

**METHODOLOGY OF
COMPLETION OF STUDIES IN HIGHER EDUCATION
'OVIDIUS' University of Constanta**

The present methodology of "Ovidius" University of Constanta was conceived according to the following legal base:

- **National Education Law. 1/2011;**
- **Law no. 288/2004**
- **GD. 404/2006** regarding organisation and conducting studies in Master's degree;
- **OMENCS no. 3098/2016** approving the Framework Methodology of organization and conduct of examinations for diploma and dissertation.

Art. 1

The final exams of the superior learning system, respectively, the licence/diploma and dissertation, named, accordingly, study finalization exams, are organized and follow the present methodology provisions.

Art. 2

"Ovidius" University of Constanta, institutional accredited, organize the final exams, following the current law provisions.

Art. 3

1. According to law number 84/1995, graduates that benefit of extension of studies, conclude with:
 - a. with licence exam or diploma, for studies in university in the long term, after case;
 - b. with graduation exam for university studies in the short term.
2. For graduates organised under Law no. 288/2004 regarding the organization of university studies and additions, subsequent:
 - a. undergraduate studies concludes with a bachelor's degree or diploma exam for undergraduate education in engineering sciences;
 - b. Master's studies end with the dissertation exam.

Art. 4

The licence/diploma exam consists of two tests:

- a. Test 1: The evaluation of the fundamental terms and special terms (oral or written test).
- b. Test 2: The presentation and support of the licence/diploma project.

(2) The samples referred to the diploma takes place, in the same place and in the same moment, of commission / commissions of exam specific evidence and of examiners.

(3) Thematic bibliography published on the website of "Ovidius" University of Constanta.

(4) Arrangements for the evaluation:

a) Sample 1- evaluation knowledge fundamental and of specialty from field- note granted graduate represent mediate arithmetic (with two tens male, without rounding) of notes granted by each member of the commission (exclusive secretary); for samples based on multiple choice tests score is the result of the following evaluation tests.

b) Sample 2 - Presentation and support of license / project diploma - the mark given to the graduate represents the arithmetic mean (two decimals without rounding) of notes complete granted by each member of the commission (excluding Secretary);

5. A sample promoted in the previous session is recognized.

6. A sample failed may be repeated in a subsequent session with the supported fees related to the candidate, established by the "Ovidius" University of Constanta.

7. In higher medical and pharmaceutical education the first test of the license examination shall consist of a national component and, where appropriate, a specific national component and a specific component. The national form of written work and bibliography of topics is announced by the committee organization, which will be composed of specialists from the leadership faculties of Medicine, Dental Medicine and Pharmacy, with the approval of the Senate Administration of the "Ovidius" University of Constanta.

8. Each faculty of the "Ovidius" University of Constanta will establish its own methodological final exam conduit.

9. The senate of "Ovidius" University of Constanta will decide how to support proof / evidence: written, oral, sample practice, to proposals of each faculties entitled by their own methodology.

10. The graduate must sign a declaration of authenticity at the time of registration.

11. The own methodologies of each faculty will expressly provide measures to ensure the originality of the content of work to be sustained.

12. The dissertation exam consists of presentation and support of the project, namely: the presentation and support are public and are conducted by the presence of the commission and the exam holders in the same place;

13. The score of the graduation exam must be at least 6, 00. and each sample grade, for promotion, must be at least 5.00.

14. The score is calculated by the arithmetic mean of the grades commission exam as well and the grade of the exam, without rounding.

15. The deliberations on to stabilizing the examination results of study is not public. Decision making in the Commission is governed by its own methodologies of each faculties.

16. After completing the final examination of the higher education-diploma/licence and dissertation, in pdf format, are sent to the virtual library, and the master licence/diploma and dissertation are archived by each individual faculty

Art. 5

1. According to Law no. 60/2000 on the rights of the superior education graduates regarding the final exams accredited by the state, also in the case of graduates that come from different studies programs, there will be a selection exam before the final exams.
2. The selection exam is organized and takes place in the accredited higher education institution, where will take place the licence/diploma exam.
3. The promoted selection exam is recognized in the following licence/diploma exams, but only in the legal framework of that institution, where it was passed.
4. For the graduates of the private institutions of higher education, belong to the National Education Law nr. 1/2011, also for the graduates of liquidated specialisation, the exam consists in 5 written tests, with the exception of the medical-pharmaceutical exam, which consists in 5 written tests and a specific practice test.
5. For the liquidated studies/specialisation graduates, the exam consists in 3 tests, with the exception of the selection exam in the medical-pharmaceutical domain, which consists of 3 test and a specific practice test.
6. The measures provided to paragraphs(1) - (3) do not apply to graduates of specializations / study programs into liquidation by the decision of the university senate, following the application of their strategies of institutional development and neither graduates of specializations / study programs entered due to failure within the legal files of accreditation / evaluation regular.

Art. 6

Can support, by case, the licence/diploma exam:

- a. graduates of study programs / specialisations accredited or authorized to function provisionally, liquidated or entered liquidation, according to Art. 8;
- b. graduates who have passed the selection exam, according to Art. 5.

Art. 7

Graduates of an accredited higher education institution can enroll and sustain the licence/diploma exam at the "Ovidius" University of Constanta with the approval of the administration committee and the approval of the senates of the both of higher education institutions

Art. 8

The "Ovidius" University of Constanta may organize the licence / diploma for their graduates and for graduates of higher education or particularly in:

- a. programs of university studies of licence/ specializations for accredited programs;
 - b. University licence/diploma studies authorized to operate provisionally, for having, in the same licence domain, undergraduate study programs of licence/ specializations accredited.
2. "Ovidius" University of Constanta may organize, where appropriate, licence/diploma exams for its own graduates, also for public/private higher education graduates, in the agreed conditions of paragraph(1) and only if the program of study/specialization takes place in the "Ovidius" University of Constanta.

3. The graduates of the university studies of licence/specialization temporary authorized by the "Ovidius" University of Constanta, who do not have an accredited study program in the same domain, will take the final exams which have accredited programs/specializations, appointed by the MENCS. In this case, the examination committees are established by the organizing institution. The "Ovidius" University of Constanta will perceive the specific taxes for the licence/diploma exams in the established quantum.
4. If in a licence domain, at national level, only exist temporary study/specialization programs, the graduates of these study/specialization programs will take the final accredited exam. These study/specialization programs are established by the "Agenția Română de Asigurare a Calității în Învățământul Superior".
5. The liquidated study/specialization program's graduates which did not sustain or did not pass the final examinations, can sustain license /diploma exam at "Ovidius" University of Constanta if there are any undergraduate study programs / specializations and similar accredited the same area.
6. The graduates of study / specializations programs authorized, accredited or provisionally liquidated, who no longer work at the national level and who have not received or have not passed the final examination, can sustain diploma / degree exam in higher education at institutions accredited programs, established by the "Agenția Română de Asigurare a Calității în Învățământul Superior".
7. Master's degree programs, organized under Law no. 288/2004, with the amendments and additions are complete exam dissertation.
8. "Ovidius" University of Constanta may organize dissertation exams only for their own graduates.
9. For a university degree / specialization program, the graduation exam is organized and conducted under the same conditions for all graduates of education or higher education institution.
10. The final exams can be organized in 3 sessions, in the established time periods. Two sessions will take place in the current academic year and the third one in February, the next academic year.

Art. 9

1. The composition of the final exam committee and the final exam contestation committees are established at the proposal of the faculty/department council, with the approval of the Administration Council and the University Senate.
2. The management of the "Ovidius" University of Constanta and the final exam committees are responsible for the organization and sustain of the final exams.
3. Each committee is composed of president, members and secretary.
4. The chairman of the final exam committee, must have a professor degree or a lecturer degree.
5. Members of the final exam commission and analysis commissions must have the scientific title of "Doctor" and the curricular title of lecturer.
6. The secretary of the graduation exam must have at least the curricular title of assistant professor and only has administrative attributions.

7. Members of the final exam committee and committees for analysis and solutioning of the contestations, and the secretary of the exam committee, can not be kinsmen from the first to the third grade(including the latter).
8. The final exam committee members are paid for this activity exclusively by the organizing institution.
9. The final exam committee's members list is published on the web page.
10. Each faculty will provide in its own regulation, a distinct chapter regarding the organization and the display of the licence/diploma exams for the graduates of higher education institutions, accredited or temporary authorized. In the regulation there will also be included the method of covering the costs, with the following legal provisions.

Art.10

1. The specialization/accredited studies graduates to function temporary will take the licence/diploma exam, in the institution that they have graduated, following the provisions of art.7.
2. Under special circumstances, at special demand and following art.7, the specialization/accredited study programs or authorized to function temporary graduates can take the licence/diploma exam at a different institution , with the approval of the university senate of the graduated institution and the organizing institution, following the opinion of the administration council.
3. Licence/diploma exam candidates will present the certificate of language competence of a widely speaking international language, released by the "Ovidius" University of Constanta or any other specialized national or international institution
4. The final exams will take place at the headquarters of the "Ovidius" University of Constanta.
5. The registration of candidates for an exam upon completion of studies are carried out at least one day before the start of the exam at the organizing institution, following the protocol finished between these institutions.

Art. 11

1. The final exams are organized in three sessions:
 - a. First session: June-July for graduates of faculties who do not have medical and pharmaceutical profile, respectively September for the graduates of medical and pharmaceutical profiles.
 - b. Second session: September for the graduates of faculties that do not have medical or pharmaceutical profiles, respectively February for the graduates of medical and pharmaceutical profiles.
 - c. Third session: February of the next academic year, college graduates First session: June-July for graduates of faculties who do not have medical and pharmaceutical profile, respectively September for the graduates of medical and pharmaceutical profiles.
2. Sessions two and three are organized in the circumstances of exceeding the minimum number of graduates,number established by the faculty council.
3. The graduates from the anterior promotions can take the final exam in the settled sessions of the current year.

Art. 12

1. The licence/diploma subjects are agreed by the departments and are approved by the faculty council. Before the licence/diploma exam, the candidates must choose a subject at least two semesters before the end of the studies.
2. The entry file for the final exam must contain:
 - a. Enrollment sheet;
 - b. Licence paper/diploma/dissertation in pdf format.
 - c. The essay done by the coordinator/ scientific tutor, which will conclude explicit and reasoned proposal on admission to support;
 - d. statement of authenticity signed by graduate;
 - e. proof of payment related support exams.
3. If graduates of other institutions of higher education enroll in the exam degree / diploma at "Ovidius" University of Constanta, the licence paper(project) / diploma will be evaluated through a reference and by a coordinator / scientific tutor of "Ovidius" University of Constanta, which will conclude explicit and reasoned proposal looking admission (or rejection of the paper).

art.13

“Ovidius” University of Constanta will inform the candidates about the exam periods, the enrollment conditions and dates, the topic bibliography, access to the library, etc. by posting on the institution board, or the web page of the university.

Art. 14

1. The results of each test shall be published at the institution and display web pages, within 48 hours after sustaining.
2. Appeals based on the results of the samples are submitted to the faculty board as detailed in their own methodologies, within maximum 24 hours from the / displaying the results and resolved within 48 hours closing date of filing complaints by the commission for analysis and solutioning complaints. The composition of the analysis and solution is determined to by decision of the council , with approval by the Senate and published on the website of the institution.
3. The results obtained from oral evidence, sport or artistic trials, can not be contested.

art.15

In case of failing the final exams, the student can take them in the next session is subsequent to the assumption by the candidate related expenses, as determined by the methodology of the faculties, approved by the Board of Directors and validated the Senate of "Ovidius" of Constanta and in accordance with the legal provisions in force.

Art. 16

1. Diplomas to graduates who passed the graduation exam held at the “Ovidius” University of Constanta, are released within 12 month since the passing of the exams.
2. Until the release of the diploma, the graduates who passed the final exams can receive a certificate that attests the graduation. The certificate offers the same legal rights as the diploma and must contain the function, first name, last name and the signatures of the responsible people of the institution and the following information: university study domain, study/specialization program, the study period, the final grade, the accreditation

statute/temporary approval, education form, the teaching language, geographical location, number of credits and the normative act that establishes them.

3. Graduates who do not promote the final exam can receive, on demand, a certificate issued by the university of the upper graduated, including information about the studies accomplished, excluding the mark of the graduation, which will be replaced with the arithmetic mean of the studying years.
4. In case of loss or destruction of the certificate follows the release of a new legal procedures looking the release duplicates acts of studies.

Art. 17

Rector may cancel, with Senate's approval "Ovidius" University of Constanta, a graduation exam, a certificate or diploma when it turns out that it was obtained by fraudulent ways or by violation of the Code of Ethics and universal deontology.

Art. 18

The present methodology applies from with the promotion of the university year of 2016 - 2017 and graduates who have not received or have not passed the final examination.

Art. 19

Each individual faculty of the "Ovidius" University of Constanta is required to develop their own methodology for final examinations / diploma / dissertation based on the present methodology-framework. The methodologies will become public on the institution's board and web page.

Art. 20

The current methodology is updated annually on the basis of the Ministry of Education regulation and legislation. From the first day of the approval of the new methodology, any other intern disposals, contrary to it, are abolished.

The current methodology has been approved at the Administration Council from 10.05.2016, afterward it was amended and approved at the Senate of the "Ovidius" University meeting from 26.05.2016. The present methodology will come into force at the approved date in the Senate.