

## **REGULATION FOR THE ASSESSMENT OF STUDENTS' KNOWLEDGE AND COMPETENCE**

### **Legal Framework:**

The regulation of the University of Ovidius in Constanta (UOC) has been prepared in accordance with the following legal provisions:

1. National Education Law no.1 / 2011;
2. Government Emergency Ordinance no. 75 / 12.07.2005 regarding quality assurance of education, approved by Law no. 87/2006 amended and supplemented;
3. G.D. no. 1175/2006 regarding the organization of undergraduate studies and the approval of the fields and specializations list within them;
4. G.D. no. 404/2006 regarding the organization and conduct of masters university studies;
5. MEDC Order no. 3617/2005 regarding the general application of the European Credit Transfer System - ECTS ;
6. Ovidius University Charter.

**The purpose of the Regulation** is to systemize and improve the assessment of the students knowledge and skills.

### **Objectives:**

- Active involvement of students in the preparatory process of the assessment;
- Respecting the principles of assessment (validity, utility, efficiency);
- Increasing objectivity and transparency of the assessment process;
- Implementing new assessment strategies;
- Involvement in the evaluation of the representatives of the labor market, traders, in order to ensure the connection between the process of formation and absorption on the labor market.

### **General dispositions**

#### **Art. 1.**

- (1) The assessment of students' knowledge of the Ovidius University of Constanta is done firstly, by **evaluation during the semester** (essays and seminar tests, practical tasks, projects and applications regarding the specifics of the specialization, partial exams, etc.). The second type of evaluation comes in the form of **final exams** during the knowledge evaluation sessions (colloquia or examinations) in accordance with the curriculum and the provisions of the discipline sheet.
- (2) During an academic year there are three examination sessions: in winter, in summer and in fall, all with the same status, except that in the autumn the students can attend reexaminations or examinations to increase their marks. Students have the opportunity to take an exam at a discipline once per session.
- (3) When it comes to colloquia, it will be held in the last week allocated teaching the respective discipline.

- (4) Examinations can be taken only during the scheduled exam session. A special session can be made only if there have been exceptional circumstances for not attending the first one, with the Administration Council's proposal and the approval of the University's Senate. The College may propose through the College Council in duly justified cases - special exam sessions, for the students who found themselves in the following situations: pregnancy, temporary disability, participation in scientific activities, performance in sports competitions, artistic activities, international mobility and other situations covered by the law.
- (5) Autumn session ends before the start of the next academic year.
- (6) The evaluation method is the same both in the scheduled session and in the reexamination one, according to the discipline sheet. For reexamination sessions, the examiner may modify the assessment method only to those disciplines for which the examination provided in the curriculum is colloquium, if there are situations that require this.

## **Art. 2.**

- (1) The final assessment of students for each teaching activity is achieved:
  - a) at the compulsory subjects included in the curriculum of the study curricula which students follow;
  - b) at the optional subjects and/or optional ones, included in the curricula programs of study, subjects for which students have expressed option in writing at the beginning of the semester;
  - c) at psycho-pedagogical disciplines module, if opted for such training.
- (2) The final assessment includes:
  - a) written examinations provided during examination sessions based on written assignments, quizzes or evaluation questionnaires.
  - b) oral examinations also provided during examination sessions, based on individual examination tickets with subjects which can be treated by student's free exposure through oral questioning
  - c) colloquia will be scheduled and held before the examination sessions in the last week of teaching allocated for that discipline
- (3) Evaluation form (continuous assessment, oral examination, written examination, oral or combined), evaluation criteria and weight of each evaluation method in the final grade are determined by the teacher and approved by the head of the department, with them being provided in the syllabus and communicated to the students at the beginning of the semester.
- (4) At least 50% of final verification forms for the subjects referred to in the syllabus are exams.
- (5) The modification of the method of evaluation is not permissible after it has been communicated to students.

## **Art. 3.**

- (1) Grading student answers is done with grades from 1 to 10 (integers), or with one of the marks "pass" / "fail". Grade 5 or "pass" certifies the acquisition of minimal knowledge related to a specific discipline and completion of an examination. Getting a score higher than or equal to 5 or the grade "pass" determines and obtains credits to the respective discipline. The grade "pass" obtained in the subjects participating in the calculation of weighted average, equates the grade 10.
- (2) At the discipline in which several forms of exams take place (written, oral, projects etc) the examiner will determine a single grade (integer) by taking into account all results obtained by the student after an algorithm presented in the discipline sheet and made aware to the students at the beginning of the semester.

- (3) In the case in which the semester project is a distinct discipline, admission to the final assessment must be conditioned that the student's project has to obtain a minimum promotion grade or the mark "pass".
- (4) Optional subjects and practical activities are evaluated according to the curriculum.
- (5) A discipline has one final grade in a semester.
- (6) The grades are signed by the discipline's holder, and at the end of the classbook all the members of the exam committee have to sign. It is mandatory that the results of the written examinations (grades / marks) are to be written in the classbook within two working days (48 hours) and for oral examinations - within 24 working hours after the examinations.
- (7) The student who fails to attend the planned examinations is written off as "absent" in the exam catalog only in the first session scheduled for that discipline.

**Art. 4.**

- (1) The Period during which all examination sessions take place is determined annually by the Board of Directors and approved by the University Senate, which also approves the structure of the academic year. Exam dates, forms of progress, examination site, examining boards are all the responsibility of each faculty.
- (2) Scheduling the examinations has to be done 15 days early before the session begins. The head student of the year is required to submit to the faculty secretary the exams planning, after previously consulting all the students and has the permission of each titular teacher. The course titular will nominate the teacher who will assist him during the examination.
- (3) The faculty secretary along side with the dean will see that the examinations are scheduled to cover the entire session period, ensuring sufficiently long periods of time for proper preparation of the exams; it is recommended a minimum interval of three days between the two exams.
- (4) The department heads with the faculty secretary are required to complete the exams and assistance programming. For fair planning of all the assistant teachers, it will be done through consultations between the department heads as to avoid imbalances. Based on the principle of collegiality, assistance may be provided by a person that has any kind of teaching degree.
- (5) The secretary will display the exams schedule (discipline of study, date, time, room, board exam) at least 10 days before the first day of the session, and only after this program has been verified, approved and signed by the Dean / dean of education issues. The student is required to take the exam with the group / series to which he belongs. In special cases, well justified, the examiner may approve the student to present himself with another group / series at the exam.
- (6) In the case when a teacher has not given permission by signing the examination program, exams will be scheduled by default by the secretary with the approval of the Dean and the dates set can not be further modified.

**Art. 5.**

- (1) The evaluation takes place in the presence of the titular teacher and of a teacher who provides assistance (preferably one who has sustained the practical activities and / or seminars). The department head verifies the presence of assistant teachers for each titular teacher individually. In the case the titular teacher cannot examine the students, the exam can be conducted in the presence of a specialized committee proposed by the department head and approved by the dean.
- (2) It is forbidden to support the evaluation in the presence of a single teacher or of a person with whom Ovidius University has no contractual relationship.

**Art. 6.**

- (1) The results of an exam or assessment may be cancelled by the dean under the provisions of the University Charter, when it is proven that they were obtained fraudulently or in breach of the Code of Ethics and Conduct university. The dean may decide the reorganization of the exam.
- (2) A person that is not listed in the exam classbook or is listed but has not paid his tuition fees by the deadline specified in the study agreement can not be evaluated. Any kind of examination of these persons is void and does not imply any responsibility from the university. The examiner bears full responsibility for any arising consequences.
- (3) Appeals concerning the results of the evaluation are submitted to the faculty secretary within 1 working day after the publication of results. The appeal is directed by the dean to the complaints committee within 3 days.
- (4) The tests, semester projects and written worksheets are kept by teachers throughout the academic year.

**Art. 7.**

- (1) The students of the faculties who promote in the higher academic year by accumulating a total of 30 credits are entitled to two examinations at a discipline within the same academic year. Students of the Faculties in which promotion is done by accumulating over 40 credits have the right to 3 examinations per subject in the same academic year.
  - (2) The student has the right to 2 free examinations for a subject in the same academic year. Starting from the third examination, the student must pay a fee decided by the Administration Board and the approved by the Senate.
  - (3) In one academic year, students may ask to be examined to get higher marks. The Dean may approve a student's request for paid supplementary re-examination for maximum three subjects only in the third exam session. Re-examinations for subjects studied in previous years are not allowed. The examination for higher marks cannot be repeated; the highest mark will be the final one.
  - (4) In case the student did not pass an exam during the academic year, he/she can take this exam in the next academic years, when the exam is held, by paying the re-examination fee, no matter if it is the first or second.
  - (5) For final year students that did not accumulate the necessary number of credits to graduate a special session may be organized, before the final exam (license/ diploma/ dissertation) only by proposal of the Administration Board and by approval of the Senate.

**Art. 8.**

- (1) Banning students from participating in exams is possible in case they do not fulfill the conditions to take the exam, which were announced at the beginning of the semester and were stipulated in the course description, and/or in case the examination/tuition fee were not paid.
- (2) Failing to pay by the terms established in the student contract represents a breach of the contract provisions and will lead to banning the student from taking the exam until the situation is rectified.

**Art. 9.**

- (1) In order to equate / recognize a discipline that a student passed within a study program graduated previously, the equivalency commission established at university level and which includes the faculty dean and a teacher nominated by the Faculty Council, decide to give, without examination, a pass mark for the equated / recognized discipline, allotting the number

of credits associated with the discipline stipulated in the current curriculum plan. The procedure is based on the comparison between the scientific content of the equated discipline and that of other disciplines passed by the student that exist in the diploma supplement / transcript of grades / transcript of records, called disciplines on which equivalence / recognition is based.

(2) In view of the equivalency / recognition of the disciplines passed previously, the student must lodge a request at the faculty secretariat at the beginning of the year, joined by evidence of passing the respective discipline / disciplines.

#### **Art. 10.**

(1) For the students enrolled in ERASMUS mobility programs, the marking system according to the ECTS scores is applied additionally.

(2) For the students of our university holding ERASMUS scholarships in other universities, the evaluation at the disciplines in the mobility contract is done at the host university and the results are transferred according to the recognition and equivalency procedure.

(3) The students with ERASMUS scholarships that come to Ovidius University of Constanta are bound to lodge a request at the faculty secretariat where they are temporarily matriculated, in which the disciplines attended will be mentioned in order to accumulate grades. This request must be approved by the faculty dean.

(4) The students enrolled in the ERASMUS program are evaluated in the same conditions as the other university students. The results of the exams are written down in the special catalogues for each discipline and are kept in the student's personal file. Based on these catalogues, the faculty sends a notification to the Office for EU ERASMUS programs, signed by the faculty chief secretary and the dean, which specifies in the standard form (annex to the student contract) the following:

- a) the name of the disciplines for which the student took exams;
- b) the grades obtained at the exams/practical examinations;
- c) the ECTS scores;
- d) the number of credits allotted to the disciplines in the approved curriculum plan.

**Art. 11.** The students participating in the knowledge evaluation have the following rights:

- a) to take the exam / practical examination / in-class examinations associated with a discipline at the scheduled date and time; presence at a different date may be accepted only with the written approval of the titular teacher of the discipline (request to the titular teacher) and approved by the department head.
- b) to be informed from the very first class regarding the way in which the evaluation will be organized, the preliminary conditions that must be fulfilled to be admitted to the evaluation and the bibliography on which the evaluation will be based. These conditions must not change during the academic semester / year.
- c) to use alternative bibliographical sources that cover the given themes;
- d) to request explanations regarding the grading manner and the mark received;
- e) the results of oral examinations cannot be contested;

- f) to contest in writing the written examinations within 24 hours from receiving of the results, the mark; the appeals can only involve the student's own mark, without reference to the marks of other students;
- g) to request the entering of the exam results in the report card at the date announced for their communication;
- h) to participate in mark increases, by request approved by the faculty dean;
- i) to refuse any form of conditioning for the passing of the exam and to make public any attempt in this regard.

**Art. 12.** The obligations of the students that participate in the knowledge evaluation are:

- a) to fulfill the conditions required in order to take the exam (payment of the tuition fee, minimal attendance in classes, seminars, laboratory / project activities, passing of the laboratory evaluation, fulfilling the conditions and criteria stipulated in the Course Description etc) established and communicated by the titular teacher of the discipline, according to the requirements of the credit transfer system.
- b) to take the exam / practical examination / in-class examination associated to a discipline according to the scheduling or, alternatively, at a date when the evaluation is scheduled for the series / specialization to which the student belongs, with the written approval of the titular teacher;
- c) to pass the exam only by legal and ethical means, the consequence of any fraudulent attempt being definitive expelling from the faculty;
- d) to follow their transcript of records at the end of each evaluation session (website: [www.univ-ovidius.ro/ums](http://www.univ-ovidius.ro/ums));
- e) to be present at the date established for the communication of the exam result; otherwise, the mark will be communicated through the UMS system, only after the end of the examination session;
- f) for any inaccuracies or disparities regarding the transcript of records, the student must notify the faculty secretariat within a week from the end of the session. Otherwise, the grades can no longer be contested;
- g) to be present at the exam with the carnet de student and identity card.

**Art. 13.** The rights of the teachers that evaluate knowledge are:

- a) to elaborate the evaluation subjects in the desired manner, observing the stipulations of the course description, the bibliography given and the examination form announced;
- b) to choose the evaluation form (written or oral), to communicate it to the department head and to include it in the course description;
- c) to forbid access to evaluation to students who did not fulfill the communicated conditions and those of the credit transfer system;
- d) to establish – autonomously – the marking norms and the difficulty degree of the subjects, by maintaining the balance between the groups/series of study.
- e) to benefit from the logistic support of Ovidius University of Constanta for the multiplication of the subjects;
- f) to be informed in due time in regards to the scheduling of the exams and to request, based on good reasons and a written request approved by the faculty management, the modification, if possible, of the exam date;

g) to refuse any attempt to influence grading from a third party, and to be able to make this public under any circumstance.

**Art. 14.** The obligations of the teachers that evaluate knowledge are:

- a) to observe exactly the exam scheduling, without unilateral modifications to it;
- b) to elaborate balanced subjects for the series and groups of study, created only from the material taught in class/seminary and to use transparent grading norms. It is forbidden to evaluate students from materials not studied, even if it was mentioned in the bibliography;
- c) in case of written exams, it is recommended to publish the grading norms after the exam. The students must be given a minimal bibliography in order to support the acquiring of the theoretical knowledge and to enable them to solve problems, exercises, case studies and other applications that will be found on the exam paper;
- d) to indicate to the students the types of practical subjects proposed;
- e) to personally convey to the students the exam results, to write them down in the report card, to fill in the discipline catalogue and hand it in at the secretariat during the period indicated by this regulation. In exceptional cases, the faculty dean's office can establish another term to hand in the results.
- f) to personally respond to requests from students regarding the mark given, a request that can only be made at the date announced to communicate the results.
- g) not to be biased for or against any student, for any reason;
- h) not to condition the participation to evaluation on the purchase by the students of learning material;

**Art.15.** The responsibility for the observance of the rights and obligations of the teachers belongs to the department head.

**Art.16**

- (1) The university makes available to the students access to the transcript of records through the integrated records system, University Management System (UMS). The students can access their records through the website at any moment, each having an account and a password.
- (2) The entering of the data in the UMS, other than the marks, will be done by a teacher for each department nominated by the Faculty Council, in collaboration with the faculty chief secretary.
- (3) The entering of the marks in the UMS will be done by the faculty chief secretary who has the obligation to finish this process in maximum 5 days from the end of the exam session.
- (4) The responsibility of the UMS data correctness belongs to the faculty chief secretary.

#### **Final dispositions**

The current Regulation was approved in the Administration Council assembly of Ovidius University of Constanta on 09.10.2012, validated in the Senate assembly on 26.10.2012 and enforced on the validation date.

This was modified by Senate Decision no. 886/31.07.2014 and Senate Decision no. 1356/30.10.2014.

