

METHODOLOGY

for the organization and conduct of the academic studies final examination

Preamble

The academic studies final examination at Transilvania University of Braşov is conducted according to the Law of Higher Education no. 199/2023 and it also applies to the university education organized under the Law no. 288/2004 on the organization of academic studies, respectively the Law of National Education no. 1/2011, with subsequent amendments, the Law no. 84/1995 and the Law no. 60/2000 on the right of private higher education graduates to take the final exam at accredited state higher education institutions, respectively according to art.1, art.2 and art.3 of the Government Decision no. 404/2006 on the procedure for the master's degree studies, in conjunction with the provisions of the Order of the relevant ministry on the general framework for the organization and conduct of the bachelor's/ diploma final exams, as well as the dissertation exam valid in the academic year concerned.

Chapter I. General provisions

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

- a) Bachelor's degree examination for the graduates of the bachelor's study programmes, or diploma examination for the graduates of the bachelor's study programmes in the field of engineering sciences;
- b) Dissertation examination for the master's study programmes;
- c) Graduation exam for the final-year students of the short-term programmes organized under the Law No. 84/1995.

Art. 2 (1) The bachelor's/ diploma examination consists of one or two tests, according to the decision of the Faculty Council, in compliance with the ARACIS standards, as follows:

Test 1: Evaluation of basic and specialized knowledge;

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

In case the option is for only one test, this must be the presentation and defence of the bachelor's degree graduation project/ diploma project.

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

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

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



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

For the Medicine study programme, the evaluation of fundamental and specialized knowledge (the written test also has a national component from the set of themes for Residency); In the medical-pharmaceutical higher-education programmes, test 1 can also include a practical evaluation.

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

(a) study programmes for which it is accredited in accordance with the rule of law - hereinafter referred to as accredited programmes;

(b) study programmes authorized to operate provisionally if within the university there is another accredited specialization within a main field of study similar to the authorized study programme. The "similar" study programmes are established by the Romanian Agency for Quality Assurance in Higher Education.

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

(2) In special situations, upon request, the graduates of Transilvania University of Braşov may register and take, as appropriate, the bachelor's degree examination/diploma examination at another accredited higher education institution, with the approval of the University Senates of both Transilvania University of Braşov and the organizing institution, after the endorsement of the executive boards of the two higher education institutions.

(3) In special situations, upon request, the graduates of an accredited higher education institution may register and take, as appropriate, the bachelor's/ diploma exam at Transilvania University of Braşov, with the approval of the University Senates of both the graduated institution and Transilvania University of Braşov, after the endorsement of the executive boards of the two higher education institutions. The requests addressed to the Senate of Transilvania University of Braşov by the graduates of other higher education institutions are made no later than the end of September before the academic year in which the graduate intends to take the bachelor's/ diploma final exam. The approval of the Senate of Transilvania University of Braşov is subject to the endorsement of a scientific supervisor within the faculty where the bachelor's/diploma final examination is to be taken, endorsement regarding the guidance for the elaboration of the project.

(4) Higher education graduates of study programmes/ specializations accredited or authorized to operate provisionally, either existing, or liquidated, or into liquidation may take the bachelor's/ diploma exam. Graduates of other higher education institutions shall follow the procedure at par. (3) of this article.

Art. 7 (1) Transilvania University of Braşov may organize the dissertation exam for its own graduates, upon completion of the master's studies for the current class and the previous classes, in both the master's degree studies and the postgraduate master's degree studies organized under the Law no. 84/1995, republished, with subsequent amendments.

(2) Transilvania University of Braşov may also organize the dissertation exam for the graduates of other accredited higher-education institutions, if it has, in its structure, master's degree programmes with the same name and within the same field of study. The candidates must obtain the approval of both University Senates: the institution they graduated from and Transilvania University of Braşov, after the endorsement of the



executive boards of the two higher education institutions. The applications addressed to the Senate of Transilvania University of Braşov by the graduates of other higher education institutions shall be formulated no later than the end of the month of September preceding the academic year in which the graduate intends to take the dissertation exam. The approval of the Senate of Transilvania University of Braşov is conditional on the endorsement of a scientific coordinator from the faculty where the dissertation exam is to be taken, endorsement regarding the supervision in drawing up the graduation paper.

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

Chapter II. Organization and conduct of the academic studies final examination for the graduates of Transilvania University of Braşov

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

Art. 10 (1) The set of themes and the bibliography are established by the faculty councils of the organizing university, in compliance with the educational plans and curricula according to which the graduates of the current class have studied, and are brought to the attention of those interested. The set of themes and the bibliography are published on the website of the higher education institution.

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

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

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

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

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

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

(4) The bachelor's degree graduation projects/ diploma projects are scientifically supervised, as the case may be, by Professors, Associate Professors, Lecturers or Assistant Professors with the scientific title of Doctor. Any of the teaching personnel members within the study programme may be scientific supervisors. The bachelor's degree graduation projects/ diploma projects may be also scientifically supervised by associated



teaching personnel members holding the scientific title of Doctor, with the approval of the Head of Department. For interdisciplinary themes, the scientific supervision can be done in co-tutorship, with the endorsement of the Head of Department.

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

(6) The University takes measures to ensure the originality of the content of the bachelor's degree graduation projects/ diploma projects/ dissertations, requiring the candidates to fill out a statutory declaration regarding the authenticity and originality of the content of their work (**Appendix 1**).

The bachelor's degree graduation projects/ diploma projects/ dissertations are subjected to the similarity analysis through the Turnitin software. For these ones, the maximum similarity percentage accepted is 15%, and 5% if from a source. Scientific supervisors have the obligation of diligence as regards verifying the conformity of the scientific projects in relation to the specific requirements of an original creation.

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

Art. 11 In the situation where there is evidence that a certificate or a study diploma was obtained by fraudulent means or by violating the provisions of the Code of Academic Ethics and Professional Deontology, within 30 days from the date of notification thereon or, as the case may be, from the date of the adoption of a decision at the level of the Academic Ethics Committee, the Rector has the obligation to request the administrative litigation court to annul the certificate or a study diploma, according to the legal provisions.

Art. 12 The organization and conduct of the academic studies final examination is unitary, both for its own graduates and for the graduates of other higher education institutions, whether accredited or authorized to function provisionally, who take the academic studies final examination at Transilvania University of Braşov (exam tests, topics and bibliography, test assignments, grading, promotion conditions, etc.) and is held on the premises of the organizing institution. By way of exception, for special, duly justified situations, the academic studies final exams may be held on the premises of the institution where the candidates come from, based on a protocol concluded between the two higher education institutions, only with the approval of the relevant ministry.

Art. 13 (1) The Examination Committees and the Committees for Settlement of Appeals are established according to the study programmes, by Rector's Order, at the proposal of the Faculty Councils and with the approval of the University Senate, so that the full members of an Examination Committee amounting to at least 3, are specialists in the field of the study programme, have at least the teaching degree of Lecturer and the scientific title of Doctor, except for the President, who must be a Professor or Associate Professor. The Committees must include at least 2 alternate members, so that the provisions of the following paragraph are complied with, from among whom the Faculty Dean, based on a reasoned application, can replace, under decision, one of the titular members of the Examination and/or Appeal-Settlement Committee.

(2) The structure of the committees, as well as the number of their members must not change throughout the academic studies final exams.

(3) The secretary of the Examination Committee may be Assistant Professor and only has document-management tasks. The secretary of the Committee is directly responsible for the management of the examination documents.

(4) The structure of the Committees for Bachelor's Degree/ Diploma and Dissertation Exams, and of the Committees for Settlement of Appeals is published on the website of the institution.



(5) In exceptional cases, if the chairman of the Examination and/or Appeal-Settlement Committee, for objective reasons justified in writing to the Faculty Dean, cannot coordinate the Committee, his place as a member of the committee shall be taken over, under Dean's decision, by one of the alternate members. Under the same decision, the Dean also establishes the member of the academic teaching personnel who will become the chairman of that Committee.

(6) In the situations stipulated in paragraph 1, 2nd sentence, and paragraph 5, the Dean's decision together with the Rector's order for appointing the committees are archived in the faculty's documentation regarding the organization of the final exam, and are brought to the attention of the Vice-Rectorate for Didactic Activity.

Art. 14 The composition of the Academic Studies Final Examination Committees shall consider the following aspects:

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

Art. 15 The defence of the bachelor's degree graduation project/ diploma project/ dissertation by the graduates of state and private education may be attended by the supervisors of the bachelor's degree graduation project/ diploma project/ dissertation who are not members of the commission.

Art. 16 The Faculty Councils of Transilvania University of Braşov may amend this Methodology depending on the specificity of the field and study programmes, in compliance with the legal provisions in force, only after the University Senate validates the proposed amendments. The specific provisions adopted by the Faculty Councils in addition to this Methodology are notified to those interested by display on the faculty website at least 6 months before the exam.

Art. 17 (1) The candidates register in order to take the academic studies final exam, at the faculty to which the study programme belongs.

- (2) The graduates will submit the documents listed in **Appendix 2** to the faculty's secretary office.
- (3) Graduates from other higher education institutions shall present to the secretariat of the faculty all the documents listed in Appendix 3 or shall send them by traditional mail or courier services.
- (3) Graduates who did not take or failed the bachelor's/ diploma exam or the dissertation may register for a subsequent session in order to take it.
- (4) Candidates must register at least 10 days before the start of the exam, only at the organizing institution, in strict compliance with the legal provisions.
- (5) Registration for the graduation exam is based on a standard written application, submitted to the secretariat of the faculty, by each graduate.
- (6) Upon registration, graduates who repeat the exam and tuition fee-paying graduates must submit receipts of payment of the fee stipulated by the regulations in force. Graduates who benefited from state budget-



funded places are exempt from the fee only when participating in the first academic studies final examination session organized after the date of graduation. The academic studies final examination fees for the graduates of other higher education institutions are established on the basis of an estimate by the faculties that organize the examination and are approved by the Executive Board within the Collaboration Agreement on Organizing the Academic Studies Final Examination, respectively punctually, in the case of graduates who register individually to take the academic studies final examination, if there are exceptional situations.

(7) The documents enlisted in the updated procedure of the Quality Assurance Office, *the File of registration for the graduation/ bachelor's degree/ diploma/ dissertation examination (Appendix 2)* are required for registration.

(8) The chief secretary of the faculty organizing the final examination is directly responsible for the correctness of the registration file. The faculties will display the start date of the academic studies final examination, the deadline for submitting the application and the project at the beginning of the last tuition semester.

9) The graduation/ bachelor's degree/ diploma project or the dissertation, which the project-related sheet including the scientific supervisor's assessments on the project content is appended to, must be submitted at least 5 days before the date on which the academic studies final examination is scheduled. The project will be submitted electronically, in editable and plain text PDF format, by upload on the University's e-learning platform, under a section created especially for the current class, and the accompanying project-related sheet shall bear the scientific supervisor's scanned signature and will be also transmitted electronically. The statutory declaration on the authenticity and originality of the project content (Appendix 1) and the graduate's consent on the recording of the evaluation, where applicable, will be uploaded under the same section.

The project will be submitted electronically, in editable format (Word), by uploading the document on the University's e-learning platform, under a section created especially for the current class, and the accompanying project-related sheet shall bear the scientific supervisor's scanned signature and will be also transmitted electronically. The statutory declaration on the authenticity and originality of the project content (**Appendix 1**) and the graduate's consent on the recording of the evaluation, where applicable, will be uploaded under the same section. The coordinator of the paper/ project/ dissertation will analyse the similarity report generated by the Turnitin software and include in the paper/ project/ dissertation sheet the resulting similarity percentage and any comments. Similarity reports are included in the examination file on the e-learning platform.

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

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

Art. 18 (1) The evaluation of the basic and specialized knowledge (test 1) takes place in the form of a written test, a practical test or an oral test, according to the options of the faculties.

(2) In case the bachelor's studies final examination stipulates two tests:

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

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

(c) For the final tests, each member of the Committee proposes a grade from 1 to 10 (integers), and the final grade results from the arithmetic average of these grades, calculated to two decimal places, without rounding.



If there is a difference of more than one point between the grades given by the members of the Committee, the final decision shall be taken through arbitration of the situation by the President of the Committee. The President of the Committee is directly responsible for the correct evaluation of the candidates.

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

(e) The bachelor's studies final examination is passed if the component tests are taken and passed, and the pass average grade for the exam, calculated as the arithmetic average of the test grades, with two decimal places, without rounding, is at least 6.00.

(3) In case the bachelor's studies final examination stipulates just one test, namely the defence of the bachelor's degree graduation project/diploma project:

(a) The grade for the graduation project/diploma project is awarded exclusively by the members of the Examination Committee, based on the defence to the plenary commission. The minimum number of grades contributing to the calculation of the average is at least equal to the absolute majority of the members of the committee.

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

(c) The bachelor's studies final examination is passed if the final average grade is at least 6,00.

(4) In the case of the master's studies final examination:

(a) The grade for the graduation project/ diploma project/ dissertation is awarded exclusively by the members of the Examination Committee, based on the defence to the plenary commission. The minimum number of grades contributing to the calculation of the average is at least equal to the absolute majority of the members of the committee.

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

(c) The dissertation examination is passed if the final average grade is at least 6,00.

(5) The failed bachelor's degree/diploma examination may be repeated in a subsequent session at the same higher education institution, bearing the related expenses, established by the regulations in force. Failure to pass test 1 (in case the academic studies final exam stipulates two tests) leads to failure to pass the final exam.

(6) If the candidate fails the dissertation examination, s/he may register for a second examination session. If not even for the second defence of the dissertation does the graduate student get the pass average grade, s/he will receive a certificate of graduation from the master's degree study programme and the transcript of records (cf. Government Ordinance 404/2006, art. 33, par. 1,2,3).

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

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

(9) Any appeals related to the results of a test are filed to the secretariats of the faculties within 24 hours from the communication (posting) of the results, according to para. 7 of art.19; exceptionally, if the posting of results occurs on a non-working day, appeals will be filed on the first working day after the posting of results, within



the work schedule. The settlement of appeals is resolved within 24 hours from the expiry of the period for filing appeals by the Appeals Analysis Committee, a committee appointed by Rector's Order, at the proposal of the Faculty Council, under the same conditions as the Competition Committee, within 24 hours from the expiry of the period for filing appeals, but not later than the date and time at which the start of test 2 is scheduled for the respective candidates.

10) The appeals are settled exclusively at the university level, to the effect that the decisions of the analysis and appeals commissions are final.

(11) The results of the oral tests, of sports or artistic skills, cannot be disputed.

Art. 19 The Faculties will transmit to the Study Documents structure, subordinated to the University's Secretary in Chief, the documents recording the results of the academic studies final examination, according to the requirements of the relevant ministry.

Chapter III. Organization and conduct of the academic studies final examination for the study programmes organized according to Law 84/1995

Art. 20 The academic studies final exams in higher education are:

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

Art. 21 The themes and bibliography are established by the Faculty Councils, in compliance with the educational plans and curricula according to which the graduates of the last promotion have studied, and are notified to those interested, by display on the faculty's website.

Art. 22 Candidates must register no later than the end of October for the current academic year, in strict compliance with the legal provisions and with this Methodology.

Chapter IV. Organization and conduct of the academic studies final examination for the graduates of other higher education institutions accredited or authorized to operate provisionally

Art. 23 (1) Transilvania University of Braşov may organize a bachelor's/ diploma examination for the graduates of other higher education institutions accredited or authorized to operate provisionally, for the bachelor's degree programmes that exist in the university structure.

(2) Transilvania University of Braşov may organize a dissertation examination for the graduates of other accredited higher education institutions, if it has, in its structure, master's degree programmes with the same name and within the same field of study.

(3) A **Collaboration Agreement** is concluded between Transilvania University of Braşov and the higher education institutions accredited or authorized to operate provisionally, the students of which, enrolled in study programmes authorized to operate provisionally will take the bachelor's/ diploma examination at Transilvania University of Braşov, with the approval of the University Senates, after the endorsement of the executive boards. The Agreement stipulates the conditions for the organization and conduct of the academic studies final exams. The Agreement also stipulates the fee charged on the beneficiary institution to cover the costs of organizing the academic studies final exams. The organizing institution shall not charge examination fees on the students.



(4) Transilvania University of Braşov can accept for the bachelor's/ diploma/ dissertation examination the graduates of other higher education institutions accredited or authorized to operate provisionally who individually request to take the final exam at Transilvania University of Braşov and who have the approval of both University Senates, under the conditions of para.1 for the bachelor's/ diploma examination, respectively those of para. 2 for the dissertation exams. This graduate shall pay the examination fee.

(5) For a study programme, the academic studies final exams shall be organized and conducted under the same conditions for all graduates, only within Transilvania University of Braşov. Exceptionally, for special, well-motivated situations, the bachelor's degree final exams can be held in the locations belonging to the higher education institutions where the candidates come from, based on a protocol concluded between the two higher education institutions, subject to the approval of the relevant ministry.

Art. 24 Transilvania University of Braşov does not organize selection exams and bachelor's/ diploma exams for the graduates of higher education institutions and bachelor's degree programmes not authorized to operate provisionally.

Chapter V. Issuance of diplomas

Art. 25 (1) Higher education graduates who passed the graduation examination are issued the Diploma of Graduation.

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

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

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

(5) Higher education graduates who graduated from the mergedly offered bachelor's and master's academic studies are issued the Bachelor's and Master's Diploma.

Art. 26 (1) The diplomas are issued by the organizing institution within 12 months from the date of passing the academic studies final examination. Until the issuance of the diploma, graduates who passed the academic studies final examination receive, upon request, certificates of graduation.

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

(3) Graduates who did not pass the academic studies final examination are issued a Certificate of Graduation with No Academic Studies Final Examination, upon request, by the higher education institution they graduated from. This certificate contains information on the form of education in which the tuition was organized, the period of study and the passing average grades of the study years.

(4) The Diploma is accompanied by the Diploma Supplement. The faculties are obliged to issue to the passed candidates Certificates of Graduation from Academic Studies, which are valid until the issuance of Diplomas and Diploma Supplements. The graduates are issued a single Certificate of Graduation from Academic Studies. The certificates will have a registration number and will be issued only upon signature. In case of loss or destruction, upon request, a new certificate will be issued, with a new registration number, the validity term of which falls within a maximum of 12 months calculated from the passing of the academic studies final examination.



Chapter VI. Final provisions

Art.27 (1) 10 ECTS credits are awarded for passing the bachelor's degree/ diploma examination.

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

Art. 28 The provisions of this Methodology shall apply from the academic year 2023-2024 and are also enforceable on the graduates who did not take or did not pass the academic studies final examination by the entry into force of this Methodology.

Art. 29 The Management of Transilvania University of Braşov and the Examination Committees bear full responsibility for the organization and conduct of the academic studies final examinations.

The amendments to this Methodology were discussed and approved in the meeting of the Senate of Transilvania University of Braşov on 24.04.2024.

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





**STATUTORY DECLARATION REGARDING THE ORIGINALITY OF THE GRADUATION PROJECT/
BACHELOR'S DEGREE PROJECT/ DIPLOMA PROJECT/ DISSERTATION**

TRANSILVANIA UNIVERSITY OF BRAȘOV

FACULTY

STUDY PROGRAMME

SURNAME AND FORENAME

CLASS

SESSION OF GRADUATION/ BACHELOR'S/ DIPLOMA/ DISSERTATION

NAME OF PROJECT/ DISSERTATION

.....

.....

SCIENTIFIC SUPERVISOR

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

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

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

Date:

Graduate (surname, forename)

signature



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

In order to register for the graduation/ bachelor's/ diploma/ dissertation examination, UNITBV graduates must transmit electronically to the secretariat of the faculty:

1. Standard application form;
2. Statutory declaration on the processing of personal data within the procedure of organization for the bachelor's/ diploma/ dissertation examination;
3. Birth certificate, in a legalized copy or in a copy certified as "in accordance with the original" by the authorized person within the faculty secretariat, upon the submittal of the document in the original;
4. Marriage certificate, in a legalized copy or in a copy certified as "in accordance with the original" by the authorized person within the faculty secretariat, upon the submittal of the document in the original, if applicable;
5. Rector's order on the graduate's name change, if applicable;
6. Baccalaureate Diploma or the equivalent thereof, in a legalized copy or in a copy certified as "in accordance with the original" by the authorized person within the faculty secretariat, upon the submittal of the document in the original – for the bachelor's/ diploma exam;
7. Bachelor's Diploma or Engineer Diploma, and the appendix to the Diploma, in a legalized copy or in a copy certified as "in accordance with the original" by the authorized person within the faculty secretariat, upon the submittal of the document in the original – for the dissertation exam;
8. Copy of the Letter/ Order of the relevant Ministry, of acceptance to studies, or of the Equivalence Certificate, if applicable;
9. Identity card or passport, in copy;
10. Proof of payment of the examination fee, if applicable;
11. Two recent photos, size 3 x 4 cm, colour, on photographic paper (for the Bachelor's diploma and Engineer Diploma);

Graduates from other higher education institutions submit the above documents, with the addition of:

12. The Diploma Supplement issued by the state or private higher education institution, which shows, for each semester and year of study, the passed study disciplines, the number of hours stipulated for each course, applications, practical works - separately, the form of verification (exam, colloquium, project, verification), the credits and grades obtained, as well as a copy of the Diploma Supplement, certified as "in accordance with the original" by the issuing faculty;
13. Certificate issued by the state or private higher education institution that they graduated from, which shows the quality of graduate, drawn up in accordance with the provisions of OM 4156/2020

In the case of the graduates from disestablished higher education institutions, the documents under points 12-13 are replaced by the school situation/ transcript of records, respectively documents issued by the National Archives, the county services/ Bucharest Municipality Service of the National Archives or by the institutions where the archive of the disestablished institution was submitted, as the case may be, which shows, for each semester and year of study, the passed study disciplines, the number of hours stipulated for each course, applications, practical works - separately, the form of verification (exam, colloquium, project, verification).

The diploma supplement is filled in and issued by the faculty that organized the academic studies final exam, based on the documentary evidence enabling the graduate to take the academic studies final exam. In this situation, the mention will be made on the diploma supplement: "This document is issued by Transilvania



University of Braşov, Faculty of..... (name of the faculty)
based on the documentary evidence obtained from
(name of the entity that issued the latter).”

The chief secretary of the organizing faculty is directly responsible for the correctness in the preparation of the registration file.