



**Rector,**  
**PhD. Univ. Prof. Gerard JITĂREANU**

## **Procedure**

### **on the conduct of the open session**

The purpose of the open session is to give students, who have not passed/sat in the regular sessions, the opportunity to prepare thoroughly and to take the exams not passed during the semester subject to this procedure:

1. A student may sit a retake examination in a subject of study only once a month, in the first decade of the month.
2. The date and time of the examination are set by the course holder at the beginning of each month (during the first four days), after which he/she informs the faculty secretariat and posts the schedule on the subject notice board.
3. To take the examination, the student submits a request to the holder of the subject, addressed to the Dean, to which he attaches the receipt for examination/re-examination in the open session, according to the fees approved by the Senate.
4. The application form for the request to take/retake the exam can be obtained from the faculty secretariat, or downloaded from the USV website, from the section **Studenti » Documents and standard applications**

([http://www.uaiasi.ro/index.php?lang=ro&pagina=pagini/10\\_cereri-studenti.html](http://www.uaiasi.ro/index.php?lang=ro&pagina=pagini/10_cereri-studenti.html))

5. The holder of the subject verifies the fulfilment of the conditions for taking/retaking the examination, on the basis of which he/she approves the student's request, withholding applications to the subject until the day before the examination, after which they are submitted to the Dean's Office.
6. The examinations are held under the same conditions as in the regular sessions, based on the same marking criteria, the course holder being assisted by a teacher, usually the one who has carried out the laboratory/seminar work with the students of the respective series.
7. The examination is held only on the scheduled day and time.
8. A student who has not taken the examination on the scheduled date of the month in which the application was submitted has the right to take the next examination by submitting another application, to which the receipt from the previous application is attached.

**Prorector for the teaching activity,**

**PhD. Univ. Prof. Costel SAMUIL**



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I, **Ciublan Cristina Manuela**, French and English sworn translator and interpreter, based on the Licence no. 5464 of 27.07.2010, issued by the Romanian Ministry of Justice, hereby certify the exactness of the translation from Romanian into English, the text presented to me was translated completely, without omissions and, once translated, the document has not borne any change of its content and sense.

SWORN TRANSLATOR AND INTERPRETER,

**Ciublan Cristina Manuela**

*(SIGNATURE AND SEAL)*

