



REGULATION

for organising and conducting the graduation examination for the undergraduate and master's degree studies

- amended and republished based on Senate Decision no. 32 of 14.03.2022 -

A. INTRODUCTION

1. In accordance with the regulations of the National Education Act no 1/2011 as further amended and supplemented and the MO no 3106/09.02.2022 regarding the Frame Methodology for organising and conducting the bachelor's/diploma and master's exit examinations as subsequently amended and supplemented and complying with the Charter of the Babeș-Bolyai University (UBB),
2. 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 in February the following academic year.
3. 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 authorisation, belonging to one of the universities in the Universitaria Consortium, the Cluj Universities Consortium or other consortia where UBB is a member, or from universities which signed written agreements with UBB in this respect, specialisations included 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 three written tests.
 - The selection exam passed is recognized in all subsequent graduation/diploma exams sessions, but only within the institution where it was taken and passed.
 - For the situation specified in Art. 361 of the Education Act No. 1/2011, with subsequent amendments and supplements, the 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 apply for the situations stipulated in Art. 361, paragraphs (4) and (5) of the National Education Act No. 1/2011.
 - Where, at national level, in an undergraduate domain there are only undergraduate study programmes/ specialisations with provisional authorisation, 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/ specialisations established by ARACIS.
- Graduates of study programmes/ specialisations with provisional authorisation or accredited within higher education institutions with provisional accreditation/authorisation which were liquidated or went into liquidation, 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/ specialisations.

4. The graduates of accredited, existing, liquidated or entered into liquidation study programmes/ specialisations within Babeş-Bolyai University can sit for the master's degree final examination.

B. REGISTRATION FOR THE EXAM

1. Babeş-Bolyai University organises 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 the existing law, hereinafter called accredited study programmes/ specialisations;
- b) undergraduate study programmes/ specialisations with provisional authorisation for which the institution has, in the same field of undergraduate studies, accredited undergraduate study programmes/ specialisations;

In exceptional situations, thoroughly motivated, UBB organises final examinations for specialisations authorised to function provisionally which are unique in the undergraduate field in the institution with the approval of ARACIS.

UBB organizes master's thesis exams only for its own graduates in the current and previous graduating years 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) They are graduates of universities in the Universitaria Consortium, Cluj Universities Consortium or other consortia where UBB is a member.
- 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, based on the agreement signed by the two institutions, according to the individual option of candidates, at least 10 days prior to the beginning of the graduation exam. The Rector's office of the requesting university tracks students' graduation exam attendance and ensures the legal stipulations are complied with.

4. In order to support the costs incurred by the organisation of the final examination for the graduates of other higher education institutions with provisional accreditation or authorisation, UBB signs a collaboration protocol with the host institution of the graduates, complying with the legal provisions and decisions regarding the fees for organising 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 of

the names of the graduates, as well as by a photocopy of the page in the Official Gazette publishing 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/master's degree 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 graduation year 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 for but did not take or pass the graduation exam in one of the two consecutive exam sessions (July, September/ 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 specialisation in question, provided the candidate will cover the implied charges established under legal conditions by the organising 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 annexes to the documents of studies.
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 original copy;
 - birth certificate in certified copy "*true copy*" based on the original document presented by the student or a notarial copy;
 - identity card in certified copy "*true copy*" based on the original copy presented by the student or a notarial copy 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;
 - two ID card type photos;
 - linguistic competence certificate;
 - the graduation paper/diploma in printed and electronic format with the approval of the scientific supervisor and a statutory declaration stating the originality of the paper, according to Addendum 2; The thesis will be forwarded by email or through a platform suggested by the university/faculty;
 - 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 original and certified copy, according to the model provided by the line ministry for the graduates from other institutions of higher education, as well as other documents specified in the collaboration protocol framework; these documents will be submitted by the institution that requested the protocol signing.

11. The application files submitted for the master's final examination must contain:
- a registration request form;
 - baccalaureate diploma and the school transcript (for diplomas issued with a school transcript) or equivalent diploma in original copy;
 - bachelor's diploma and the school transcript/ diploma supplement (for diplomas issued with a school transcript/ diploma supplement) or equivalent diploma in original copy;
 - birth certificate in certified copy "*true copy*" based on the original document presented by the student or a notarial copy;
 - identity card in certified copy "*true copy*" based on the original copy presented by the student or a notarial copy 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;
 - two ID card type photos (only for graduates receiving education under Law no. 84/1995, respectively under Law no. 288/2004);
 - the master's thesis in electronic format with the approval of the scientific supervisor and a statutory declaration stating the originality of the paper, according to Addendum 2; The thesis will be forwarded by email or through a platform suggested by the university/faculty;
 - proof of payment of registration fee (if applicable).
12. The graduation exam fees are established by faculties, being submitted by faculties to the line vice-rector responsible with financing and approved by the UBB Senate.
13. UBB graduates who have not registered for the graduation exam in other previous sessions, but no later than three years from graduation starting with the date of the exam session of the graduation year, may register for both the July, and the September/February exam session. They can sit for the exams without paying a fee in the two consecutive sessions (July, September/February). If registration for the graduation exam is done more than three academic 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 (July, September/February), they can sit for the graduation examination in a subsequent session and the candidate will pay the corresponding fees.
14. The registration period ends at least 3 days prior to the date established for the first test of the examination, respectively the first day of presentation and defence of the graduation paper, master's thesis (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 examination. The graduates will thus use up one free attendance.
16. UBB has the following obligations regarding the organisation and scheduling of the graduation examinations:
- to post 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 provide UBB students with information regarding the organization and regulation of the graduation examination through the assigned year guides and/or tutor system
 - to organize joint sessions and respectively examinations for its own students and for students from other universities;
 - to provide all the didactic activities pertaining to theses, master's thesis supervision, 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 organised through national programmes, respectively tests, examinations for which the ministry issues other stipulations.
18. The registration cannot be conditional on any other activities, previous professional obligations of the graduate, than meeting the requirements established in the educational plan and in the studies agreement. 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 general and specialised knowledge;
- b). test 2: Presentation and defence 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 defence of graduation paper/ diploma project are public, which means that students and teachers from UBB can participate.

2. The master's thesis examination consists of a single test, that is presentation and defence of master's thesis. The presentation and defence are public, which means that students and teachers from UBB can participate, 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 submit (upon the examination registration) 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 examination committees will accept upon registration for the graduation/ diploma exam one of the types of certificates listed in the Addendum to this Regulation.
4. The minimum number of points obtained following the foreign 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 assessing core and specialized knowledge the exams taken throughout the undergraduate studies will not be repeated.

The graduation thesis/ diploma paper/ master's thesis

6. The aim of the bachelor's/diploma/master's thesis is to assess the ability of graduates to process knowledge in problem solving situations that are specific for their field and to undertake case studies, field research, etc., according to the specificity of the specialisation.
7. The bachelor's/diploma/master's theses can be supervised only by tenured teachers with a doctoral degree in the respective field. The bachelor's/diploma/master's thesis may have one or several supervisors, in which case at least one of them must be a tenured teacher with a doctoral degree. Affiliated teachers may supervise bachelor's/diploma/master's theses as sole supervisors only if the employment contract with the university is signed for a period of at least one academic year.
8. Supporting productive research, writing and degree completion, establishing teaching and scientific procedures, guidance, and establishing the requirements and criteria for evaluation will be done according to specialisation, fields, respectively lines of study. Year advisers, tutors are responsible with informing graduates about the aforementioned, theses supervisors are responsible with applying the specific professional decisions to the formations in which the graduates are integrated.
9. UBB encourages the participation of scientific supervisors from partner universities in the European Union. Professors from partner universities can provide scientific supervision with a cooperation agreement in force, if the agreement stipulates the cooperation in the field of research or student exchange.
10. A teacher may supervise papers of graduates from another faculty, specialisation, line of study, employing the professional criteria and the specific requirements of the formation the graduate belongs to. Graduates are required to stay informed about the requirements and criteria of their own study formation.
11. Candidates will choose their topics and supervisors for the bachelor's/diploma/master's thesis no later than the end of the first semester of the final year. The bachelor's/diploma/master's thesis supervisors are required to provide continuous guidance to the candidates throughout the writing of the bachelor's/diploma/master's thesis.
12. The formal and content related requirements, as well as the requirements for the individual research/study regarding the bachelor's/diploma/master's thesis, 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 prior to 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 (bachelor's/master's thesis). Modifications of these demands, guidelines and criteria will enter into force the following summer session. ***The autumn/winter session features the same requirements, guidelines and evaluation criteria as the previous summer session.***
13. Each bachelor's/diploma/master's thesis supervisor will submit a text assessing 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. Bachelor's/diploma/ master's theses are prepared, written, edited, and presented in the language of instruction of the study programme or in an international language (English, French, Italian).
15. Based on a report written by the members of the examination committee, fraud is punishable by expulsion from the examination for plagiarising in whole or in part in the graduation thesis/diploma paper/master's thesis.
16. Faculties will regulate their own procedures of mandatory anti-plagiarism verification prior to the defence for all graduation theses, according to their own regulations.

Specific examination tests

17. The specific examination tests are those examinations other than the bachelor's or master's thesis, which are specified for the programmes that are regulated on national level or are examinations related to the particular nature of the respective field (art, theatre, etc.). These examinations can be written, oral or practical examinations.
18. The oral and/or practical examinations will be taken before the graduation exam committee. These examination tests are organized in the language of study.
19. The specific examination (where applicable) failed two times consequently can be repeated in a subsequent exam session and the candidate will pay 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 line ministry or the university Senate issue other stipulations, respectively those with an educational plan drawn up at national level or group examinations, e.g. in the theatre field. 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 completion of studies examination committees are proposed by departments, endorsed by the Faculty Council and approved by the rector.
2. Committees for bachelor's/diploma and master's exit examinations 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 one or several secretaries.
5. The composition of the bachelor's/diploma and master's exit examination committees and appeal committees, as well as the number of their members, will not change throughout the period of the exit examinations.
6. The chair of the committee must be a professor or associate professor.
7. The members in the examination committee must be PhD holders and assistant professor/lecturer, associate professor or professor.
8. The secretary/secretaries of the committee must be at least teaching assistant/s and is/are in charge only with documents management.
9. According to the law, the members of the committees entrusted with the analysis and solving of the complaints cannot be related to the candidates, or among them, as spouses, in-laws, and relatives to the third degree.
10. All the committee members must be tenured teachers at UBB, or, apart from the chair, can be visiting professors. If graduates of other higher education institutions, private or public, sit for the graduation examination, the graduation examination committee will not include teachers who were previously involved in educational activities with the candidates in question.
11. The graduation committee will elaborate the assessment methods and grading criteria for the written exams. Each paper will be assessed by two teachers in the Graduation Committee. Oral exams will be held before at least three teachers from the Graduation Committee.
12. The defence of the bachelor's thesis or master's thesis is delivered before the Committee and is public. The scientific supervisor of the bachelor's/ master's thesis proposes a grade for the scientific content and a grade for the development of the respective thesis and is present during its public defence. Should the supervisor of the thesis not be present on motivation, respectively because of several concomitant theses defences that require the supervisor's presence, the

supervisor will submit at the secretariat the written review which will contain the assessment of the thesis. The final score is established by the Committee.

13. For theses defended by candidates from other universities, the scientific supervisor of the thesis/project may participate as a guest.
14. If the candidate passes the graduation exam, s/he accumulates 20 credit points (10 credit points for the assessment of core and specialized knowledge and 10 credit points for presentation and defence of bachelor's thesis/ diploma project). 10 credit points are accumulated for the master's thesis defence. These credit points 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 or ARACIS issued other stipulations will be excepted, respectively those with a curriculum elaborated at national level. For undergraduate level specialisations that require specific examinations besides the bachelor's thesis, the 20 credit points are distributed between these examinations according to the stipulations of the educational plan in place.
For the graduates of study programmes organized based on Education Act no. 84/1995, if the candidate passes the bachelor's exam, s/he accumulates 30 credit points (15 credits for the assessment of fundamental and specialized knowledge and 15 credits for presentation and defence of bachelor's thesis/ diploma project). 15 credit points are granted for the defence of master's thesis. These credits add to credits obtained throughout the duration of studies.
15. The score of each test of the graduation/diploma exam and the score of the master's exam is calculated as an arithmetic mean of the grades given exclusively by the members of the examination board and is established with two decimals, without rounding. Grades given by the exam committee members for thesis defence will be integers from 1 to 10. The score of the graduation/ diploma exam is calculated with two decimals, without rounding, solely based on the score of the tests.
16. The committee deliberation for establishing the graduation/diploma examination results is not public.
17. The score granted for the bachelor's/master's thesis will reflect both the substantive content 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 chair will request the reassessment of the bachelor's/diploma/master's thesis.
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/master's graduation exam is passed if the component tests are passed, and the exam total score is at least 6.00.
20. The results of each examination test of the graduation/diploma exam, respectively the results of the master's graduation exam will be posted on the faculty notice board/ faculty website/ AcademicInfo with the signature of the chair of the graduation Committee indicating the date and time of the publication, no later than 48 hours from the final examination of the last candidate according to the established schedule, complying with the personal data protection regulations.
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 documents 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 acknowledge the grades to exams taken in previous sessions at UBB.
23. Possible appeals regarding the written exam will be submitted within 24 hours from the publication of results at the secretariat of the faculty or university extension or through e-mail, scanned, sent

to the official address of the secretariat/branch campus, taking into account as a reference point the time the message is received. Appeals 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 appeals. The paper will be reviewed once again and reassessed by all the members of the committee, and the chair 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 master's thesis. The results of this reassessment will be included in a report signed by the chair, the committee secretary/ secretaries 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 organisation 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 appeals are final.
25. The results obtained in oral exams, sporting and artistic aptitude tests cannot be appealed.
26. The organizing and secretarial activity, the activity regarding logistics, respectively relations with the graduates in the presentation and defence process fall under the responsibility of the Committee Secretary/ Secretaries.
27. A taken and passed graduation examination cannot be repeated in another session.

E. FINAL PROVISIONS

1. All provisions and assessment criteria of this Regulation are applied without discrimination both to the university students and to 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 application file is withdrawn before the end of the period of registration for the graduation exam.
3. After each graduation session, within two working days, the Rector's office of UBB will receive the documents pertaining to the respective session.
4. UBB faculties will notify in writing the institutions to which the candidates belong about their results in the graduation exam.
5. Within 60 days from the conclusion of the final examination, faculties will submit to the Documents of Studies Office the documents of the graduates, in order to prepare and issue their graduation diplomas.
6. Until the diploma is issued, graduates who have passed the graduation exam receive certificates confirming completion of studies. The completion of studies 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 at the issuing higher education institution, and the following information: the academic studies field; degree programme/ specialisation, the study duration, the years of study overall grade, the average score of the exit examination, the status of accreditation/ provisional accreditation, form of education, teaching language, geographic location, number of credits and document that establishes them (Government Decision, Minister's Order, as applicable), ministerial order number/ letter of acceptance/ education approval/ recognition of degree certificate (for international students).

Graduates are generally issued a single certificate of completion of studies. In the event of loss or damage, a replacement certificate with a new registration number will be issued upon request, with a validity period of 12 months calculated from the completion of the exit examination.

7. Graduates who do not take or do not pass the bachelor's/diploma/master's exit exam receive, upon request, a certificate of completion of studies without graduation issued by the higher

education institution where they graduated, which includes the title, last name, first name, and signature of the persons in charge at the issuing higher education institution, as well as information on the academic studies field; degree programme/ specialisation, the study duration, the years of study overall grade, the average score of the exit examination, the status of accreditation/ provisional accreditation, form of education, teaching language, geographic location, number of credits and document that establishes them (Government Decision, Minister's Order, as applicable), ministerial order number/ letter of acceptance/ education approval/ recognition of degree certificate (for international students).

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 fraud or in violation of the Ethics Code and of the academic moral code.
9. This regulation, approved in the Senate meeting of 14 March 2022 enters into force starting the graduation exam sessions corresponding to year 2021-2022.