



ROMANIA  
THE MINISTRY OF NATIONAL EDUCATION  
"OVIDIUS" UNIVERSITY OF CONSTANȚA  
B-dul Mamaia 124, 900527 Constanța  
Tel./Fax: 40-241- 606467, 511512, 618372, 0723151222  
E-mail: [rectorat2@univ-ovidius.ro](mailto:rectorat2@univ-ovidius.ro)  
Webpage: [www.univ-ovidius.ro](http://www.univ-ovidius.ro)

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## REGULATIONS ON TESTING LINGUISTIC COMPETENCE AND ISSUING LINGUISTIC COMPETENCE CERTIFICATES

### Preamble

The context in which university linguistic policies take shape nowadays must take into consideration defining landmarks of the evolving concept of **European academic space**, namely those included in the 1998 Sorbonne Declaration, the 1999 Bologna Declaration, the 2001 Message from Salamanca, the 2001 Prague Declaration, together with specific references applicable to linguistics: the 1995 Council of the European Union Resolution on improving and diversifying language learning and teaching within the education systems of the European Union; the White Paper on Teaching and Learning: Towards the Learning Society, the European Commission, 1995; the R(98)6 Recommendation of the Committee of Ministers to Member States concerning modern languages, the Council of Europe, 2000; the European Language Portfolio, the Council of Europe, 2000; the Common European Framework of Reference for Languages, the Council of Europe, 2000; Multilingualism and the new educational contexts: academia and linguistic politics in Europe, the European Language Council, 2001.

Taking into consideration the reorganization of university studies in accordance with the Bologna Declaration and the European Language Council recommendations, Ovidius University of Constanța is issuing this document to regulate activities related to testing linguistic competence and issuing linguistic competence certificates.

### Legal framework

These Ovidius University regulations were drawn up in accordance with the following legal provisions:

1. The Law of National Education no.1/2001, Article 119, paragraph 3, article 120, paragraph 1.
2. **Order of the Minister of Education, Youth and Sports no. 3271/2012** regarding procedures for organising higher education final examinations, Article 9, paragraph 3.
3. The methodology for organising higher education final examinations – graduation, bachelor's, degree, selection, dissertation, at Ovidius University of Constanța.

## Chapter I

### Types of Linguistic Competence Certificates (LCC)

#### Art. 1

Ovidius University of Constanța, through the Faculty of Letters, issues the following types of Linguistic Competence Certificates (LCC) for Romanian, English, French, German, Italian, Spanish, Turkish:

- 1) Certificate of linguistic competence in a foreign language required for enrolment in doctoral university programmes (for Romanian graduates / citizens) – Art. 3.
- 2) Certificate of linguistic competence in a foreign language required for enrolment in undergraduate university programmes (for foreign students, for first-year enrolment) – Art. 4.
- 3) Certificate of linguistic competence in a foreign language (for Romanian / foreign students of OUC or other universities who have studied a foreign language for 1, 2, or 3 years, for scholarships or student mobility programmes) – Art. 5.
- 4) Certificate of linguistic competence in a foreign language for higher education final examination registration – bachelor's / degree examinations (for Romanian / foreign graduates of all non-Philology programmes of study and several Philology programmes of studies – Romanian-Turkish, Romanian-Portuguese) – Art. 6.
- 5) Certificate of linguistic competence in Romanian – for enrolment in undergraduate university programmes (for foreign students, at the end of the Romanian language preparatory year and for foreign students who can speak Romanian without having completed the preparatory year, for first-year enrolment) – Art. 7.
- 6) Certificate of linguistic competence in a foreign language for academic purposes (for OUC faculty members, in order to certify CV language competence, for research grants, mobility programmes, etc.) – Art. 8.

## Chapter II

### Testing linguistic competence and issuing Linguistic Competence Certificates (LCC)

#### Art. 2

(1) Linguistic competence levels will be determined in accordance with the Common European Framework of Reference for Languages (CEFR).

<http://europass.cedefop.europa.eu/ro/resources/european-language-levels-cefr>

EF level	Romanian / English competence level	No. of foreign language course hours necessary to complete a level
A 1	Beginner	120 hours
A 2	Elementary	120 hours
B 1	Intermediate	120 hours
B 2	Upper- intermediate	120 hours
C 1	Advanced	120 hours
C 2	Proficiency	120 Hours

(2) Candidates are tested in accordance with the Common European Framework of Reference for Languages (Annex 1).

(3) Language competence is tested through an exam, with a written and an oral component:

a) **written component:** reading comprehension of a text written in the specialized language of the respective undergraduate or doctoral field, written answers to text-based questions, 20 multiple choice questions targeting vocabulary and grammar structures (verb tenses and aspects, sequence of tenses, nouns, adjectives).

b) **oral component** 5 minutes): a conversation on general topics or an oral presentation on a specialized research topic.

(4) The examination board consists of a president and 2 examiners, faculty members who hold a PhD in the approved discipline. They are chosen by the management of the Faculty of Letters and validated by the Administration Council.

### Art. 3

- (1) The certificate of linguistic competence in a foreign language (English, French, German) required **for enrolment in doctoral university programmes** is available to Romanian graduates / citizens and issued following a linguistic competence test.
- (2) Eligibility: Graduates of OUC or other Romanian or foreign universities or Romanian citizens who wish to enrol in a doctoral university programme at OUC.
- (3) Certificates are issued only for candidates whose competence level is B2 or above.
- (4) Examination fee: 100 lei for OUC faculty members/employees and 200 lei for external candidates.
- (5) The certificate is valid for 2 years.

### Art. 4

- (1) The certificate of linguistic competence in a foreign language required **for enrolment in undergraduate university programmes in a foreign language** is available to foreign students/citizens and issued following a linguistic competence test.
- (2) Eligibility: Foreign students/citizens who want to enrol in OUC undergraduate programmes where courses are taught in a language of international circulation (English, French, German).
- (3) Certificates are issued only for candidates whose competence level is B1 or above.
- (4) Examination fee: 100 euros (for candidates from EU states); 150 euros (for candidates from non-EU states).
- (5) The certificate is valid for 2 years.

### Art. 5

- (1) The certificate of linguistic competence in a foreign language **for Romanian / foreign students of OUC who have studied a foreign language for 1, 2, or 3 years** is issued following a linguistic competence test.
- (2) Eligibility:
  - a. Faculty of Letters students applying for scholarships or student mobility programmes;
  - b. Faculty of Letters students who have studied a third foreign language – Language C elective course;
  - c. Students of non-Philology faculties applying for scholarships or student mobility programmes;
- (3) Issuance of document fee: 15 lei.
- (4) The certificate is valid for 1 year.

### Art. 6

- (1) The certificate of linguistic competence in a foreign language **for higher education final examination registration** – bachelor's / degree examinations.
- (2) Eligibility:
  - a) Romanian/foreign students of non-Philology faculties receive a certificate without an examination, before the bachelor's examination session, based on the average of the marks obtained during the four semesters of language study. The following types of certificates are issued:
    - B2 level (for students who carry on studying the same language they studied in secondary school (B1) and attend 2 hours of foreign language classes per week for 4 semesters).
    - the same level as the one reached at the end of secondary school (for students who carry on studying the same language they studied in secondary school and attend 1 hour of foreign language classes per week for 2/4 semesters).
    - A2 (for students who study a new language, different from the one/ones studied in secondary

school and attend 2 hours of foreign language classes per week for 4 semesters).

- A1 (for students who study a new language, different from the one/ones studied in secondary school and attend 1 hour of foreign language classes per week for 2/4 semesters).

Issuance of document fee: 15 lei.

- b) Romanian / foreign students from Philology programmes of studies (Romanian-Turkish, Romanian-Portuguese) have to take a linguistic competence examination in a language of international circulation (English, French, German). Examination fee: 25 lei.
- c) Romanian / foreign graduates of non-Philology programmes of study requesting a certificate following examination, in order to obtain a Linguistic Competence Certificate for a higher level than the one corresponding to the number of hours of study attended. Examination fee: 25 lei.

(3) Application submission and examination:

- a) OUC Faculty Secretariats will provide the Faculty of Letters (before the 1<sup>st</sup> of March of every year) with lists of the students who are going to register for undergraduate final examination. Tables must contain the following information: student's name and surname, faculty and year of study, the language for which the certificate is requested, the marks obtained (year, semester, discipline, Annex 2).
- b) Romanian / foreign students from Philology programmes of studies (Romanian-Turkish, Romanian-Portuguese) have to submit individual applications at the Faculty of Letters Secretariat.

(4) The certificate is valid for 2 years.

**Art. 7**

- (1) The certificate of linguistic competence in Romanian **for enrolment in undergraduate university programmes** is issued following a linguistic competence test.
- (2) Eligibility: foreign students who have attended a Romanian language preparatory year at the Faculty of Letters of OUC and foreign students who can speak Romanian.
- (3) Application submission and examination.
  - foreign students who have completed the Romanian language preparatory year are examined without an application, on the basis of the course attendance list, by an examination board.
  - foreign students who can speak Romanian without having completed the preparatory year are examined upon request, before first-year enrolment, by an examination board.
- (4) The examination fee is 100 euros (for students from EU states) and 150 euros (for students from non-EU states, with the exception of students from the Republic of Moldova, who have to pay 25 lei).
- (5) The certificate is valid for 2 years.

**Art. 8**

- (1) The certificate of linguistic competence in a foreign language **for academic purposes** is issued following a linguistic competence test.
- (2) Eligibility: OUC faculty members who request confirmation of CV language competence or apply for research grants, mobility programmes, etc.
- (3) The examination fee is 100 lei.
- (4) The certificate is valid for 4 years.

### **Chapter III**

#### **Application Criteria**

##### **Art.9**

- (1) The examination sessions shall be called on upon request.
- (2) The individual applications (Annex 3) shall be submitted to the Secretariat of the Faculty of Letters, 10 working days prior to the examination for linguistic competence, with specific reference to the certificate that is requested as well as the language that is being tested, accompanied by the following: high school foreign language certificate (copy) or high school student record (copy) and tax receipt (original document).

The level of competence at high school graduation shall be established on the basis of the copy of the foreign language certificate or, if not available, on the basis of the high school student record, as follows:

Level A1 for 1 hour per week, 4 years of study

Level A2 for 2 hours per week, 4 years of study

Level B1 for 4 hours per week, 4 years of study

Level B2 for 6 hours per week, 4 years of study.

- (3) The examination issuance of document fee shall be paid at the University Pay Office, with the note “for Faculty of Letters” and it covers:
  - a) The examination;
  - b) The Certificate for Linguistic Competence in Foreign/ Romanian Language issued by “Ovidius” University in Constanta, Faculty of Letters.
- (4) The certificate for linguistic competence shall be issued in both languages or, upon request, either in a foreign language (English, French, German) or in Romanian.

### **Chapter IV**

#### **Financial Regulations**

**Art.10.** The funds used for organizing the examination of linguistic competences shall consist of examination and issuance of documents fees that are collected in compliance with the law in effect.

**Art.11.** The financial resources from the fee collection shall be administered by the Financial-Accounting Department that shall specify the revenue and expenditure for the activities related to linguistic competence certification.

**Art.12.** The financial resources that include the amounts received from examination/equivalence issuance of documents fees for the linguistic competence certification shall finance, in compliance with the regulations of the law in effect, the following:

- a) Expenses for exam form editing and multiplying, communication (telephone, fax, internet, etc.), purchase and use of hardware for preparing the exam tests, purchase and use of audio-visual equipment for the oral examination, mobility, international courses, training courses, communication and information in the field, national and international conference taxes in the field of linguistic competence certification, consumables, remuneration of staff directly involved in the process of exam topic preparation and candidate assessment as well as for the management staff.
- b) Remuneration for the administrative staff at the Secretariat of the Faculty of Letters and the Financial-Accounting Department for examination and equivalence tax collection related to linguistic competence certification and for certificate processing and editing shall be made in compliance with the regulations stipulated by the law in effect, at the proposal of the coordinating director and with the approval of the Senate.

**Art.13.** The financial resources received by the Faculty of Letters as a result of the activities related to linguistic competence certification are structured:

- 40% for financing all the expenses stipulated in Art. 12 as overheads for OUC;
- 60 % for financing the activities related to the linguistic competence certification, out of which 80% personnel costs, remuneration for the coordinators, the members of the exam topic preparation and the members of the assessment commission and 20% material costs.

**Art.14.** Payments for all the activities related to the organization, linguistic competence examination and certification (exam preparation, archiving of the exam subjects in a database, testing activities, exam documents processing and editing, office and pay office activities) shall be made as by-the-hour and service payments. Remuneration/compensation of personnel shall be made according to the complexity and the professional level of the activity in question and the amount shall be established by negotiation, depending on the fee revenues at the Faculty of Letters, in compliance with the regulations of the law in effect and on the approval of the University Board.

**Art.15.** The activities related to the exam topic preparation and testing shall be compensated as by-the-hour payment, on the reports that are signed by the Head of the Department, countersigned by the Dean of the Faculty and the Human Resource and Finance Department and shall be approved by the University Board.

The regulations stipulated herewithin were approved in the University Board meeting on 17.05.2012, validated in University Senate meeting on 24.05.2012 and becomes effective starting with the validation date.



# Assessment Grid for Linguistic Competence

(in compliance with Common European Framework of Reference for Languages)

		A1	A2	B1	B2	C1	C2
<b>U N D E R S T A N D I N G</b>	<b>Listening</b>	I can understand familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly.	I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g., very basic personal and family information, shopping, local area, employment). I can catch the main point in short, clear, simple messages and announcements.	I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is	I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect.	I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. I can understand television programmes and films without too much effort.	I have no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided I have some time to get familiar with the accent.
	<b>Reading</b>	I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.	I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters.	I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.	I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.	I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions, even when they do not relate to my field.	I can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialised articles and literary works.
<b>S P E A K I N G</b>	<b>Spoken Interaction</b>	I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.	I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.	I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g., family, hobbies, work, travel and current events).	I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.	I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skilfully to those of other speakers.	I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem I can backtrack and restructure around the
	<b>Spoken Production</b>	I can use simple phrases and sentences to describe where I live and people I know.	I can use a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.	I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.	I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.	I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion.	I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points.
<b>W R I T I N G</b>	<b>Writing</b>	I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.	I can write short, simple notes and messages. I can write a very simple personal letter, for example thanking someone for something.	I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.	I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.	I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or a report, underlining what I consider to be the salient issues. I can select a style appropriate to the reader in mind.	I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works.

**Model Table for Secretariats of Other Faculties than the Faculty of Letters**

**Nominal Table**

**with students that apply for the Final Graduation Examination and request a Linguistic Competence Certificate**

Faculty:.....

Year of Study:.....

Number of hours in the curriculum: x hours per week x semesters

No.	Student Surname First Name	Language for which certification is requested	Level certified at high school graduation	Grades obtained at oral and written exams per semester				Average	Obs.
				S1	S2	S3	S4		

To note:

The level certified at high school graduation shall be established on the basis of the copy of the foreign language certificate or, if not available, on the basis of the high school student record, as follows:

Level A1 for 1 hour per week, 4 years of study

Level A2 for 2 hours per week, 4 years of study

Level B1 for 4 hours per week, 4 years of study

Level B2 for 6 hours per week, 4 years of study.

Date,

Chief Secretary  
Faculty of Letters

Model of Individual Application

**Application for Linguistic Competence Assessment**

I, the undersigned, as undergraduate/graduate student/ teaching staff member at the Faculty of ....., apply for the linguistic competence assessment examination in order to obtain the Linguistic Competence Certificate Type ....., in compliance with the Regulation for linguistic competence assessing and linguistic competence certificate issuing, chapter I, organized on ..... at the Faculty of Letters, “Ovidius” University of Constanta.

I enclose the copy of the foreign language certificate obtained at high school graduation (or the copy of the high school student record).

Signature

.....

Date / / \_\_\_\_

ATTN: the Dean of the Faculty of Letters, “Ovidius” University in Constanta