies final examination, according to the requirements of the relevant ministry.

### **Chapter III. Academic studies final examination procedure for the study programmes organized according Law 84/1995**

**Art. 21** The academic studies final exams in higher education are:

- a) *Bachelor's degree examination/diploma examination*, for the graduates of long-term academic studies (the *diploma examination* is organized for the study programmes in the field of Engineering Sciences, whereas the *bachelor's degree examination*, for all other study programmes);
- b) *Graduation examination* for the graduates of short-term academic studies;
- c) *Dissertation examination* for the graduates of the master's study programmes.

**Art. 22** The topics and bibliography are established by the Faculty Councils, in compliance with the syllabi and curricula according to which the graduates of the last promotion have studied, and are notified to those interested by display on the faculty's website.

**Art. 23** Candidates must be registered at least 90 days before the start of the exam, in strict compliance with the legal provisions and with this Methodology.

### **Chapter IV. Academic studies final examination procedure for the graduates of other higher education institutions accredited or authorized to operate provisionally**

**Art. 24** (1) Transilvania University of Braşov may organize a bachelor's/diploma examination for the graduates of other higher education institutions accredited or authorized to operate provisionally, for the bachelor's degree programmes that exist in the university structure.

(2) A **Collaboration Agreement** is concluded between Transilvania University of Braşov and the higher education institutions accredited or authorized to operate provisionally, the students of which,





enrolled in study programmes authorized to operate provisionally will take the bachelor's / diploma examination at Transilvania University of Braşov, with the approval of the University Senates, after the endorsement of the Executive Boards. The Agreement stipulates the conditions for the organization and conduct of the academic studies final exams. The Agreement also stipulates the fee charged on the beneficiary institution to cover the costs of organizing the academic studies final exams. The organizing institution shall not charge examination fees on the students.

**Art. 25** Transilvania University of Braşov does not organize selection exams and bachelor's / diploma exams for graduates of higher education institutions and bachelor's degree programmes not authorized to operate provisionally.

## **Chapter V. Issuance of diplomas**

**Art. 26** (1) Higher education graduates who passed the graduation examination are issued the Diploma of Graduation.

(2) Higher education graduates who passed the bachelor's degree examination are issued the Bachelor's Diploma.

(3) Higher education graduates who passed the diploma examination are issued the Engineer Diploma.

(4) Higher education graduates who passed the dissertation examination are issued the Master's Diploma.

**Art. 27** (1) The diplomas are issued by the organizing institution within 12 months from the date of passing the academic studies final examination. Until the issuance of the diploma, graduates who passed the academic studies final examination receive, upon request, certificates of graduation.

(2) The certificate of graduation confers on the graduate the same legal rights as the diploma and must contain the signatures and information provided in the diploma, as well as information on the form of education in which the tuition was organized, the period of study, the passing average grades of the study years. In case of loss or destruction, the issuance of a new certificate follows the procedures for issuing duplicate diplomas.

(3) Graduates who did not pass the academic studies final examination are issued the Certificate of Academic Studies, upon request, by the higher education institution they graduated from. This certificate contains information on the form of education in which the tuition was organized, the period of study and the passing average grades of the study years.

(4) The Diploma is accompanied by the Diploma Supplement, which replaces the Transcript of Records. The faculties are obliged to issue Certificates of Graduation from Academic Studies to the passed graduates. These certificates are only valid until the issuance of Diplomas and Diploma Supplements. The certificates have the value of a study document and enjoy the status thereof. They will have registration number and will be issued only upon signature.

## **Chapter VI. Final provisions**

**Art.28** (1) 10 ECTS credits are awarded for passing the bachelor's degree / diploma examination.

(2) 10 ECTS credits are awarded for passing the master's degree examination.

**Art. 29** The provisions of this Methodology shall apply from the academic year 2018-2019 and are also applicable to graduates who did not take or did not pass the academic studies final examination by the entry into force of this Methodology.



**Art. 30** The Management of Transilvania University of Braşov and the Examination Committees bear full responsibility for the organization and conduct of the academic studies final exams.

The amendments to this Methodology were discussed and approved in the meeting of the Senate of the Transilvania University of Braşov of 14.02.2019; transitional articles, valid in the academic year 2019-2020 were added in the meeting of 13.05.2020, based on the Order of the Minister of Education and Research 4206/6.05.2020.

Prof. Dr. Eng. Mircea Țierean  
President of Transilvania University Senate of Braşov,







STATEMENT OF ORIGINALITY OF THE GRADUATION PROJECT/ BACHELOR'S DEGREE PROJECT/  
DIPLOMA PROJECT/ DISSERTATION

TRANSILVANIA UNIVERSITY OF BRAȘOV

FACULTY .....

STUDY PROGRAMME .....

SURNAME AND FORENAME .....

PROMOTION .....

SESSION OF GRADUATION/ BACHELOR'S / DIPLOMA / DISSERTATION .....

NAME OF PROJECT / DISSERTATION .....

.....

.....

SCIENTIFIC SUPERVISOR .....

I declare on my own responsibility that this project is the result of my own work, based on my own research and on information obtained from sources that have been cited and indicated according to ethical norms, in the text of the project, in notes and in the bibliography. I declare that the work of others has not been used tacitly or illegally, and that no part of the thesis / project infringes the intellectual property rights of another natural or legal person.

I declare that the project has not been submitted in this form to any higher education institution in order to obtain a scientific or didactic degree or title.

In case of subsequent finding of false statements, I will bear the rigors of the law.

Date:

Graduate (surname, forename) .....

*signature*





FILE  
of registration for the graduation/ bachelor's/ diploma/ dissertation examination  
Session .....

In order to register for the graduation/ bachelor's/ diploma/ dissertation examination, UNITBV graduates must submit the following documents to the faculty secretariat:

1. Statutory declaration on the processing of personal data within the procedure for the bachelor's / diploma / dissertation examination.
2. Birth certificate, in legalized copy or in plain copy that has been certified "According to the original" by the authorized person from the secretariat of the faculty, upon presenting the original document;
3. Marriage certificate (if applicable), in legalized copy or in plain copy which has been certified "According to the original" by the authorized person from the faculty secretariat, upon presenting the original document;
4. Rector's order to change the graduate's name (if applicable);
5. Baccalaureate diploma or the equivalent thereof, in legalized copy or in plain copy, certified "According to the original" by the authorized person from the faculty secretariat, upon presenting the original document – **for the bachelor's degree /diploma examination**;
6. Bachelor's diploma or engineer diploma and the appendix to the diploma, in legalized copy or in plain copy, certified "According to the original" by the authorized person from the faculty secretariat, upon presenting the original document – **for the dissertation examination**;
7. Certificate of language proficiency (only for the bachelor's degree or diploma examination), issued by the organizing institution or another specialized national or international institution, recognized by the organizing institution.

For UNITBV graduates, the language skills certified by the grades in the Official Academic Record for an international language are recognized by the *Department of Theoretical and Applied Linguistics*, without the need for a language proficiency certificate attached to the file.

For UNITBV graduates who take the bachelor's/diploma exams at other higher education institutions, as well as for the graduates of other higher education institutions who take the bachelor's/diploma exams at UNITBV, the file must contain the certificate of language proficiency.

8. 2 colour photos, recent, size 3/4 cm, on photographic paper;
9. Identity card or passport (as the case may be), in copy;
10. Standard application form;
11. Receipt of payment of the examination fee (if applicable);
12. Copy of the Letter / Order of the relevant Ministry of acceptance for studies or of the Equivalence Certificate (if applicable);
13. Statutory declaration regarding the originality of the graduation/bachelor's/diploma project;

Graduates from other higher education institutions will submit the documents enlisted at points 1-13, but also:

14. The diploma supplement, issued by the state or private higher education institution, showing, for each semester and year of study, the promoted disciplines, the number of hours planned for each course, applications, practical works – separately, form of verification (examination, on-term test, project, verification), credits and grades obtained, and a copy of the diploma supplement, legalized by the issuing faculty;





15. Certificate issued by the state or private higher education institution s/he graduated from, showing the quality of graduate, drawn up in accordance with OMEN no. 657/2014.

The documents will be submitted to the secretariat in a file, on which the following information needs to be stated:

- graduate's surname and forename;
- study programme
- faculty
- session
- class.

The Chief Secretary of the organizing faculty is directly responsible for the correctness of the registration file.



**FILE**  
**of registration for the graduation/ bachelor's/ diploma/ dissertation examination**  
**Session July/September 2020**

In order to register for the graduation/ bachelor's/ diploma/ dissertation examination, UNITBV graduates must transmit electronically the following documents to the faculty secretariat (to the official email address):

1. Statutory declaration on the processing of personal data within the procedure for the bachelor's degree / diploma / dissertation examination, signed and scanned.
2. Standard application form (signed and scanned);
3. Proof of payment of the examination fee (if applicable);
4. Statutory declaration on the originality of the graduation/ bachelor's degree/ diploma project (scanned, with the candidate's signature);
5. The candidate's consent to the registration of the online assessment (signed and scanned)

The secretariats of the faculties take the other necessary documents from the student's personal file:

6. Birth certificate in copy according to the original;
7. Marriage certificate (if applicable), in copy according to the original;
8. Rector's order to change the graduate's name (if applicable) (scanned copy);
9. Baccalaureate diploma or the equivalent thereof, in copy according to the original – for the bachelor's / diploma examination
10. Bachelor's diploma or engineer diploma and the appendix to the diploma, in copy according to the original – for the dissertation examination;
11. Identity card or passport (as the case may be), in copy.

If one or more of these documents are missing from the candidate's file at the faculty secretariat, or are overdue, the graduate is required to complete the file with the concerned documents, by email, in scanned copy, with the graduate's signature certifying compliance with the original.

The documents will be sent to the secretariat from the institutional email address, in a message that will be named as follows: Graduate's surname and forename\_logo of the study programme\_logo of the faculty\_class (year). All documents will be scanned so that they are legible.

The photos will be submitted to the Office of Study Documents at the time of picking up the diploma.

Graduates from other higher education institutions will send all the documents provided in Appendix 2 exclusively by mail or courier.