

Regulation regarding students' professional activity

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Article 1

This Regulation includes a set of rules within "Ovidius" University of Constanta (OUC) that apply to all categories of students, to all forms of education, under the European Credit Transfer and Accumulation System (ECTS).

The Regulation observes the laws and regulations in force, namely:

- The Law on National Education no. 1/ 2011 with subsequent amendments;
- The Order of the Ministry of Education, Research, Youth and Sport no. 3666/2012 on the approval of the Code of Students' Rights and Responsibilities;
- Law 288/ 2004 on the organization of higher education studies;
- The OUC Charter;
- The OUC Framework Regulation for ECTS implementation
- The OUC Regulation on the recognition of study or placement periods within Erasmus mobilities;
- The OUC Regulation on the provision of quality educational services and scientific research;
- The OUC Regulation on the organization of distance and part-time education;
- The OUC Regulation on students' knowledge and skills assessment;
- The Regulation on the assessment of linguistic skills;

Chapter II. Student's enrollment and Student's Documents

Article 2. Students' enrollment

(1) The students who passed the entrance examination in the first year of studies and the students transferred from other faculties or universities and the short-term higher education graduates who continue their studies in the first cycle for the BA degree shall enroll at the faculty under an enrollment application. They shall be enrolled in the Academic Record under a unique number, valid for the entire education and training period, for each program of study where they were admitted. If a student is admitted to two programs of study within OUC, s/he shall receive two enrollment numbers, one for each program of study.

2) The enrollment numbers are given successively for each new series of students; the students re-enrolled under the Rector's Decision shall receive the same enrollment number under which s/he was originally enrolled.

3) The enrollment decision is issued within 30 calendar days from the beginning of the academic year.

4) Upon enrollment, the student signs a Higher Education Studies Agreement with OUC, valid for the entire education and training period. The agreement is subject to change throughout the education and training period, in which case addenda are drafted and signed prior to the beginning of the academic year. The agreement is amended if changes occur in the financial status.

(5) The requirements for the students' enrollment in the first year of study are:

a. for Romanian students or for those coming from EU countries, from the European Economic Area (EEA) and from the Swiss Confederation (SC) declared admitted under state-subsidized tuition fee regime, the enrollment is performed under the enrollment decision issued by the Rector, subsequent to signing the Higher Education Studies Agreement and the payment of the enrollment fee proposed by the Administration Board and approved by the OUC Senate;

b. for the Romanian students or for those coming from the EU countries, the EEA and the SC declared admitted under fee-based education, the enrollment is performed under the enrollment decision issued by the Rector, subsequent to signing the Higher Education Studies Agreement and to the payment of the enrollment and tuition fees proposed by the Administration Board and approved by the OUC Senate;

c. for the foreign students who are granted scholarships by the Romanian state, the enrollment is performed under the Order of the Minister of National Education and Scientific Research (MNESR) and under the enrollment decision issued by the Rector, subsequent to signing the Higher Education Study Agreement and to the payment of the enrollment fee proposed by the Administration Board and approved by the OUC Senate;

d. for the foreign students who pay their fees in foreign currency, the enrollment is performed under the Acceptance Letter for studies or the certificate for the validation of studies issued by the specialist directions of the Ministry of National Education and Scientific Research (MNESR) and under the enrollment decision issued by the Rector, subsequent to signing the Higher Education Studies Agreement and to the payment of the enrollment and tuition fees proposed by the Administration Board and approved by the OUC Senate.

6) The enrollment of the students transferred within the same faculty from a study program to another or from one form of attendance (education) to another is based on a transfer application addressed to the Dean. The application is subject to approval by the Faculty Council and signed by the Dean.

7) The enrollment of the students transferred from other OUC faculties is performed under a transfer application addressed to the Rector. The application is subject to approval by the Faculty Council where the student is transferred and it is signed by the two Deans of the respective faculties and by the Rector.

8) The enrollment of the students transferred from other universities within the country is performed under a transfer application addressed to the Rector. The application is subject to approval by the Councils of the two Faculties where/from where the transfer is made and signed by the Deans of the two Faculties and by the Rectors of the two Universities. The enrollment decision is issued by the Rector, subsequent to signing the Higher Education

Studies Agreement and to the payment by the student of the enrollment and tuition fees proposed by the Administration Board and approved by the OUC Senate.

9) The enrollment of the students who wish to pursue their higher education studies at other higher education institutions abroad is performed under an application submitted to the Faculty Council, signed by the Dean and by the Rector, under the Acceptance Letter for studies or under the certificate for the validation of studies issued by the specialized departments of MNESR; in this case, the enrollment decision is issued subsequent to signing the Higher Education Studies Agreement and to the payment by the student of the enrollment and tuition fees proposed by the Administration Board and approved by the OUC Senate.

10) The enrollment of the students who were declared admitted in the first year of study and who have previously completed other studies presupposes the submission of an application for the entry in a higher year of studies, based on the transcript of record/ diploma supplement/ academic record. The application is addressed to the Dean of the faculty and it is subject to analysis by the Commission for credit equivalence, established within each faculty, approved by the Faculty Board and signed by the Dean. The enrollment decision is issued by the Rector, subsequent to signing the Higher Education Studies Agreement and to the payment by the student of the enrollment and tuition fees proposed by the Administration Board and approved by the OUC Senate.

(11) The person admitted to a university degree program acquires the quality of student upon the beginning of the academic year.

Article 3. The student's documents

(1) For a Romanian citizen student, the personal file consists of the following documents:

a) The registration application for the entrance examination/ the re-enrollment application/ the transfer application/ the application for the continuation of studies, if any;

b) the entrance examination papers, if any;

c) the documents that attest the quality of laureate to olympiads and to international competitions, if any;

d) the enrollment form;

e) the birth certificate, certified copy;

f) the certified copy of the document that attests the change of name (marriage certificate, court decision or order issued by the competent county authority – if the name was changed through administrative channels), if any;

g) the baccalaureate diploma (or equivalent document) in original or the BA/ engineer/ college graduate diploma in original, if the student is enrolled under a state-subsidized tuition fee regime. If the student attends two study programs at the same time, the baccalaureate diploma shall be submitted to one of the two files and the other personal file shall include a certified copy and a certificate issued by the secretariat of the faculty where the original document was submitted;

h) the high school transcript of records, in original or certified copy;

i) the academic record/ transcript of records/ diploma supplement of the previous higher education studies, if any;

j) a medical certificate issued by the family doctor or by the high school doctor, attesting that the respective person is medically fit for the respective study program;

k) the Higher Education Studies Agreement and the related addenda, if any;

l) ID copy.

(2) For a foreign student, the personal file shall consist of the following documents:

a. baccalaureate diploma in original and certified translation into Romanian and, if any, the Hague Apostille or endorsed by the Ministry of Education, the Ministry of Foreign Affairs and the Romanian Embassy from the issuing country;

b. the Acceptance Letter for studies, for the citizens of tertiary EU countries, the certificate for the validation of studies for the citizens of EU Member States, of EEA and the SC or the Order of the MNESR for the student status under a state-subsidized tuition fee regime, with or without scholarship, for the Romanian worldwide.

c. The graduation certificate of the preparatory year or the certificate of linguistic competence for the chosen teaching language;

d. enrollment form;

e. passport copy;

f. birth certificate in certified copy and certified translation into Romanian;

g. statutory declaration;

h. medical certificate issued by the family doctor or by the high school doctor stating that the person is medically fit for the respective study program;

i. Higher Education Studies Agreement, and the related addenda, if any;

j. copy of the receipt for payment of the enrollment fee;

k. declaration regarding the submission of the documents to the file;

l. application for the registration to the entrance examination.

(3) During the education and training period, the student's file is completed with:

a. application form for the enrollment in each year of study;

b. addenda to the Higher Education Studies Agreement, if any;

c. the documents necessary to obtain a scholarship, under the law in force;

d. all the applications related to the student's professional activity (e.g. applications for the registration to optional/elective subjects, applications for facultative subjects, etc.);

e. applications for the justification of absences (in cases of illness) approved by the faculties' management, accompanied by medical documents;

f. documents whereby certain rights were granted (interruption of studies, extension of the tuition period, transfer, sheets for equivalence examinations, etc.), rewards or sanctions;

g. documents that certify the studies conducted in other universities in the country and abroad and the results obtained;

h. evidence of payment of fees for the services provided by the university.

Article 4

1) At the beginning of the academic year, the students enrolled subsequently to the entrance examination and the students transferred/ admitted to studies under the Ministry order shall receive the student card, which represents the document certifying the student status.

2) At the beginning of each academic year, the student is bound to submit to the faculty secretariat the student card for annual visa. In case of loss of the student card, a duplicate is issued, subsequent to the announcement of its loss in the press.

3) The presentation of the student card upon examination is mandatory.

Article 5. The students' enrollment in the next year of study

1) The enrollment of the students who passed in the next year of study is made upon the submission of an application for the enrollment in the academic year in question within 20 days from the beginning of the academic year, by downloading the application form from the UMS account, filling it out, assuming it by signature and uploading it on the UMS account. Failing to meet these requirements within the stipulated period is considered withdrawal from studies.

2) The student may be in one of the following situations:

a. s/he has passed all the examinations, (s/he is an integralist/accredited student), if the student has accumulated the total number of credits for the current year;

b. s/he has passed based on the minimum number of credits, if the student has achieved the minimum number of credits established by the Faculty Council, in order to enroll in the next year of study;

c. extension of studies, when the student has not obtained the minimum number of credits specified in paragraph b and submits a written application. Under the provisions in force, the students from the first year of study are not eligible for extension of studies.

d. re-enrolled

e. resumption of studies, after voluntary interruption.

(3) The student status under fee-based education/state-subsidized tuition fee may change from one year to another, depending on the classification of students after the assessment of their professional activity from the previous year.

(4) According to this classification/hierarchy, the students who change their status, from state-subsidized tuition fee to fee-based education and vice-versa sign a new Higher Education Studies Agreement until 31st October; the agreement is recorded in the Higher Education Studies Agreement register for the respective program, in the current academic year.

(5) The methodology for the occupancy of state-subsidized tuition fees also applies to the transferred students and the students who were admitted through entrance examination and were enrolled in a higher year, if the weighted average of the year previous to the enrollment allows it and the number of the academic years when s/he benefitted from state-subsidized tuition fee does not exceed the length of the program of study where s/he was enrolled.

(6) The students in one of the situations mentioned in Art. 5 para. (2), points c, d, e, shall pass the equivalence examinations set by the Special Committee of the Faculty after the full re-cover of the teaching activities carried out for the respective subject.

CHAPTER III. Attendance

Article 6

At the beginning of the academic year, the faculties are required to upload on their websites the curricula for each study program, the compulsory, the facultative and the optional/elective subjects for every study program, the structure of the academic year.

Article 7

The student is required to attend all instruction/training activities (courses, seminars, tutorial activities, laboratories, internships, projects, practice, etc.) stipulated as compulsory under the faculty regulations established by departments and approved by the faculty council. The attendance to compulsory laboratory activities, projects, internships shall be recorded and kept for one academic year by the teaching staff that carries out these activities. Depending on their own particularities, the Faculties Councils shall establish their own procedures to govern the evidence of students' attendance.

Article 8

Violation of the provisions on compulsory attendance to a certain subject is sanctioned by prohibiting the student's participation in the examination and by the obligation to re-cover the activities provided for that subject. Depending on their own particularities, the Faculty Councils shall establish by decisions the conditions regarding the student's participation in examinations, on ground of attendance.

Article 9

Only in duly justified cases, the teaching staff, holder of the activities with compulsory attendance, may accept the student's partial re-covering of the activities or their re-covering in another group, his/her attendance being recorded in the attendance register of the respective group.

Article 10

At the beginning of each academic year, students are required to delegate a representative for each year of study, for each study program, that would provide the connection with faculty and university management structures and positions, in all matters concerning professional and social activities.

Article 11

(1) In duly justified cases (for medical reasons, family reasons, the student's participation in conferences, contests, etc.) and based on supporting documents, the Dean can justify the student's absences at his/her request.

(2) The student has the obligation to submit to the secretariat of the Faculty the request for the justification of these absences, accompanied by supporting documents, within maximum 7 days from the last absence.

Article 12

(1) The maximum permissible level of recoverable, justified or unjustified absences is up to 30% of their number and it shall be determined by the Council of each faculty.

(2) These absences can be recovered without charge, if there is the possibility to recover them with another group during the respective week or, depending on the particularities of the study program, if the recovery interval can be extended in the coming week.

(3) If the recover of absences is not possible during the semester, with another group, they are recovered by the payment of certain fees, according to the schedule set by the teaching staff that carries out these activities; this fee is set by the Administration Board, at the proposal of the Faculty Council and approved by the UOC Senate.

(4) The recoverable absences justified by the Dean are exempted from fees.

CHAPTER IV. ASSESSMENT AND PROMOTION

Article 13. Choice of subjects

(1) The student has the right to opt for the study of certain subjects from the optional and facultative categories stipulated in the curriculum, in compliance with the conditions imposed by the regulations of the faculties.

(2) The offer of facultative courses is set at the beginning of each academic year and it is approved by the Faculty Council and by the Dean, according to the curriculum. The additional credits accumulated and the assessment results in these subjects shall be recorded in the Academic Record and in the student's transcript of records, without taking them into account when ranking the students for state-subsidized tuition fees or scholarships.

(3) Students can enroll in the facultative subjects of their field of study and of other fields of study in the University. The enrollment to a facultative course is performed at the faculty secretariat. The responsibility for developing the course curriculum/syllabus and organizing the passing, teaching, training and skill/ability assessment activities belongs to the

teaching staff that coordinates the respective subject. The university teaching in charge shall keep in touch with those factors responsible for the achievement of all the formalities regarding the course development and the recognition of the credits associated to it.

(4) The enrollment of students in optional/elective subjects is carried out within the last two weeks of the previous academic year, by written application. For the facultative subjects, the enrollment can be performed until the last week of the previous semester. The first-year students shall enroll in optional/elective and facultative courses in the first week of the first semester of the academic year.

(5) Students can participate in volunteer activities wherefore they can receive a number of ECTS credits. The credits awarded for voluntary actions shall be included in the Diploma Supplement under the title of additional credits over the 60 credits associated to a year of study.

Article 14

(1) The students from all forms of education shall take the examinations in the three regular sessions established under the structure of the academic year.

(2) Examinations can be held only in the scheduled examination sessions, and special sessions may be held only in exceptional situations, at the proposal of the OUC Administration Board and under the OUC Senate approval. The Faculty may propose – through the Faculty Council, in justified cases – special examination sessions for the students who, during their study period, are in the following situations: pregnancy, temporary disability, participation in scientific and sport performance activities, competitions, artistic activities, international mobility, and in other cases covered by the legislation in force. In special sessions, the examinations shall be held by a committee of three university teachers appointed by the Faculty Council.

Article 15

The assessment of the student's professional training is not carried out only in the examination session, but also during the entire academic year (ongoing assessment) in seminars, checks/verifications, tests, practical works and other forms stipulated in the syllabus and in the curriculum, under the Regulation on students' knowledge and skills assessment, approved by OUC Senate.

Article 16

(1) The examination session period is established by the Administration Board and it is approved by the OUC Senate, which also approves the structure of the academic year. The examination dates, forms, place and committees fall within the responsibility of each Faculty.

(2) The examinations are programmed within 15 days before the beginning of the examination session. The students' leader of the respective year of study is required to submit the planning of the exams to the secretariat of the Faculty, after s/he has previously consulted the students' opinions and after each university teacher has given his/her permission. The holder of the course shall nominate a university teacher who shall assist him/her during the examination, by agreement.

(3) The secretariat of the Faculty and the Dean shall make sure that the examinations are scheduled so as to cover the entire period of the session for each semester, ensuring a sufficient time interval for the proper preparation of the examination, i.e. minimum 3 days between two examinations in the first and second examination session.

(4) The department heads together with the secretariat of the Faculty are required to complete the planning process of exams and assistance to exams. For an equitable assistance planning, the latter shall be made through consultations between department heads so as to avoid imbalances. Based on the principle of collegiality, assistance can be provided by a person having any teaching rank.

(5) The Secretariat shall post on the faculty website and on the bulletin board the schedule of exams (subject, date, time, room, examination board/committee) within at least 5 working days prior to the first day of the examination session, only after this program has been verified, authorized and signed by the dean /vice-dean in charge of educational issues. The student is required to take the examination with the group/ series to which s/he belongs. In special duly justified cases, the examiner may approve the student to take the examination with another group/ series.

(6) If the university teacher has not given his/her permission by signing the schedule, the examinations shall be scheduled *ex officio* by the Secretariat, with the approval of the Dean, without the possibility to subsequently modify the dates.

Article 17

Examinations are carried out by the university teacher who taught the respective subject, assisted by the university teacher who held the seminars or the practical work, or by another specialized university teacher, both with the obligation to sign the class books containing the examination results.

Article 18

(1) In special cases (serious illness, other cases of force majeure) the examiner – holder of the course – can be replaced by another specialized university teacher or by a Commission proposed by the Department Head and approved by the Dean.

(2) It is forbidden to hold the assessment examination in the presence of a single university teacher or in the presence of persons that have no contractual relations with OUC.

Article 19

The amount and the level of the knowledge required for examinations, as well as the methods for the final assessment of knowledge are established in the syllabus.

Article 20

The students' answers are scored by grades from 1 to 10 (round numbers), or by the ratings "passed"/ "failed". Grade 5 or the rating "passed" certifies the acquisition of the minimal knowledge for the respective subject and the passing of the examination. A grade higher than or equal to 5 or the rating "passed" also entails obtaining the credits related to the

respective subject. The rating "passed" obtained in the subjects participating in the calculation of the weighted average equates the grade 10.

Article 21

(1) The results of an examination or assessment may be cancelled by the Faculty Council at the Dean's proposal, under the provisions of the OUC Charter, when it is proven that they were obtained fraudulently or in violation of the OUC Code of ethics and deontology. The Faculty Council decides the reorganization of the examination.

(2) The persons that are not included in the class books or who are included in it but did not pay their tuition fee by the deadline established under the Higher Education Studies Agreement shall not be assessed. Any examination of that person is legally null and void and shall not involve any responsibility of the University. The examiner bears full responsibility for any arising consequences.

(3) For written examinations, students can ask the examiner to reassess their papers within 24 hours from the communication of the results. The teaching staff has the obligation to explain the assessment methods and criteria. The paper shall be reviewed in the student's presence, explaining to him/her the criteria and the reasons for the respective score.

(4) If students are not satisfied with the grades obtained upon reassessment, they may submit a written appeal to the secretariat of the Faculty, within 48 hours from the publication of the initial results. The appeal shall be recorded in the appeal register. The resolution of the appeal – i.e. the assessment of the paper – shall be made by a committee consisting of other university teachers than those who had initially assessed the paper. The members of this committee are proposed by the Dean and approved by the Faculty Council.

(5) The tests, the semester projects and the written papers are kept by the teaching staff throughout the entire academic year.

(6) The teaching staff must submit the class books to the secretary's office within two working days from the examination date and the secretariats must register the grades in the electronic system within 5 working days from the submission of the class book.

(7) The student who does not take the planned exams in that examination session is considered "absentee" in the exam class book.

(8) Any change of grade in the class book is performed by the examiner by writing the date, by specifying "corrected by me", and by signing it.

Article 22

The assessments for the subjects failed in the previous years of study are carried out during the examination session corresponding to the curricula of the class/ year of study to which the student belongs.

Article 23

Passing the examination (the assessment) also involves granting the number of credits associated to the respective subject; the number of the credits associated to a subject is not divisible and the criteria for granting the credits are provided in the "Regulation on the implementation of the European Credit Transfer System".

Article 24

(1) The students from the faculties where the enrollment in the next year of study is conditioned by the accumulation of 30 credits are entitled to two examinations for the same subject, in the same academic year. The students from the faculties where the promotion in the next year of study is conditioned by the accumulation of 40 credits are entitled to three examinations for the same subject, within the same academic year; the third examination is held in a special session, proposed by the Faculty Council and approved by the Administration Board and by the OUC Senate.

(2) The student is entitled to two examinations for the same subject without charge, in the same academic year. Starting with the third examination, s/he is obliged to pay the related fee, set by the Administration Board and approved by the Senate.

(3) In an academic year, students can take an examination for higher grades. The Dean can approve the student's additional examination for higher grades (a fee shall be paid for these examinations), for at most three subjects, only in the third examination session of the academic year. The examinations for higher grades in subjects studied in the previous years are not allowed. The examination for higher grades cannot be repeated and the grade obtained at the last examination remains valid.

(4) If a student did not pass an examination during the year of study s/he is enrolled into, s/he can take this examination in the coming academic years, upon the date when the respective exam is scheduled, being subject to payment of the reexamination fee, if s/he meets the exam entry conditions, whether s/he takes this examination for the first or for the second time.

(5) For the students in their final years who, by the end of the legal study period, did not accumulate the number of credits required for graduation, an additional session can be organized before the final examination enrollment period (degree/ diploma/ dissertation), only upon the proposal of the Faculty Council and upon the approval by the Administration Board and the OUC Senate.

(6) A passed examination is recognized even if, in the meantime, the number of credits assigned to that subject has changed, this principle being applied to all situations, i.e. re-enrollment, resumption of studies, continuation of studies, transfer to another university or to another program of study, admission and enrollment in a higher year of study. The respective exam shall be allocated the number of credits in force at the time of the student's re-enrollment, resumption of studies, continuation of studies, transfer to another university or to another study program, admission and enrollment in a higher year of study.

Article 25

(1) Attendance and completion of two years of study in one year of study are possible only for the undergraduate studies conducted over a period of at least 8 semesters. This provision does not apply to medical faculties.

(2) The first and the final year of study cannot be completed under the above-mentioned system.

(3) In order to benefit from the provisions of paragraph (I), the student's average grade from the previous year must be minimum 8 and s/he must obtain the approval by resolution/decision of the Faculty Council.

Art. 26. Equalization/recognition of credits belonging to previously passed disciplines

- (1) For the equalization/recognition of a previously passed discipline within a study program that the student has graduated, the Specialty Commission established at Faculty level decides the attribution of a mark without examination and the allocation of the corresponding number of credits in the current curriculum. The procedure is based on comparing the scientific contents of the equalized discipline with the scientific contents of the previously passed discipline according to the educational record/diploma supplement/transcript, which are called disciplines on which the equalization/recognition are based.
- (2) For the equalization/recognition of previously passed disciplines, the student must register an official request at the beginning of the academic year, until 20-31 October, at the faculty secretariat together with proof of passing the respective discipline(s).

Art.27

- (1) For the students that are enrolled in ERASMUS+ mobility projects the marking system in accordance with the ECTS grades is additionally applied.
- (2) For students of the “Ovidius” University of Constanta that are undergoing ERASMUS+ mobilities at other universities, the evaluation for the disciplines in the mobility contract is done at the host university, the results being transferred according to the equalization/recognition procedure.
- (3) The students with ERASMUS+ mobility scholarships who attend the “Ovidius” University of Constanta are obliged to register a formal request at their faculty for the accumulation of educational credits, also mentioning the disciplines they are going to take.
- (4) The ERASMUS+ mobility students are evaluated under the same conditions as the other students of the university. The examination results are written in special registers for each discipline and are kept in the student’s personal file. Based on these marks’ registers, the Faculty will compile the student’s transcript and send it to the Erasmus+ bureau. This transcript will be signed by the Faculty registrars/secretaries and by the dean and will contain the following mentions:
 - a. The names of the disciplines that the student was examined in.
 - b. The mark obtained in the examinations.
 - c. The number of credits that is awarded to those disciplines in the approved educational plan.

Art.28.

The secretariats of each faculty will register in the UMS electronic system the marks obtained through examination or through equalization/recognition of the disciplines by the Specialty commission within the faculty for the students that return from ERASMUS+ mobilities.

Art.29 Student promotion

- (1) Following the evaluation of their professional activity, the Faculty secretariat will compile a hierarchy of the students by the end of the academic year, based on their performance. Based on this hierarchy it is decided whether the student **pays no tuition (budgeted position)** or **pays tuition (unbudgeted position)**, and whether the students is eligible for a scholarship.

(2) The annual hierarchy is compiled based on the weighted average marks of the students who have obtained the full number of credits in that academic year, no matter the date of examination within that year, followed by the hierarchy of students who did not obtain the full number of credits, in case there still are vacant budgeted places. The students who did not obtain the full number of credits are included in the hierarchy based on the number of points (P) obtained with the formula:

$$P = \sum_{i=1}^n K_i D_i$$

Where:

- n=the number of disciplines the student has passed
- K_i = the number of credits for discipline i
- D_i =the mark obtained at the passed discipline i

For equal weighted averages or number of points, difference is made based on the admission mark (criterion 1) and on the weighted average/number of points from the previous year (criterion 2).

(3)Beginning with the second year of study, the budgeted positions awarded to students of Roma ethnicity are occupied based on the same conditions as in the previous paragraph.

(4)In the situation in which budgeted positions for students of Roma ethnicity are unoccupied, these are allocated to the other students.

(5) In case a government budgeted position is vacanted after the admission examination or during the first year of study, its occupation is done in descending order according to the list of marks at the admission, taking into consideration the entire list of students. For equal marks the differentiation criteria of the admission examination will be used.

(6)At the beginning of the academic year the schooling capacity of a program of studies and of a year of study is occupied in this manner:

a)with promoted students who have obtained the full number of credits and with those promoted through credits;

b)with students who are in extended tuition (even though the tuition/school capacity is exceeded)

c)with rematriculated students of the “Ovidius” University of Constanta, in the order of their weighted averages (even though the tuition capacity is exceeded)

d) with students who are matriculated through admission, whose past obtained credits are recognized, in the order of the weighted average mark of the year before the matriculation, in limit of the tuition capacity;

e)with transferred students, in the order of their weighted average mark from the previous year, in the limit of the tuition capacity;

(7)Exceptions from the provisions of paragraph (6) regarding the exceeding of the tuition capacity can only be made for foreign students who are EU citizens or from other states or for academic mobilities only in the limit of 10% of the tuition capacity, with the approval of the university Administration Council and Senate, with the notice of the Ministry by informing ARACIS.

CHAPTER V. Transfers, Expelling, Interruption of Studies, Re-matriculation and Continuation of Studies

Art.30 The transfer of students operates based on a formal transfer request addressed and signed by the administration of the involved institutions.

- (1) The transfer of the student within the “Ovidius” University of Constanta can be done from one form of study to another within the same field of studies, from one faculty to another or from one accredited or authorized university to another, taking into consideration the compatibility of different study programs and their educational plans with the application of the European Transferable Credits System and the ARACIS tuition capacity of the study program where the students is transferring.
- (2) The transfer of students from the first year to the last year of studies is not accepted, no matter the form of study the students are matriculated in or for which the transfer is solicited.
- (3) The transfer can be done only within the same fundamental field of study.

Art.31.

At the “Ovidius” University of Constanta students of other higher education institution which are accredited or authorized to function provisionally, if they have the agreement of the faculty they wish to transfer to and of the institution they are transferring from and if they meet the legal conditions of transfer.

Art.32.

Approving the transfer lies with the competence of:

- a. The Faculty Council, in case the transfer is done from one program of study to another within the same fundamental field of study or from a form of study to a different one within the same faculty;
- b. The Rector, in case the transfer is done from one faculty to another within the “Ovidius” university of Constanta and with the previous acceptance of both faculties’ councils;
- c. The Rector of the university that the student is leaving and the Rector of the university that the student wants to transfer to, with the agreement of the Dean of the faculty the student is leaving and of the Dean of the faculty where the students is transferring, for cases of transfer between different educational institutions;
- d. The students of the “Ovidius” University of Constanta that are requesting transfer to or outside the university will require the previous acceptance of their faculty’s Council and the approval of the Rector.

Art. 33

A student can be matriculated in a superior year (continuation of studies, second faculty/program of studies, transfer from another university or program of studies, admission) through the equalization (recognition) of previously studied disciplines.

In this case he has to meet the following financial requirements:

-pay the tuition fee approved by the Senate for that year has to be fully paid for the program of studies.

-pay the financial obligations that correspond to the disciplines that he/she did not pass according to the educational plan of the program he is matriculating in following the equalization/recognition procedure, calculated for each discipline;

-the tuition fee of each different discipline (T_{disc}) is calculated according to the corresponding number of credits ($N_{cr.disc}$) and the value of each credit point (V_{pc}) this way:

$$T_{disc} = N_{cr.disc} \times V_{pc}$$

The value of the credit point (V_{pc}) is determined by dividing the tuition fee (T_{sc}) for that academic year to the corresponding number of credits for one university year (N_{ca} , usually 60 or greater).

$$V_{pc} = T_{sc}/N_{ca}$$

Rescheduling payments for current financial obligations is done according to what is stipulated in the Contract of study.

Art.34.

- (1) Students can concomitantly follow at most 2 programs of study no matter the educational institutions which are offering them.
- (2) A student can occupy a budgeted place in only one of the educational programs he is following concomitantly and/or successively for the same schooling cycle. Students who have fully graduated with a bachelor degree cannot occupy a budgeted position in a second faculty.
- (3) If the student loses his budgeted position in his first study program, he can obtain a budgeted position in the second study program he is following, according to the students' hierarchy in that respective year. The period in which the student can benefit of a budgeted position in the new study program is determined according to the period in which the student has past benefitted from holding a budgeted place in his previous program of study, by completion of the duration of the current program.
- (4) The transferred student can obtain a budgeted position according to the students' hierarchy in that respective year.

Art.35. Interruption of university studies

The activity of the student in university education who is attending day courses, part time courses or distance learning must be continuous over the total number of semesters and years of study; at the student's request, the Dean of the Faculty may approve the interruption of studies for a period of maximum 2 years only once for the duration of the study program. In these cases the respective academic year is finalized with the mention "Interruption of studies". This mentioning cannot be awarded to students who are in the situation of being expelled.

Art. 36.

The interruption of studies can be done at the beginning of the university year. By exception, in special situations that are justifiable with documents, the interruption can also be awarded during the academic year. The re-matriculation of the student after an interruption of studies is done in the year of studies he/she was in at the moment of interruption. The student resumes studying in the year of study established according to the evaluation of the specialty Commission at faculty level.

Art. 37.

Resuming studies by students whose interruption of studies was approved is done by meeting the following conditions:

- a) The student who resumes studies after an interruption must satisfy the requirements of the educational plan of the cycle he is resuming studies in;
- b) In case the resuming of studies takes place after the education plan has been changed, the student will have to pass the difference examinations decided by the Commission for the equalization of transferrable credits;
- c) A passed examination is recognized even though, in time, the number of credits allocated for that discipline has changed;
- d) The student who has resumed studies in the year of study in which the interruption had been operated may occupy a budgeted place according to the students' hierarchy if this is permitted by his weighted average mark or number of points, and if the number of the years of study during which he has benefitted from a budgeted position does not surpass the total duration of that study program, or the student will have to pay the credits of disciplines he/she has not passed in the year of study when the interruption occurred. Students who have interrupted their studies with the required approvals have the obligation that, upon resuming their education, to attend any examinations of differences which have occurred following the modification of educational plans. Students which interrupt their studies before the time period for which they have paid a tuition fee do not benefit from its reimbursement.

Art. 38. The expelling of students represents the situation in which the contract of study signed by the student with the "Ovidius" University of Constanta ceases.

A student can be expelled in the following situations:

- a. Not fulfilling his professional obligations (not meeting the required number of credits) and no submitting in time any official request of extension;
- b. Missing the deadline for submitting the official request for registering in the next academic year;
- c. Not paying the tuition for the previous year at the moment of submitting the request for joining the next academic year;
- d. Not respecting university ethics, according to art. 319 in the Law of National Education;
- e. Submitting an official request of withdrawal.

Art. 39. Re-matriculation of students

- (1) Expelled students may be re-matriculated, with the exception of the first year of study, on their request and have to meet the following financial requirements:
 - a. Any remaining financial obligation.
 - b. The 500 lei re-matriculation tax for Romanian citizens or for European Union (EU), European Economic Space (SEE), or Swiss Confederation (CE) citizens/120 for citizens from countries outside the EU.
 - c. The financial obligations that correspond to the disciplines they did not previously pass according to the study program of the cycle they are resuming their education in, according to the equalization/recognition procedure, calculated for each discipline;

- d. The corresponding tax for each failed discipline (T_{disc}) is calculated according to the respective number of credits for each discipline ($N_{cr.disc.}$) and the value of the credit point (V_{pc}), this way:

$$T_{disc} = N_{cr.disc.} \times V_{pc}$$

The value of the credit point (V_{pc}) is determined by dividing the tuition fee (T_{sc}) for the current university year to the number of credits that correspond to a year of university studies (N_{ca} , usually 60 or greater).

$$V_{pc} = T_{sc} / N_{ca}$$

The rescheduling of payment for current financial obligations is done according to what is stipulated in the Contract of studies.

- (2) The students who are expelled 5 or more academic years before according to the date of their expelling may be re-matriculated in the conditions of the present article only after going through an entrance examination.
- (3) The re-matriculation of students may be done with the condition that no more than five years have passed from their expelling.
- (4) For students on their own expenses (CPV) the same procedure is respected but by paying the fee in currency for each point of credit.
- (5) In situations in which the student may not express his own will through a request personally addressed (unforeseen or medical conditions), he may solicit, in writing, during the course of the university year he planned to join, the cancellation of the Decision of expulsion and the emission of an Interruption of studies decision.

Art. 40.

The re-matriculation of expelled students must respect the following conditions:

- a. The expelled student may be re-matriculated in the year of study decided in the evaluation of the Specialty Commission of the faculty
- b. Re-matriculated students must satisfy the requests of the educational plan of the cycle they are resuming studies in;
- c. In case the re-matriculation takes place after the changing of the educational plan the student will have to pass the difference examinations established by the commission for the equalization of transferable credits;
- d. Re-matriculation is done under the initial matriculation number;
- e. A passed examination is recognized even though, in the meanwhile, the number of credits awarded for that discipline has been changed.

Art. 41. Extension of studies

- (1) The student who does not meet the criteria for promotion established by the Faculty may solicit an extension of studies in writing. First year students are an exception to this, as they cannot benefit from extension of studies.
- (2) A student in extension of studies shall be registered in the study year that he did not promote, after meeting the financial obligations that are due to him/her for the previous years of study.
- (3) A student entering extension of studies must satisfy the requirements of the educational plan of the cycle he/she is continuing studies in, the alignment being done

according to the equalization/recognition sheet established by the Specialty Commission at Faculty level.

- (4) In case there has been a change in the educational plan the student will have to pass the examinations indicated by the Specialty Commission at Faculty level, after the full recovery of the didactic activities at the respective disciplines. A promoted examination is recognized even though, in the meanwhile, the number of allocated credits has been modified for the respective discipline
- (5) After the extension/re-matriculation/study resuming request has been approved a new study contract must be signed and the personal file of the student must be updated. The contract is registered in the study register for the ongoing academic year.
- (6) Not signing the contract and not registering it means unfulfilled procedure and results in no decision of extension/re-matriculation/resuming of studies being taken.
- (7) In case the study contract is annulled or renounced at or in case of graduation, the student has the obligation to go through the procedure of verification of his financial obligations towards the university.

Art. 42.

- (1) The amount of the tuition fee that corresponds to **the period of study extension (bachelor or master)** (T_{ps}) for the ongoing academic year is divided by 60 (the number of credits for an academic year) thus obtaining the value of the credit point (V_{pc})

$$V_{pc} = T_{ps}/60$$

The value of the credit point (V_{pc}) is determined by dividing the tuition fee (T_{sc}) for the ongoing academic year to the number of credits that correspond to one academic year (N_{ca} , usually 60 or greater).

$$V_{pc} = T_{sc}/N_{ca}$$

- (2) The rescheduling of payment for current financial obligations is done according to what is stipulated in the Contract of studies.
- (3) The Dean of the Faculty approves, after previous analysis, each extension of studies, the request being judged according to the Rector's decision.
- (4) In care there is an extension of studies for a foreign student that benefits from a budgeted position, the fee is calculated according to the value of the credit point in lei for a Romanian student.

Art. 43.

The maximum period for extension of studies cannot be greater than the duration of the study program.

Chapter VI. Completion of Studies

Art. 44.

The "Ovidius" University of Constanta (OUC) organizes graduation examinations for university studies based on an own Regulation that is approved by the OUC Senate and which respects the framework methodology approved by order of the Ministry of National Education and Scientific Research; the completion of studies is done according to current legislation.

Art. 45.

The granting of the graduation diploma is done under the conditions of passing the graduation examination, the minimum passing grade being established through the studies' completion Regulation and the internal methodologies of the OUC faculties.

Art. 46.

- (1) The examinations for graduation are organized in two sessions, as follows:
 - a) The first session: June-July for graduates of non-medical faculties, respectively September for graduates of medical and pharmaceutical faculties;
 - b) The second session: September for graduates of non-medical faculties, respectively February for graduates of medical and pharmaceutical faculties;
- (2) The third session can be organized in February the next academic year for graduates of non-medical profile.
- (3) The second and third sessions are organized when a minimum number of registered students exists, the minimum number of students being decided by the faculty Councils.
- (4) Graduates of previous cycles may register for studies' completion examinations in the sessions scheduled for ongoing study cycles.
- (5) For master studies programs that are structured on three semesters, the faculties decide through their faculty Councils the sessions for the dissertation examination.

Art. 47.

Candidates for the studies' completion examinations must meet all the criteria specified in the orders of the Ministry of National Education and Scientific Research in this respect as well as other regulations in effect.

Art.48.

The structure of the studies' completion examination (number of tasks), form of examination, content, are decided by the Faculty Councils, at the proposition of the departments according to the specifics of each program of study, in accordance with the methodology elaborated by the Ministry of National Education and Scientific Research as well as the methodology approved by the Administration Council and the OUC Senate, if there are no other regulations in the field.

Art.49.

The committees for the graduation examinations are proposed by the faculty councils, approved by the Administration Council and the OUC Senate; they may be maintained for all the legal sessions in the following academic year, the examination thematic remaining the same.

Art. 50.

Graduates who have passed the studies' completion examination are awarded the graduation diploma in 12 months. The bachelor/engineer/master diploma shall be accompanied by the *diploma supplement*, which is awarded by the Study Documents compartment.

Art. 51. In order to be awarded their diploma, graduates who have passed the studies' completion examination receive, at their request, graduation certificates. The graduation certificate bestows the same legal rights as the diploma and must contain the signatures and information in the diploma, as well as information regarding the study form of the students

has graduated from, the period of studies, the weighted average marks for each year of study. In case it is lost or destroyed, the awarding or a new certificate follows the procedures regarding the awarding or diploma duplicates.

Art.52.

- (1) Graduates who did not pass the studies' completion examination, as well as those who, from different reasons, did not show up to this examination with their cycle of study, can register for a following ordinary or special session, respecting the methodology for studies' completion examinations for the study cycle they intend to graduate with, or they may register for studies' completion examinations in a different organizing institution, according to the provisions of the National Education Law 1/2011.
- (2) Graduates who did not undergo or did not pass the studies' completion examination may register for it in a seven year interval starting the moment they become graduates. This provision enters effects starting with the 2016-2017 academic year.

Art. 53.

Graduates who did not pass the studies' completion examination receive, at the request, a university studies certificate which contains information regarding the form of studies they have been part of, the period of studies, the marks they obtained and the number of credits they obtained.

Art. 54.

For the discipline *Drafting the dissertation (or other similar disciplines)* which is part of the educational plans of the final years of study and for which a certain number of credits is allocated in the 60 that are obligatory, the coordinating professors will evaluate the students' activity. In case the student did not pass the discipline *Elaboration of the dissertation (or other similar disciplines)*, he/she will not accumulate the required number of credits (60) in the final year of studies in order to be declared graduate and will be able to request, in writing, the extension of studies or face being expelled.

Art. 55.

The graduate who has undergone the Psychological and Pedagogical Module I within the Department for the Teacher Training will receive a 1st degree certificate of graduation, while those who have undergone Module II will receive a 2nd degree certificate of graduation.

Chapter VII. STUDENT'S RIGHTS AND OBLIGATIONS

Art. 56. The student benefits from the following rights based on the Law of National Education 1/2011 with subsequent amendments:

- a) The right to quality education;
- b) The right to use classes, laboratories, the library, reading rooms and all the means provided by the "Ovidius" University of Constanta for his professional development;
- c) To benefit from free education in the limit of the budgeted positions, according to laws and existing government decisions;
- d) To receive scholarships and other form of material support according to legal provisions, to the regulations of the "Ovidius" University of Constanta and to current legislation;
- e) To benefit from free medical assistance according to law;

- f) To simultaneously follow two specializations, according to existing laws and regulations;
- g) To elect and to be elected in the Faculty Council, in the Senate and Administrative Council of the OUC, according to established regulations;
- h) To receive accommodation in students' dormitories and to eat in the students' canteen;
- i) To participate in students' scientific activity, in the activity of art teams and bands within the Faculty or University, to take part in the amateur and professional sports life of the university and of different university clubs and sports associations;
- j) To benefit from fee reductions according to their exam results, to their material and social conditions, reductions which are established in the meetings of the Administrative Council of the OUC;
- k) To benefit from mobility scholarships for studying in other universities in the country or abroad if the student meets the current specific regulations;
- l) To organize professional student associations and to take part in editing university journals, competitions or other manifestations approved by the Administrative Council of the OUC;
- m) To benefit from the counseling of a professor designated by the Faculty Council in regards to education and professional development;
- n) To benefit from facilities regarding railway transportation fees according to law;
- o) To transfer from one university to another, according to current legislation and to the university charts;
- p) The right to the protection of personal information;
- q) The right to participate in course, seminar, and practical works' evaluation, in the evaluation of their professor's activity and other educational and/or organizational aspects connected to their program of study, according to the provisions of art. 303 paragraph (2) of Law no. 1/2011 with further amendments. Evaluations represent public information and are used in evaluating the performance of different courses, seminars, internships, study programs as well as of the teaching staff;
- r) The right to access the regulations, decisions, minutes and other documents of the institution they are studying in, according to current legislation;
- s) The right of professional practise according to the objectives of their study program, as well as the right to use the material base, transportation and lunch facilities according to law;
- t) The right to an objective and nondiscriminatory evaluation of their skills after taking a course, according to the syllabus, and the right to know the marking scheme;
- u) The right to contest their marks in written examinations according to the internal regulations of the university. The solving of the contestation will be done by a commission from which the initial evaluators are excluded, in the presence of the contesting student, in case this is requested by him/her;

The student does not benefit from the rights offered by law during the period he has interrupted studies.

Art. 57.

The obligations of the students are the following:

- a) To carefully use the material belongings in the educational areas, dormitories, canteens, etc.; any possible damage will be paid back according to current regulations;
- b) To respect the provisions of the “Ovidius” University of Constanta’s chart as well as the internal regulations, methodologies and procedures;
- c) To respect the order, morality and rights of the other, both inside the university as well as outside it; the student is responsible for his behavior at all times;
- d) To behave and dress adequately to the academic environment over the entire period of the educational activity and during the exams; to not use a language and to not behave inadequately to the academic environment;
- e) To respect the authority of the teaching and administrative staff, as well as the authority of the administrative bodies within the faculty and the university;
- f) To exigently and consciously meet all the requirements according to the educational plan and to academic programs;
- g) To abstain from political or religious propaganda within the academic community, as these are forbidden;
- h) To pay the full tuition fee in due time, according to the regulations of the “Ovidius” University of Constanta;
- i) To participate in the meetings of the administrative structures within the higher educational institutions in the quality of students’ representatives;
- j) To respect the quality standards imposed by the “Ovidius” University of Constanta;
- k) To respect the provisions of the Code of Ethics and professional deontology of the OUC;
- l) To participate in academic activities without being under the influence of alcoholic drinks or other substances that are forbidden by law.

Chapter VIII. Rewards and sanctions

Rewards

Art. 58.

For special performances the students may benefit from the following rewards:

(a) receiving a Diploma of excellence for valedictorians, under the conditions that their weighted yearly mark is at least 9,50;

(b) to be awarded a Diploma of merit for all the students that have the weighted yearly average mark at least 9,00;

(c) special diplomas for remarkable scientific results at national and international level;

(d) special scholarships according to the existing regulations for their attribution;

(e) other forms of reward established by the faculty leadership from their own funds or in self-financing regime according to existing legislation;

Sanctions

Art. 59.

Not respecting the obligations in the present regulation, from other regulations of the “Ovidius” University of Constanta, from the University Chart as well as from the study contract signed between the student and the OUC may attract the following sanctions:

a) Written warning

The warning is decided by the faculty council and is applied by the faculty dean; any contestations have to be submitted at the faculty Secretariat in 5 days after it has been communicated by being displayed at the faculty notice board and are solved by the Faculty Council in 20 days after the contestation has been registered;

b) Expulsion

Expulsion is done through the decision of the Rector at the proposal of the Faculty Council for the reasons mentioned in Art. 38. For fraud and attempted fraud, the examination commission proposes the sanction – based on a minutes of ascertainment – and with the approval of the Faculty Council. Contestations of expulsion are submitted at the general registration office of the University in 5 days after the faculty leadership has communicated the sanction. The decision regarding the contestation is solved by the Senate in 20 days after the contestation has been submitted.

c) The sanction mentioned in paragraph a) may be lifted after one year, according to the student’s behavior during this period.

Chapter IX. Final Dispositions

Art. 60.

The modification of the current regulation is done at the proposal of the Administrative Council and with the approval of the OUC Senate.

Art. 61. Faculties will create, according to each case, specific procedures with the approval of the Faculty Council, Administration Council and University Senate.

The present regulation has been adopted in the meeting of the Administrative Council from 26.07.2016 and has been approved in the meeting of the “Ovidius” University of Constanta’s Senate from 28.07.2016.

The present regulation enters effect at the date it is approved by the University Senate. At the same date the regulation approved on 30.07.2015 and modified by Senate decision no. 1207/26.11.2015 is repealed.

President of the “Ovidius” University of Constanta

Professor Dr. Ion Botescu