

FRAMEWORK REGULATION OF CREDIT TRANSFER SYSTEM APPLICATION

This regulation was drawn up on the basis of the following documents:

- 1. National Education Law no.1/2011;**
- 2. H.G. 966/2011** for the approval of the fields and specializations/study programs List, the structure of higher education institutions, the areas and study programs accredited or authorized to function temporarily, the geographic locations, the number of transfer study credits for each study program, the type of education or language of instruction as well as the number of students who can be enrolled;
- 3. OMEC 3617/16.03.2005** regarding the general application of the European system of transferable credits;
- 4. OMCTS 3223/08.02.2012** regarding the approval of the Methodology for the recognition of study periods abroad;
- 5. HG 3223/2012** regarding the approval of the Methodology for the recognition of study periods abroad;
- 6. Law 288/2004** on the organization of university studies.

Art. 1 (1) The 'Ovidius' University of Constanta applies, in evaluating the students' academic activity in all specializations and forms of education, the European Credit Transfer System – ECTS. The European Credit Transfer System allows the operation of both the transfer of professional results obtained by own students from all forms of education and the transfer of professional results obtained by students from universities in the country and abroad.

(2) In an academic year, 60 ECTS credits (30 credits per semester) obtained from the examination of compulsory and optional disciplines are allocated. Obtaining more credits than the normal number allocated is possible by attending and promoting optional courses contained in the curriculum of their specialization or other specialization in the same area of study appropriate for the cycle. Optional disciplines are credited differently, being

recorded in the school register. This category also includes a second foreign language for the faculties where it is not mandatory.

(3) A transfer study credit consists in the amount of intellectual work, directed and independent, necessary for completing, individually, by a student a course unit within an academic program followed by the validation of learning outcomes.

(4) In allocating the number of credits for each subject/activity, it is envisaged, exclusively, the amount of work required by the discipline/activity, attributed to the overall amount of work necessary to promote a full year of study. The amount of work focuses on: physical hours at courses, seminars, laboratories, but also the individual study hours, writing scientific papers, research, and so on, necessary for discipline preparation and promotion. The importance of discipline within the curriculum or the contents degree of difficulty do not constitute criteria for increasing the number of credits allocated. The credits for a discipline have integral positive values.

(5) The number of credits for a discipline is determined by taking into account the number of hours per week which is 40. In distributing transfer credits in a semester, it is considered a 17-week period. The calculation algorithm is found in Appendix 1.

(6) The same discipline can be provided with a different number of credits in the structure of the curricula of the various faculties of the Ovidius University, Constanta, as long as the discipline has a fundamental, specialized or complementary training function.

(7) The number of transfer study credits represents the reference element used in the recognition of studies or periods of academic, legal studies, previously conducted in the same fundamental field for the purpose of validation and transferring of study credits and the possible continuation of studies in a degree program.

Art. 2 (1) Each academic year has 60 transfer study credits totalling 180 transfer study credits for programs with a duration of undergraduate studies (Cycle 1) of 3 years, 240 transfer study credits for programs with a duration of undergraduate studies of 4 years, 300 transfer study credits for Pharmacy program, with a duration of undergraduate studies of 5 years, and 360 transfer study credits for Medicine and Dental Medicine programs, with a duration of undergraduate studies of 6 years.

(2) Master studies (cycle II) have between 60 and 120 transfer study credits depending on the duration of undergraduate studies.

(3) The cumulative total duration of the undergraduate and master cycle corresponds to getting at least 300 transfer study credits.

(4) Doctoral studies (cycle III) is the higher cycle of university studies, whose aim is to develop knowledge through original scientific research. The doctorate has two components: a training program based on advanced academic studies and a scientific research program and is organized according to the specific regulation approved by the UOC Senate.

(5) The 'Ovidius' University of Constanta allows the allocation of transfer study credits above the levels included in paragraphs (1) and (2) of this article for subjects and training activities added to the curricula (courses conducted under strategic partnerships between the university and business representative structures, alternative courses held during the holidays etc.). Credit allocation is based on the amount of work necessary to pass the test/final tests.

(6) The 'Ovidius' University of Constanta organizes postgraduate programs of training and lifelong learning. These programs can be assigned transfer study credits, and they must complete with a certification exam of professional skills acquired by students.

(7) The minimum number of transfer study credits required to promote the year of study is at least 30. In calculating the minimum number of transfer study credits, only those achieved by promoting compulsory and optional subjects are taken into account. Faculties may raise this threshold by their own regulations.

(8) The condition for promoting a discipline is specific to the grades scoring system. Regardless of the score obtained following the passing of the exam, the number of credits is established for each subject in the curriculum.

(9) The students who do not obtain the credits necessary to pass in the next academic year and are enrolled in the same year (excepting those expelled in the first year of study – who will not be re-enrolled) must comply with the requirements of the curriculum of the respective graduates (the graduates with whom they resume their studies).

(10) In the case of extended studies students, in the final year it will be taken usually, as reference, the curriculum on the basis of which they reached the final year.

(11) Re-enrolled students must comply with the requirements of the curriculum of the graduates with whom they resume their studies.

(12) The amount of fees for the extended enrollment period is established by the UOC Senate for the year in which the extension of schooling is performed.

Art.3 (1) The European Credit Transfer System requires the allocation of a certain number of credits to each discipline in the curriculum of the study program regardless of the form of education (full time, distance learning) and allows: the comparison of study programs; the flexible construction of study programs in the curriculum; the inclusion of some new subjects in the study program; the recognition of compact periods of study carried out in other higher education institutions.

(2) The student may apply for supplementing credits obtained in the study program at which he is enrolled with credits obtained from other study programs within the same area and university cycle, through a request to the Faculty Council in the first 10 days of the academic year.

Art.4 (1) Credits are transferable from one institution to another on disciplines, groups of disciplines (modules) or compact study periods. The transfer is done on student request on the basis of an agreement between the educational institutions involved.

(2) Credits can be obtained in advance within the same study cycle. The credits obtained in advance cannot influence the number of credits necessary to pass the current year of study or be considered for scholarship; These can be envisaged only for the semester or the year to which the discipline promoted in advance belongs. It cannot be chosen in advance those disciplines which, through the curriculum, are conditioned by obtaining the credits for the disciplines that have not been studied and promoted. These aspects do not concern the provisions of art. 150, para. 3 of Law 1/2011.

3. The credits, once acquired, are recognized throughout the schooling period and their recognition is not affected by the change of the program or curriculum. The students expelled on grounds of fraud do not benefit from this provision.

4. Taking the bachelor exam is conditioned by obtaining all the credits of the compulsory and optional subject matters/ disciplines.

Art. 5. 1) Validating a discipline is the procedure whereby an authorized academic forum, noting that to a certain discipline (called equated discipline) the scientific content is sufficiently covered by the content of one or more disciplines/ differences (based on course description) that the student has passed (called underlying equivalence disciplines), decides to assign/ confer a grade without examination (by validation method) to the equated discipline, allocating the number of credits foreseen in the current education plan.

2) The academic forum authorized to validate disciplines is the Equivalence Study Commission designated by the Faculty Council at the request of the professor and department organizer of the study program in which the student is enrolled. To be recognized, the disciplines underlying equivalence/ validation must be promoted in an accredited national or international university.

3) In the catalogue of the equated discipline, the full professor will complete the grade for the equated discipline, as well as the date, will sign and a member of the Equivalence Commission will countersign certifying the decision.

Art. 6. 1) Recognising a discipline is the procedure whereby an authorized academic forum, analyzing the content of a discipline (based on course description) that a particular student has passed (in our university or another national or international university), finds that, by introducing this discipline (called recognized discipline), all the standards that are used to develop the current curriculum / education are obeyed and decides that for that particular student the curriculum / education plan should contain this change.

2) The academic forum authorized to recognize one or more disciplines is the Recognition Commission, specially designated for this purpose by the Faculty Council. More disciplines recognized may cover periods of study (semesters or years). To be recognized, these disciplines must have been passed in an accredited university in the country or the Member States of the European Union, the European Economic Area and the Swiss Confederation, as well as in prestigious universities from other states.

3) After the Recognition Commission has recognized the disciplines, the recognition decision is issued, which is a written document signed by the dean, establishing the disciplines recognized, the number of hours, the grades and the credits earned, the

semesters of the education plan/ curriculum in which they will be considered and the list of disciplines replaced. The recognition decision may include any conditions in which the recognition is operational (admission, differences, etc.).

Art. 7 1) ERASMUS is part of the Lifelong Learning Programme (LLP), which aims to encourage cooperation between universities in Europe and offers grants to students to cover the partial costs of the mobility taken in one of five universities in an EU country or European Economic Area that our university has signed a bilateral agreement.

2) Ovidius University of Constanta by means of the Faculty Management in which the student is enrolled/ registered, will ensure the full recognition of the study period or ERASMUS placement, of the total number of transferable study credits earned by the student during the internship. The study period abroad is considered an integral part of the curriculum at Ovidius University of Constanta.

3) The credits and grades/ qualifications are certified by the transcripts of records as earned by the student in the host institution.

4) Grades / qualifications earned to the disciplines taken during the internship are equated by means of clear and transparent conversion rules, focusing on the competences, rather than the titles of the disciplines, based on the correspondence between the grading systems of the two countries. The grid for the equivalence of grades will be used, according to the rules for converting grades set out in the 3223Order, on 08th February 2012, published in the Official Gazette no. 118 / 08.02.2012.

5) The Learning Agreement of the ERASMUS mobility is the basis for recognizing the internship period.

6) The rights gained as a student at Ovidius University, namely the study grants, scholarships, social scholarships, scholarships for excellence, other rights or facilities cannot be withdrawn during the Erasmus mobility or because of participating in the ERASMUS program.

7) Examinations in the disciplines not covered by the study agreement for the ERASMUS mobility, as well as the failed exams during the ERASMUS period, will be taken at Ovidius University, during the exam sessions approved by the university.

8) Special exam session can be organized when students are unable to attend the examination sessions approved by Ovidius University, as a result of participating in Erasmus program, excluding bachelor and dissertation exams.

9) Other issues related to the procedures involved in carrying out the Erasmus program are included in the Regulation of Ovidius University concerning the recognition of study periods obtained through mobility.

Final provisions

Art. 8 1) The Faculty Councils may adopt specific rules for greater detail of the articles of this Regulation. However, the regulations of the faculties may not contain provisions that contradict the content of the current Regulation. They must be approved by the Senate of OUC.

2) The granting credit system has an appointed coordinator at the University level, namely the Vice-rector in charge of and a coordinator at the Faculty level, namely the Dean.

Annex 1.

Algorithm for calculating the number of credits for a discipline

1) Number of studying hours (lecture, seminar, practical work, individual training) for all disciplines related to 17 weeks is $17 \cdot 40 = 680$

2) $K = 30 \text{ credits} / 680 \text{ hours} = 0.044 \text{ credit} / \text{study hour}$, where k = number of credits corresponding to a study hour.

3) To each discipline an individual training time is allocated, given that the sum of the lectures, seminars, practical works, individual training related to all disciplines in a semester (corresponding to the curriculum) should be equal to 680.

4) $T_D = c + s + l_p + t_i$ where

T_D represents the study hours that the student allocates for discipline D during the 17 weeks.

c represents the number of lectures for discipline D during the 11/12/14 weeks of the semester.

s represents the number of seminars for discipline D during the 11/12/14 weeks of the semester.

l_p represents the number of practical works for discipline D during the 11/12/14 weeks of the semester.

t_i represents the number of individual training for discipline D during the 17 weeks.

5) $NC_D = T_D \cdot K = T_D \cdot 0,044$ (the result is rounded) where

NC_D represents the number of credits for discipline D