

**ORGANISING AND CONDUCTING THE GRADUATION EXAMINATION AT UBB, WHEN FACE-TO-FACE  
TEACHING ACTIVITIES ARE SUSPENDED**

If a state of emergency, alert or necessity requires the suspension of face-to-face teaching activities and conducting them online, the *Regulation for organising and conducting the graduation examination for short-term degrees, undergraduate and master's degree studies* will be supplemented with the following provisions, which will be in effect until the situation allows the resumption of face-to-face teaching activities:

1. The scientific supervisors, in cooperation with the students whose theses they coordinate, will consider the topics of the graduation, bachelor's thesis/ diploma paper/ master's thesis that they have opted for and, where appropriate, will adapt them so that they can be written in the context of the suspension of face-to-face teaching activities.
2. The graduation and bachelor's degree/diploma exam at UBB consists of two examinations, subject to the approved curriculum, as follows:
  - a) test 1: evaluation of basic and specialised knowledge;
  - b) test 2: presentation and defence of graduation paper/ diploma project.

The master's thesis examination consists of a single test: presentation and defence of master's thesis.

3. All examinations will be conducted online, in real time, before the examination committee, using a platform selected by the faculty that allows for simultaneous transmission, (*live*) reception, and audio-video content recording. Both the examination committee and the students will have their video cameras turned on during the examinations.
4. The online examination of the graduation exam and bachelor's/diploma exam tests, as well as the online defence of the master's thesis, are both entirely recorded and stored at the faculty level for each graduate.
5. Fundamental and specialised knowledge will be assessed by an oral or written exam conducted online in the language of study.

For the online oral examination:

- a) The examination committee will draw up a list of questions for each group of students and will choose a question at random for each candidate so that the randomness of the selection may be observed.
- b) The student will have enough time to prepare the answer, but they will not leave the examiners' field of view or confer with anybody else in the room or over the phone/online during that period. Candidates who do or attempt to commit fraud will be disqualified from the examination.
- c) A minimum of 10 minutes will be allotted to the candidate to present their argument.
- d) It is not possible to dispute the results of oral examinations.

For the online written examination:

- a) The examination committee will compile a list of topics from which a set of questions will be chosen at random and assigned to each applicant via an electronic platform.
  - b) The student will have enough time to prepare the answer, but they will not leave the examiners' field of view or confer with anybody else in the room or over the phone/online during that period. Candidates who do or attempt to commit fraud will be disqualified from the examination.
  - c) Each candidate will provide answers via an electronic platform, and these answers will be recorded and archived at the faculty level for each graduate separately.
6. The presentation of the graduation and bachelor's/diploma thesis (second evaluation) will be conducted online, preferably in the same video session as the assessment of basic and specialised knowledge (first evaluation), with each candidate having at least 10 minutes to present their paper

and at least 5 minutes to answer the examination committee's questions. The second evaluation can be conducted after the first evaluation.

7. The presentation of the master's thesis will be conducted online, with each candidate having at least 10 minutes to present their paper and at least 5 minutes to answer the examination committee's questions.
8. As the online assessment requires more examination committees than the written/face-to-face assessment, in order to prevent staffing problems, it is accepted as a derogation that:
  - a) The chair of the committee may be a university professor, associate professor, or assistant professor/lecturer.
  - b) The members of the committee must have a doctoral degree and be a teaching assistant, assistant professor/lecturer, associate professor, or university professor.
  - c) The committee's secretary/ secretaries must be at least doctoral students and are exclusively in charge of documents handling.
9. If a candidate is unable to access the platform on which the examinations are conducted for whatever reason, or has technical issues with their Internet connection, the examination committee may decide to reschedule the student's assessment or to use an alternative platform, in accordance with the exam guidelines (time frame, committee etc.).
10. Candidates must upload or submit electronically to an address provided by each faculty all of the documents listed in the *Regulation for organising and conducting the graduation examination for undergraduate and master's degree studies*, signed (where applicable) and scanned in PDF format in order to apply for the graduation, bachelor's/diploma and master's degree exam. Email addresses, electronic platforms, and other types of internet communication that allow for secure document transmission, downloading, and storing may be used by faculties.

The only exception to this provision is the identity card type photos, which will be submitted to the Documents of Studies Office in paper format, in two copies, upon picking up the diploma.

All documents of graduates from other universities who apply at UBB to sit the graduation, bachelor's/diploma and master's exit exam examination are also excluded from the provision. According to the terms of the collaboration protocol agreed with UBB, the institution that provided the education programme will submit the documents by post or courier delivery.

Scanned documents required to apply for the graduation and bachelor's/diploma examination:

- application form (signed);
- baccalaureate diploma and the school transcript (for diplomas issued with a school transcript) or equivalent diploma;
- birth certificate;
- identity card for the following situations: a) birth certificate does not include a National Identification Number; b) birth certificate does not specify the county; c) official name of the city has changed; d) personal data of the document holder requires further clarification;
- language proficiency certificate;
- the graduation or the bachelor's/diploma thesis with a statutory declaration confirming the originality of the paper (signed);
- similarity report;
- proof of payment of the registration fee (if applicable);
- the assessment report of the academic supervisor.

Registration will only be confirmed once the assessment report from the academic supervisor is submitted to the secretariat.

Scanned documents required for application for the master's degree examination:

- application form (signed);
- baccalaureate diploma and the school transcript (for diplomas issued with a school transcript) or equivalent diploma;
- bachelor's/ engineer diploma and the school transcript/ diploma supplement (for diplomas issued with a school transcript/ diploma supplement) or equivalent diploma;
- birth certificate;

- identity card for the following situations: a) birth certificate does not include a National Identification Number; b) birth certificate does not specify the county; c) official name of the city has changed; d) personal data of the document holder requires further clarification;
- the master's thesis with a statutory declaration confirming the originality of the paper (signed);
- similarity report;
- proof of payment of the registration fee (if applicable);
- the assessment report of the academic supervisor;

Registration will only be confirmed once the assessment report from the academic supervisor is submitted to the secretariat.

11. The examinations for completing short-term, undergraduate and master's degree studies will be scheduled in accordance with the calendar submitted to and approved by the Rector's Office in accordance with the structure of the academic year.
12. Subject to legal regulations, the provisions of this addendum pertaining to the online examination for exit exams also apply to the graduation exam of the Psycho-Pedagogical Training Programme (Pedagogical Module), level I and level II.
13. The provisions of this Addendum also apply to organising and conducting the graduation examination for pre-university teachers' professional conversion programmes.
14. All other provisions of the *Regulation for organising and conducting graduation examinations for undergraduate and master's degree studies* will remain in effect following the adoption of this Addendum.
15. Faculty guidelines for organising and conducting final examinations will be aligned with the provisions of this addendum. To that end, each faculty may create an equivalent addendum to its own regulation.
16. When the context at the national or local level changes so that it allows the resumption of face-to-face teaching activities, the provisions of this addendum will no longer be valid, and the *Regulation for organising and conducting the graduation examination for short-term, undergraduate and master's degree studies* will fully apply.