



## **REGULATION** **for organizing and conducting** **the graduation examination for undergraduate and graduate levels**

### **A. INTRODUCTION**

In accordance with the regulations of the National Education Law no 1/2011 further changed and amended and the Order of the Ministry of National Education and Scientific Research no 6125 of December 20, 2016 regarding the Frame Methodology for organising and conducting the graduation/ diploma and dissertation examinations and complying with the Charter of the Babes-Bolyai University (UBB),

**The Senate of the Babes-Bolyai University approved the present regulation:**

1. In each academic year the graduation examination is organized in two sessions established by the UBB Senate altogether with the approval of the academic year structure, and the date for the sessions is to be communicated to students at least six months before scheduling the first day of registration of the first session. The second session is scheduled either during the current academic year, or during February the following year.
2. In accordance with each situation the following can sit for the graduation/diploma exam:
  - a) graduates of (existing, liquidated or going into liquidation) study programmes/ specialisations with provisional accreditation or authorization, belonging to one of the Universities in the Universitaria Consortium and the Consortium of Universities of Cluj or from universities which signed written agreements with UBB in this respect, specialisations existing in the structure of UBB;
  - b) graduates who passed the selection exam, who come from higher education institutions and/or study programmes which went into liquidation;
- For private higher education graduates falling under Law no. 60/2000, and for graduates of specialisations in liquidation/ liquidated within higher education institutions authorized to operate provisionally, the selection exam consists of five written tests.
- For graduates of specialisations going into liquidation/ liquidated within accredited higher education institutions, the selection examination consists of 3 written tests.
- The promoted selection exam is recognized in all subsequent graduation/diploma exams sessions, but only within the institution where it was taken and promoted.
- For the situation specified in Art. 361 of the Education Law No. 1/2011, with subsequent amendments and supplements, provisions of the Order of Ministry of Education, Research, Youth and Sports No. 3952/2012 for regulation of measures regarding the completion of studies in higher education for the situations stipulated in Art. 361, paragraphs (4) and (5) of the National Education Law No. 1/2011.

- Where, at national level, in an undergraduate domain there are only undergraduate study programmes/ specialisations with provisional authorization, the graduates of these programmes will sit for the graduation/ diploma exam at accredited higher education institutions that include in their structure 'similar' accredited undergraduate study programmes/ specialisations established by the Romanian Agency for Quality Assurance in Higher Education (ARACIS).
- Graduates of study programmes/ specialisations with provisional authorization or accredited that were liquidated which no longer function at national level, who did not sit for or passed the graduation exams can sit for the graduation/ diploma exam in accredited higher education institutions with similar accredited study programmes/ specializations established by ARACIS.

## **B. REGISTRATION FOR THE EXAM**

1. Babes-Bolyai University organizes graduation examinations for its own graduates or for those from other public or private higher education institutions, for:
  - a) undergraduate study programmes/ specialisations with accreditation under provisions of law, hereinafter called accredited study programmes/ specialisations;
  - b) undergraduate study programmes/ specialisations with provisional authorization for which the institution has, in the same field of undergraduate studies, accredited undergraduate study programmes/ specialisations;

In exceptional situations, thoroughly motivated, UBB organizes graduation exams of academic studies for specialisations authorized to function provisionally which are unique in the undergraduate field in the institution with the approval of ARACIS.

***UBB organizes dissertation exams only for its own graduates from the current and previous classes both in master's graduate studies and in master's postgraduate studies organized according to Law no. 84/1995 with the subsequent amendments and supplements.***

2. Registration for the graduation exam with the compliance of all the procedures of UBB is accepted for the graduates of other universities who did not sit for the graduation exam and fall in the following categories:
  - a) Graduates of Universities in the Universitaria Consortium and the Consortium of Universities of Cluj.
  - b) Graduates of universities that have signed written agreements with UBB in this respect.
  - c) Graduates of programmes in liquidation and the request is submitted with the Administration of the University in question.
3. Registration of candidates from other universities is done by the requesting university in question, based on the agreement signed by the two institutions, according to the individual choice of candidates, at least 10 days before the beginning of the graduation exam. The Rector's office of the requesting university tracks students sitting for the graduation exam and ensures the legal stipulations are complied with.
4. In order to support the costs incurred by the organization of the graduation exam for the graduates of other higher education institutions with provisional accreditation or authorization, UBB signs a collaboration protocol with the host institution of the graduates, complying with the legal provisions and decisions regarding the fees for organizing the graduation exam.
5. The registration files of the candidates from other universities will be submitted at the university where they were enrolled, being subsequently forwarded to UBB, accompanied

- by the lists with the names of the graduates, as well as by a photocopy of the page in the Official Monitor stating the accreditation or authorization of the respective specialisation.
6. For a study programme/ specialisation, the graduation exam is organized and conducted under the same conditions for all graduates, at the higher education institution organizing the graduation examination, regardless of their form of education or of the higher education institution graduated.
  7. Registration of the UBB candidates for the graduation exam is done by the secretariats of the faculties/extensions.
  8. Only those graduates who have integrally complied with the requirements of the educational plan established for the specialisation of the class in which the graduates completed their studies can sit for the graduation examination. For the candidates coming from other universities, complying with this stipulation constitutes the obligation and responsibility of the respective university.
  9. The graduates who registered but did not take or pass the graduation exam in one of the two consecutive exam sessions (June, February) may submit for a subsequent exam session in order to take this examination at the same institution or at another institution (with the approval of the Rector's office of UBB, based on the agreement of the respective faculty, as well as of the Rector's office of the organizing institution) only for the specialization in question, provided the candidate will cover the implied charges established under legal conditions by the organizing institution and respect the UBB regulations regarding the academic taxes established for the academic year when students register for the graduation exam. If UBB graduates sit for graduation exams in other higher education institutions with which there are no agreements approved by the Senate, UBB retains the right to deny requests for issuing study documents annexes.
  10. The application files submitted for the graduation exam must contain:
    - a registration request form;
    - baccalaureate diploma and the school transcript (for diplomas issued with a school transcript) or equivalent diploma in the original;
    - birth certificate copy in compliance with the original \* or certified copy;
    - two ID card type photos;
    - linguistic competence certification;
    - graduation thesis + CD together with the approval of the thesis advisor;
    - proof of payment of registration fee (if applicable);
    - certificate issued by the higher education institution graduated for the candidates from other universities;
    - the Diploma Supplement, in the original and certified copy, according to the sample provided by the Ministry of National Education for the graduates from other institutions of higher education.
  11. The application files submitted for the dissertation exam must contain:
    - a registration request form;
    - baccalaureate diploma and the school transcript (for diplomas issued with a school transcript) or equivalent diploma in the original;
    - bachelor's diploma and the school transcript/ diploma supplement (for diplomas issued with a school transcript/ diploma supplement) or equivalent diploma in the original;
    - birth certificate copy in compliance with the original\* or certified copy;

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\* According to Government Emergency Ordinance 41/2016 regarding the implementation of simplifying measures in the central public administration system and the amendment and supplementation of normative acts, the request for submitting legalized copies of documents is eliminated, as the legalized copies will be replaced with copies in conformity with the original certified by the person designated as such.

- two ID card type photos (only for graduates receiving education under Law no. 84/1995, respectively under Law no. 288/2004);
  - dissertation + CD, accompanied by the approval of the thesis advisor;
  - proof of payment of registration fee (if applicable).
12. The graduation exam fees are established by faculties, being submitted by faculties to the vice-rector responsible for finances and approved by the UBB Senate.
  13. UBB graduates who have not registered for the graduation exam in other previous sessions, but not later than three years from graduation, may register for both the June, and the February exam session. They can sit for the exams without paying a fee in the two consecutive sessions (June, February). If registering for the graduation exam is done more than three years after graduation a registration fee must be paid.  
If a candidate does not pass the graduation exam in one of the two consecutive sessions (June, February), s/he can sit for the graduation exam in a subsequent session at the candidate's expense and the candidate will pay the corresponding fees.
  14. The registration period covers 10 working days and ends at least 3 days before the date established for the first test of the examination, respectively the first day of presentation and defence of the graduation paper, dissertation (for UBB graduates).
  15. The withdrawal of the application file after the end of the registration period leads to the elimination of the candidate from the exam. The graduates thus use up one opportunity for free presentation.
  16. UBB has the following obligations regarding the organization and scheduling of the graduation examinations:
    - posting the thematic and bibliography on the faculties websites;
    - to inform the applicants through two means (public display, web pages) on the necessary conditions for registration, respectively on the examination procedure;
    - to ensure offering information to the UBB students regarding the organization and regulation of the graduation examination through the assigned year guides and/or tutors system
    - to organize common sessions and respectively examinations for its own students and for students from other universities;
    - to ensure all the didactic activities related to theses, dissertation coordination, respectively the assessment of the aforementioned, in compliance with UBB laws and regulations for the students of the university.
  17. The students entitled to register for the graduation examination are the graduates who acquired the credits established by the educational plans, respectively met all the compulsory requirements in the educational plan, passed the linguistic competence examination under the present Regulation, followed the procedures of liquidation of all obligations according to the legal provisions and to the university provisions in this respect. With the exception of the specialisations organized through national programmes, respectively tests, examinations for which the ministry issues other stipulations.
  18. The registration cannot be conditional on other activities, previous professional obligations of the graduate, than meeting the requirements established in the educational plan and in the contract of studies. Neither the right to register for the graduation examination, nor the evaluation of this examination can be conditional on, respectively related to the professional performance during years of study at subject matters included in the educational plan or in the student's extracurricular professional activities.

## **C. STRUCTURE OF GRADUATION EXAMINATION**

### ***General stipulation***

1. The graduation/ diploma exam at UBB consists of the following two tests:
  - a). test 1: Evaluation of basic and specialized knowledge;
  - b). test 2: Presentation and defense of graduation paper/ diploma project.The graduation/ diploma exam tests will take place in the presence of the exam committee assigned for each examination and the examined candidate in the same place and at the same time.  
Presentation and defense of graduation paper/ diploma project are public, which means that students and teachers from UBB can participate.
2. The dissertation examination consists of a single test, i.e. presentation and defence of dissertation. The presentation and defense can be public, which means that students and teachers from UBB can participate, within possibility, and takes place in the same place and at the same time in the presence of the examining committee and the examined candidate.

### ***Linguistic competence***

3. The candidates for the graduation exam will present upon registration for the exam a certificate of linguistic competence in an international language which confirms their foreign language knowledge. The student who has completed a programme in a language other than that of the Romanian, Hungarian or German lines of study is not required a certificate of linguistic competence. The graduation exam committees will allow for registration for the graduation/ diploma exam one of the types of certificates listed in the Annex attached to this Regulation.
4. The minimum number of points obtained following the language training, based on which the candidate can be accepted in the graduation exam, will be established by the Faculty Council.

### ***Assessment of fundamental and specialized knowledge***

5. The purpose of the exam is to assess the ability of graduates to integrate knowledge acquired during college and adapt it to the cognitive process in the respective field. In the process of assessment of fundamental and specialized knowledge the exams taken throughout the bachelor studies will not be repeated.

### ***The graduation thesis/ diploma paper/ dissertation***

6. The aim of the graduation thesis/ diploma and of the dissertation is to assess the ability of graduates to process knowledge in situations of solving problems that are specific for their training domain and to undertake case studies, field research according to the specificity of the specialisation.
7. The graduation theses/ diplomas/ dissertations can be coordinated only by tenured academics who own a PhD degree in the respective field. The graduation thesis/dissertation may have one or several coordinators, in which case at least one of them must be tenured teacher and PhD.
8. Preparing graduates to write their theses, establishing teaching and scientific assistance procedures and guiding, establishing the requirements and criteria for evaluation will be done by specialisation, profiles, respectively by lines of study. Year advisors, tutors are responsible with informing graduates about the aforementioned, theses advisors are responsible with applying the specific professional decisions to the formations in which the graduates are integrated.

9. UBB encourages the participation of scientific coordinators from the partner universities of the European Union. Professors from partner universities can provide scientific coordination with a cooperation agreement in force, if the agreement stipulates the cooperation in the research domain or in student exchange.
10. A teacher may coordinate papers of graduates from another faculty, specialisation, line of study, with the application of the professional criteria and the requests of the formation the graduate belongs to. Graduates are required to stay informed about the requirements and criteria of their own study formation.
11. The diploma thesis/dissertation advisors are required to provide continuous cooperation with the candidates, throughout the writing of the diploma thesis/dissertation. Candidates are recommended to seek the guidance of advisors for their diploma thesis/dissertation at least 6 months prior to registering for the graduation exam.
12. The formal and content related requirements, as well as the requirements for the individual research/study regarding the diploma thesis/dissertation, the guidelines on the substantiation, documentation, conceiving, drafting, writing, defending of the paper, as well as the assessment criteria will be brought to the knowledge of the graduates at least 6 months before scheduling the first day of registration for the first exam session. The evaluation criteria will be accompanied by a detailed, explicit grading system and an assessment report of the graduation paper (diploma thesis/dissertation). Modifications of these demands, guidelines and criteria will enter into force the following summer session. ***The winter session features the same requirements, guidelines and evaluation criteria as the previous summer session.***
13. Each diploma paper advisor will submit in writing and will officially file with the Dean's office of the respective faculty a text of at least 6 sentences around 500 characters that ***characterizes describes*** the contribution of the author and the degree of novelty of the thesis in the language of the respective line of study or in another international language.
14. Graduation papers are prepared, drafted, edited and presented in the language of teaching of the study programme (languages of the Romanian, Hungarian, German language of study), or in an international language (English, French, Italian).
15. The candidates who resort to fraud by copying the entire thesis, dissertation or just part of it, not complying with the rules of source reference, once the fraud is proven, will be eliminated from the examination without tax fee refund.

### **Specific examination tests**

16. The specific examination tests are those particular examinations other than the diploma thesis or dissertation, which are specified for the programmes that are regulated on national level or are examinations related to the particular nature of the respective domain (art, theatre, etc.).
17. The oral and/or practical examinations will be taken before the graduation exam committee. These examination tests are organized in the language of study.
18. The specific examination (where applicable) failed two times consequently can be repeated in a subsequent exam session with the candidate paying for the expenses incurred in accordance with the stipulations of the organizing institution, as established by law. With the exception of the specialisations, respectively, examinations for which the Ministry or the University Senate issue other stipulations, respectively those with an educational plan drawn up at national level or examinations taken in group, for example those in the theatre domain. If the graduates repeat one of the examination tests, the grade obtained in the other examination can be acknowledged in the next examination session, and only then.

## D. EVALUATION

1. The graduation exam committees are established according to lines of study/ study programmes/ specialisations/ location. The nominal composition of the committees is established through Rector's decision, at the proposal of faculties and departments.
2. Committees for undergraduate/diploma and dissertation exams and committees established for solving appeals are published on the faculties websites.
3. The management of faculties and the examination committees bear full responsibility for organizing and conducting the graduation exams.
4. Each committee consists of a president, members and a secretary.
5. The president of the committee must have a professor or associate professor position.
6. The members in the examination committee must be PhD activities chief/ assistant professor, associate professor or professor.
7. The secretary of the committee must be at least teaching assistant and is in charge only with documents administration.
8. Members of the committees entrusted with the analysis and solving of the complaints cannot be related to those examined, or among them, as spouses, in-laws, and relatives to the third degree inclusive, according to law.
9. The members of the graduation exam committee are paid for this activity exclusively by the organizing institution.
10. All the committee members must be tenured teachers at UBB, or, apart from the president, must have the status of visiting professor. If for the diploma examination should submit graduates of other higher education institutions, private or public, in the graduation examination committee will not be allowed teachers who previously had employed educational activities with the candidates in question.
11. For the written tests, the diploma committee will draft the assessment methods and grading criteria. Each paper will be assessed by two teachers in the Diploma Committee. Oral exams will be held in front of at least three teachers from the Diploma Committee.
12. The defence of the graduation thesis or dissertation is delivered before the Committee and is public. The scientific advisor of the diploma thesis/dissertation proposes the score for the scientific contents and the score for the preparation of the respective thesis and is present during its public defence. Should the coordinator of the thesis not be present on motivation, respectively because of several concomitant theses defenses that require the advisor's presence, the advisor will submit with the secretariat the written review which will contain the paper evaluation. The final score is established by the Committee.
13. In the case of the theses defended by candidates from other universities, the scientific advisor of the thesis/project may participate as a guest.
14. If the candidate passes the diploma exam, s/he accumulates 20 credits (10 credits for the assessment of fundamental and specialized knowledge and 10 credits for presentation and defence of diploma paper/ diploma project). 10 credits are accumulated for defence of dissertation. These credits are added to the 180/240 credits for the undergraduate level, respectively to the 60/120 credits for the master's level. The credits system and the exam are established in the presentation page of the educational plan. Only specialisations or examinations where the ministry issued other stipulations will be excepted, respectively those with an educational plan which was elaborated at national level. For bachelor level specialisations that require specific examinations besides the diploma thesis, the 20 credits are distributed between these examinations according to the stipulations of the educational plan in place.  
For the graduates of study programmes organized based on Educational law no. 84/1995, if the candidate passes the diploma exam, s/he accumulates 30 credits (15 credits for the assessment of fundamental and specialized knowledge and 15 credits for presentation and defence of

diploma paper/ diploma project). Also 15 credits are accumulated for defence of dissertation. These credits add to credits obtained throughout the duration of studies.

15. The score of each examination is calculated as the arithmetic mean of the scores given by the members of the exam committee, as well as the mean of the graduation/diploma/dissertation, which are calculated with two decimals without rounding off. Grades given by the exam committee members are integers from 1 to 10.
16. The committee deliberation for establishing the graduation/diploma examination results is not public.
17. The score granted for the diploma/dissertation will reflect both the contents of ideas and the presentation delivered by the candidate. In case of differences greater than two points between the scores given by the committee members, the president asks the reassessment of the diploma/dissertation.
18. A test of the graduation/bachelor's degree/diploma exam is considered passed if the final average score is at least 5.00.
19. The graduation/diploma/dissertation exam is passed if the component tests are passed, and the exam sum score is at least 6.00.
20. The results of each examination test of the graduation/diploma exam, respectively the results of the dissertation exam will be posted on the faculty notice board and website under the signature of the chair of the graduation/ dissertation Committee indicating the date and time of the display, no later than 48 hours from the final examination of the last candidate according to the established schedule.
21. In the written, oral or practical examination (if appropriate), the candidates who resort to fraud or proven attempted fraud will be eliminated from the examination without the tax refund. The candidates who withdraw their files before the posting of the examination results are considered eliminated from the examination without the right to obtain the tax refund.
22. The Committee may accept the scores to the tests taken in previous sessions at UBB.
23. The possible appeals regarding the written test shall be submitted within 24 hours from posting the results at the secretariat of the faculty or university extension and will be resolved within maximum 48 hours from the completion of the period for filing complaints by the committee entrusted with the assessment and solving of filed complaints by the dean of the faculty. The paper will be reviewed once again and reassessed by all the members of the committee, and the president of the committee or the head of department can decide that one or two other teachers specialised in the field should be consulted. The presentation and defence cannot be repeated, the object of the assessment being only the paper, the written dissertation. The results of this reassessment will be included in a report signed by the president, the committee secretary and the committee members. The result of the appeal is taken into account if the difference between the initial grade and the grade obtained after the reassessment is more than 0.5 points. If the object of the appeal is the organization procedure, the dean or the head of the line of study will determine whether the established procedures were followed and respected for the graduation examination.
24. Appeals are resolved only at the level of the organizing institution and the decisions taken by the committees entrusted with the analysis and solving of the complaints are definitive.
25. The results obtained in oral tests, sporting and artistic aptitude tests cannot be disputed.
26. The organizing and secretarial activity, the activity regarding logistics, respectively relations with the graduates in the presentation and defence process are the duties of the Committee Secretary.
27. The graduation exam which is taken and promoted cannot be repeated in another session.

## E. FINAL PROVISIONS

1. All provisions and assessment criteria of this Regulation are applied without discrimination both for the university students and for students coming from other state universities or from private universities.
2. A refund of the amount paid for the examination fee can be achieved only if the file is withdrawn before the end of the period of registration for the graduation exam.
3. After each graduation session, within 2 working days, the Rector's office of UBB will receive the statistics for the respective session.
4. UBB faculties will inform in writing the institutions to which the candidates belong about their results in the graduation exam.
5. Within 90 days after the final examination the faculties will submit to the Bureau of Study Degrees the Diploma Supplement (the Diploma Annex) issued with M.N.E.S.R. typified printers valid for the respective graduating year, as well as the application for issuing the diploma.
6. Until the diploma is issued, graduates who have passed the graduation exam receive certifications of graduation. The school leaving certificate gives the holder the same legal rights as the diploma and must contain the title, name, surname and signature of the persons in charge from the higher education institution, and the following information: the academic studies field; study programme/ specialisation, the study period, the average grade of graduation, the status of accreditation/ provisional accreditation, form of education, teaching language, geographic location, number of credits and document that establishes them (Government Decision, Order of Minister, as applicable).  
In case of loss or destruction, release of a new certification follows the legal proceedings on issuing duplicates of education documents.
7. Graduates who do not pass the graduation exam are issued upon request a certificate attesting their academic studies, ***released by the higher education institution the student graduated from***, specifying the academic studies field, the study programme/ specialisation, period of studies, average score for each year of study, status of accreditation/ provisional authorization, form of education, language of teaching, location, number of credits and the regulation establishing the aforementioned.
8. The Rector may revoke with the approval of the university Senate, a graduation exam, a studies certificate or diploma when it is proven that it was obtained by fraudulent means or in violation of the Ethics Code and of the academic moral code.
9. The present regulation, approved in the Senate meeting of February 6, 2017 enters into force starting the graduation exam sessions corresponding to class 2016-2017.