



SENATE

Regulation of the Babes-Bolyai University for the recognition of study periods abroad

Introduction

Art. 1. In accordance with the methodology for recognition of periods of study abroad approved by Ministerial Order no. 3223/ February 8, 2012 published in the Official Monitor no. 118 of February 16, 2012, abbreviated OM no. 3223/212 the **periods of studies** on the basis of agreements between accredited higher education institutions from Romania and accredited higher education institutions abroad, or international programs, except for periods of study or placement within the ERASMUS mobility **are recognized by universities** in accordance with the respective agreements or mobility programs.

Chapter I

Recognition of study periods within unregulated mobilities

Art. 2. Recognition of study periods within unregulated mobility falls to the Resource Centre for Information and Documentation (CRID abbreviated) of the Babes-Bolyai University, established in accordance with the Methodology for the Recognition of periods of study abroad approved by Ministerial Order No. 3223/2012 published in the Official Monitor no. 118 of February 16, 2012.

Art.3. Recognition of study periods within unregulated mobility will be based on a recognition file that contains the following documents:

1. application form, standard form which is available on the CNRID website of the University.
2. certified copy of high school diploma obtained in Romania, or where applicable, the certificate issued by the specialized department of MECYS granting recognition of higher education diploma obtained abroad/ Letter of Acceptance to studies;
3. certified copy of bachelor's degree or masters degree, obtained in Romania, or where applicable, the certificate issued by the specialized department of MECYS granting recognition of access to doctoral degree obtained abroad/ Letter of Acceptance to studies;
4. document apostilled or legalized, as appropriate, stating the school record for the years of study graduated, containing subjects, grades, number of credits/ number of points and the number of classes for each subject, issued by the higher education institution from which the applicant comes and certified translation into Romanian;
5. syllabi for the subjects in the higher education institution from which the applicant comes, as appropriate, and certified translation into Romanian;
6. certificate of proficiency for the language of teaching and examination;
7. certified copy of birth certificate and identity card or passport and, if applicable, a certified translation into Romanian;
8. certified copy of the marriage certificate, if the name written on the papers of studies does not coincide with the identity and, if applicable, a certified translation;
9. declaration on one's responsibility that the previous studies were not interrupted as a result of expulsion due to violations of the code of ethics and conduct of the university of origin.

Art. 4. CRID establishes the contents of additional documents that may be requested besides those referred to in art. 3.

Art. 5. The file for the recognition of the period of study shall be submitted by the applicant to the technical secretariat of the CRID. The Technical Secretariat verifies that the file contains all the documents required. If the file submitted is incomplete, the applicant will be immediately notified by e-mail which document/s is/are missing .

Art. 6. The **term for the settlement** of the file is 10 working days from the submission of the complete file in accordance with the methodology for admission to studies adopted at the level of each university. This term may be extended in cases where it is necessary to verify the authenticity of school documents and the status of the issuing university, the applicant being informed in writing of the reasons for not solving the file within the legal term.

Art. 7. The evaluation by CRID or by special committees, as appropriate, for the recognition of the school documents and acts of studies is to be done by the following steps:

1. verifying the status of the curriculum and of the higher education institution that issued the school documents and acts of study that require recognition, as well as the level of the curriculum followed within the respective institution of higher education. If the issuing institution of higher education is not recognized/ accredited in the home state, the study documents submitted by the applicant are not recognized;

2. transmission to CNRED (National Centre for Recognition and Equivalence of Diplomas) in electronic format, for verification of the school documents submitted, when there are doubts about the authenticity and accuracy of their issuance;

3. analysing the following aspects:

a) the number of credits that are transferable and can be accumulated - ECTS or points obtained while studying to a higher education institution where the applicant comes from;

b) results obtained during previous studies highlighted through different systems of evaluation/ scoring. To this end averages obtained will be converted using the conversion scale provided in Annex OM no. 3223 / February 8, 2012;

c) the curriculum covered in the higher education institution from which the applicant comes;

d) the results obtained in examinations and scientific papers defended during the doctoral studies carried out abroad;

e) list of articles and papers published during the doctoral studies carried out abroad.

Art. 8. Recognition of grades.

(1) Following the evaluation, CRID members or members of specialized committees, as appropriate, adopt one of the following solutions:

a) automatic recognition, where there are no substantial differences regarding the elements mentioned above and the applicant may be approved equivalence to

the minimum number of credits required for enrolment to study in the current academic year, as prescribed in the university regulation;

- b) undergoing compensatory measures, namely the equivalence examinations (when substantial differences are found), which must be passed in order for the applicant to be enrolled in the corresponding year of study.

(2) The above-mentioned substantial differences are:

- a) insufficient number of transferable credits/ points required for enrolment in the appropriate year of study that would have followed up at the higher education institution of origin;
- b) insufficient number of specialized disciplines studied by the applicant in the higher education institution of origin, relative to the number of specialized disciplines in the curriculum of the institution s/he is applying for;
- c) Failure to pass required exams, as appropriate, for continuation of doctoral studies;
- d) insufficient number of scientific reports or results, articles, papers published during the doctoral studies carried out abroad.

Art. 9. From the communication by mail and email of the decision to undergo equivalence examinations, the applicant must declare in writing, within two working days, his/her agreement on taking the equivalence examinations. Both exams taken at the higher education institution of origin and recognized, and those taken as compensatory measures are recorded in the minutes. Taking equivalence exams as compensatory measures is done in accordance with the structure of the academic year approved by the Senate regarding the period established for exams, or for retaking failed exams, re-examinations and payment of appropriate fee, established at the level of the Babes-Bolyai University.

Art. 10. Appeals regarding the decisions of recognition may be submitted to the chief secretary of the university no later than 3 working days from the date of confirmation by mail of receipt of the decision of recognition. The chief secretary summons, within two working days, the Board of Appeals, consisting of 3 specialized teachers, other than the teachers who initially evaluated the file. The appeal shall be solved within 3 working days of the date of convening the committee.

Art.11. Periods of studies previous to the mobility, carried within study programs in Romania which are not accredited or authorized to operate provisionally are recognized after taking the selection exams, in compliance with the legal requirements.

Art. 12. The supplement to the bachelor's and masters degree is completed, following the recognition of study periods abroad, to Section 5 of "Further information" with the following: years of study equated, higher education institution of origin, the equivalence exams taken or the exams of selection taken, as appropriate, and a document issued by MECTS approving to the continuation of education.

Chapter II

Recognition of periods of study or placement within ERASMUS mobilities

Art. 13. At the level of each faculty will be assigned an ERASMUS Department Coordinator, whose responsibilities are:

- a) selection of partner universities in the ERASMUS program;
- b) verification of compatibility of the study programs;
- c) verification and approval of the study contract (Learning Agreement) completed by the student;
- d) consulting the equivalence commission of the faculty in order to determine compatibility with the curriculum for all departments;

Art. 14. The Learning Agreement is signed by the Erasmus Department Coordinator or by a person appointed by the Faculty Council.

Art. 15. A committee will be established at the level of each faculty within the Babes-Bolyai University with the approval of the Faculty Council in order to equate the periods of study or placement within ERASMUS mobilities. The composition of the equivalence committee for periods of study or placement within ERASMUS mobilities must include the ERASMUS Department Coordinator.

Recognition of study periods within ERASMUS mobilities

Art. 16. The ERASMUS mobility study lasts between 3 to 12 months based on the bilateral agreement signed by the Babes-Bolyai University with the partner university.

Art. 17. The number of credits required for starting the academic recognition procedure is 5 ECTS for mobilities between 3 and 3.5 months, 15 ECTS for the mobilities which range between 3.5 and 6 months, 30 ECTS for the mobilities between 6 and 12 months.

Art. 18. Academic recognition of courses is based on the curriculum of the student in the faculty, the academic offer of the partner university and the Learning Agreement approved upon the student's departure.

Art. 19. The subjects approved in the Learning Agreement by the Erasmus Department Coordinator must meet the following criteria:

- a) must be part of the curriculum of the program of study in which the student is enrolled, without being necessarily identical to the curriculum of the student;
- b) must have not been previously studied at undergraduate or masters level.

Art. 20. Integral and automatic recognition of the study period, of the total number of transferable credits accumulated during the student's mobility will be done by the equivalence committee of the periods of study or placement within the ERASMUS mobilities in the faculty where the student is enrolled. The document required for recognition is the Transcript of Records signed by the Erasmus Department Coordinator, Erasmus Institutional Coordinator, both from the partner university and from the Babes-Bolyai University.

Art. 21. (1) the partner university will be requested the conversion of the corresponding credits for the disciplines to which the UBB students attended in the ECTS system. If students fail a subject they have the option to take the examination in the following academic year without having to pay additional fees.

(2) If the partner university allocates local credits equivalent to a smaller number of credits for a subject, forcing the student to complete at least eight courses per semester, the ERASMUS department coordinator of faculty can establish in the agreement a lower number

of courses and hence a smaller number of ECTS credits while respecting the provisions of art. 17.

Art. 22. Subjects completed under the Learning Agreement are fully recognized as follows:

- (1) Subjects compatible with the curriculum and those that are part of the student's curricular area are equated to subjects in the curriculum of the study program of the Babes-Bolyai University.
- (2) Subjects that are not part of the curriculum of the student's program will be equated with the optional or facultative ones.

Art. 23. If the student has taken courses that are not compatible with the educational plan or curriculum area of the faculty, s/he may choose to:

- (1) pass subsequently the required specialized examinations without having to pay additional fees;
- (2) obtain full recognition for the period of study and partial academic recognition where there is no compatibility with the subjects of the curriculum;
- (3) benefit from flexibility in the academic recognition of the study period;
- (4) obtain the mentioning in the Diploma Supplement of the studied courses at the partner university, which have not been identified with subjects in the curriculum.

Art. 24. Validation of the ERASMUS study period can also be achieved with fewer credits than stated above in the following circumstances:

- (1) the partner university does not offer the student the opportunity to follow a sufficient number of courses in order to achieve the number of credits needed, but the minimum number of subjects in the curriculum of the student. In this regard an official confirmation is needed from the partner university;
- (2) in extreme cases on medical reasons attested by documents issued by the medical services of the country where the mobility is carried.

Art. 25. Erasmus scholarships are refunded if the student does not obtain a minimum number of credits for mobilities, as follows:

- for mobilities of 3-3.5 months -10 ECTS;
- for mobilities of 3.5-6 months - 20 ECTS;
- for mobilities of 6-12 months - 40 ECTS;

Academic recognition of ERASMUS internship mobilities

Art. 26. The aim of the ERASMUS internship mobilities is the accumulation of skills as a complement to the knowledge gained in academia.

Art. 27. The ERASMUS internship covers a period from 3 to 12 months according to the regulation of the Erasmus Program.

Art. 28. It is recommended that the internship period is reserved for the summer period (July 1 - September 30) in order to give students the opportunity to fully meet their academic obligations.

Art. 29. Faculty may grant a number of credits for the period of internship, taking into account the number of credits assigned in the curriculum for that activity.

Art. 30. Based on the internship certificate issued by partner institutions or companies, the faculty will fully recognize the mobility, its duration and number of credits and will motivate the absence from the academic activities, allowing the student to recover the credits related to that activity.

Art. 31. This Regulation shall enter into force by the decision of the Senate of the Babes-Bolyai no. 24/SEN/14.01.2013

Equation grid

Romania	1-4	5	6	7	8	9	10
ECTS Scale	FX,F Fail	E Sufficient	D Satisfactory	C Good	C Good	B Very Good	A Excellent
Austria	5	-	4	-	3	2	1
Albania	1-4	5	6	7	8	9	10
Bulgaria	2	3	-	-	4	5	6
Belgium	7,8,9	10	11	12	13,14	15,16,17	18,19,20
China	0-59.99	60-69.99	70-74.99	75-79.99	80-84.99	85-89.99	90-100
Denmark	-3 – 00	02	4	7	7	10	12
Swiss Confederation	<3.5	3.5-3.99	4.0-4.49	4.5-4.99	5.0-5.49	5.5	5.51-6.0
Finland	-	1	1½	-	2	2½	3
France	Insuffisant <10	Passable (10-10.49)	Passable (10.5-10.99)	Assez bien (11.0-11.49)	Assez bien (11.5-12.49)	Bien (12.5-14.49)	Très bien (14.5-20.0)
- Germany	>4.01	4.00-3.51	3.5-3.01	3.00-2.51	2.50-2.01	2.00-1.51	1.50-1.00
Greece	2,3,4	5	6	-	7	8,9	10
Jordan	0-49.99	50-50.99	51-59.99	60-69.99	70-79.99	80-89.99	90-100
Ireland	<25% Fail	25%-39% Pass	40%-44% 3 rd pass	45%-54% -	55%-69% 2 nd /II	70%-84% 2 nd /I	85%-100% I
Iceland	Fail	5	-	6	7	8	9,10
Italy	≤17	18,19	20-22	23-24	25-26	27.28	29,30,30+
Great Britain	0-39% (Fail)	40-49 %	50-54% (2ii)	55-59% (2ii)	60-64% (2i)	65-69% (Upper 2i)	70-100% (First)

		(3 rd)					
Norway	6-4.1	4-3.5	3.5-3	2.9-2.4	2.3-2	1.9-1.2	1.1-1.0
Holland	1-4	5	6	-	7	8	9.10
Poland	<3.00	3.00	3.01-3.49	-	3.50-3.99	4.00-4.49	4.50-5.00
Portugal	1-9	10	11.12	13	14.15	16.17	18.19.20
Slovakia	5	-	4	-	3	2	1
Slovenia	1-5.9	6	6.1-6.9	7-7.5	7.6-7.9	8-9.9	10
Spain	<5 Suspen so	5.0- 5.49 Aproba do	5.5-6.49 Aprobado	6.5-7.49 Notable	7.5-8.49 Notable	8.5-9.49 Sobresalie nte Excellent	9.5-10 Matricula de Honor
United States of America	E-F/ 0-59	D/ 60-65	- / 66-72	C/ 73-79	B/ 80-86	A/ 87-93	A/ 94-100
Hungary	1.00-1.99 Elégtel en	-	2.00-2.5 Elégséges	-	2.5-3.50 Közepes	3.51-4.50 Jó	4.51-5.00 Jeles, kiváló
Turkey	1-4 Noksan /Pek Noksan	4.5-4.99	5.00-6.49 Orta	6.5-6.99 Orta	7.00-7.99 Lyi	8.00-8.99 Lyi	9.0-10.0 Pek iyi