



THE ORGANISATION AND COURSE OF THE GRADUATION EXAM AT UBB, DURING THE PERIOD OF CANCELLATION OF FACE-TO-FACE DIDACTIC ACTIVITIES

Addendum 3 to the Regulations for the organisation and course of the BA and MA graduation exams

- Approved by the UBB Senate during the assembly of 16th April 2020 -

Considering the state of emergency in Romania, established by Decree No. 195/2020 of 16th March 2020, and the measures adopted at a national level to prevent the spread of SARS-CoV-2, as well as the resolutions of Babeş-Bolyai University regarding the suspension of didactic face-to-face activities and their online course, *The Regulations for the organisation and course of the BA and MA graduation exams* approved by the Senate Resolution No. 4415/9.03.2020 will be completed by the following provisions, applicable for the Bachelor's/Master's graduation exams of July 2020 and September 2020, in case of no face-to-face teaching activities be allowed on a national level:

1. The scientific coordinators and their respective students will analyse the topics of the BA/MA theses chosen by the latter and they will adapt them, if necessary, in order to elaborate the papers during the state of emergency.
2. The BA/graduation exam at UBB will include two examinations, as follows:
 - a) Examination 1: evaluation of fundamental and specialty knowledge;
 - b) Examination 2: presentation and defence of the Bachelor/graduation thesis.

The MA graduation exam will include only one stage: the presentation and defence of the MA thesis.

3. Both BA/graduation examinations, as well as the presentation and defence of the MA thesis will take place online, in real time, in front of an examination commission, through the platform chosen by the faculty, which allows for the transmission, the simultaneous (*live*) receipt and the recording of the audio-video content. In all three cases, the grades granted by the member of the examination commission will be full numbers from 1 to 10.



4. The online BA/graduation exams, as well as the online defence of the thesis are fully recorded, for each graduate, and are archived by the faculty.
5. The assessment of the fundamental and specialty knowledge will be done orally, as the exam will unfold in the language the course had been taught,
 - a) The examination commission will elaborate a set of topics for each group of students, and it will randomly choose a topic for each candidate, so that the latter may personally see the aleatory choice.
 - b) The candidate will be given the necessary time to prepare their answer, a time during which they will not leave the supervision of the examiners and will not consult with other people in the same room or from afar.
 - c) The candidate will be given at least 10 minutes to present their answer.
 - d) The results in oral exams cannot be contested.
6. The defence of the Bachelor's/graduation thesis (examination no. 2) will take place online, preferably during the same video session as the assessment for the fundamental and specialty knowledge (examination 1); each candidate will be given at least 10 minutes to present their paper and 5 minutes to answer the commission's questions. Examination 2 will unfold chronologically after examination 1.
7. The defence of the thesis will take place online, as each candidate will have at least 10 minutes to present their paper, and 5 minutes to answer the commission's questions.
8. Since the online assessment involves several examination commissions, as opposed to the written/face-to-face assessment, in order to prevent staff issues, the following is accepted by derogation:
 - a) The president of the commission has the academic rank of full professor, associate professor or lecturer/scientific lecturer.
 - b) The members of the commission hold the scientific title of doctor and the academic rank of teaching assistant, lecturer/scientific lecturer, associate professor or full professor.
 - c) The commission secretary/secretaries will at least hold the title of doctoral student; the secretary is only in charge of keeping the documents.
9. If a candidate cannot access the platform where exams are being held, for any reason, or should they encounter technical difficulties related to internet connection, the



evaluation commission may decide to re-schedule the student in order to comply with the provisions about the course of the exam (period, commission etc.).

10. For the enrolment in the Bachelor/graduation/Master's exam, the candidates will upload or will send an e-mail to an address conveyed by each faculty, all of the documents stipulated in the *Regulations for the organisation and course of the BA and MA graduation exams*, signed (where necessary) and scanned in PDF format. Faculties may use e-mail addresses, electronic platforms or other means of online communication which allow for the transmission/uploading and archiving of documents in a safe manner.

Except for identity card type of photos; the latter will be submitted by the graduates in hard copy format, in 2 copies, to the Documents of Studies Office, when they pick up their diploma.

Also, exception to the rule are all documents of graduates coming from other universities and who hold their Bachelor/graduation exam at UBB. For the latter, the enrolling institution will send the documents via mail or courier, according to the provisions of the inter-university agreement signed with UBB.

- a) The scanned documents needed for the enrolment in the Bachelor/graduation exam:

- Standard claim of enrolment (signed);
- Baccalaureate diploma and transcript of records (for diplomas which have transcript of records) or an equivalent diploma;
- Birth certificate;
- Identity card, in the following cases: a) the birth certificate does not contain the Social Security Number; b) the birth certificate is old and mentions the district and not the county; c) the official name of the town has changed; d) there is need for clarification of the holder's personal data;
- Certificate of linguistic competence;
- The Bachelor's thesis accompanied by the approval of the scientific coordinator and by a declaration regarding the paper's originality (signed);
- Proof of enrolment payment (if necessary).

- b) The scanned documents necessary for the enrolment in the MA graduation exam:

- Standard claim of enrolment (signed);



- Baccalaureate diploma and transcript of records (for diplomas which have transcript of records) or an equivalent diploma;
 - Bachelor's diploma and transcript of records/diploma supplement (for diplomas with transcript of records/diploma supplement) or its equivalent diploma;
 - Birth certificate;
 - Identity card, in the following cases: a) the birth certificate does not contain the Social Security Number; b) the birth certificate is old and mentions the district and not the county; c) the official name of the town has changed; d) there is need for clarification of the holder's personal data;
 - The Master's thesis accompanied by the approval of the scientific coordinator and by a declaration regarding the paper's originality (signed);
 - Proof of enrolment payment (if necessary).
11. The BA and MA graduation exams will take place according to the calendar initially proposed and approved by the Rector's Office, specified in the 2019-2020 academic structure.
 12. The provisions of the present addendum regarding the online graduation exams are also applied in the graduation exam of the Psycho-pedagogical Training Programme (*Pedagogic Module*), level I and level II, in compliance with the provisions of OMEN No. 3850/2017 of 2nd May 2017, and OMEN No. 4129/2018 of 16th July 2018.
 13. The provisions of the present addendum also apply to the organisation of graduation exams of professional conversion programmes for teachers in school education.
 14. Upon the adoption of the present addendum, all other provisions of the *Regulations for the organisation and course of the BA and MA graduation exams* approved by the Senate Resolution No. 4415/9.03.2020 stay in place.
 15. The faculties will harmonise their regulations for the organisation and course of graduation study exams with the present addendum. As such, each faculty may elaborate a similar addendum to their own regulations.
 16. Once the national circumstances change, and they allow for the recommencement of face-to-face teaching activities, the provisions of the present addendum will cease to be valid, and the *Regulations for the organisation and course of the BA and MA graduation exams* approved by the Senate Resolution No. 4415/9.03.2020 will be fully applied.