

THE ACADEMIC CODE OF RIGHTS AND DUTIES FOR THE STUDENTS OF OVIDIUS UNIVERSITY OF CONSTANȚA

Legal Framework

The present rules comprised in The Academic Code of Rights and Duties for the Students of Ovidius University of Constanța were elaborated in accordance with the following legal provisions:

1. The National Education Law nr.1/2011, art.142 par. (7) and art. 199 par. (2), art. 202, 203, 204, 205;
2. The Order 3666/2012 of the Minister of Education, Research, Youth and Sports concerning the approval of students rights and obligations;
3. The Carta of Ovidius University of Constanța.

CHAPTER I General framework

Art.1 The present Code regulates the students' status in Ovidius University of Constanța in accordance with present legislation. It comprises the rights and duties of all students in UOC, without ethnical, religious, sexual, opinion or political affiliation discrimination, irrespective of the tuition level.

Art.2 Students are an integrant part of the education system and scientific research in the academic system in Romania. They are the beneficiaries of the tuition activities in the universities, as well as the active participants to the organization and improvement of the education system.

Art.3 Students are partners of the teaching staff in the process of training specialists with academic education. The opinion of students, expressed through their authorized representatives is a form of control/self-control, evaluation and improvement of the academic activity.

Art. 4 The activity of students in the academic community is based on the following principles:

- a) The principle of nondiscrimination, according to which all students benefit from equality of treatment from the University, any form of direct or indirect discrimination being forbidden.
- b) The principle of freedom of speech;
- c) The principle of decision participation;
- d) The principle of free access to information concerning the personal education plan and the life of the academic community, in accordance with legal provisions;

- e) The principle of the right to free assistance and free complementary services in the University, expressed through vocational counseling, psychological counseling and access to academic records.

Art. 5 The student, as a member of the academic community, has rights and duties which are described in the specific legal provisions of the present Code, of the University Carta and the regulations issued by the University Senate.

Art. 6 The political propaganda and well as any form of individual or group discrimination are forbidden in the Ovidius University of Constanța.

CHAPTER II

The Professional Activity of Students

Art. 7 During their academic studies, students have the following rights:

- a) To benefit from free tuition, according to the laws and governmental decisions in force. All citizens have the right to subsidized education, within the limit of available number. The tuition fees cannot exceed the effective value of the educational costs or the subsidy calculated on the average cost per student equivalent per field, per cycle of study;
- b) The student has the right to be informed in the first courses on the structure and the objectives of the course, the general competences and the evaluation methods;
- c) To use the university rooms (laboratories, project and seminar rooms, libraries, lecture halls, sports base etc.) and all the spaces provided by the university for a better professional training, under the provisions of the University Senate. Students have the right to use all the spaces belonging to the University, which allow the organization of social, sports and cultural activities, according to a program established by the management of the university. Free access, apart from the University program, can be facilitated to students organizations, informal groups of students, who through the activities carried out allow the development of a beneficial framework for active involvement, social, cultural and sports development for the university students;
- d) To participate to scientific activity, to the activity of artistic groups organized in the faculty or university, student clubs, to academic sports activities under any form. Students have the right to associate in structures or organizations with social, unional, professional, cultural or sports character;
- e) To benefit from grants and other forms of financial support, according to legal provisions established by the university and the legislation in force.
Students can benefit from grants under the form of contracts signed with companies or other juridical or physical persons. Students have the right to benefit from indexed grants, from budgeted allowances or own extra budgeted resources of universities as well as other types of special grants, in accordance with the legislation in vigor. The budgetary sum has to cover a minimum for food and accommodation. In the case of

social grants, the budgetary allowance has to cover a minimum for food and accommodation and these can be cumulated with performance grants;

- f) To benefit from medical care;
- g) To be accommodated in the University dormitories, to have meals in the University canteen, as stated in the regulations in vigor. Students have the right to benefit from a subsidy for the dormitory fees indexed at the inflation rate, which will be individually granted, exempted from this rule are the students learning in the domicile area. These subsidies will be granted to students who choose other forms of accommodation than the university dormitories. The subsidies will be clearly mentioned, in order to ease their identification and checking of their destination. The dormitory fee paid monthly by students can be used only for the benefit of the dormitories, so as to cover the maintenance and refurbishment costs;
- h) To choose and to be chosen, as a students' representative, in the Faculty Council and the University Senate or in other academic structures of the university, based on the legislation in vigor, the Carta and the Rules of the University, and the regulations set by the Senate, as well as the criteria set by students organizations;
- i) To benefit from mobility grants, for studies in other universities and in universities abroad. Ovidius University has the duty to accept the internal mobility applications and to make the necessary paperwork, within the limit of available number;
- j) To benefit from the counseling of a teaching staff member named by the Faculty Council, in education, credits and vocational orientation matters. Students have the right to benefit from the advice of a year/group tutor, depending on the size of the structure;
- k) To benefit from lower taxes in all the situations stipulated by the law and regulations in vigor. Students have the right to an internship in accordance with the academic curricula as well as the material basis: transportation, meal, insurance. Students have the right to have their individual internship acknowledged by the university, after the evaluation of the fulfillment of the internship objectives in accordance with the academic curricula;
- l) Students have the right to receive at the beginning of the academic year in their first year of study a **Students Guide**, containing information on the rights and duties of students, details connected to different subjects, assessment, taxes, university and faculty facilities, information on students organizations, grants, mobilities, as well as other facilities and subventions. The schedule will be posted at least three days in advance.
- m) Students have the right to an objective evaluation of their academic activity, as well as to know the points granted for each topic. Students have the right to question the exam grades, according to internal regulations applicable, the answer will be given by commission with other members than the initial evaluators, in the presence of the student, in case the latter requires;
- n) Students benefit from at least 50% discount from local transportation fees, as well as internal national transportation, the entire year;
- o) Students have the right to an alternative assessment method, when they suffer from a temporary or permanent disability, medically certified, which makes impossible the

assessment form set by the professor, the chosen alternative method shall not affect the standards of assessment;

- p) Students have authorship and intellectual property rights for the results obtained in their research, artistic creation development and innovation activities, in accordance with the legislation in vigor, the University Carta and the contracts between parts;
- q) Students have the right to benefit from an educational process centered on them, in order to help their personal development, their integration in society and the development of their employment capacity and their mobility on the job market;
- r) Students can benefit from discounts of 75% for museums, concerts, theatre shows, opera, cinema and other cultural and sports events organized by public organizations, in accordance with Art.205, par.3 from LEN no.1/2011 with subsequent modifications;
- s) Students are encouraged to take part in volunteering activities, for which they can receive a number of credits, according to Art.203, par.9, from LEN no.1/2011 with subsequent modifications;
- t) Students from disadvantaged environments or those with remarkable results and students representatives, benefit from seats in thematic camps, in the limit of the set budget. In these camps informal professional training programs can be organized, for these activities students can receive a number of credits, ECVET or ECTS, according to the Carta;
- u) Students have the right to a free course support (minimum 5 pages), in hard or electronic format, and access to all available materials, free of charge, at the university library or the faculties sites;
- v) Students can take loans through the Students Loans and Grants Agency, according to art 204 from Law no 1/2011 with subsequent modifications;

Art. 8 The Duties of Students

- a) To take part in all didactic activities, courses, seminars, laboratories, projects, and to fulfill with exigency, in good conditions and in due time, all the duties comprised in the curricula and the academic requirements, in order to acquire a thorough professional training;
- b) To respect the order, morality and rights of the others, in the university as well as outside it. Each student is held responsible for his/her entire behavior.
- c) To respect the requirements of the University Carta and the internal regulations derived from it. Students have the obligation to signal to the OUC management the abuses and the irregularities they notice, as well as the right to ask for a check and evaluation of the referral by specialized organizations as stipulated in the legislation in vigor.
- d) To use with diligence the material assets of the educational area, dormitories, canteens etc. Causing the damages shall be sanctioned in accordance with the rules in vigor;

- e) To respect the authority of the teaching, research and administrative staff, as well as the authority of the management structures in the faculties and in the university;
- f) To pay in due time the incumbant taxes, set by the Administrative Board and the University Senate. The amount of taxes and the exemption/discount of these, shall be established by the Senate;
- g) Students have the duty to inform the competent authorities on the existence of any situation which could influence the smooth running of the general and individual study activities;
- h) Students have the duty to adequately use, according to the intended purpose, all the facilities and allowances received;
- i) Students have the duty to respect the cleaning and the order in the university area;
- j) Students have the duty to participate to the assessment of quality assurance process in the Romanian academic education.

CHAPTER 3

Students' Representation

Article 9 Students' Representation is based on the following fundamental rights:

- a) To be represented in all decision-making bodies of “Ovidius” University of Constanta, where there is an interest in representing and protecting students' rights from an academic, cultural, economic and social point of view;
- b) To request and obtain information from all university structures on issues concerning students' interests;
- c) To engage in educational work and make proposals for optional and elective subjects;
- d) To attend student scientific events or funded research projects in order to have their research results published;
- e) To participate in establishing regulations on scholarships (merit, performance, social), camp tickets, discounts for public transport granted by the State and other forms of financial support for students;
- f) To participate in the management of hostels;
- g) To represent the students' academic community nationally and internationally;
- h) To participate in proceedings concerning the manner of appointing the University Rector through their representatives in the University Senate or in the faculty councils, as well as in the election process, irrespective of the election type, according to Article 209 para. 2 of Law No 1/2011 subsequently amended and supplemented.

Article 10 The status of representative in the governing structures of the university can be acquired by all students of the university, irrespective of ethnicity, religion, sex, opinion or political affiliation, irrespective of the tuition conditions, based on organized elections according to the internal regulations.

Article 11 Students' representatives, regardless of the level of representation cannot be sanctioned either professionally or administratively for opinions expressed in their activity of representing students' interests.

Article 12 A head of year/group is the student who represents the students specializing in the field, belonging to the year of study or group he/she is part of. The head of year/group is chosen by students specializing in the field, belonging to the year of study or group he/she is part of. Drafting the Minutes of these elections is compulsory. The term of office of a head of year/ group is established within each institution of higher education.

Article 13 The head of year/ group has the following rights:

- a) To have priority access to Faculties' and Departments' secretariats;
- b) To use the material resources available to the student representatives of the Faculty Council, for students' issues.

Article 14 The head of year/ group has the following duties:

- a) To represent and to actively support the interests of students;
- b) To act so as to promote students' interests;
- c) To set the examination date and time according to both his/her colleagues' and the teacher's options.

Article 15 Students' representatives in the Faculty Council and University Senate are elected in accordance with the legal provisions, through the direct and secret vote of all students in accordance with the internal elections methodology, complying with the law and the present Code.

Article 16 Students' representatives in the Faculty Council have the following rights:

- a) To vote in the Faculty Council under the law;
- b) To be informed in good time (at least one day before) about the Faculty Council meetings and to be provided with the documents that will be discussed in the Council.

Article 17 Students' representatives in the Faculty Council shall:

- a) participate in the meetings organized by the Faculty Council;
- b) act so as to promote students' interests;
- c) inform and discuss students' issues with the heads of year, having at least one monthly meeting with them;
- d) inform the Faculty Council on students' issues.

Article 18 Senator-Students have the following rights:

- a) To vote in the Senate, under the law;
- b) To be part of the specialized committees of the Senate;
- c) To propose draft resolutions to the Senate;

d) To have priority access to the faculties' and departments' secretariats, to the Dean's or the Rector's Offices and to all the documents involving the Faculty and University students.

Article 19 Senator- Students have the following obligations:

- a) To attend the Senate's meetings;
- b) To inform the students whom they represent about the Senate's decisions;
- c) To act in the University Senate so as to promote students' interests;

Article 20 Students' representative on the Administrative Board of the University has the following rights:

- a) To represent students on the Board of the University, under the law;
- b) To be part of the specialized committees of the Board of Directors and propose actions to the best interest of the students.

Article 21 The students' representative on the Administrative Board of the University has following obligations:

- a) To represent students' interests and to actively support the organizations which he/she belongs to;
- b) To inform students on the issues debated in the Administrative Board of the University;
- c) To keep informed on issues relating to the university students;
- d) To notify and suggest solutions for an operative running of the University services that are student-operating;

Article 22 Student members of student hostel bodies have the competence to coordinate the activity of the hostels, and to participate in making and implementing decisions on hostel management. Student representatives in hostels are the students that are heads of the landing/ hostel. They are appointed jointly by the university students' organizations that have been legally constituted.

Article 23 Hostel presidents have the following rights:

- a) To benefit from a 50% deduction of the fee;
- b) To convene and organize meetings with members of the hostel students;
- c) To engage in solving all the problems related to the improvement of the living conditions in the hostel, of the rules of cohabitation, and of the ongoing activities, in compliance with existing regulations.

Article 24 Hostel presidents shall:

- a) Report the student- senators the problems which they are faced with;
- b) To participate in the police and administration checks;
- c) To engage in conflict resolution between students, as well as in ensuring quietness and order compliance in the hostel;

- d) To inform students on hostel committee decisions, on regulations applicable and to monitor compliance with heresaid provisions;
- e) To be concerned with cutting the costs related to the consumption of electricity, heat, water, maintenance materials;
- f) To notify the management of the students' league on irregularities occurred in the hostel administration and operation;
- g) To carry out weekly checks in rooms in search for alleged Regulation deviations and the other norms governing the hostel and, if necessary, make proposals for sanctions.

Article 25 Legally constituted student organizations can represent the interests of students at the level of the academic community under the terms of National Education Law, students' rights and obligations Code and the legal decisions by which they have been constituted. The University Senate will not restrict the status conferred by law thereof in any way.

Article 26 Student organizations recognized by OUC are to issue every year, in April, a report on compliance with this code in the institution, and the final document is to be submitted to the University Senate members for information. The reported deviations will be made public on UOC website.

Article 27 Loss of representation status intervenes in the following situations:

- a) Through revocation by those who have given this status in accordance with students' Regulation on electing representatives for their management structures within the university;
- b) If the representative skips 3 meetings of the organization he/she is part of.

Article 28 The quality of legal representative ceases:

- a) When the mandate expires;
- b) If the representative loses the status of a student or of a member of the organization that he/she was appointed by the students;
- c) In the event he/she is expelled, even if he subsequently is rematriculated;
- d) By resignation.

Article 29 Where a function of representation becomes vacant, partial elections will be held for the occupation of that function, respecting the provisions of the domestic methodology elections. The person so elected continues the mandate of the person replaced.

Article 30 Elections of student representatives in academic management structures are organized by student representatives, under the law, the Charter and internal regulations on university students' activities with the logistical support provided by the UOC.

Article 31 Students are represented on the boards of faculties to a minimum of 25% and of the Senate in 25% of the members of those bodies under the law. Depending on the representation, faculty students appoint their representatives in the University Senate. In the faculty councils all education cycles will be adequately represented depending on the specifics of each faculty and the number of cycles of education they organize.

Article 32 Students' representatives are democratically elected by direct universal and secret suffrage by various groups, programs or courses of study, both within the faculty and the university.

Article 33 At all election meetings, minutes will be drafted, and all minutes shall be submitted to the secretariat of the faculty (for the members of the Council and Senate), where they will be kept in a file for any type of checking.

The present Code has been approved in the meeting of the Council of Administration dated 30.10.2012, validated in the meeting held by Senate of "Ovidius" University of Constanta on 20.11.2012 and shall enter into force from the date of validation by the Senate.

Rector,
Professor Danut-Tiberius EPURE, PH D