



RECTOR,
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REGULATIONS
ON STUDENT EXAMINATION AND GRADING

CHAPTER I.
GENERAL PROVISIONS

Article 1. These Regulations have been drawn up in accordance with: the National Education Law No. 1/2011, Law No. 288/2004 on the organisation of university studies supplemented by Government Emergency Ordinance No. 78/2005; Law No. 87/2006 approving the Government Emergency Ordinance No. 75/2005 on quality assurance in education; Government Decision No. 1011/2001 on the organisation and functioning of distance learning and part-time learning in higher education institutions; Government Decision No. 1175/06.09.2006 on the organisation of bachelor's studies and the approval of the list of fields and specialisations; Government Decision No. 1418/11.10.2006 approving the Methodology for the external evaluation of standards, reference standards and the list of performance indicators of the Romanian Agency for Quality Assurance in Higher Education; Government Emergency Ordinance No. 133/2000 on state fee-paying undergraduate and postgraduate education (approved by Law No. 441/2001), amended by Law No. 224/2005; Order of the Minister of Education and Research No. 3235/2005 on the organisation of the cycle of bachelor's studies; Order of the Minister of Education and Research No. 3617/2005 on the generalised application of the transferable credit system; Order of the Minister of Education and Research No. 3714/2005 on the introduction of the Diploma Supplement in the certification of graduation from a cycle of higher education studies; Order of the Minister of Education and Research No. 3617 of 16/03/2005 on the generalised application of the European Credit Transfer System; Order No. 4430 of 29/06/2009 on the use of the National Framework of Qualifications in Higher Education, the University Charter; the University's Code of Ethics and Professional Conduct; the Regulations on the professional activity of students; the Regulations on the organisation and conduct of Master's degree studies and the Regulations on the organisation and conduct of practical training of students attending Bachelor's and Master's programmes.

Article 2. (1) The assessment is a complex activity that determines the level and quality of students' training during the course of study programmes and the competences that graduates have achieved at the end of their studies.

(2) The quality and efficiency of assessment depends directly on the forms of assessment – depending on the period of study, the method of assessment and the characteristics of the grading – and on the fairness, objectivity and responsibility of examiners.

(3) In the evaluation of students' activities, IULS applies the European Credit Transfer System – ECTS.

(4) The results of student evaluation are a relevant source of information for evaluating the curriculum, the pedagogical performance of teachers, the efficiency of the teaching process, the functionality of academic structures.

(5) For the normal and efficient conduct of teaching activities, the Faculty Councils shall periodically establish the requirements and criteria on which the assessment of students is based.

CHAPTER II EVALUATION METHODS, TYPES AND CRITERIA

Article 3. (1) The academic preparation of a student during a study programme is determined by summative examination assessments and continuous assessment.

(2) *Assessment methods* describe the procedures, techniques and instruments by which the level and quality of students' training is verified and by which the information needed to establish the grades or marks attesting to and formalising this level is obtained.

(3) Depending on the procedures and techniques used and the forms of examination in which they are integrated, the assessment methods may be:

(a) Assessment methods based on ***oral verification***: free student exposition, assessment conversation, oral questioning, interview;

(b) Assessment methods based on ***written verification***: current written papers (in seminars), final written papers (in examination sessions), assessment questionnaires, reports, portfolios;

(c) Assessment methods based on ***practical verification***: practical and laboratory work, projects, observation and analysis of students' practical activities;

(d) Assessment methods based on the ***technique of tests*** or knowledge tests, in written or electronic (on-line) form;

(4) The choice of assessment methods shall be made according to the objectives pursued, the specificities of the educational subjects, the type of assessment in which they are used.

Article 4. (1) The types of assessment are defined according to the objectives pursued, the functions they fulfil in the teaching-learning-assessment process, the frequency and timing of assessments. The assessment system comprises three main types: initial assessment, continuous (formative) assessment and final (summative) assessment.

(2) The initial assessment is carried out at the beginning of a new learning process (semester, academic year, study programme). The initial assessment is a diagnostic assessment aimed at ascertaining the level of prior knowledge and skills that students have at the beginning of a new learning process and which forms the necessary basis for actual access to acquiring new knowledge and skills. Depending on the results obtained, the continuity of the learning process is ensured and initial benchmarks for the assessment of academic progress are established by comparing the final results with initial data.

(3) Continuous assessment is carried out during the period of study of a subject, i.e. during semesters or compact periods of practical training, through periodic written or oral examinations, practical and laboratory work, reports, projects, etc.

(4) The final assessment, also called summative assessment, is carried out at the end of a compact period of study, i.e. at the end of the period of study of a subject (usually a semester), at the end of an academic year (for all subjects), at the end of a study programme. The final assessment is carried out through the examinations scheduled in the examination sessions, through the examinations at the end of the study programmes, as well as through complex investigations and analyses of the final results of the educational process.

Article 5. (1) Evaluation criteria refer to the system of competences and indicators on the basis of which the professional-scientific performance of students is verified and evaluated. Within the examination and grading forms, the assessment criteria are intended to ensure as direct a relationship as possible between the levels of performance demonstrated by students and the steps of the assessment scale designated by grades or qualifiers. The assessment criteria are also intended to standardise the grading system and allow for optimum comparability between grades awarded in different subjects, different forms of assessment and/or by different teachers.

(2) Depending on the area of applicability, the evaluation criteria are grouped into two categories: general criteria and specific criteria.

(a) The general assessment criteria are broadly applicable to all subjects. The main general assessment criteria are:

- the degree of assimilation of specialist language and communication skills;
- completeness and accuracy of knowledge;
- logical coherence, fluency, expressiveness, argumentative force;
- the ability to operate with assimilated knowledge in complex intellectual activities;
- the ability to apply in practice, in different contexts, the knowledge learned;
- capacity for analysis, personal interpretation, originality, creativity.

(b) **The specific assessment criteria** are criteria that derive from the specificities of subjects. They represent an application of the general criteria to the specificities of each subject.

(3) In addition to the performance criteria listed above, criteria may be added concerning **attitudinal and motivational aspects** of the students' work, such as: conscientiousness, interest in individual study, active participation in seminars, course attendance, etc.

CHAPTER III. EXAMINATION AND GRADING FORMS

Article 6. (1) Examination forms are the formal, official aspect of assessment and are defined by the fact that they are completed by the award of grades or qualifiers which are recorded in the official documents relating to the student's academic results. In this respect, the assessment system comprises:

(a) **Written examinations** scheduled during examination sessions, based on written papers, knowledge tests or evaluation questionnaires;

(b) **Oral examinations** also scheduled during the examination sessions, on the basis of individual examination tickets, dealt with by the student's free exposition, oral questioning and/or evaluation conversation;

(c) **Collocutional examinations** scheduled before the examination sessions, in the last week of teaching activity of each semester, by means of evaluation conversation, interview or by presentation and analysis of samples or practical work, depending on the specifics of subjects.

(2) To the extent that they are taken into account, in different proportions, in determining the final pass grade for the subject, the forms of examination may also include forms of **mid-term evaluation**, such as: reports, projects, practical and laboratory work carried out as part of the laboratory activity (seminar).

(3) The forms of examination and their weighting in determining the final grade are specified in the Subject Outline.

Article 7. (1) Learning outcomes are assessed in examinations:

(a) with full grades from 10 to 1, whereby a grade of 5 certifies the achievement of the minimum competences related to a subject and the passing of an examination and grants the student the full credit package of the subject.

(b) with qualifiers, where appropriate.

(2) The grades awarded to students in oral examinations are final and cannot be challenged. At the students' request, professors have a duty to explain the criteria and reasons for awarding those grades. In written examinations, students who consider themselves to be under-assessed may ask for their work to be re-assessed. In this case, it is the duty of the examining teacher to re-examine, in the student's presence, the work concerned and to explain to the student the criteria and reasons for the grade awarded, including changing the grade if they find that the student's complaint is justified.

(3) The results of an examination or an evaluation may be annulled by the Dean of the Faculty under the provisions of the University Charter, when there is proof that they have been obtained fraudulently or in violation of the provisions of the University's Code of Ethics and Professional Conduct. The Dean may order the examination to be reorganised.

(4) The analysis of the complaints submitted by candidates upon admission, by examined students, by graduates during the final examinations is exclusively within the competence of the complaint committees established for this purpose by the Faculty Councils.

Article 8. The correlation of the grading scale from 10 to 1 with the **ECTS (European Credit Transfer System) grading scale** for the recognition of credits for students participating in European mobility is established on the basis of the following correlations:

ECTS grades	Definitions and performance descriptors	Grades in the Romanian system
A	Excellent – outstanding results with some minor shortcomings.	10
B	Very good – regular above average, even if there are some notable shortcomings.	9
C	Good – generally good results, even if there are some notable shortcomings.	8
D	Satisfactory – modest results, but with important shortcomings.	7-6
E	Passable – satisfactory results at the minimum level of passing criteria.	5
FX	Insufficient – additional effort is needed to obtain credits.	4
F	Insufficient – considerable additional effort is required to obtain credits.	3-2

CHAPTER IV. ORGANISATION OF STUDENT ASSESSMENT

Assessment of study subjects

Article 9. (1) At the beginning of each semester, the Faculty Council approves the modalities of the final assessments and, through the coordinators of the subjects of study, students are informed about the forms of assessment, as well as the particularities of the grading of each subject.

(2) The subject coordinator, in the first hour of course/seminar/practical work, shall present and discuss with the students the requirements and the methods of examination, passing, repeating of activities in that subject.

(3) In order to ensure a better preparation of students throughout the entire duration of the schooling period, at the beginning of each semester, the counselling schedule is posted for all subjects, for which, depending on the specifics of the subject of study, a minimum of 2 hours per week is allocated.

(4) In order to ensure systematic and continuous training, evaluation is carried out in the course of semesters through seminars, free discussions, written tests, practical laboratory tests, reports, case studies, etc. and at the end of semesters through exams, projects, collocutional examinations.

(5) The weighting of the criteria of the current and mid-term assessments in relation to the final evaluation varies, depending on the specificities of the subject of study, between 30 and 50% and is established by the subject coordinator, endorsed by the head of department, approved by the Faculty Council and made public at the beginning of each academic year by posting on the notice board of the subject of study (department).

(6) The results of the mid-term assessment are discussed with the students, motivating the grade/qualifier awarded, which is posted on the notice board before the start of the scheduled examination session.

Article 10. (1) The final assessment may take the form of a written paper, an oral examination, a written and oral examination in the form of a collocutional exam or, where appropriate, an examination and a project presentation, in relation to the objectives of the programme of study.

(2) The assessment by written examination may be based on a multiple-choice test with 30 - 90 questions or in the form of the development of 2 - 4 topics/applications set by the subject coordinator from the material presented in lectures and included in the recommended bibliography.

(3) Assessment by oral examination is done using examination tickets containing 2 - 4 topics, which the student must answer. In order to better assess the student's level of preparation, examiners may ask the candidate additional questions.

(4) For subjects with a project as part of the applied teaching activities, the evaluation and grading of the project is done in the last week of the semester, before the examination session.

(5) Obtaining a pass grade for the project (or, where applicable, for the practical work) is a condition for admission to the examination of the subject concerned.

(6) The scheduling of examinations for the final evaluation in semester sessions shall be carried out at least 2 weeks before the starting date of the examination session by the faculty secretariat, in consultation with the student structures and the subject coordinator, ensuring for each examination the time interval (minimum 2 days) necessary to settle and deepen the knowledge of the subject in question.

(7) Acceptance of students to the examination is conditional upon the fulfilment of the obligations set at the beginning of the semester by the subject coordinator together with the students, of the requirements for attending the forms of the educational process, specified by the Regulations on the teaching activity approved by the University Senate.

(8) The date, starting time and venue of the examinations are announced to the students at the beginning of the session by posting on the notice board of the faculty. For oral examinations, the order of presentation for the examination is announced at least 24 hours before the scheduled date by posting on the notice board of the subject.

(9) Exams take place between 8.00 and 20.00, only if the examiner - **subject coordinator - is accompanied by at least one professor**, usually the one who carried out the practical activities with the students.

(10) The grade for the oral examination, a round figure between 1 and 10, obtained by adding the score obtained by the student in mid-terms and final examinations, shall be communicated to the student and immediately entered in the student's record book and in the official faculty document.

(11) If the examination is conducted in written form, grades shall be entered in the students' record books immediately after the examination of the written work has been completed.

(12) If students are dissatisfied with the grade received in the final written assessment, they may ask the examiner to allow them to see their work and ask for an explanation of how it was assessed.

(13) The results of the final assessment shall be recorded in the grading record drawn up by the faculty secretariat and approved by the Dean. The grading record shall be collected from the Dean's Office by a person from the examination committee, and after evaluation and registration of the results shall be submitted to the secretariat by the subject coordinator, the **document also being signed by the professor participating in the examination.**

(14) Any discrimination or bias in the process of assessing students' knowledge and skills is a breach of professional ethics and sanctioned as such.

Evaluation of practical training activity

Article 11. (1) Students' preparation for the supervised practical training is assessed both during the practical training and at the end.

(2) The current assessment during the practical training shall be carried out by the practical training supervisor and the representative of the practical training establishment, taking into account the student's participation in the scheduled work and the student's acquisition of the skills of execution or coordination of the operations included in the training programme.

(3) The final evaluation of the period of practical training shall be carried out by committees established by the faculty management; such committees shall be composed of the practical training supervisor and the specialist teaching staff for the fields covering the activities in which the student participated during the practical training.

(4) In the final assessment, the committee awards the grade based on the grade given by the supervisor in the permanent evaluation, the characterization made by the representative of the establishment where the practical training takes place, the **practical training report**, prepared by

the student, which contains the student's notes, observations and comments on the organization of the establishment, the natural conditions, the practical activities in which the student participated, as well as the answers given by the candidate to the committee's questions.

(2) The assessment of practical training for the diploma project is made by the project supervisor, based on the student's work for the preparation of the project and the student's characterisation by the management of the establishment where the practical training takes place, based on the student's participation in the establishment's production process.

Assessment upon graduation from bachelor's/master's studies

Article 12. (1) The assessment upon graduation is made by the Bachelor's/Diploma/Master's Examination Board, appointed by decision of the Rector on the proposal of the Faculty Councils, during the Bachelor's Degree Examination, to which the scientific advisor is also invited.

(2) The Bachelor's/Diploma/Master's examination may be taken in two ordinary sessions established by the University Senate: the summer session (June-July) and the winter session (January-February), at the candidate's request, after having completed the schooling period and having obtained passing grades in all subjects of the curriculum area.

(3) The methodology of the Bachelor's/Diploma/Master's examination is approved by the University Senate, according to the provisions of the Ministry of Education, Research and Youth.

(4) **The Bachelor's/Diploma examination consists of two tests**, namely: **Test 1** – Assessment of fundamental and specialist knowledge and **Test 2** – Presentation of the Bachelor's/Diploma thesis. The assessment of basic and specialist knowledge in Test 1 is written and/or oral.

(5) **The Master's examination consists of a single test**, namely: presentation of the Master's thesis.

(6) The bibliography for the written examination, established by the Examination Board and approved by the Faculty Council, shall be posted on the notice board at least three months before the starting date of the Bachelor's examination.

(7) The topics for the Bachelor's projects are chosen by the students, in the second semester of the second year of study, among the available topics proposed by the coordinators of the study subjects and approved by the Faculty Council.

(8) Registration for the Bachelor's examination, within the deadline specified by the Examination Board, is possible only if the candidate's Bachelor's project has the written consent of the project supervisor.

(9) For each test, the examination shall be concluded by the Examination Board awarding a grade from 10 to 1, as the arithmetical average of the grades granted by the members of the Board. The minimum pass grade shall be 5.00, except for the Master's examination where it must be at least 6.00. Candidates who do not obtain at least 5 in the first examination lose the right to sit the second examination.

(10) The pass grade for the Bachelor's/Diploma examination is established as the arithmetic average with two decimal places (without rounding) of the grades obtained in the two examinations.

(11) The Bachelor's/Diploma examination is passed if both component tests are passed in the same session and the passing average grade of the examination is at least 6.00.

CHAPTER V. LIABILITY AND SANCTIONS

Article 13. Attempted fraud and fraud in examinations are punishable, according to the regulations in force, by **expulsion**, regardless of the form in which they are committed: existence of written material, electronic communication devices (including mobile phone), substitution of person, etc.

Article 14. (1) The discovery on the student, during the examination, of electronic devices capable of communicating or consulting data shall be considered as attempted fraud and shall be punished according to Article 13.

(2) Students who are hearing impaired and require the use of hearing aids must notify the course coordinator of this condition at least 48 hours before the examination. The course coordinator has the right to request medical documents attesting to the student's need for hearing aids.

Article 15. Students caught in the act of attempted fraud or cheating shall be eliminated from the examination, with the retention of the materials used, by the subject coordinator/chairperson of the Examination Board, as appropriate, present in the examination room.

Article 16. The subject coordinator/chairperson of the Examination Board shall draw up a report detailing the case, to be submitted to the Dean's Office, signed by all the professors/persons responsible for conducting the examination, within two working days of the incident.

Article 17. The report shall be examined in a meeting of the Faculty Council within 10 days of registration, by hearing the parties involved, and the proposal with the accompanying documents shall be submitted to the Managing Board, which shall take note of the act committed and submit the file to the University's Ethics Committee.

Article 18. The Ethics Committee analyses the act committed in accordance with the university regulations, and the proposal for sanctioning, where applicable, with the legal opinion, is submitted for validation by the Managing Board, on the basis of which a Decision is issued, signed by the Rector.

Article 19. The decision to impose a sanction shall be notified to the student concerned and to their legal guardian within three working days of its issue.

Article 20. Students may appeal against the sanction received within three working days from the receipt of the decision, and the appeal shall be submitted to a committee, coordinated by the Vice-Rector in charge of Educational Activities, which includes the faculty deputy deans. The chairperson of the Ethics Committee and the university's legal adviser may attend the review meeting as guests.

Article 21. The decision of the Appeals Committee shall be subject to validation by the Managing Board and shall be final.

Article 22. (1) Any student has the right and moral obligation to report any violation of these regulations by other students or persons involved in the conduct of the assessment.

(2) If students observes attempted fraud or fraud during examinations, they must report it to the professors present in the examination room, and the matter will be investigated and sanctioned according to the regulations in force.

Approved at the meeting of the IULS Senate on 28 July 2021.

I, VERDEȘ ELENA ALINA, English and Italian sworn translator and interpreter, holder of the Licence no. 24515/2008 issued by the Romanian Ministry of Justice, hereby certify that this is a true and accurate translation of the document from ROMANIAN into ENGLISH submitted to me, that the text presented to me was translated completely, without omissions and, once translated, the document has not borne any change of its content and meaning.

SWORN TRANSLATOR AND INTERPRETER,
VERDEȘ ELENA ALINA
(SIGNATURE AND SEAL)

