



## REGULATION

### **for the organisation and conduct of the diploma/bachelor's degree/master's degree examination, in the 2021 – 2022 academic year**

In accordance with the provisions of Articles 120, 130, 137, 138, 140, 143, 145, 146, 152 and 157 of the National Education Law no. 1/2011, as subsequently amended and supplemented, of Law no. 288/2004 on the organization of university studies, as subsequently amended and supplemented, of Government Decision no. 404/2006 on the organization and conduct of master's university studies, taking into account the provisions of Law no. 60/2000 on the right of graduates of private higher education to take the final examination at accredited state higher education institutions and of OMENCS no. 6.125/2016 on the approval of the Framework Methodology for the organisation and conduct of the Bachelor/Diploma and Master's Degree examinations, Order no. 657/2014 approving the Regulation on the regime of study documents in the higher education system, Order of the Ministry of Education and Research, no. 4020, of 07 April 2020, regarding the derogation from the legal provisions in the field of higher education, during the state of emergency on the territory of Romania, OR 58/23 April 2020, regarding the taking of some measures for the proper functioning of the education system, as well as the University Charter, the Management Board of Iasi USV establishes its own regulations for the organization and conduct of the diploma, bachelor and master's degree examinations.

**Art.1.** The Iasi USV organizes and conducts the following forms of final examinations:

- a. diploma examination** at the Faculties: **Agriculture** (specializations: Agriculture, Montanology, Operation of machinery and equipment for agriculture and food industry, Economic engineering in agriculture, Technology of agricultural products processing, Consumer and environmental protection), **Horticulture** (specializations: Horticulture, Landscape design, Environmental engineering), **Animal and food resources engineering** (specializations: Animal husbandry, Food control and expertise, Engineering and management in food and agrotourism);
- b. bachelor degree examination** at the Faculties: **Agriculture** (specialisation: Biology) and **Veterinary Medicine** (specialization: Veterinary Medicine);
- c. master's degree examination** at the Master's university studies;
- d. selection examination** for graduates of private higher education who fall under the provisions of Law no. 60/2000 on the right of graduates of private higher education to sit the final examination at accredited state higher education institutions, as well as for graduates from study programmes that have gone into liquidation/were liquidated, a selection examination is organised prior to the final examinations.

**Art.2.** The organisation and conduct of the final examination are the responsibility of the Faculty Councils, which are responsible for the correct application of the legislation and these regulations.

**Art.3.** The following may sit for a diploma/bachelor's degree examination, where appropriate:

- a. higher education graduates of study programmes/specialisations accredited or provisionally authorised to operate;
- b. graduates who have passed the selection examination, according to the provisions of Article 1, letter d.

**Art.4.** (1) The selection examination, for graduates of private higher education that fall under the provisions of Law no. 60/2000, as well as for graduates of specializations gone into liquidation/liquidated from higher education institutions authorized to operate provisionally, consists of 5 written tests.

(2) For the graduates of the specializations gone into liquidation/liquidated in accredited higher education institutions, the selection examination consists of 3 written tests.

**Art.5.** (1) The rules for the organization and conduct of the selection examination will be established by the organizing faculty.

(2) The selection examination passed will be recognised in all subsequent sessions of final examinations, but only at the institution where it was taken and passed.

**Art.6.** (1) **The diploma/bachelor's degree examination consists of two parts**, namely:

- a. **test 1** - assessment of basic and specialist knowledge;
- b. **test 2** - presentation and support of the diploma project/undergraduate thesis.

(2) The tests referred to in paragraph (1) for the diploma/bachelor's degree examination will be face-to-face. When the pandemic situation requires it and only with the special approval of the Management Board and the Senate of Iasi USV, these tests may also be taken online.

(3) The presentation and oral description of the diploma project/undergraduate thesis are public.

(4) The subject matter and bibliography are published on the university website.

**Art.7.** (1) **The master's degree examination consists of a single test**, namely the presentation and oral description of the master's degree paper.

(2) The master's degree paper is presented in public and takes place online or face-to-face.

**Art.8.** **The assessment of fundamental and specialist knowledge in test 1** will be carried out face-to-face in all undergraduate programmes in accordance with the regulations approved by the Faculty Councils, which will be drawn up within 15 days from the date of approval of these regulations by the Senate. When the pandemic situation requires it and only with the special approval of the Management Board and the Senate of Iasi USV, these tests can also be taken online.

**Art.9.** The topics and bibliography for the evaluation of fundamental and specialized knowledge are approved by the Faculty Council, on the proposal of the diploma/bachelor's degree examination committee, in accordance with the curricula and syllabuses followed by the graduates of the current class.

**Art.10.** The procedure for taking the first examination, the topics and bibliography, the schedule for the examinations will be made known to the graduates by posting on the notice board of the faculty, as well as on its website, at least one month before the exam.

**Art.11(1) Scientific supervisors and graduates are responsible for the originality and quality of the work prepared** and presented at the diploma, bachelor or master's degree examination.

(2) The **marketing of scientific works** with a view to facilitating the forgery by the purchaser of the authorship of an undergraduate thesis, diploma project or master's degree **is prohibited**.

(3) Infringement of Article 11 para. (2) will lead to the cancellation of the project/work and the author of the forgery will be expelled from courses, as well as sanctions, according to the law, for the seller of the project/paper.

**Art.12.** The presentation and oral description of the diploma project/undergraduate thesis/master's degree paper will be **face to face**.

**Art.13.** (1) For each test, the examination will be concluded by the board awarding a mark, from 10 to 1, as the arithmetical average of the marks of the board members. A difference of not more than one mark between the members of the board in test 1 and two marks in test 2 will not be allowed. The minimum pass mark is 5.00, except for the master's degree examination where it must be at least 6.00.

(2) The deliberations of the committees on the determination of the results of the diploma/bachelor's degree/master's degree examination are not public.

(3) The committee decision-making will be governed by the faculty's own regulations.

**Art.14.** The average pass mark for the diploma/bachelor's degree examination is established as the arithmetic mean to two decimals (no round-up) of the marks obtained in the two examinations.

**Art.15.** The diploma/bachelor's degree examination is passed if both component examinations are passed in the same session and the average pass mark is at least 6.00.

**Art.16.** (1) Graduates of the Faculties of Agriculture, Horticulture, Animal and Food Resources Engineering and Veterinary Medicine from the class of 2022 or earlier (full-time, remote forms of education), who have fulfilled all the academic obligations of the university curriculum, as well as graduates from other authorized/accredited higher education institutions that cannot organize graduation examinations, according to the law, may register for the diploma/bachelor's degree examination.

(2) Only graduates of the master's degree courses of the own institution, from the specializations approved by law, may register for the master's degree examination.

**Art.17.** (1) The registration for the diploma/bachelor's degree/master's degree examination will be carried out on site or online at the faculty secretariat, by each candidate, at least 10 days before the date of the first examination, based on a standard application form. Upon registration, the candidate will submit a copy of the thesis (diploma project, bachelor's thesis) in pdf format, by electronic mail, written in accordance with the Guidelines for the completion of university studies developed by Iasi USV, its originality ratio (similarity ratio), the written opinion of the scientific advisor, transmitted electronically.

(2) The faculty secretariat will individually record the graduation papers on CD for archiving purposes, as required by law.

**Art.18.** Graduates of undergraduate university education who have attended the same foreign language for 4 semesters, respectively 2 semesters for Biology (3 years), will receive the certificate of language proficiency based on the grades obtained during their studies. The certificate is only valid for the diploma/bachelor's degree examination.

**Art.19.** (1) Registration for graduates from other institutions will be done on a centralised basis by the university where they studied, at least 15 days before the examination, based on a protocol concluded in advance with Iasi USV, approved by the senates of the two universities. For registration purposes, the respective institutions will submit nominal lists by specialization with the graduates who meet the legal requirements, the curricula valid for the period of the candidates' enrolment, the photocopy of the page of the Official Gazette attesting the accreditation or authorization of the respective specialization and the candidates' files. The graduates' files will contain original documents: baccalaureate diploma, birth certificate and, if applicable, marriage certificate, matriculation sheet, *diploma supplement in 2 original copies according to the model given by MEC*, 3 ID photos, the certificate issued by the respective faculty showing the status of graduate, specifying the year of graduation, the specialization and duration of studies, the form of education (full-time, remote, part-time); the language proficiency certificate, the draft diploma/undergraduate thesis, written/drafted in accordance with the Guidelines for the completion of undergraduate studies drawn up by Iasi USV, the originality ratio (similarity ratio) of the diploma/undergraduate thesis and the opinion of the scientific supervisor.

(2) The expenses to cover the costs of organising and conducting the graduation exam for graduates from other higher education institutions will be borne, in the amount approved by the Senate of Iasi USV on the proposal of the Management Board, by the university attended by the candidates. Payment will be made by payment order, ten days before the date of the first examination.

**Art.20.** (1) The examination boards are established by specialization, by decision of the Rector, on the proposal of the Faculty Councils and are composed of at least 3 members, with the professional rank of at least associate professor/lecturer with the scientific title of doctor, except for the chairman, who must be a university professor/associate professor. The secretary of the committee may be an assistant.

(2) A committee of 3-5 members, coordinated by the Rector, will be established at the university level, including the pro-rector for teaching activities and other teaching staff with the rank of assistant professor/professor, in charge of coordinating the studies graduation examinations and monitoring compliance with the regulations approved by the Senate.

(3) The composition of the commissions for the bachelor's degree/diploma and master's degree examinations and the commissions for the resolution of appeals, as well as the number of their members, will not change during the final examinations.

(4) The members of the final examination board and the secretary of the final examination board may not be in a relationship of spouses, relatives or next of kin up to and including the third degree with those being evaluated or with each other.

(5) The composition of the committees for the diploma/bachelor's degree and master's degree examinations and of the committees for the resolution of appeals will be published on the university website.

**Art.21.** The Faculty graduation committees have full responsibility for the organisation and smooth running of the examination. For this purpose, where appropriate, teachers who have taught the respective series may be co-opted for the preparation of subjects, practical examination, etc.

**Art.22.** (1) The diploma/bachelor's degree/master's degree examination is usually organised in two ordinary sessions: the summer session (June - July) and the winter session (January - February). At the request of graduates, the Management Board may approve the organisation of an additional autumn session (September).

**Art.23.** The results of the examinations will be announced/posted on the day of the examination or at the latest on the following day, on the notice board of the faculty and on the faculty's website.

**Art.24.** Any appeals concerning the results of an examination will be submitted online to the faculty secretariat within 24 hours of the results being communicated/posted and will be resolved within a maximum of 24 hours from the date of submission by the Appeals Committee appointed by the Rector of the University. The result of the examination may be changed if there are differences between the assessment of the Appeals Committee and the initial one. No appeals will be admitted to the oral tests.

**Art.25.** The diploma/bachelor's degree/master's degree examination not passed in the first session scheduled for the graduates of a class may be taken in a subsequent session, with the candidate bearing the related expenses, established by the Senate, on the proposal of the Administrative Council.

**Art.26.**(1) Diplomas, for graduates who have passed the Bachelor's Degree/Diploma/Master's Degree examination, will be issued by the University within 12 months after the graduation of the examination, through the Office issuing the education documents, accompanied by the diploma supplement.

(2) Until the diploma is issued, graduates who have passed the final examination will receive, upon request, a graduation certificate in pdf format. The graduation certificate gives the holder the same legal rights as the diploma and must contain the signatures and the information written on the diploma, as well as information on the form of education at which the schooling was organised, the period of study, the graduation means of the years of study. In the event of loss or destruction, the issue of a new certificate will comply with the procedures for issuing duplicate diplomas.

(3) Graduates who do not pass the school graduation examination will receive, upon request, a certificate of university studies containing information on the form of education where the studies were organised, the period of study, the average grades of the years of study.

**Art.27.** The Rector may cancel, with the approval of the University Senate, an examination for the completion of studies, a certificate or a degree, when it is proved that it was obtained by fraudulent means or in violation of the provisions of the Code of Ethics and University Deontology.

**Art.28.** The Faculties, on the basis of these framework regulations, will draw up their own regulations for the organisation of the diploma/bachelor's degree/master's degree examination, which will be approved by the Administrative Board. The regulations of the faculty will include a **detailed description of the examination on the evaluation of basic and specialist knowledge**, the method of assessment and marking of the diploma project/undergraduate/master's degree paper, the **modalities and procedures** for ensuring the originality of the content of the work to be presented, as well as the modalities and procedures for prohibiting the marketing of diploma projects/undergraduate/master's degree paper.

**Art.29.** The faculties will display the examination schedule, the faculty methodology, the topics and bibliography related to the examination on the evaluation of basic and specialized knowledge, the guide on the completion of undergraduate studies developed by Iasi USV, etc., on the notice board of the organizing institution and on its website.

**Art.30.** (1). In the case of special situations, which do not fall within the provisions of this Regulation, they will be brought to the attention of the University Completion Committee - the only one with final decision-making power. Failure to comply with this provision renders the acts and work carried out null and void.

(2) The Management Board will develop a set of instructions on the use of the Moodle platform for the online final examination.

(3) The Senate of the University for Life Sciences of Iasi grants the Management Board the right to supplement these Regulations in accordance with the provisions subsequently transmitted by the Ministry of Education. These will be brought to the attention of the members of the University Senate at the first meeting.

**This Regulation was approved at the Senate meeting of 21 December 2021.**

**CHAIRMAN OF THE SENATE,  
PhD. Univ. Prof. Vasile VÎNTU**

**RECTOR,  
PhD. Univ. Prof. Gerard JITAREANU**

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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)

