

**CODE OF STUDENT RIGHTS AND OBLIGATIONS AND  
REGULATIONS REGARDING PROFESSIONAL ACTIVITY OF  
STUDENTS FROM UNIVERSITY CYCLES BACHELOR'S DEGREE  
AND MASTER'S DEGREE FROM WEST UNIVERSITY OF  
TIMIȘOARA**

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## Legal framework

1. National Education Law no. 1/2011, with subsequent amendments and completions;
2. Law no. 288 of June 24<sup>th</sup> of 2004 on the organization of university studies, with subsequent amendments and completions;
3. Decision of the Government of Romania no. 404 of March 29<sup>th</sup> of 2006 on the organization and conduct of master's degree studies;
4. Decision of the Government of Romania no. 844 of August 13<sup>th</sup> of 2008 on establishing the amount of scholarships for pupils, students, master students, doctoral students, doctors in specialization and trainees in specialization / postgraduate training in the Republic of Moldova, Ukraine, for those of Romanian ethnic origin outside the country, for Romanian citizens residing abroad, as well as for foreign citizens, scholarship holders of the Romanian state, who study in state institutions and educational units in Romania;
5. Decision of the Government of Romania no. 918/2013 on the approval of the National Qualifications Framework, with subsequent amendments and completions;
6. Decision of the Romanian Government no. 607 of July 23<sup>rd</sup> of 2014 on the approval of the content and format of study documents to be issued to graduates of the first cycle – bachelor's degree studies;
7. Decision of the Romanian Government no. 728 of October 5<sup>th</sup> of 2016 on the approval of the content and format of study documents that will be issued to graduates of the second cycle - master's degree studies and graduates of the first and second cycle of university studies offered jointly;
8. **Code of student rights and obligations**, approved by Order of the Minister of Education, Research, Youth and Sports no. 3666 of March 30<sup>th</sup> of 2012;
9. Order of the Minister of Education, Research, Youth and Sports no. 3223 of February 8, 2012 for the approval of the Methodology for the recognition of periods of studies carried out abroad;
10. Order of the Minister of National Education no. 6102 of December 15<sup>th</sup> of 2016 for the approval of the *Framework Methodology regarding the organization of admission in the cycles of bachelor's, master's and doctoral studies*, with subsequent amendments and completions;
11. Order of the Minister of National Education and Scientific Research no. 6125 of December 20<sup>th</sup> of 2016 on the approval of the *Framework Methodology for organizing and conducting bachelor's exams/diploma exams and dissertation*, with subsequent amendments and completions;
12. Order of the Minister of National Education and Scientific Research no. 6156 of December 22<sup>nd</sup> of 2016 on the organization and conduct of the preparatory year of the Romanian language for foreign citizens, with subsequent amendments and completions;
13. Order of the Minister of National Education no. 3850 of May 2<sup>nd</sup> of 2017 for the approval of the *Framework Methodology for organizing psycho-pedagogical training programs through the specialized departments within the accredited higher education institutions in order to certify the competences for the teaching profession*, with subsequent amendments and completions;

14. Order of the Minister of National Education no. 3392 of February 27<sup>th</sup> of 2017 on establishing the General Criteria for awarding scholarships and other forms of material support for students and trainees in state higher education, full-time education, with subsequent amendments and completions;
15. Order of the Minister of National Education no. 3236 of February 10<sup>th</sup> of 2017 on the approval of the *Methodology for receiving studies and schooling of foreign citizens in places without payment of tuition fees and scholarship and in places without payment of tuition fees, but without scholarship, in accredited state higher education institutions* ;
16. Order of the Minister of National Education no. 3473 of March 17<sup>th</sup> of 2017 on the approval of the *Methodology for receiving studies and schooling of foreign citizens starting with the school / university year 2017-2018*, with subsequent amendments and completions;
17. Order of the Minister of National Education, of the Minister of Foreign Affairs and of the Minister for Romanians Everywhere no. 3900/A10/2046/C/129/2017 on the approval of the Methodology for educating Romanians everywhere in the state pre-university education in Romania, on study places without the payment of tuition fees, but with scholarship, respectively without the payment of tuition fees, but without scholarship starting with the school year 2017-2018 and of the *Methodology for schooling Romanians everywhere in the state higher education in Romania, on study places without paying tuition fees, but with scholarship, respectively without paying tuition fees, but without scholarship starting with the academic year 2017-2018* ;
18. Order of the Minister of National Education no. 4294 of June 29<sup>th</sup> of 2017 on the approval of the schooling procedure for Romanians everywhere in pre-university and state and private accredited higher education in Romania, on study places with fee in lei, starting with the school / university year 2017-2018;
19. Order of the Minister of National Education no. 4107 of July 6<sup>th</sup> of 2018 regarding the exemption from the payment of registration fees, file processing, registration, for testing the Romanian language skills, for taking the doctoral admission contest and for the specific aptitude tests of the candidates for the scholarships offered by the Romanian state;
20. Order of the Interim Minister of National Education no. 5140 of September 11<sup>th</sup> of 2019 for the approval of the *Methodology regarding the academic mobility of students*;
21. Order of the Interim Minister of National Education no. 5146 of September 12<sup>th</sup> of 2019 on the approval of the general application of the European Transferable Credit System (approval of the User's Guide to the European Credit Transfer and Accumulation System ECTS/SECT);
22. Order of the Minister of Education and Research no. 4156 of April 27<sup>th</sup> of 2020 for the approval of the *Framework Regulation on the regime of study documents and university documents in the higher education system*;
23. Charter of the West University of Timișoara;
24. other normative acts with incidence in the regulated field of activity.

# Part I - Code of the rights and obligations of the student from the bachelor's and master's degree cycles of WUT

## Chapter I - Student rights

### Article 1.

(1) The student benefits from the following rights, based on the principles enunciated by the National Education Law no. 1/2011, with subsequent amendments and completions:

- a) the right to quality education;
- b) the right of access to internal and external mobility programs, with the recognition, according to the law, of the credits obtained in this way;
- c) the right to transfer from one university to another, according to the provisions of the legislation in force (Order of the Interim Minister of National Education no. 5140 of September 11<sup>th</sup> of 2019 for the approval of the *Methodology on academic mobility of students*) and university charters;
- d) the right to the protection of personal data.
- e) the right to free course support, in physical or electronic format and access to all teaching materials available, free of charge, in WUT libraries or online, on UVT e-learning platforms. The course's digital support for all disciplines in the curricula of the bachelor's and master's degree programs at UVT will be published on the e-learning platform chosen by the tenured teacher to be used in the teaching activities, with access to all students pursuing that discipline. The teaching materials related to a didactic activity module (which can be made up of a variety of resources, such as pre-recorded video lectures, digital lecture notes, digitally accessible bibliography, specific databases, internet-based documentation facilities, simulations, open educational resources (OER), etc.) and the topics addressed will be published on the e-learning platform, usually at least one week in advance of the planned date for the activity in accordance with the schedule established at the beginning of the semester, but not less than 3 days in advance, thus students can consult them and request additional information. The subject sheet will also explicitly mention the way / platform through which the course support can be consulted in electronic format and how other learning / bibliographic resources can be accessed in digital format.
- f) the right to refuse the purchase of the course support;
- g) the right to be informed, in the first two weeks from the beginning of the semester, about the discipline sheet, the structure and objectives of the course, the expected learning outcomes, as well as about the evaluation and examination modalities. Any subsequent modification of the assessment and examination arrangements may be made only with the consent of the simple majority of students enrolled in the course;
- h) the right to benefit free of charge, at least two weeks before the beginning of each academic year, from a "*Student Guide*" (available on WUT website in Romanian and in at least one international language), with information on: rights and obligations of the student, the subjects

from the curriculum and their synthetic presentation, the services provided by UVT, the evaluation procedures, the amount of fees, the structure of the academic year, the enrollment/re-enrollment procedures, the material basis of the university and faculty, short presentation the institutional structure of the university and the facilities offered on campus, information about legally established student associations, ways to access scholarships and other means of funding, mobility, as well as other facilities and grants awarded;

i) the right to benefit from a tutor of year/study program/group, depending on the size of these structures, among the teachers from the faculty within which they carry out their activity;

j) the right to benefit from an institutional e-mail address and access to the electronic platforms of general interest of the institution;k) the right to participate in the evaluation of courses, seminars, practical works, teacher performance and other educational and/or organizational aspects related to the study program followed, according to the legal provisions in force. The results of the evaluations are public information and are used in assessing the quality of courses, seminars, internships, study programs and in evaluating the performance of teachers. The teacher performance evaluation grid will be reviewed annually by the Quality Management Department of WUT in consultation with the Academic Development Center of WUT, together with student representatives;

l) the right of access to regulations, resolutions, decisions, reports and other documents of the WUT, under the conditions of the legislation in force;

m) copyright and intellectual property for the results obtained through the activities of research-development, artistic creation and innovation, according to the legislation in force, of the WUT Charter, possible contracts between the parties and other own regulations of the WUT;

n) the right to benefit free of charge from academic, professional, vocational, psychological and social information and counseling services, related to the educational activity, provided by WUT, according to the University Charter and the legislation in force;

o) the right to practice, in accordance with the objectives and the curriculum of the university study program, as well as the right to use the material base of WUT, transport and meal provided under the law. The way of identifying, organizing and evaluating the specialized practice is a mandatory criterion for evaluating the quality of study programs;

p) the right to recognition practice made individually after evaluating the achievement of the objectives of practice in accordance with the curriculum of the program studies;

q) the right to interrupt and resume studies in accordance with this internal normative act and the legislation in force;

r) the right to study in the mother tongue or in a language of international circulation, if there is this possibility in the educational offer of WUT, within the limits of the places assigned for this type of study program;

s) the right to refuse to participate in the educational process for more than 8 hours a day, representing courses, laboratories and seminars, except in cases of practical training;

- t) the right to an objective and non-discriminatory evaluation of the learning outcomes acquired after completing a discipline, in compliance with the discipline file;
- u) the right to know the scale according to which it was evaluated;
- v) the right to be examined in an alternative method when suffering from a temporary or permanent disability, medically certified, which makes it impossible to present the knowledge/skills acquired in the manner predetermined by the discipline holder through the discipline sheet, so that the indicated alternative method does not limit reaching the standards of the examination;
- w) the right to challenge the marks obtained in the written examinations, according to the internal rules of WUT (see Article 28 from Part II of this document);
- x) the right of the students from the Faculty of Arts and Design to borrow the creative bachelor's or dissertation works, in the temporary custody of the faculty, in order to expose them, with the consent of the Faculty Council and according to the provisions of the Annex to the study contract for students of the Faculty of Arts and Design from WUT;
- y) the right to benefit from a student-centered educational process for personal development, integration into society and the development of employment capacity, job retention and mobility on the labor market;
- z) the right to benefit from flexible learning pathways, according to the legislation in force. In this sense, within the study program, a minimum number of optional and/or optional subjects from all the subjects offered by the university will be ensured, in accordance with the regulations of the competent authorities and the internal regulations of the WUT;
- aa) the right to choose at least 3 complementary disciplines that aim the formation of transversal competences, other than those aimed at the formation of explicit professional competences, during the undergraduate studies. Students can express their options on the platform available on the website [www.dct.uvt.ro](http://www.dct.uvt.ro), in the section dedicated to the choice of subjects, before the beginning of the academic year;
- bb) in the case where the chosen study program no longer meets the required number of students to be held, the student has the right to complete their chosen program of study including another university;
- cc) the right to follow simultaneously two study programs to which he was admitted through the specific admission procedure;
- dd) the right to follow each year of studies related to a cycle of university studies on a place financed from the state budget only once, under the conditions of obtaining such a place through the admission process or through the reclassification process, regardless of the institution/institutions of higher education accredited in Romania in which studies were conducted<sup>1</sup>

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<sup>1</sup> only one 1<sup>st</sup> year of the bachelor's course funded from the state budget, one 2<sup>nd</sup> year of the bachelor's course funded from the state budget, one 3<sup>rd</sup> year of the bachelor's course funded by the state budget, one 4<sup>th</sup> year of the bachelor's degree course funded by the state budget, one 1<sup>st</sup> year of the master's degree course funded by the state



- ee) the right to have returned, upon request, a copy registered by the university of the bachelor's degree thesis/master's degree thesis, in electronical format, and to be informed about his/her scoring.
- ff) the right to use free of charge laboratories, lecture and seminar rooms, libraries and reading rooms, as well as all means provided by WUT for professional training and cultural-sports activities, with the prior approval of the dean or the university management;
- gg) the right to benefit from scholarships and other forms of material support, in accordance with the legal norms and regulations established by WUT and the legislation in force;
- hh) the right to benefit from an accommodation place in WUT dormitories, under the conditions provided by the regulations in force, within the available places;
- ii) the right to participate in all forms of didactic activity provided in the curriculum;
- jj) the right to benefit from the credits accumulated in higher education institutions from the country or abroad, from their recognition and transfer under the conditions of the law and internal regulations of WUT;
- kk) the right to be issued the diploma/certificate of studies and the diploma supplement, in accordance with the law and the internal regulations of WUT;
- ll) the right to participate in the research carried out within the faculty/department, as well as to participate in the selection competitions as a member in various institutional projects, in accordance with the research requirements and the conditions within the project;
- mm) the right to receive, upon request, school documents within maximum 3 working days from the submission of the application in electronic/physical format;
- nn) the right to benefit from consultations from teachers on the topics addressed in the teaching activities or mentioned in the subject sheets. Each faculty will publish on its own website the consultation schedule of teachers for each semester, along with the process way of students' appointments for consultation and the regime of the consultations (online or face to face). Each teacher will have at least 2 hours / week for consultations;
- oo) the right to permanently notify the UVT management, through an electronic form published on the UVT website, of problems in the development of the educational process, with the guarantee of the confidentiality of the notification. The vice-rector responsible for the academic strategy and the relationship with the students will analyze the received notifications and will send them to the deans of the faculties / directors of departments for solution.

**(2)** The students are represented in the consultative, decisional and executive structures within WUT, according to the provisions of the National Education Law no. 1/2011, with subsequent amendments and completions, to the WUT Charter and the *Regulations for the election of representative students*.

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budget, one 2<sup>nd</sup> year of the master's degree course on the spot financed from the state budget, regardless of the state accredited higher education institution/institutions in Romania where he studied.



**(3)** Students shall participate in the decision-making process of the WUT under the following rights:

- a)** the right to vote and to be elected to leadership structures of the university, according to the Law of National Education no. 1/2011, with subsequent amendments and completions, to the WUT Charter and the *Regulations for the election of representative students*;
- b)** the right to be represented in the Academic Senate and the WUT Faculties Councils at a rate of at least 25%, according to the Law of National Education no. 1/2011, with subsequent amendments and completions, to the WUT Charter and the *Regulations for the election of representative students* ;
- c)** the right to be represented in the WUT structures that manage social services, including the commissions for allocation of accommodation places, the allocation of scholarships from the state budget, the allocation of thematic camps, in the quality management commissions and in the commissions of professional ethics and deontology, according to the WUT Charter and regulations;
- d)** the right to participate in proceedings concerning the manner of appointment of the rector by representatives and the designation process, irrespective of the method of appointment under the provisions of Articles 209 and 210 of the Law on National Education. 1/2011, with subsequent amendments and completions;
- e)** the right to be informed and consulted by the students' representatives in connection with the decisions voted in the management structures of which they are part.

**(4)** Higher education institutions may not condition the status of representative student according to academic performance, attendance at courses, seminars and laboratories or membership in a particular program or cycle of studies. Teaching and research staff, teaching and research staff and administrative staff may not be involved in the procedures for electing representative students, regardless of the level of representation. The interventions are sanctioned according to the provisions of art. 312 of the National Education Law no. 1/2011, with subsequent amendments and completions.

**(5)** A student may not have the quality of student representative in decision-making structures (council, senate and board of directors) of the university for more than 4 years, regardless of the period in which the mandates were held and their interruptions.

**(6)** Student representatives in Council faculties in the University Senate are elected by direct vote, secret and universal to all students of the faculty or the university. Legally established student organizations at the faculty/university level may delegate legal representatives to these structures. The number of representatives delegated by student organizations in these structures is established based on university autonomy, according to the WUT Charter and the *Regulations for the election of student representatives*.

**(7)** The process of appointing member students in any other consultative, deliberative and executive structures than those provided by the National Education Law no. 1/2011, with subsequent amendments and completions, is made on the basis of university autonomy and is

established by students, according to the UVT Charter and the *Regulations for the election of representative students* .

## **Article 2.**

**(1)** Students shall receive free of charge for:

**a)** bachelor's, master's and doctoral studies, within the limits of the places financed from the available state budget and according to the regulations of the National Education Law no. 1/2011, as amended and supplemented, if Romanian citizens, citizens of the Member States of the European Union Member of the European Economic Area and Switzerland, according to the provisions of Article 142, paragraph (4) of the Law on National Education. 1/2011, as amended and supplemented, Romanian citizens everywhere, according to the provisions of Article 224 of the National Education Law. 1/2011, as amended and supplemented, and in the cases provided for in Article 205, paragraphs (5) and (6) of the Law on National Education. 1/2011, with subsequent amendments and completions;

**b)** local public transportation, surface and underground (50% according to the provisions of Article 205, paragraph (2) of the National Education Law no. 1/2011, as amended and supplemented, and 50% guaranteed by the Municipality of Timisoara through the *Protocol for granting facilities for public transport to certain categories of citizens of the Municipality of Timișoara* and the contract concluded between the Timișoara Public Transport Company and UVT during the calendar year);

**c)** the issuance of diplomas and the certifying student status (including school situation/transcript, diploma certifying bachelor's, master's and doctoral course graduation, diploma supplements, certificates, student cards, including those for access to WUT libraries, in an original copy, in accordance with WUT laws and internal regulations;

**d)** internal railway transport, for all categories of trains, 2nd class, throughout the calendar year, according to the provisions of the National Education Law no. 1/2011, with subsequent amendments and completions, and of the Romanian Government Decision no. 42/2017 of January 31<sup>st</sup> of 2017 for the approval of the *Methodological Norms regarding the granting of internal railway and metro transport facilities for pupils and students*, with subsequent amendments and completions;

**e)** access to museums, concerts, theater, opera, film, other cultural and sports events organized in Romania, Romanian citizens for students everywhere, according to Article 205, paragraph (4) of the National Education Law no. 1/2011, with subsequent amendments and completions.

**(2)** Students benefit from 75% rate reductions for access to museums, concerts, theater, opera, film, other cultural and sports events organized by public institutions, according to the provisions of Article 205 , paragraph (3) of National Education Law no. 1/2011, with subsequent amendments and completions;

**(3)** Students are encouraged to participate in volunteer activities, which can receive several credits transferable in accordance with the provisions of Article 203, paragraph (9) of the National

Education Law. 1/2011, with subsequent amendments and completions, to the WUT Charter and the *Regulation on granting credits for volunteering in UVT*.

**Article 3.** Students benefit from the following social rights:

- a)** free medical care (consultations, free medication within the available funds) according to Article 205, paragraph (1) of the National Education Law. 1/2011, with subsequent amendments and completions;
- b)** accommodation, unless they study in their place of residence or in peri-urban localities (e.g. Dumbrăvița, Ghiroda, Moșnița Nouă, Giroc, Șag, Sânmihaiu Român, Săcălaz, Dudeștii Noi, Sînandrei, Remetea Mare, Bucovăț and Giarmata, as well as any other such localities falling into this category) for which public transport is available to Timișoara, in accordance with the law, within the available places and according to the regulations and methodologies of the WUT;
- c)** grants for accommodation, according to the provisions of Article 205, paragraph (15) of the National Education Law. 1/2011, with subsequent amendments and completions;
- d)** access to university premises to organize projects for students or to carry out internal activities, outside classes and other pre-established activities, in accordance with the provisions of the University Charter and WUT procedures, with the prior approval of the dean or university management;
- e)** the right to notify abuses and irregularities and to request the verification and evaluation of these notifications by specialized bodies provided by the legislation in force, as well as the right to the protection of those who notify, according to *Law no. 571/2004 on the protection of personnel from public authorities, public institutions and other units that report violations of the law*;
- f)** the right to have registered all written applications signed or sent to the official e-mail addresses of the university and to receive a written response, respectively by electronic means to these requests, under the conditions established by law and university regulations;
- g)** the right to a registration deadline of at least five working days from the posting of the announcement for the competitions organized at the university, including those for scholarships, camps, accommodation and mobility, except for other deadlines provided.

**Article 4.**

**(1)** Students have the right to know the mechanisms, regulations and procedures by which the study fees are established, as well as other fees charged by the university, in accordance with the WUT Charter.

**(2)** Students have the right to be informed about the number, type and amount of each fee charged by the WUT.

**Article 5.**

**(1)** Students may benefit from the following types of scholarships:

- a) scholarships for stimulating performance, which are distributed according to the internal regulations of the universities, and which can be divided into scholarships for performance, merit and excellence;
- b) social scholarships, for the financial support of low-income students, whose minimum amount is proposed annually by the National Council for the Financing of Higher Education (CNFIS), referring to the real costs for meals and accommodation. Social scholarships can be combined with other types of scholarships;
- c) scholarships from budgetary allocations or extra-budgetary own revenues of WUT, as well as other types of special scholarships, according to the criteria established by the legislation in force;
- d) stock-based contracts with operators or other persons or legal entities of the kind referred to in Article 205, paragraph (10) of the National Education Law. 1/2011, with subsequent amendments and completions.

(2) Students may receive loans through Agency Loans and Scholarships for Students in accordance with the provisions of Article 204 of the National Education Law. 1/2011, with subsequent amendments and completions.

(3) The number of semesters the student can benefit from scholarship is limited to a course of university (6 or 8 semesters for academic bachelor's studies or 2 or 4 semesters for academic master's studies), regardless the institution where he worked (under Article 199, paragraph (3) of the National Education Law no. 1/2011, as amended and supplemented).

#### **Article 6.**

(1) Students coming from disadvantaged backgrounds or those who have outstanding results in their vocational, cultural or sporting education and training may benefit from places in thematic camps within the budget allocated for this purpose.

(2) Within these camps, professional training sessions can be organized in a non-formal context for which students can receive several ECVET/ECTS credits, according to the University Charter.

(3) The thematic camps may be organized by the relevant ministry or other competent organizations, during the holidays, in consultation with the legally constituted national student federations.

**Article 7.** The rights of students with physical disabilities in academic activities and social and cultural rights are provided for in Article 118, paragraph (3) of the Law on National Education. 1/2011, with subsequent amendments and completions and are provided and complied with by WUT. Thus, students with physical disabilities have the right to have access routes adapted to them in all university spaces, as well as conditions for the normal development of academic, social and cultural activities within the WUT.

**Article 8.** Candidates from disadvantaged social-economic background, including graduates of high schools in rural areas or in cities with less than 10,000 inhabitants can benefit from several funded places guaranteed in law. For this category of students, ensuring free educational and professional guidance and counseling services, tutoring services, as well as following educational pathways in order to ensure their academic, social and cultural integration in the community is, together with their quality, a criterion for university quality assessment.

**Article 9.**

**(1)** Students are partners of higher education institutions and members of the academic community, with rights and obligations under the principles set out in Article 118 of the National Education Law no. 1/2011, with subsequent amendments and completions.

**(2)** The activity of students in the academic community is governed by the principles set out in Article 202, paragraph (1) of the National Education Law. 1/2011, with subsequent amendments and completions is as follows:

- a) the principle of non-discrimination - based on which all students benefit from equal treatment from the higher education institution; any direct or indirect discrimination against the student is prohibited;
- b) the principle of the right to free assistance and complementary services in state higher education - expressed by advising and informing the student by teachers, outside of classes, seminars or laboratories; counseling for career guidance purposes; psychological counseling; access to the main specialized books and scientific publications; access to data on personal school situation;
- c) the principle of participation in the decision - based on which the decisions within the higher education institutions are taken with the participation of the students' representatives;
- d) the principle of freedom of expression - based on which students have the right to freely express their academic opinions, within the educational institution where they study;
- e) the principle of transparency and access to information - based on which students have the right to free and unrestricted access to information regarding their own educational path and the life of the academic community of which they are part in accordance with the law.

**Article 10.** The state guarantees for all students in the national education system a fair educational process regarding admission, completion and graduation.

**Article 11.**

**(1)** According to WUT Charter, the Students' Organization of the West University of Timișoara (OSUT) is recognized as a representative student organization at WUT level.

**(2)** The Students' Organization of the West University of Timișoara (OSUT) elaborates annually a report on the observance of the provisions of the present code at WUT. The report is

made public before the start of each academic year on the university website. In case of finding deficiencies, the university has the obligation to make public the ways to solve them.

**(3)** Annually, in March-April, WUT, under the coordination of the Department for Quality Management, will conduct a study to measure student satisfaction with educational and support services provided by the institution, following which it will make recommendations for improving conducted activities.

**Article 12.**

**(1)** Students can join the structures or student organizations according to Article 203, paragraph (1) of the Law on National Education. 1/2011, with subsequent amendments and completions.

**(2)** Legally established student organizations have the right of access to university premises to organize projects for students or to carry out internal activities, outside of classes and other pre-established activities, based on a contract signed between WUT and the respective organization, in the limit of available spaces.

**(3)** WUT, at all its levels, cooperates and consults with the representative students and the legally constituted student organizations that aim at the representation of the students, these in turn consulting with the students they represent, for aspects regarding the development of higher education.

## **Chapter II - Obligations of the student**

**Article 13.** Students have the following obligations:

- a)** to perform all the tasks assigned to them according to the curriculum and subject sheets;
- b)** to sign the study contract/additional documents within the terms provided by the internal regulations of the UVT;
- c)** to comply with the Charter, regulations and decisions of the WUT;
- d)** to participate in the meetings of the management structures within WUT as elected representatives of the students;
- e)** to comply with the quality standards imposed by WUT;
- f)** to respect the copyrights of other persons and to recognize the authorship of the information presented in the elaborated works;
- g)** to comply with the provisions of the *Code of Ethics and University Professional Ethics* of WUT;
- h)** to elaborate and support original evaluation papers and original graduation papers;
- i)** to notify to the competent authorities any irregularities in the educational process and in the activities related to it;
- j)** to participate in academic activities without being under the influence of alcoholic beverages or other prohibited substances;
- k)** not to use language and behavior inappropriate to the university environment;
- l)** to use properly, according to the established destination, all the facilities and subsidies received;
- m)** to respect the peace and order in the university space;
- n)** to keep the cleanliness, integrity and good functioning of the material base made available to them by WUT in the spaces of education, research, accommodation, catering, etc.;
- o)** to bear the payment of any damages caused to the material base made available to them by the WUT;
- p)** to inform the competent authorities of the existence of any situation that could influence the proper conduct of individual and general study activities;
- q)** to pay fees established under Article 222, paragraph (2) of the National Education Law no. 1/2011, with subsequent amendments and completions, in the amount, conditions and terms established by the study contract, WUT regulations, the decisions of WUT Senate or the legislation in force;
- r)** to respect the authority of the teaching, research and administrative staff, as well as the authority of the management bodies of the faculties and the university;
- s)** to respect the distribution on study formations; In exceptional cases, students may request in writing to the management of the faculty where they are studying the distribution in another subgroup/group/series, for well-founded reasons, a request that will be analyzed according to the concrete factual circumstances.



- t)** to respect the schedule of didactic activities established at the level of each study program;
- u)** to present the digital student card, accompanied by the identity card, at the beginning of each evaluation activity;
- v)** to consult the means of information provided by WUT (WUT website, websites of faculties and departments), in order to know the regulations, procedures, methodologies that regulate their activity;
- w)** to consult its financial status and school situation on the StudentWeb platform of WUT;
- x)** to use the institutional e-mail address @ e-uvt.ro for the communication specific to the educational process;
- y)** to complete the bachelor's study program, students from the bachelor's studies programs are obliged to take part and to promote at least three complementary disciplines forming transversal skills-cycle studies, which will choose individually before the beginning of the academic year, taking into account the offer of the disciplines proposed annually by WUT and published on the website [www.dct.uvt.ro](http://www.dct.uvt.ro);
- z)** to complete the bachelor's studies, students from bachelor's programs have the obligation to complete and promote the discipline "Physical Education" for 4 semesters;
- aa)** to inform the UVT representatives, at the address info@e-uvt.ro, about any change of contact data (identity data, telephone number, domicile address, etc.), within maximum 5 working days of it happening.

**Article 14.** Political propaganda, religious proselytizing, and any form of individual or group discrimination are prohibited under WUT.

## Part II - Regulation on the professional activity of students from bachelor's and master's degree courses at the West University of Timișoara

### Chapter I - Acquiring/regaining the quality of student

**Article 15.** At WUT, in accordance with the legal provisions in force, the educational process is organized on university study cycles:

- cycle I – bachelor's degree, includes 6 - 8 semesters;
- cycle II - master's degree, includes 2 - 4 semesters.

#### **Article 16.**

**(1)** The quality of WUT student can be acquired as follows:

- a) following the promotion of the organized admission competition, the occupation of an eligible spots, financed from the state budget or with a fee, and the signing of the Study Contract or by any other means provided by the legal provisions in force and the internal regulations of WUT;
- b) by permanent or temporary academic mobility from other higher education institutions accredited/provisionally authorized in the country or abroad, under the conditions provided in Chapter VI of this regulation and in accordance with the *Methodology on academic mobility of students* (approved by Ministerial Order Interim Agreement on National Education No. 5140 of September 11<sup>th</sup> of 2019);
- c) by re-enrollment in studies.

**(2) The study contract** is an agreement between the student and WUT, in accordance with Article 141 of the National Education Law no. 1/2011, with subsequent amendments and completions. It is signed electronically in the Initiation Week "Welcome to WUT" (the last 5 working days before the beginning of the academic year) or at the latest in the first 5 working days from the beginning of the academic year in which the student status is acquired (or in the first 5 working days of the semester, in the case of final academic mobility carried out during the academic year), by the student, by the UVT represented by the Rector and by the dean of the faculty, by delegation.

**(3)** Any change that occurs regarding the financial status of the student during the academic year is made by Decision of the Rector, based on the list approved by the Secretary General of UVT, received from the School Management Center, depending on the specific situations of each student. The Rector's decision is communicated to the student through the InfoCenter via the institutional e-mail address. From the date of communication of the Decision,

the student has 5 working days to undertake the steps provided by the rules of this Code related to the change of his financial status.

(4) At the beginning of each academic year, all the changes that take place in the student's status (financial status, slide from the place financed from the state budget to the place with fee or vice versa) triggers the appearance of an additional act to the study contract. The provisions of par. (2) regarding the signing of the study contract shall also apply to the additional act.

(5) Foreign citizens of third countries EU, EEA and EC can register until February 1<sup>st</sup> of 2020, according to the calendar of the *Methodology on issuing letters of acceptance and receiving bachelor's and master's studies at the University of West Timisoara of citizens foreigners from EU third countries*.

(6) The provisions of the studies concluded between the student and the university in the process of admission to an academic program cannot change during the school cycle studies university, except the provisions on the status of financial student who they can be modified by an additional act following the reclassification processes.

(7) The provisions of the study contract concluded between the student and the university following the admission process to a university study program may not be modified during the schooling of the university study cycle, except for the provisions regarding the student's financial status, which may be modified accordingly with the provisions of this Code, following the reclassification processes or in the situation of the release of some places financed from the state budget during the academic year, under the conditions of the present regulation.

## **Chapter II - Enrollment and enrollment in university studies**

### **Article 17.**

(1) Enrollment to the 1<sup>st</sup> year is done by the Rector's decision, following the results of entrance examination under a registration number for the whole period of schooling at the Studies Program Faculty where the student was accepted. Upon re-enrollment each student will receive a new registration number.

(2) Students enrolled in places financed from the state budget or with a fee are Romanian citizens, Romanian citizens everywhere, citizens of the European Union (EU), the European Economic Area (EEA) and the Swiss Confederation (EC) and citizens of third countries of EU, EEA and EC.

### **Article 18.**

(1) After enrollment, the following shall be issued free of charge to each student:

- a) **the digital student card *European Student Card*** - replaces the student card and serves as an academic identity document (in digital format), proving the status of WUT student. The validation of the digital student card - European Student Card is done online by accessing the link <https://id.e-uvt.ro> and following the steps explained in

**THIS DOCUMENT**. The European Student Card allows each student to identify and register electronically, easily and securely at higher education institutions in Europe, eliminating the need for completing paper procedures. Digital student cards can be validated by any entity by simply scanning the QR code on the card.

b) **student railcard** - issued to all students up to the age of 26 enrolled in university degree programmes of bachelor's, master's and doctoral degree programs organized on a full-time basis, signed annually at the Student InfoCentre, in order to ensure the reduction of the internal railway transport, in case the legislation in force does not provide otherwise.

(2) No corrections or unreal data entries are allowed in the student's documents. In case of loss of student railcard a duplicate is issued after the announcement in the press, including online, of the loss.

(3) In case of withdrawal or transfer during the academic year, the student is obliged to return the student railcard.

(4) The enrollment of the student in the first year, at all the cycles of university studies, is made by signing the Study Contract, within the terms established by the present regulation, and by assigning a matriculation number. Exceptions are students from third countries EU, EEA and EC, who can be enrolled according to the provisions of the *Methodology on issuing letters of acceptance and receiving bachelor's, master's and doctoral studies at WUT of foreign citizens of third countries EU*.

(5) If, after the completion of the admission process, a student requests the equivalence of previously passed subjects, an equivalence decision can be issued in a year of higher studies, in this case the student's enrollment is carried out by signing the Contract of studies related to the promotion to which it is aligned.

(6) For each academic year, the students' school situation consists of:

- the compulsory subjects (imposed and/or optional or optional complementary) from the curriculum of the study year in which they are enrolled, with the related credits;
- subjects not promoted from the previous years of study, with the afferent credits;
- optional subjects, with the related credits.

### ***Chapter III - Development of the educational process***

#### **Article 19.**

(1) The student has the obligation to attend all training activities: courses, seminars, laboratories, practical activities, provided in the curriculum of the program of study and in which he is enrolled, in accordance with the way it is organized.

(2) The minimum standards regarding the attendance at courses and seminars, as well as the requirements regarding the performance of seminar or application activities (laboratory works, case analyzes, thematic debates, tests, projects, presentations, practice, etc.) are specified

in the subject sheets. They are presented to the students by discipline sheets and educational plans posted on the faculty website at least 5 working days before the start of each academic year. It is also mandatory that the subject sheet be analyzed by the teacher together with the students in the first two weeks of the semester. If the subject sheets undergo changes after the beginning of the academic year, after consulting the students, they will be updated on the faculty website, mentioning the date on which they were modified.

**(3) Compulsory student attendance:**

- for applicative activities (laboratories, tutorials, practice etc.) is 100% or according to the syllabus;
- for seminars activities is at least 70%;
- for course activities is at least 50%.

**(4)** The Dean of the faculty may approve, at the request of the student, based on documents, reducing the frequency of up to 50% of the minimum rate set by the regulation, for course and seminar activities, for students proving conduct of scientific research, creative academic or athletic performance, for students who are employed under a contract of employment, and for students who prove medical inability to frequent educational activities. For these situations, the teachers will establish distinct, alternative tasks, through which the students will recover the teaching activities in which they did not participate.

**(5)** In special cases (medical, hospitalization, participation in performance sports events, participation in conferences, symposium, participation of student representatives in the meetings and activities of the commissions and bodies to which they belong), students' absences from teaching activities may be motivated, with the notice of the dean.

**(5.1)** The documents attesting the impossibility to participate in the didactic activities will be annexed to the request for exemption from attendance at the moment of its submission.

**(5.2)** In particular, students who practice performance sports or participate in scientific competitions relevant to the field they are studying, as well as those who prove that they have had long periods of hospitalization, are entitled, with the prior approval of the dean of the faculty, in addition to reducing the frequency, to open exam sessions, throughout the academic year. The dean of the faculty will order the granting of these facilities based on the student's written request, accompanied by a certificate issued by the sports club to which he is entitled, by the specialized sports federation or the organizing institution of the event, or the proving medical document, as appropriate.

**(6)** The partial frequency exemption takes effect from the moment of approval and is not applied retroactively (except medical cases). The request for frequency exemption must be registered at the Student InfoCenter within two weeks from the beginning of the semester, from the date of employment or from the date on which the competition in which the student participated took place.

**(7)** It is not possible to motivate and recover more than 3 application activities (laboratories, practical works) free of charge in a semester in a certain discipline. Absence from 4

practical application works or laboratory works or more ( $\geq 30\%$  of the three practical activities) brings with it the obligation to re-contract the discipline in another academic year (depending on the specifications regarding the frequency standard in the discipline sheet).

**(8)** In the subject sheet, the tenured teacher may provide alternative ways of recovering absences, while respecting quality standards.

**(9)** If the student does not fulfill the obligations regarding the attendance at courses/seminars and the application activities, seminar or ongoing evaluations, as they are specified in the discipline sheet, nor does he recover the absences through the alternative modalities proposed by the tenured teacher, he will not be able to take the exam in that discipline in any of the exam sessions related to the current academic year. The student will re-contract the remaining discipline in the next academic year, and any activity already completed will be recognized by the tenured teacher.

**(10)** The dean of the faculty approves, at request, to the pregnant student, starting with the fifth month of pregnancy, the partial exemption of frequency, based on the recommendations contained in the medical documents. In case of repetition of the activity provided with obligatory frequency, it will be exempted from the payment of study, re-contracting or re-examination fees.

**(11)** The exemption from payment of fees referred to in the previous paragraph *can benefit*, at request, students who show medical documents certifying cases of hospitalization and students called temporary performance sports or who participated in scientific, cultural and artistic, with prior approval dean.

**Article 20.** The specialized practice is compulsory for the student whose study program also includes this type of activity in the curriculum. The students' participation in the specialized practice, as well as the modalities of development and verification of the competencies acquired by the student in the specialized practical activity are specified in the discipline file and in the own methodologies of the faculties. The faculty assumes the responsibility to offer internships in a proportion of at least 30% of the number of students, of which at least 50% outside universities (according to Article 150, paragraph (4) of the National Education Law No. 1/2011, with the amendments and subsequent additions).

## ***Chapter IV - System of transferable credits, recognition of credits, transfer/recognition/equivalence of credits between UVT faculties***

### **Article 21.**

**(1)** The West University of Timișoara applies in the educational process the European Credit Transfer System (ECTS), in accordance with the provisions of the Order of the Interim Minister of National Education no. 5146 of September 12<sup>th</sup> of 2019 on approving the general application of the European Transferable Credit System.

**(2)** Study credits are integers less than or equal to 30, associated with the subjects in the curriculum, 1 transferable credit equivalent to a minimum of 25 hours and a maximum of 30 hours of global activity (actual didactic interaction, documentation, projects, writing specific materials, such as essays, essays, translations, consultations, individual preparation for evaluation, etc.). The number of credits allocated to a discipline must be reflected in its content and in the discipline file. The allocation of the number of credits for each discipline/activity takes into account, exclusively, the amount of work (workload) requested by the respective discipline/activity, related to the total amount of work required to promote a full year of study. The importance of discipline in the curriculum or the degree of difficulty of the content are not criteria for increasing the number of credits allocated.

**(3)** The study credits reflect the amount of work invested by the student to achieve the expected learning outcomes related to a discipline (knowledge, skills, responsibility and autonomy), in all its aspects: course, seminar, laboratory work, projects, practice, homework, individual study, etc. and are valid in case of return to studies of the student. The evaluation of the student's learning achievement through grades reflects the quality of their acquisition.

**(4)** Is given a credit for the amount of work that goes to a student frequency to equal 25-30 hours of training for the acquisition of learning outcomes, including:

a) university training, consisting of 10 - 12 teaching hours that are allocated for attending courses / lectures, seminars, laboratory applications, projects, dissertations, exams, practice, working visits and other activities to ensure the university training of the student; it is recommended that the volume of application hours be at least equal to the course hours;

b) individual training/study - the rest up to 25-30 hours; the hours of the session and practice will also be considered.

**(5)** For each discipline provided in the curriculum that ends with a grade or grade, several transferable credits are associated.

**(6)** The credits allocated to a discipline through the curriculum are acquired by the student after passing the exam related to that discipline, the minimum passing grade being 5 (five) or the admitted grade (in the case of subjects marked with admitted/rejected) in the knowledge assessment/skills, depending on the requirements specified in the discipline sheet and the grading scale.

**(7)** At the West University of Timișoara, the implementation of the transferable credit system falls within the attributions of the vice-rector responsible for the academic strategy and the relationship with the students, who has the role of ECTS coordinator at institutional level.

**(8)** At each faculty for the implementation and application of the transferable credit system, with the role of ECTS coordinator, the vice-dean responsible for the educational process and quality assurance is appointed.

**(9)** For the implementation and application of the credit system at the level of each field and study program is responsible the equivalence commission approved by the Faculty Council



which ensures the counseling of students and the equivalences of studies in accordance with this regulation.

**Article 22.**

(1) If the student has previously promoted subjects within another university study program whose content is found in some subjects from the curriculum of the current study program, the faculties may, at the request of the student, the equivalence of these disciplines, according to an own equivalence methodology.

(2) WUT students have the right to contract additional disciplines, on an optional basis, from the curricula of other university study programs from the same cycle of university studies, from the same fundamental field with the university study program in which they are enrolled/disciplines optional additional in addition to the compulsory ones, with the approval of the dean of the faculty where the discipline takes place, submitting an application for this purpose at least 5 working days before the beginning of the academic year at the Student InfoCenter, the faculty that manages the discipline that the student wants to go through. The additional contracted disciplines will be registered on the StudentWeb electronic platform, in the student's account. A student may not contract an additional more than 30 credits in an academic year.

(3) The transfer of credits may be operated only within the same cycle of university studies.

(4) Credits shall be recognized, equated and transferred for the purpose of further study from one study program to another or between higher education institutions, provided that the following are cumulatively met:

- a) higher education institutions are institutionally accredited;
- b) study programs have the same qualification level in the European Qualifications Framework;
- c) the study programs are in the same fundamental field;
- d) study programs lead to similar learning competencies/outcomes.

## ***Chapter V - Assessment, examination and grading of students***

**Article 23.**

(1) In each academic year, 2 (two) sessions of free ordinary exams are organized for each semester, for students from all years of study, and one session with a fee (related to both semesters), only for students from final years, according to the approved structure of the academic year by the WUT Senate.

(2) For exams taken in the fee session or for exams that are still not passed from previous years that do not involve recontracting the discipline, the student will pay the fee set by the Senate UVT in this regard at least 2 working days before the date set by the structure of the academic year to start the exam session in who will participate in the evaluation. The School Management Center will register in the online catalog the students who have fulfilled their obligation to pay within the regular term, at least one day before the beginning of the review session.

By exception, in the case of session B-II for final years, the re-examination fee may be paid at least two working days before the date set for the examination.

(3) There is no examination fee for Volunteering discipline in session C. Also, if the specialized practice is carried out, according to the syllabus/subject sheet, during the summer, the promotion of this subject in session C does not require the payment of the re-examination fee. In addition, students who have participated during the academic year in academic mobilities and who have to sit the remaining exams in session C because they have not been equated will not pay the re-examination fee.

#### **Article 24.**

(1) The evaluation of the achievement of the expected learning outcomes by the students is done throughout the studies, within all the didactic activities carried out, as well as through exams that are held in the sessions established by the structure of the academic year, according to the discipline sheet.

(2) For each discipline, a progressive evaluation process (during the semester) will be implemented, through individual and / or team homework / projects, presentations or tests / intermediate evaluations or through other methods established by the tenured teacher the discipline, explicitly described in the discipline file, having a weight established at the level of UVT faculties, by decisions of the faculty councils, recommended at least 50% of the final evaluation of the discipline, taking into account the provisions of specific standards on external evaluation of academic quality of university study programs established by the Romanian Insurance Agency Quality in Higher Education (ARACIS).

(3) It is recommended that the ongoing assessment processes of students take place outside the periods established by the schedule for teaching activities, if they last longer than one third of the normal duration of a teaching activity.

#### **Article 25.**

(1) The scheduling of the exams, for all forms of education, is established under the coordination of the dean of the faculty, following consultation with the students' representatives, with the tenured teachers and with the secretariat. It will be taken into account, and it will be tried, as far as possible, that in the first examination session corresponding to each semester, in the case of each group, there should be an interval of at least three days between two consecutive examinations. It will be avoided to schedule the exams on the same day in case of double specializations. The faculties, through their own regulations, will establish the duration of the written and oral examination. The scheduling of the exams is established in groups, if necessary, and is made known to the students by posting at least two weeks before the start of the exam session. The scheduling of exam sessions A and B is sent by the chief secretary of the faculty to the Center for School Management at least four weeks before the end of each semester, and the

schedule of exam session C is sent by the chief secretary of the faculty to the Center for School Management until the end of July.

**(2)** The exams for each discipline are taken in the exam session. The student cannot take the same exam twice in the same exam session.

**(3)** The exams are held in front of the teaching staff of the discipline, assisted by the teaching staff who lead the seminars or practical works or by another specialized teaching staff. The catalogs will be signed by both teachers electronically and will be sent to the faculty secretary within a maximum of 5 working days after taking the exam. Each exam is held in the presence of two teachers, as well as at least three students (except if there are fewer students enrolled in that exam). Both teachers participate in the process of evaluating the learning outcomes acquired by students.

**(4)** The grades, the absences and the situations requiring the recontracting of a subject in a year future academic year are entered on the online catalog platform of WUT by each teacher within maximum 5 working days from the examination, in the first 2 weeks of sessions A, respectively within a maximum of 3 working days in the last week of sessions A and in sessions B and C. After the end of this term, the platform will block the possibility for teachers to register/modify grades. Any change after this term can be made only after the submission of a duly justified request by the teacher, addressed to the dean of the faculty, with his written approval.

**Article 26.** The grading of the student's answers to any form of evaluation is done with grades from 1 to 10. The final grade for each discipline is expressed by an integer, the minimum passing grade being 5 (five). In some cases, established by the discipline sheet, certain forms of evaluation can be marked with admitted/rejected. The final grade of each subject will be determined by considering the results obtained by students in all evaluation forms conducted throughout the semester and exam period, in a manner detailed in the discipline sheet.

**Article 27.**

**(1)** The student's participation in the final examination related to a discipline, in the exam sessions of the academic year in which the discipline was completed, is conditioned by the fulfillment during the semester of the minimum obligations and tasks provided in the respective discipline sheet. Otherwise, if the student has not fulfilled during the semester the minimum obligations and tasks provided in the file of the respective discipline (both the current ones and those set by the teacher to compensate for the absences), he will not be able to take the final exam in that discipline in any exam session of the academic ongoing year and will have to re-contract the discipline in a subsequent academic year.

**(2)** Participation in any assessment test is conditioned by the presentation by each student of the digital student card and an identity document

**(3)** If the student has not met the minimum standards provided in the discipline sheet that will allow him/her to take the exam, he/she must re-contract the respective discipline in the

following academic year, paying a fee calculated according to the number of credits related to that discipline and the study fee for the study program in which he is enrolled, according to the following calculation formula:

*Re-contracting cost = (Value of the annual study fee of the faculty where the student is enrolled) / 60) \* (Number of credits related to the re-contracted discipline).*

**(4) The** re-contracting of a discipline offers the student the right to go again all the didactic activities related to the respective discipline, a free presentation/exam in sessions A and B for that discipline and the possibility to take a paid exam in session C (for final years), for that discipline. The re-contracting fee is paid in the first 5 labour days after the beginning of the academic year.

**(5)** The student who does not appear at the exam planned in an exam session for a certain discipline will be marked with “absent” in the exam catalog related to the respective session. Failure to take the exam in a discipline leads to the possibility of taking the exam in that session.

**(6)** If the student has met the minimum standards deriving from the discipline sheet that will allow him/her to present in the exam, but does not take the exam or does not pass the final exam in any of the exam sessions related to the academic year in which he/she studied, he/she can take the remaining exam for said discipline in the next academic year in any exam session related to the semester in which the discipline takes place, paying the fee set by WUT Senate and by filling in an electronic form provided by the Student InfoCenter on the WUT website at least 5 days before the start of the examination session in which he/she wishes to take the re-examination.

**(7)** If a student does not appear in an examination for which he/she has paid the re-examination fee, it may be used for the presentation in another examination session of the same academic year, in the same discipline. Re-examination/recontracting fees paid are not refundable.

**(8)** At the end of each semester, each teacher in charge of the discipline will register in the electronic online catalog system the students who have not fulfilled their compulsory tasks related to the discipline and who will have to re-contract the discipline in a following academic year.

**(9)** If the student takes the exam for a certain discipline in a year subsequent to the year of study in which that discipline is mentioned in the curriculum of the study program in which he is enrolled, the examination of the student is performed by to the teacher in charge of the discipline at the moment of taking the exam. The overdue student has the obligation to comply with the content and assessment requirements stipulated in the subject sheet for the academic year in which he/she takes the exam. If the discipline in which the student is in arrears from a previous year is no longer found in the curriculum of the following promotions, the assessment will be made by the tenured teacher of the course from the moment he accumulated the arrears or, if he is no

longer employed or a collaborator of WUT, by a teacher appointed by the dean of the faculty from those with expertise in the field of the discipline, based on the discipline file from the moment of accumulating the arrears.

**Article 28.**

**(1)** To the extent that the student is not satisfied with the result of his evaluation, within 1 working day<sup>2</sup> after posting the notes on the StudentWeb platform, you can submit a written complaint to the Student InfoCenter, in physical format or by e-mail, which will include the following information:

- a) the name of the examining teacher to whom the appeal is addressed;
- b) the name of the discipline whose result is contested;
- c) the name, surname and Personal Numeric Code of the contesting student;
- d) the year of studies, the university study program, the group/subgroup to which the contesting student belongs;
- e) the reasons for formulating the complaint.

**(2)** The Student InfoCenter will register the appeal and will send it by e-mail to the faculty's secretary office where the student is registered, office which will be sending it to the examining teacher, within one working day from the date of receipt. The examining teacher has the obligation to formulate in writing a reasoned answer and to send it back to the Student InfoCenter by e-mail, within 1 working day from the receipt by him from the Student InfoCenter of the student's appeal. The teacher's response is communicated to the student by the Student InfoCenter within one working day of receiving it.

**(3)** Subsequently, for good reasons (non-compliance with the bibliography/examination methods/grading grid indicated in the discipline sheet, grading scale ), the student may request in writing to the dean of the faculty where he is enrolled, within 1 working day from receipt the resolution of the appeal, through a request submitted to the Student InfoCenter in physical format or by e-mail, the re-evaluation of the paper.

**(4)** The Student InfoCenter sends to the secretary's office of the faculty where the student is registered, accompanied by the resolution on the appeal formulated by the examining full-time teacher, within 1 working day from the receipt of the request. The office secretary of the faculty makes available to the dean the request received, together with the resolution on the appeal formulated by the examining full-time teacher.

**(5)** If there are good reasons, as the p. (3) states, the dean of the faculty will order the appointment of a re-evaluation commission composed of 3 teachers, other than those who participated directly in the initial evaluation process. When the examining teacher is the dean of

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<sup>2</sup> The administrative activity of WUT on a working day takes place between the hours of 08:00 - 16:00. By way of example: if the notes were published on the 15<sup>th</sup> of February, the appeal can only be lodged on the 16<sup>th</sup> of February. If February 16<sup>th</sup> is a non-working day (Saturday/Sunday/day off according to the law), the deadline for filing the appeal is extended until the next working day (Monday/next working day).

the faculty, the specialized commission is appointed by the director of the department that manages the university study program in which the student is enrolled.

(6) In order to resolve the request for re-evaluation of the paper, the Dean will provide the members of the committee with a copy of the paper and the teacher's response to the student's appeal, and the committee will correct the paper based on grading scales, discipline sheet and the support being provided by the tenured teacher, within 2 days of receiving the request for reconsideration of the work, according to the provision of the faculty's dean.

(7) The re-evaluation procedure of the paper is finalized by drawing up a report, signed by the members of the commission, in which the final grade for the respective discipline is proposed. The minutes are sent on the day of its signing to the Student InfoCenter and to the titular teacher. The reports of the re-examination commission are communicated to the student by the Student InfoCenter within 1 working day from its receipt. The student may request a meeting with the re-evaluation committee to be presented with the resolution formulated following the re-evaluation of his/her work. The result recorded by the members of the commission is final and will be recorded in the student's school documents, in case of modification of the initial grade obtained by the student.

(8) The complaint has an individual character, regarding only the results of each student.

(9) The oral exams can be challenged only for non-compliance with the topic indicated in the discipline files.

#### **Article 29.**

(1) Passing the exam also involves granting the package of credits provided in the education plan for the respective discipline.

(2) For all processes within the UVT that involve ranking of students based on their academic situation (reclassifications for places financed from the state budget, distribution of scholarships, accommodation places, etc.), only the **weighted average** of students, calculated based on the number of credits related to each subject, according to the education plan, and the grades obtained. By way of exception, for students in the first year of studies, in the first semester, the admission average will be considered.

#### **Article 30.**

(1) The student is entitled, upon individual request, to be re-examined to increase the grade, maximum three courses/per semester or six/year, whether it is integralist or not at the time, provided that they have promoted the exams related to said discipline.

(1.1) If a student submits a request for re-examination in order to increase his/her grade and does not appear for that examination, it is considered that the student has benefited from one of the regulatory possibilities to access this right.

(1.2) The grade exams are held in session B for each semester, respectively in session C (for final years only), free of charge, based on applications submitted by students to



the Student InfoCenter, through a specific form completed at least 2 working days before the date established by the structure of the academic year for the beginning of the exam session in which he will participate in the evaluation. The list of students who have applied for a grade increase will be sent to the tenured teachers of the disciplines by the Center for Schooling Management at least 1 working day before the scheduled exam date. The School Management Center will register in the online catalog the students who submitted requests for re-examination in order to increase the grade in the regular term, at least one day before the beginning of the re-examination session.

**(2)** It is not allowed to take exams to increase the grades in disciplines studied in the previous years.

**(3)** The student may take a single grade increase exam in the same discipline.

**(4)** If the student obtains a lower grade than the initial one at the grade increase exam, the examining teacher will mark in the online register the grade obtained by the student at the first examination. The grades obtained in the grade increase exams are taken into account when calculating the averages for scholarships, accommodation, student camps and the annual reclassification.

**(5)** The grade increase test is supported by ensuring the objectivity of the examination and the degree of standardization of the test.

**Article 31.** The student who tries to pass the assessment tests (exams, verifications, projects, tests, etc.) through fraud will be disciplined according to these regulations.

## ***Chapter VI - Promotion and reclassification***

### **Article 32.**

**(1)** At the West University of Timișoara, in order to promote the first year of studies, it is necessary to obtain at least 40 study credits in the compulsory and optional subjects (fundamental, field, specialized, complementary disciplines) from the curriculum of the respective year of study.

**(2)** By way of exception, in the case of foreign citizens from EU, EEA and EC third countries who can enroll until the end of the first semester, according to the calendar in the *Methodology regarding the issuance of letters of acceptance and admission to undergraduate and master's studies at the West University of Timisoara of foreign citizens from EU third countries*, in order to pass the first year of studies, it is necessary to obtain a minimum of 30 study credits in the compulsory and optional subjects (fundamental, domain, specialized, complementary subjects) from the education plan of the respective study year.

**(3)** In order to promote in the last study year, a WUT student:

a) must have passed all subjects related to the first year of studies, at least two semesters of the Physical Education subject (regardless of which year/semesters they were taken) and have accumulated at least 100 study credits in compulsory and optional subjects (fundamental, domain,



specialized, complementary subjects) at the end of the 2<sup>nd</sup> year of studies (accumulated in the 1<sup>st</sup> year and 2<sup>nd</sup> year of studies) for bachelor's study programs that have in the curriculum provided a total of at least 180 compulsory credits.

b) must have passed all subjects related to the first year of studies, at least two semesters of the Physical Education subject (regardless of which year/semesters they were taken) and have accumulated at least 100 study credits in compulsory and optional subjects (fundamental, domain, specialized, complementary subjects) at the end of the 2<sup>nd</sup> year of studies (accumulated in the 1<sup>st</sup> and 2<sup>nd</sup> year of studies) to be promoted into the 3<sup>rd</sup> year and at least 160 credits at the end of the 3<sup>rd</sup> year of studies (accumulated in the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year of studies), for bachelor's study programs that have a total of at least 240 compulsory credits in the curriculum.

**(3.1)** By way of exception, for students who are enrolled in the third year of studies in a 240-credit university degree program in the academic year 2023-2024, the eligibility condition for the final year of studies is to have accumulated a minimum of 150 of credits related to compulsory and optional subjects.

**(4)** The status of student integralist for a year of study is acquired through the promotion of all compulsory subjects (fundamental, domain, expertise and complementary) and also the required number of disciplines optional (fundamental, domain, expertise and complementary) from the curriculum of the respective year of studies.

**(5)** The year of study is considered to end when the student has passed all the contracted subjects provided in the curriculum for the respective year of study, except for the optional subjects, under the conditions of the present regulation. Recontracting fees for the subjects which have to be recontracted, will be properly assigned on StudentWeb platform by the School Management Centre before the start of the academic year.

**Article 33.** The student who promotes the academic year based on the minimum number of credits established by this regulation must re-contract only the disciplines in case of which he has not fulfilled the minimum standards and obligations deriving from the discipline file. Unpromoted optional subjects should not be re-contracted. The contracted subjects will be accordingly registered in the discipline contract signed by the student at the beginning of each academic year.

#### **Article 34.**

**(1)** The reclassification of students on places financed from the state budget and on fee-paying places, for each study program, is made at the end of each academic year, at least 5 working days before the beginning of the new academic year.

**(2)** The reclassification of students, respectively the change of financial status, will be brought to their attention through the StudentWeb platform. The student who has changed his financial status will sign an addendum to the study contract in the first five working days of the following academic year.

**(3)** The seats financed from the state budget left unoccupied after reclassifications will be redistributed, in order, with the opinion of the UVT Chief Secretary, as follows:

- students with the highest average eligible to occupy a place financed from the state budget in the ranking of the year and study programs in the same field of study as the program where the vacancies remained;

- the students with the highest average eligible to occupy a seat financed from the state budget in the ranking of the year and the study programs from the same department that also manages the study program where there are vacancies;

- students with the highest average eligible to occupy a seat financed from the state budget in the ranking of the year and study programs from the same faculty;

- If there are no such eligible students in the faculty, the UVT Chief Secretary will notify the Vice-Rector responsible for UVT's academic strategy, who will redistribute the seat at UVT level.

**(4)** In the reclassification, the grades obtained in the grade increases will also be considered. The weighted average, according to which the students are reclassified to places financed from the state budget and to places with fees is calculated according to the following algorithm:

- for each compulsory and optional subject assessed by grade the product is calculated between the grade obtained after the final assessment and the number of credits allocated to the subject (if a subject is not promoted it is considered grade 0; non-participation in the examination of a discipline in any examination session of an academic year is considered non-promotion);

- the sum of these products is calculated, and the result is divided by 60, obtaining the reclassification grade;

- the reclassification payment is made in the descending order of the reclassification notes. In case of a tie, the tie is made on the basis of the total number of credits obtained (including in the optional subjects) or on the basis of the average of the previous year/admission average, as the case may be, in accordance with the faculty's own methodology.

**(5)** Following the process of reclassification and re-enrollment in studies, before the beginning of the academic year, the School Management Center will provide the secretariats of the faculties with updated lists of students enrolled in each university study program and will ensure the configuration of their status in the electronic management system of students. In the second week of the academic year these lists will be updated with students who have applied for an extension of studies or a repeat and who have paid the necessary recontracting / re-examination fees.

**Article 35.** A maximum of 5% of the number of full-time students in a bachelor's degree program may, with the approval of the Faculty Council, complete 2 years of study in a single year, except for the last year of study, under the conditions established at each faculty and in compliance with the legislation in force.

## ***Chapter VII - Domestic, international and final mobility (transfer), transfer/recognition/equivalence of credits between educational institutions***

### **General dispositions**

#### **Article 36.**

(1) Academic mobility represents the right of students to have the transferable credits acquired recognized, in accordance with the law, to other higher education institutions accredited/provisionally authorized in the country or abroad or to other study programs within the same higher education institution.

(2) Academic mobility can be internal or international, respectively permanent or temporary, for all forms of education.

#### **Article 37.**

(1) The quality of the student is maintained during internal and international academic mobility.

(2) Students in temporary internal or international academic mobility shall retain their financial status and pay tuition fees to WUT if they are enrolled in such a scheme.

#### **Article 38.**

(1) Passing the bachelor's examination may not be equated through temporary academic mobility.

(2) The recognition (equivalence) of the exams and/or of the years of studies carried out in another higher education institution in the country or abroad is made on the basis of the *Credit Recognition Decision* elaborated by the faculty management, based on the principles established by it. *The credit recognition decision* is a document certifying the recognition of credits obtained because of studies carried out in another higher education institution in the country or abroad and/or because of temporary academic mobility. The student returning from mobility is considered for reclassification.

**Article 39.** The compatibility of the curriculum for the recognition of transferable study credits shall be established prior to the period of temporary academic mobility, and the recognition of transferable study credits shall be made after the completion of mobility, in accordance with the interinstitutional agreement and regulations of higher education institutions involved.

### **Temporary internal academic mobility of students**

**Article 40.** Temporary internal academic mobility through national programs shall be carried out in accordance with the framework methodologies on student academic mobility and the regulations on the organization of mobility and in accordance with this regulation.

### **Temporary international academic mobility of students**

#### **Article 41.**

**(1)** Temporary international academic mobility through international programs is carried out in accordance with the Framework Methodologies on academic mobility of students and/or regulations on the organization of mobility at WUT level (Regulation on the organization of *incoming* mobility at West University of Timisoara, Regulation on mobility *outgoing* at the West University of Timișoara, the Regulation of the West University of Timișoara on the recognition of periods of study and/or placement performed by students within the Erasmus program) and in accordance with the provisions of this regulation.

**(2)** Temporary international academic mobility on its own means temporary mobility performed outside the framework established by an international program implemented at the West University of Timișoara.

**(3)** The temporary international academic mobility on its own is achieved with the consent of the higher education institution of origin, respectively the recipient, accredited/provisionally authorized.

**(4)** Temporary international academic mobility may occur after the completion of the first year of study, except in special cases provided for in bilateral agreements.

**(5)** The recognition of transferable credits in the case of temporary international academic mobility may be achieved by higher education institutions only for the person proving the quality of student with relevant documents issued by the higher education institution of origin.

**(6)** Obtaining scholarships that finance temporary international academic mobility is done based on a competition organized by the university, in accordance with the procedures established by the Department of International Relations (DRI). The approval of the temporary international academic mobility file is made by a commission established at the level of each faculty.

### **Definitive academic mobility (transfer)**

#### **Article 42.**

**(1)** The final internal academic mobility is valid both for students who are enrolled in a place financed from the state budget, and for students who are enrolled in a place with a fee, in compliance with the legal provisions regarding the schooling capacity.

**(2)** In case of a final academic mobility, the diploma is issued to the graduate by the higher education institution that accepted him.

**(3)** The final academic mobility is made on the principle "the subsidy follows the student".

(4) The student with and without subsidy will enter the reclassification procedures in the academic year following the completion of the final academic mobility process.

(5) The final academic mobility (transfer) can be achieved only at the beginning of the semester, after the first semester and until the end of the penultimate semester, between study programs with the same total number of compulsory transferable study credits, from the same branch of science.

(6) The student may request definitive academic mobility only if all his/her school obligations up to the time of submission of the application ("transfer application") have been fulfilled in accordance with the curriculum. Transfer requests must contain information on the student's professional situation.

(7) Applications for final internal academic mobility shall be submitted at least 5 working days before the beginning of the semester for which the transfer is requested.

(8) Applications for final international academic mobility shall be submitted at least 30 days before the beginning of the semester for which the transfer is requested.

(9) If the student has paid the tuition fee before the moment of submitting the transfer request, its value will not be refunded if the student opts for permanent academic mobility.

(10) If a student's transfer to WUT on a fee-paying place is approved from the second semester of the academic year, he will pay only half of the annual tuition fee.

(11) The provisions on permanent internal academic mobility also apply to students from EU, SEE and EC Member States, and for EU third countries the provisions of the relevant bilateral and international agreements in force at the time of completion apply. mobility.

(12) The definitive international academic mobilities are carried out in accordance with the *Methodology regarding the international transfers to the cycles of undergraduate or master's degree studies organized at the West University of Timișoara*.

**Article 43.** The approval of a student's final academic mobility ("transfer") is the responsibility of:

- a) The dean of the faculty, in case of transfer from one study program to another or from one form of education to another, within the same faculty;
- b) The Dean of the faculty from where the student leaves, respectively to the Dean of the faculty where the student is to be transferred, in case of transfer from one faculty to another of WUT;
- c) The Rector of the university from where the student leaves and to the Rector of the university where he/she requests to be transferred, with the approval of the Dean of the faculty where he/she leaves and with the approval of the Dean of the receiving faculty, for transfer cases between different universities.

**Article 44.**

- (1) The dean of the faculty receiving the transferred student shall determine:

a) the recognition of the promoted disciplines and of the afferent credits according to the own procedure of recognition and equivalence of the studies;

b) contracting disciplines - where applicable, as well as paying the related fees.

(2) The contracting of studies and the enrollment in the year of studies shall be made in accordance with this Regulation.

(3) The transfer application is not approved for students who are in the expulsion procedure at the time of submitting the application.

(4) The transferred student signs a new study contract starting with the semester in which the transfer was approved and receives a new registration number. The transferred student will also be informed by e-mail by the Student InfoCenter about his school situation, which contains both the subjects to be completed in the current academic year, as well as all the subjects that the student must recover in order to align with the curriculum of the curriculum to which he / she has was registered.

**Article 45.** In case of a transfer, it is requested from the university of provenance the student's file (high school diploma, school situation on years of studies) and certificate with the number of semesters the student:

a) benefited from the scholarship, its category and the academic years or semesters;

b) benefited from a place financed from the state budget, academic years or semesters.

**Article 46.** Institutional acceptance for final academic transfer/mobility shall be as follows:

a) the student submits the transfer request to the higher education institution where he/she wants the final mobility;

b) after obtaining the transfer acceptance from the higher education institution where he wants the final mobility, the student requests the transfer of the higher education institution where he is currently studying;

c) the higher education institution that receives the student first signs the student's transfer request, then the higher education institution from where the student is transferred.

**Article 47.**

(1) The right to permanent internal academic mobility applies for students and for PhD students coming from EU Member States, EEA and the EC.

(2) Students who are nationals of European Union, EEA, EC and EU third countries may continue their studies, based on agreements between accredited international higher education institutions and WUT.

(3) The procedure for recognizing periods of study completed abroad shall be applied in accordance with the legislation in force at the time of equivalence.

**Article 48.**

(1) The credits obtained by students on the basis of bilateral agreements concluded by WUT with other universities in the country or abroad will be equivalent by written agreements concluded between faculties of the same profile or related profiles (internal and external transferability of credits), respecting the procedure credit recognition approved by WUT's Senate. The credits thus acquired are considered to have been obtained in the semester in which the discipline promoted appears in the curriculum. The equivalence of the disciplines and the granting of the corresponding credits is done by a commission established by the Faculty Council.

(2) The credits obtained by students in international programs will be equivalent according to the procedure, within the limits of the compatibility of the curricula of the institutions involved. International students with incoming mobility at WUT (Erasmus+, international or national bilateral conventions) do so under the *Regulation on the organization of incoming mobility at WUT*, having the same rights and obligations as those of WUT students, during the period of mobility, except for the right to vote in the case of elections at the WUT level, being temporarily registered as WUT students. The school documents of the student in mobility at WUT are drawn up and sent to the university of origin of the student according to the procedures in force and the regulations related to the Department of International Relations of WUT.

## ***Chapter VIII - Extension of schooling and repetition of studies***

### ***Extension of schooling***

#### **Article 49.**

(1) The student who at the end of the studies, after completing the number of semesters (years of study) provided in the curriculum for the duration of studies, has not fully completed his professional obligations and has a **maximum of 5 outstanding subjects and a maximum of 30 unaccumulated credits**, but has fully fulfilled its financial obligations, may request an extension of the duration of studies. The request for extension can be made only before the beginning of the academic year immediately following the year of promotion of the final year of studies, for two semesters, and can be extended later for another two semesters. The extension can only be granted in the next two consecutive years after the year in which the student should have graduated.

(2) The request for extension of studies is submitted in electronic format to the Student InfoCenter at least 5 working days before the beginning of the academic year. The Student InfoCenter sends the registered student's request to the School Management Center within a maximum of one working day from its receipt. The School Management Center verifies the student's eligibility for the extension and configures the student extension fee, within a maximum of one working day from its receipt, and the student will be notified by e-mail about the fee configuration, having the fee payment deadline of 48 hours after receipt of the notification. The student's request will be sent by the School Management Center to the Chief Secretary of WUT.



(3) The student's request for extension of studies is approved by the Chief Secretary of WUT after payment of the related fee, the amount of which is established by the Senate of WUT for the academic year in which the extension of studies will take place.

(4) After the approval of the student's request by the Chief Secretary of WUT, the School Management Center will configure the re-contracting/re-examination fees in the student's electronic profile.

(5) For each outstanding discipline, within maximum 5 working days from the beginning of the academic year, the student will pay the re-contracting fee or the re-examination fee, as the case may be, in the amount established by the Senate of WUT for that academic year. If the student does not pay the fees within the established deadlines, the request for extension remains without effect, the student will be expelled.

(6) In case of extension of the prolongation period by another two semesters, the student will pay once again the study extension fee, in the amount established by the Senate of WUT for the academic year in which the extension will take place, submitting an application in electronic format to InfoCentrul student, respecting the terms and steps mentioned above.

(7) The student who is in extension of studies keeps his/her trajectory from the admission, by observing the curriculum related to the promotion with which he/she should have completed the studies.

### ***Repetition of studies***

#### **Article 50.**

(1) If at the end of the 2<sup>nd</sup> year of studies, for the bachelor's study programs that have in the curriculum provided a total of at least 180 compulsory credits, respectively at the end of the 3<sup>rd</sup> year for the bachelor's study programs that have in the curriculum provided for a total of at least 240 compulsory credits, the student has less than 100 credits, respectively less than 160 credits, and has fully fulfilled the financial obligations to WUT, he may request enrollment in repeat studies in the academic year immediately following the year of studies not promoted, in the conditions in which at the respective study program the schooling capacity is not fully occupied for that year of studies, by submitting a written request in electronic format to the Student InfoCenter. In this case, enrollment in repeat studies is done with the alignment to the new curriculum.

(1.1) By way of exception, for students who are enrolled in the third year of a 240-credit university degree program in the academic year 2023-2024, the eligibility condition for the final year of studies is to have accumulated a minimum of 150 related credits compulsory and optional subjects.

(2) The Student InfoCenter sends the request for repetition, registered, to the School Management Center within a maximum of one working day from the receipt. The School Management Center verifies the availability of tuition capacity and, if there are places available, will configure the repetition fee in the student's electronic profile and will send the

student's request to the chief secretary of the faculty where he requests repetition, together with the transcript within a maximum of one working day of receipt. If there are no places available in the study program for which repetition is requested, according to the maximum schooling capacity, the student will be notified by e-mail about the rejection of his application. In case of setting up the repetition fee, the student will be notified by e-mail with a deadline of 3 working days to pay it.

**(3)** The chief secretary of the faculty submits the documents within one business day of receipt towards the Commission of recognition and equivalence.

**(4)** The recognition and equivalence commission set up at the faculty level will issue a recognition decision within a maximum of 3 working days from the receipt of the documents from the Chief Secretary of the faculty. It will send a recognition decision to the School Management Center within a maximum of one working day from its receipt, which will operate it in the computer system for student management within one working day from the receipt.

**(5)** The student will pay a fee for repetition of studies, on application to join the repetition of studies in the amount approved by the University Senate for the academic year and fees re-contracting or review, as applicable, for each outstanding discipline.

**(6)** The subjects newly introduced in the curriculum of the promotion to which the student aligns will be contracted by him, with the payment of a fee established according to the number of credits related to them and the annual study fee for the respective study program, according to the calculation formula used for the contracting fee provided for in this Regulation. All the previously mentioned aspects will be brought to the student's attention when submitting the application to the Student InfoCenter.

**(7)** The applications for enrollment for repetition of studies shall be submitted at least 5 working days before the beginning of the academic year. All re-examination/re-contracting fees are paid no later than the first 5 labour days from the beginning of the academic year. If the student does not pay the fees within the established deadlines, the request to repeat the studies remains without effect, the student will be expelled.

**(8)** If at the end of the academic year the student has made repeated studies it does not promote in higher education, it will be expelled, with the right to re-registration.

**(9)** If at the end of the current academic year, the 1<sup>st</sup> year student has below the number of credits necessary to promote the academic year, he will be expelled with the right to re-enroll on request, in the next year, without taking the entrance exam, on a fee-paying spot. Re-enrollment without taking the entrance exam is possible only with the approval of the Faculty Council and only within the capacity of schooling (in September, if after the entrance exam not all places are filled in the specialization concerned), in the same study program.

## ***Chapter IX - Interruption and resumption of studies***

## **Interruption of studies**

### **Article 51.**

**(1)** The professional activity of the student in university education with full-time, part-time and distance learning, normally, must be continuous throughout the number of semesters and years of study established by the curriculum. The student may request a temporary interruption of studies.

**(2)** The request for interruption of studies is submitted to the Student InfoCenter at least 15 calendar days before the start of the academic year. The request for interruption of studies shall be submitted annually and not for more than two consecutive years. Interruption of studies in the first year is not allowed.

**(3)** The Student InfoCenter will send the request for interruption, registered, to the School Management Center, within a maximum of one working day from its receipt, which will operate it in the electronic student management system.

**(4)** The student who does not request the resumption of studies before the expiration of the period of temporary interruption of studies will be expelled.

**(5)** The duration of the studies for which the student benefits from the free education, according to the National Education Law no. 1/2011, with subsequent amendments and completions, is not affected by the period for which the interruption of studies was approved.

**(6)** By derogation from the provisions of paragraph (2) the interruption of studies may be requested during the academic year, even by first year students, in the following situations:

- a)** medical cases attested by medical certificates, totaling at least 60 days of medical leave;
- b)** the participation of performance athletes in special training programs and in national and international competitions, attested by supporting documents;
- c)** maternity and childcare leave according to the legal provisions in force and attested by supporting documents.
- d)** for any other well-founded and documented situations.

**(7)** The request for interruption of studies made as provided in paragraph (6) of this article shall be approved by the Chief Secretary of WUT.

**(8)** In case of requesting the interruption of studies during the semester, the Student InfoCenter will send the registered request to the Chief Secretary of WUT, together with the supporting documents for the reason for the interruption submitted by the student. Following the approval of the interruption request, the Chief Secretary of WUT will send the student's request to the School Management Center for its operation in the electronic student management system.

**(9)** At the moment of interruption of studies, the study contract is suspended.

**(10)** Interruption of studies/withdrawal from studies does not affect the obligation to pay student tuition fees due by the date of application or interruption of withdrawal. If the student has paid the full tuition fee in advance, it cannot be refunded if he opts for interruption or withdrawal.

(11) Students who submit applications for interruption during the academic year do not benefit from the refund of tuition fees. The dean of the faculty, upon request, may grant tax exemptions, in equivalent, upon resumption of studies.

(12) Interruption of studies may not be granted in the case of students in disciplinary proceedings.

### **Resumption of studies**

#### **Article 52.**

(1) Upon resumption of studies, the student from the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> year enters the reclassification procedure, being taken into account the weighted average of the academic year ended before the interruption.

(2) The request for resumption of studies is submitted to the Student InfoCenter at least 15 calendarical days before the beginning of the academic year, in order to enter the reclassification process.

(3) The Student InfoCenter sends the request for resumption of studies, registered, to the Student Management Center, within one working day from its receipt, which verifies the existence of available places within the schooling capacity of the study program for the promotion in which the applicant will resume his studies and sends it to the Chief Secretary of WUT for approval, within a maximum of one working day from it. Following the approval or rejection of the application, the InfoCentre will notify the student, and the School Management Center will operate the resumption of studies in the student school management system, if applicable.

(4) The student may resume his studies only within the limit of the schooling capacity established for the respective program.

**Article 53.** Upon resumption of studies, students will sign an addendum to the study contract, will additionally contract disciplines arising from the possible modification of the curriculum of the educational plan in which they are enrolled, benefit from the recognition of exams passed, until the interruption, based on the System transferable credits and will enter the reclassification procedure.

**Article 54.** At the time of the interruption, the student is informed that the resumption of studies is in line with the curriculum and tuition fees related to the promotion with which they will resume their studies, respectively that new disciplines will have to be contracted additionally, benefiting from the recognition of the exams passed before the interruption.

## ***Chapter X - Withdrawal, expulsion and re-registration***

### **Withdrawal from studies**

#### **Article 55.**

**(1)** The student may withdraw from studies with the prior approval of the dean of the faculty. The student withdrawn from studies can subsequently enroll in university studies through a new admission process or a re-registration process and can benefit, upon request, with the approval of the dean of the faculty, from the equivalence of transferable credits and grades previously obtained, to the extent of their compatibility with the curriculum of the university study program to which he is admitted.

**(2)** Withdrawal from studies is made with the payment of the related due fees until the moment of submitting the withdrawal request.

**(3)** The withdrawal of study documents from the student's file (baccalaureate diploma/bachelor's degree) may be done independently of the withdrawal from studies, at the student's request, on the basis of his signature and with his replacement of the original documents with certified copies in accordance with the original by the representatives of WUT. If the student occupies a place financed from the state budget, he can withdraw the documents for a maximum of two working days (unless the withdrawal of the documents is completed with the withdrawal from studies), otherwise losing the place financed from the state budget.

**(4)** The termination of the student quality becomes operational after the issuance of the Expulsion Decision by the Rector of the university.

**(5)** The request for withdrawal from studies shall be submitted to the Student InfoCenter, in electronic format, which shall register it and send it to the Chief Secretary of the faculty where the student is enrolled, within one working day from its receipt.

**(6)** If the withdrawing student occupies a seat financed from the state budget and the withdrawal application is submitted and registered with UVT before October 31<sup>st</sup>, the seat financed from the state budget issued by the retiring student will be redistributed, through a reclassification process, to the next student in the ranking for the previous academic year, respectively resulting from the admission process, in the case of the first year of study, the year and the study program in which the retiring student was enrolled, if there is and is eligible to occupy a seat financed from the state budget, with the written approval of the UVT Chief Secretary and the Faculty Chief Secretary. If in the year and the study program in which the student who withdraws from a seat financed from the state budget was enrolled, there are no students eligible to occupy a such seat, the seat financed from the state budget will be redistributed, in order, with the written approval of the UVT Chief Secretary and the Faculty Chief Secretary, as follows:

- the student of the same year of study with the highest average eligible to occupy a seat financed from the state budget from another university study program in the same field of study as the program where the place was released;

- the student of the same year of study with the highest average eligible to occupy a seat financed from the state budget from another university study program managed by the same department that manages the study program where the place was issued;

- the student of the same year of studies with the highest average eligible to occupy a seat financed from the state budget from another university study program of the same faculty;

- in the absence of such an eligible student in the faculty, the Chief Secretary of the UVT will notify the Vice-Rector responsible for the academic strategy of the UVT, who will propose the redistribution of the respective seat at the level of the UVT.

## **Expulsion**

### **Article 56.**

**(1)** The expulsion process is the equivalent way of disciplinary sanction for committing serious deviations from the obligations assumed at the time of acquiring the quality of student of the West University of Timișoara, as well as the way of removing students/termination of student quality in certain given situations.

**(2)** The expulsion of the student is made by decision of the Rector of the West University of Timișoara in the following situations:

- a) in case of fraud or attempt to defraud the examinations by:
  - 1. the possession by the student, during any evaluation process, of any sources of information, means of distance communication or of any devices capable of storing and reproducing information, without the explicit consent of the evaluating teacher, announced before the start the evaluation process;
  - 2. changing exam subjects or copying after another student;
  - 3. substituting another student for assessment activities or agreeing to be substituted by another person for assessment activities;
- b) committing a serious deviation from the norms of academic behavior, as well as committing crimes in the spaces belonging to the West University of Timișoara;
- c) committing serious deviations from the norms of social coexistence in the spaces belonging to WUT;
- d) deliberate destruction of assets belonging to WUT;
- e) failure to submit the request for repetition/extension of studies, as the case may be, in the case of the student who has an insufficient number of credits to pass the current academic year;
- f) failure to complete the studies after the expiration of the period provided in WUT regulations;
- g) submitting a request for withdrawal from studies;
- h) non-fulfillment of the full financial obligations incumbent on the WUT student within the terms and in the form provided in WUT regulations.

**(3)** If at the end of the first year, the student has not accumulated the number of credits necessary for the promotion of the academic year, he/she will be expelled with the right of re-enrollment upon request, in the next year, without taking the entrance exam. The application is subject to the approval of the faculty council, within the schooling capacity of the respective study program.

(4) Expulsion offense listed in Article 55, paragraph (2), point a) has the following procedure:

a) the tenured teacher, supervisor teacher or the faculty dean draw up a report finding that the act should contain at least the following:

1. and identification of the person who committed the deed, at least by name and surname;
2. brief description of the deed;
3. the statement of the student in question. In case of refusal to make any kind of statement, this fact will be recorded and the report will be countersigned by at least one witness, teacher or student.
4. the material evidence or witnesses who assisted in the production of the deed, if applicable;
5. circumstantial supplementary evidence, if there are;

b) the reports drawn up in accordance with point a) shall be forwarded to the Faculty's Dean;

c) The Faculty Dean will make a proposal for the application of disciplinary sanctions forwarded to the Faculty Council, which will determine what sanction will be applied;

d) the decision of the Faculty Council will be submitted to the Rector by the Dean;

e) The rector, by decision, will apply the sanction or will reject the proposal submitted by the faculty. The decision will be communicated to the faculty and the student in question.

(5) Expulsion offense listed in paragraph (2), points b), c), d) is decided by the Rector's decision following completion of disciplinary investigation of the student by a commission established at the level of each faculty in this respect, by order of the Dean of the faculty

(6) The communication towards the student shall be deemed completed when the UVT's Rector Decision has been sent to the student's institutional e-mail by the Secretary General of WUT.

(7) The appeal against the decision of the rector may be formulated within 2 working days calculated from the day after following the communication of the decision and will be submitted to the university registry. The appeal against the rector's decision will be settled definitively by the Senate of the West University of Timișoara, by a decision of the Senate.

### **Re-registration**

#### **Article 57.**

(1) In the case of expelled students with the right of re-enrollment, re-enrollment is made upon request, with the payment of the re-enrollment fee, the equivalence of the disciplines promoted by the recognition and equivalence commission operating at the faculty level and the alignment to the curriculum related to the re-enrollment. A passed exam is recognized as passed, even if the number of credits allocated to that discipline has been changed. Re-enrollment is done



in compliance with the promotion conditions from one year of studies to another related to the promotion to which the student is aligned.

(2) The re-enrollment application is submitted at least 5 labour days before the beginning of the academic year at the Student InfoCenter.

(3) The Student Info Center sends the re-enrollment request, registered, to the School Management Center within a maximum of one working day from the receipt. The School Management Center will send to the chief secretary of the faculty where the student requests his re-enrollment, together with his partial transcript, within a maximum of one working day from receipt.

(4) The Chief Secretary of the Faculty shall forward the documents no later than one working day after their receipt to the Recognition and Equivalence Commission.

(5) The faculty recognition and equivalence commission will issue the recognition decision within a maximum of 3 working days from the receipt of the documents from the chief secretary of the faculty. It will send a recognition decision to the School Management Center within one working day of its receipt, the student is then informed about his / her school situation by the Student InfoCenter. For each remaining discipline the student will pay the recontracting fee established by the UVT Senate for the respective academic year, in the first 5 working days from the beginning of the academic year.

(6) The re-registration is operated under a new registration number.

## ***Chapter XI - Rewards and sanctions***

**Article 58.** For outstanding performance in professional and scientific student may be awarded by:

- a) special scholarships (excellence, merit, performance), in accordance with the regulations in force regarding their award;
- b) other forms of awards established by WUT Board of Directors from the own funds of the West University of Timișoara, in self-financing regime, in accordance with the legal regulations;
- c) private scholarships, if applicable.

### **Article 59.**

(1) If the student:

- a) does not sign the Study Contract/ additional documents within the terms provided by the internal regulations or the own methodologies of the faculties;
- b) defrauds the evaluation process;
- c) violates the norms that protect copyrights, as they are defined by *Law no. 8/1996 on copyright and related rights*, republished;

- d) violates the provisions of *Law 306/2004 on good conduct in scientific research, technological development and innovation*;
- e) commits acts that are incompatible with the quality of student;
- f) sells or buys an accommodation in the dormitories of the West University of Timișoara;
- g) transmits in any way the right to use the accommodation spaces to which he is entitled;
- h) does not notify the accommodation commissions regarding the illegal occupation of the accommodation by a third party,

it is punishable by penalties as stipulated in paragraph (2) of this Article, depending on the seriousness of the facts, without that they are set hierarchy.

**(2)** The following sanctions may be applied to the student:

- a) written warning and prohibition of participation in grade increases;
- b) written warning and non-granting of the scholarship for a period from 1 month to 10 months;
- c) written warning and suspension of the right to live in the dormitory for a period from 1 month to 10 months;
- d) written warning and prohibition of participation in exams in free sessions;
- e) written warning and payment to the university of the value of the damaged goods and of the works necessary for the rehabilitation of the damaged goods;
- f) expulsion with the right of re-registration in the year from which he was expelled without taking the admission contest and the equivalence of the promoted disciplines;
- g) expulsion without the right to re-enroll within the faculties of UVT for a period from 1 year to 5 academic years calculated from the academic year following the date of the expulsion decision remaining final, with the equivalence of credits.

**(3)** Two sanctions with warning and, in case of expulsion, two expulsions for fraud or disciplinary offenses with the right of re-enrollment may not be ordered successively for the same student.

**(4)** The sanctions with warnings are approved by the Faculty Council, at the proposal of the Faculty Dean, except for the sanctions granted for violations committed in student dormitories, which are subject to the provisions contained in the *Regulation on accommodation in WUT dormitories*.

**(5)** In case of violation of the provisions of paragraph (2), points c) and d), the penalty to be applied is expulsion, without the right of re-registering for a total time lapse of 3 years. The expulsion proposal is submitted to the Rector of WUT by the Faculty Dean, after verifying the work done in violation of the aforementioned legal provisions. In order to verify the paper, an evaluation commission is set up consisting of the Dean, the Vice-Dean and the evaluating teacher.

**(6)** The appeals against the decisions/sanctioning decision shall be submitted within two working days from the communication, at the Student InfoCenter, and will be solved definitively by decision of the rector of the university. The Student InfoCenter registers the appeal and sends

it to the Chancellery of the Rector for settlement within a maximum of one working day from its receipt.

(7) The sanctions are applied depending on the seriousness of the violations, their repetition, the conditions in which they were committed and the attitude of the student during the disciplinary investigation.

(8) The sanctions applied to students for violating the provisions of this Code shall be communicated to them at the institutional e-mail address.

## ***Chapter XII - Completion of studies***

### **Article 60.**

(1) The studies in university education for the cycles of bachelor's and master's degree studies shall end with a bachelor's exam or dissertation examination, respectively, organized in accordance with the national legislation in force and with the regulations for the completion of bachelor's and master's degree studies approved by the Senate of the West University of Timișoara and by the Councils of the WUT faculties.

(2) Enrollment in the final examination requires the cumulative fulfillment of the following requirements:

- a) the accumulation of all the credits provided in the curricula for the compulsory subjects and the required number of optional subjects (including the compulsory credits additional to the 30/60 semester/annual credits), except those provided for the completion of studies;
- b) the promotion of four semesters of modern language, the verification of this requirement being the responsibility of the School Management Center.

(3) If the student requests the issuance of an *individual language proficiency certificate*, it shall be issued by the modern language departments of the university, based on procedures established in agreement with the exam organizing faculty, with the payment of a fee.

## ***Chapter XIII - Final and transitional provisions***

### **Article 61.**

(1) The entire communication with the students regarding the administrative procedures described in this document is done through the Student InfoCenter.

(2) Communication with teachers on the administrative procedures described in this document is done through the secretariats of the faculties.

(3) In order to fulfill their attributions, the Student InfoCenter, the School Management Center and the secretariats of the faculties communicate and exchange information.

**Article 62.** The present edition of this normative act applies to students enrolled at West University of Timisoara in the academic year 2023-2024 and is valid for bachelor's and master's degree cycles at all forms of education of West University of Timisoara.

**Article 63.** Any amendment to this law can be operated internally by WUT Senate Decision, with consultation of all stakeholders.

**Article 64.** Faculties may adopt specific regulations on students' professional activity, by its own methodology, which does not contravene this regulation, only with prior consultation with student representatives and Senate approval West University of Timisoara.

**Article 65.** With effect from the entry into force of the fourth edition of this document, the *Regulation on the Transferable Credit System for the Cycle of undergraduate and master's degree studies at the West University of Timișoara* and the *Operational Procedure on Management (record) students and tuition fees from WUT*.