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INTERNAL METHODOLOGY

of organizing and conducting the examination for the completion of studies in higher education - BA and dissertation - within the Faculty of Medicine, "Ovidius" University of Constanța starting with the academic year 2021-2022

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1. PURPOSE

The purpose of this Methodology is to describe how to organize and conduct the graduation exams in higher education – bachelor's and dissertation exams – within the Faculty of Medicine, "Ovidius" University of Constanta.

2. SCOPE

This Regulation applies within the Faculty of Medicine, "Ovidius" University of Constanta to the graduation exams in higher education – bachelor's and dissertation exams.

3. REFERENCE DOCUMENTS

The present methodology was elaborated on the basis of the following normative documents and acts:

1. **National Education Law No. 1/2011**, with subsequent amendments;
2. **Law nr. 288/2004** on the organization of university studies, with subsequent amendments;
3. **OMENCS** (Order of the Minister of National Education, Research and Sports) no. **6102/2016** for the approval of the framework methodology on the organization and conduct of the bachelor's and dissertation exams.;
4. **GD no. 404/2006** on the organization and conduct of master's degree studies;
5. **The Regulation** on the organization of graduation exams in higher education – bachelor/diploma and dissertation exams, within the "Ovidius" University of Constanta approved by Senate Decision (SD) no 912/26.11.2018.
6. **The operational procedure** regarding the anti-plagiarism verification of the works for completing the bachelor's and master's degree studies at the "Ovidius" University of Constanta (UOC-PO-12) approved by SD no 911/26.11.2018;
7. **The operational procedure** regarding the archiving and publication in the institutional digital warehouse of the works for the completion of bachelor', master's and doctoral studies – "Ovidius" University of Constanta (UOC-PO-11) approved by SD no 910/26.11.2018.

4. DESCRIPTION OF ACTIVITIES

In accordance with the legal provisions in force and with the "Regulation on the organization of graduation exams in higher education – bachelor/diploma and dissertation exams, at the "Ovidius" University of Constanta in the academic year 2020-2021, studies at the Faculty of Medicine of the "Ovidius" University of Constanta end with a bachelor's and, respectively, dissertation examination.

A. The procedure for conducting the bachelor/dissertation exam for students from the Faculty of Medicine, specialisations Medicine, General Medical Assistance, balneo-physiotherapy and Recovery of the "Ovidius" University of Constanta (OUC)

4.A1. Calendar, candidates, registration

Annually, within the Faculty of Medicine of the "Ovidius" University of Constanta, two ordinary sessions are organized for the graduation exam:

- first session: September
- second session: February. The second session is organized under the conditions of registering a minimum of 5 candidates from all the study programs of the Faculty of Medicine - bachelor's and master's degree.

Participation in the graduation exam takes place based on the application for registration submitted to the dean's office of the faculty.

Only students who have fully passed the exams in the years of study, with the general average of at least 5, can apply for the graduation exam.

The registration file at the end of university studies includes:

1. Registration form;
2. Bachelor's thesis/diploma project/dissertation thesis in printed and digital format (pdf);
3. Declaration of authenticity signed by the graduate (cf. PO-12-UOC);
4. The declaration, on the own responsibility of compliance of the printed copy with the digital copy (cf. PO-12-UOC);
5. Digital identification sheet of the bachelor's thesis/diploma project/dissertation thesis (cf. PO-11-UOC);
6. The appreciation report drawn up by the coordinator / scientific guide, who will explicitly and motivated conclude the proposal regarding the admission in order to support the bachelor's thesis / diploma project / dissertation thesis (cf. PO-12-UOC);
7. Proof of payment of the fee related to the exams;
8. The liquidation form (which will be compulsorily included in the graduate's file for the issuance of the diploma).

The registration for the graduation exam of university studies is made by completing and submitting the file to the secretariat of the Faculty of Medicine.

If the local / national / international epidemiological context requires the evaluation of the health status of the graduates who will participate in the license / dissertation

examination, the file will additionally contain the Medical Certificate certifying the state of health at the time of the examination, in accordance with the regulations in force.

Graduates of previous promotions can register for the graduation exam in the sessions scheduled for the current promotion.

After taking over the bachelor/dissertation papers, the secretary of the commission verifies the originality of the content of the works to be supported, using the anti-plagiarism software of the faculty (cf. PO-12-UOC).

4.A2. Examination boards

In order to organize and conduct the graduation examination, the composition of the examination commissions is established at the proposal of the Faculty Council, with the approval of the Board of Directors of the OUC and with validation by the University Senate. The committees shall be made public.

Each committee shall be composed of its chairman, members and secretary.

The president of the examination board for the completion of studies must have the teaching degree of university professor or associate professor.

The members of the examination board for the completion of studies must have a PhD degree and the didactic degree of lecturer, associate professor or university professor.

The secretary of the examination commission for the completion of studies may have the teaching degree of assistant professor and has only the attributions of document administration.

In accordance with the legal provisions, both the members of the examination board for the completion of studies and the secretary of the examination board for the completion of studies cannot be, with those evaluated or between them, in the relationship of spouses, affines and relatives up to and including the third degree.

The management of the "Ovidius" University of Constanta and the exam boards bear full responsibility for organizing and conducting the graduation exams.

4.A3. Conducting the bachelor's degree exam

The bachelor's degree exam is held at the headquarters of the Faculty of Medicina of the "Ovidius" University of Constanta.

The bachelor's exam at the Faculty of Medicin of the "Ovidius" University of Constanta consists of the following two tests:

Test 1 - Evaluation of fundamental and specialized knowledge

Test 2 - Presenting and defending the bachelor's thesis

Test 1 - The evaluation of fundamental and specialized knowledge is made up of a national component, in the form of a written paper – multiple-choice test - on the topics and bibliography announced by the Organizing Commission, which will be drafted by specialists appointed by the management of the Faculty of Medicine, with the approval of the Board of Directors of OUC and validated by the University Senate.

The exam subjects for the 1st test are elaborated in the morning of the written test, at the time established in the Faculty Council, in the room designated by the Commission for Subjects, a commission including teachers appointed by the heads of the disciplines and approved by the Faculty Council. The members of this team, appointed by the Faculty Council and approved by the Board of Directors and the Senate, will fill in a declaration of confidentiality for all the examination documents, for the entire period of the test.

The multiple-choice tests will be selected from the announced topics, abiding the conditions of total confidentiality, in the following proportion (annex):

- 100 multiple-choice tests for the study programs Medicine and Medicine in English;
- 65 multiple-choice tests for the General Medical Assistance study program;
- 50 multiple-choice tests for the BFKTR study programme.

In the room where the topics are elaborated, access is allowed only for the members of the BA Committee, for the members of the Subjects' Commissions, for the IT specialists and for the members of the Commission for the multiplication of the subjects. These people are strictly forbidden to communicate with the outside until the start of the written test in question. The conditions must be ensured so that the designated room is completely insulated and secured.

The printing of exam books and the multiplication of questionnaires and notebooks are carried out in a room designated by the Faculty Council, equipped with printing devices and computers.

Booklets with the exam topics (for each room, after having been checked beforehand) are inserted in envelopes that are sealed. The insertion in envelopes of the booklets with the multiple-choice items is made by teams consisting of at least two people; they are responsible for the accuracy of the number of notebooks in the envelopes. The number of notebooks and the destination room are clearly inscribed on the envelope. The envelopes thus obtained shall be closed, pasted, sealed and stamped in the same spaces where the subjects were drawn up.

Half an hour before the start of the written test, the sealed envelopes are handed over to the representatives of the BA Commissions (a group of at least two persons). During the delivery-receipt operations of the sealed envelopes, standard minutes will be

drawn up in two copies. Those who have taken over the sealed envelopes will hand them over to the persons in charge of the hall, in the competition halls, no later than 20 minutes before the start of the competition test.

Students from the specialization taught in a foreign language can take the written test in the language in which they studied or in the Romanian language.

After the drafting of the subjects, the groups of teachers who participated in this process will elaborate the keys with the correct answers.

No person who participates or assists in the operation of drafting the subjects, multiplying them, etc., shall be allowed to leave the specially designated premises until after the written test has begun.

The members of the committee for compiling the subjects do not have the right to enter the exam rooms or to communicate during the exam with people who have access to the rooms.

The exam will start at the same time in all rooms.

Students must be present in the room where they were assigned 30 minutes before the time announced for the start of the exam. Students must carry a valid ID, student ID card and black pen. It is not allowed to enter the exam with mobile phones or other listening, recording, transmission devices, as well as with any other sources of written information or on electronic media. Failure to comply with these requirements entails expulsion from the exam.

Students can request a new answer sheet in case of wrong completion of the previous one. In this case, it is necessary to refill all the data and the correct answers, until the expiry of the exam time.

The duration of the test is:

1. *1 hour and forty minutes for the study program Medicine, Medicine in English*
2. *1 hour and five minutes for the General Medical Assistance study program*
3. *50 minutes for the BFKTR study program*

For 30 minutes after the start of the written test, no candidate may leave the room. Afterwards leaving the room is done only after the candidate hands over the answer sheet and signs in the handover note. At the expiry of the time allotted to the written test, the students hand over the answer sheet and sign for it. The last 3 candidates remain in the exam room for signing and closing envelopes.

Within 30 minutes after the end of the written test in all rooms, the Central BA Commission exhibits the the answer keys for students' self-evaluation. Within 60 minutes after posting the correct answers, students may submit written complaints for reassessing the exam topics, the correctness of the items and suggested answers to the headquarters of the Central BA Commission. The answers to these complaints are issued by the Subjects Committee for the written test and are made public by posting them at the notice board next to the Dean's Office /on the faculty's website. Any appeal relating to the multiple-choice exercises, filed after the deadline, will not be taken into account.

The correction of the papers will be made according to the residency system.

The minimum average mark for passing the written test (exam 1) of the graduation exam is 5.00 (five), calculated to two decimal places, without rounding.

The result of the written test is made public within 48 hours after the exam. The results of the written test are announced by posing them at the secretariats' notice boards of the faculties.

The complaints regarding the evaluation of the test shall be made within one working day from the announcement of the results, at the headquarters of the Central Commission, during the office hours of the institution. The resolutions of complaints shall be carried out within a maximum of one working day from their submission.

Test 2 - presenting and defending the bachelor's thesis.

The presentation and defence of the bachelor's thesis shall be public.

The topics of the diploma papers are established by the departments and are approved by the Faculty Council. These topics must be chosen at least two semesters before the completion of the studies. In well-justified situations, the Council of the Faculty of Medicine may approve derogations from these deadlines, including regarding changes to the topics. The change of a topic that involves the replacement of the scientific coordinator is made within the Faculty of Medicine Council, only with the written consent of both coordinators involved in this process.

When registering, candidates will submit, in addition to the paper in printed format, a CD with digital format (pdf), which will allow searching in the text.

Candidates who have passed the 1st Test can participate in the second test—the presentation and defence of the bachelor's thesis (the minimum promotion average being 5.00).

The bachelor's thesis is presented in front of a commission made up of at least 3 members of the teaching staff of the faculty, specialists in the field in which the topic of

the work falls into or in related fields and having at least the didactic degree of lecturer. University assistants may be appointed as secretary of this committee.

The presentation and defence are public and are carried out through direct contact, directly, through the presence, in the same place and at the same time, of the commission and the examinee, based on a paper created by the candidate that must include the most important aspects of the work, for a maximum of 10 minutes' presentation.

It is recommended that the scientific coordinator of the thesis be present at the defence of the bachelor's thesis.

The deliberation of the committee on the determination of the results of Test 2 shall not be public. The decision-making and the grade awarded for the paper will reflect both its ideational content and the manner of presentation by the candidate (in compliance with the criteria in Annex 2 - Evaluation sheet of the bachelor's thesis - by the members of the evaluation committee). Decision-making in committee is governed by this Regulation (Annex 2).

The grades of the members of the committee are integers from 1 to 10. The grade of the BA thesis is calculated as the arithmetic average of the marks awarded by the members of the support committee, to two decimal places, without rounding.

The minimum pass average of sample 2 is 5.00 (five).

The grade awarded as a result of the defence may not be the subject of any appeal.

4.A4. Overall average

The general average for graduation is calculated as an arithmetic average, to two decimal places, without rounding, between the mark in sample 1 and the mark obtained in test 2.

The minimum average mark for passing the graduation exam is 6.00 (six).

A test passed in a previous session is recognized.

A failed test may be retaken in a subsequent session, with the candidate sustaining the related fees.

The results are communicated by displaying, within 48 hours from the date of the presentation, on the faculty notice board and on the website of the institution.

4.A5. Conducting the bachelor's exam

The bachelor's exam consists of a unique examination, namely the presentation and defence of the bachelor's thesis.

The topics of the dissertation papers must be chosen at least two semesters before the completion of the studies. In well-justified situations, the Council of the Faculty of

Medicine may approve derogations from these deadlines, including regarding changes to the topics. The change of a topic that involves the replacement of the scientific coordinator is made within the Faculty of Medicine Council, only with the written consent of both coordinators involved in this process.

When registering, candidates will submit, in addition to the paper in printed format, a CD with digital format (pdf) that allows searching in the text.

The presentation and defence are public and are carried out through direct contact, directly, through the presence, in the same place and at the same time, of the commission and the examinee, based on a material created by the graduate that must include the most important aspects of the work, for a maximum of 10 minutes.

It is recommended that the scientific coordinator of the thesis be present at the defence of the bachelor's thesis.

The deliberation of the committee on determining the results of the bachelor's examination is not public. The adoption of the decisions and the grade awarded will reflect both its ideational content and the manner of presentation by the candidate (in compliance with the criteria in Annex 2 - Evaluation sheet of the dissertation thesis - by the members of the evaluation committee). The decision-making process in this committee is governed by this Regulation (Annex 2).

The grades of the members of the committee are integers from 1 to 10. The grade of the dissertation thesis is calculated as the arithmetic average of the marks awarded by the members of the examination board, without rounding, to two decimal places.

The minimum average pass of the test is 6.00 (six).

The grade awarded as a result of the defence may not be the subject of any appeal.

The results are communicated by displaying, within 48 hours from the date of the presentation, on the faculty notice board and on the website of the institution.

Each bachelor/dissertation thesis will be verified from the point of view of the originality of the content with the help of an anti-plagiarism software, approved by the MINISTRY OF EDUCATION and made available to the faculty by OUC.

Standard declaration of authenticity – the bachelor's / dissertation thesis will contain a declaration of authenticity, on the candidate's own responsibility, dated and signed in original at the time of its submission, showing that the work belongs to them, has never been presented before and is not plagiarized.

It is strictly forbidden to sell scientific papers, as well as to falsify the authorship of a bachelor/dissertation thesis. Any deviation in this respect entails the elimination of the candidates from the graduation exam.

After completing the graduation exam: bachelor/diploma and dissertation, the bachelor/diploma and dissertation papers, in secure pdf format, are submitted by the secretary of the commission to the OUC Virtual Library, and the bachelor/diploma and dissertation papers in printed format will be archived at the faculty. The activities regarding the archiving and publication in the Institutional Digital Warehouse of the works for the completion of university studies are regulated by **PO-11-UOC**.

Considering the possibility of persistence of the restrictions imposed by the pandemic context, the procedure is completed with the measures to combat the risk of infection with SARS-Cov-2 Coronavirus:

- at the entrance to the school of the teaching staff, auxiliary teaching staff, non-teaching staff and graduates, the temperature (which **must not exceed 37°C**) will be measured by a medical staff who will provide medical assistance throughout the duration of the examination;
- if a student or a teacher, auxiliary or non-teaching staff shows symptoms or there is a suspicion that his or her health is poor, he/she will not be allowed access to the school;
- the route through the exam premises will be made on a **well-delimited and signaled route**, observing the physical distancing norms;
- the graduates will be accompanied by the teacher from the access to the unit to the exam room and then, after the completion of the tests, they will be led to the exit;
- at the entrance to the school will be provided **protective materials and equipment** (disinfectant mats, protective masks, hand sanitizers, etc.)
- the entrances/ exits, as well as the direction of travel in the corridors, to the exam rooms and other rooms, will be established by the school, properly signposted and regularly disinfected;
- graduates, teaching, auxiliary and non-teaching staff **will wear a protective mask** throughout the activities and will regularly sanitize their hands with disinfectants or soap;
- in the examination classrooms, the graduates will be **located at least 1 meter away from each other**, will wear a mask throughout the activities in the unit; **the duration of the tests will not be more than 3 hours**; in the case of longer periods, a **period of 2 hours will be provided between them for disinfection / sanitization with biocides and ventilation of the rooms for a period of at least one hour**;
- the collection of the worn masks will be done in special places, properly signposted, arranged in the school;
- at the end **of the activities, the graduates will receive a new mask for going home.**

In the case when the local / national / international epidemiological situation makes it impossible for the Faculty to assume the assurance of the conditions provided by law in terms of combating the risk for the student / examiner, in accordance with the Mec Order no. 4.206 of May 6, 2020 on taking measures in the field of higher education in Romania (Published in the OFFICIAL GAZETTE no. 372 of May 8, 2020) Art.13 para. 3.1, 3.2 and art.18 para. 2.1, 2.2 the bachelor's and dissertation exams respectively may be organized online, based on the procedure approved by the university senate, conditioned by the existence of adequate electronic platforms. The support in the online version will be fully registered, for each graduate separately, and archived at the faculty level.

As a consequence, in accordance with the Procedure for the online evaluation of students of the "Ovidius" University and the Procedure for the on-line evaluation of the bachelor/diploma and dissertation exams in Constanta, approved by HCA no. 307 and 308 of 28.04.2020 and SD no. 210 and 211 of 06.05.2020, the **Online Procedure of the bachelor/dissertation examination for students of the Faculty of Medicine will be applied, the specializations Medicine, General Medical Assistance, Balneo-Physiotherapy and Recovery of the "Ovidius" University of Constanta** approved in HCA 689/19.08.2020 and HS 509/25.08.2020.

The method of application (physical or online presence) of the Internal Methodology for completing the studies will be established at least 10 days before the exam, with the obligation of public information.

B. The online procedure of the bachelor/dissertation exam for students from the Faculty of Medicine, specialisations Medicine, General Medical Assistance, Balneo-physiotherapy and Recovery of the "Ovidius" University of Constanta

Taking into account the local / national / international epidemiological situation resulting as a result of the COVID-19 pandemic, of the establishment of the state of alert on the territory of Romania completed with the Decision no. 293 of March 10, 2021 on the extension of the state of alert on the territory of Romania starting with March 14, 2021 (Published in the OFFICIAL GAZETTE no. 245 of 11 March 2021) and No. 348/2021 of 25 March 2021 (Published in the OFFICIAL GAZETTE no. 308 of 26 March 2021) for the amendment and completion of Annex no. 3 to the decision, as well as to establish the measures that apply during it to prevent and combat the effects of the COVID-19 pandemic, but also to reduce the epidemiological risk of spreading the SARS - CoV 2 virus, in accordance with the MEC Order no. 4.206 of May 6, 2020 on taking measures in the field of higher education in Romania (Published in the OFFICIAL GAZETTE no. 372

of May 8, 2020) art.13 paragraph 3.1, 3.2 and art.18 para. 2.1, 2.2 for the on-line organization of the bachelor's and dissertation exams, based on their own procedures and methodologies approved by the University University University, the examination for the completion of studies at the Faculty of Medicine, the specializations of Medicine, General Medical Assistance, Balneophysiotherapy and Recovery within the University ii "Ovidius" from Constanța can be held online.

4.B1. Registration of candidates

1. The programming of the online examination of the graduates (date, time, link of the platform) will be made in compliance with the calendar established by the structure of the academic year and will be displayed on the virtual bulletin board on the faculty's website, to be taken into account by all the graduates directly interested.
2. The secretariats of the Faculty of Medicine elaborate the tables and catalogs with the graduates by forms of education for the current promotions, cycle and study programs, and transmit them electronically, signed handwritten, to the secretaries of the bachelor /dissertation commissions.
3. For the graduates from the previous promotions who did not take the graduation exam, based on the applications submitted electronically to the e-mail address of the faculty secretariat, separate tables will be drawn up, after checking the school situation and the status of a graduate in the UMS management platform, which will be transmitted electronically, under the same conditions mentioned in para. 2.
4. After carrying out the online evaluations appointment, the secretary of the commission will send to the president and the members of the bachelor/dissertation exam board, the list of graduates enrolled in the graduation exam.
5. The submission of the registration file will be done electronically at the secretariats of the Faculty of Medicine. The registration period and the e-mail addresses to which the documents from the file will be transmitted electronically, will be announced on the faculty's website. The registration file for the online examination for the completion of university studies includes:
 1. the registration form, filled in with personal data and information related to the name of the theme, respectively the scientific coordinator, except for opinions;
 2. bachelor's thesis/diploma project/dissertation thesis in digital format (pdf);
 3. the declaration of authenticity signed by the graduate (cf. UOC-PO-12);
 4. the declaration on own responsibility, regarding the conformity of the printed copy with the digital copy (cf. UOC-PO-12);

5. digital identification sheet of the bachelor's thesis / diploma project / dissertation thesis (cf. UOC-PO-11);
6. the appreciation report drawn up by the coordinator/scientific guide, who will explicitly and reasoned conclude the proposal regarding the admission in order to support the bachelor's thesis/diploma project/dissertation thesis (cf. UOC-PO-12);
7. proof of payment of the fee related to the exams;
8. the liquidation sheet (which will be compulsorily included in the graduate's file for the issuance of the diploma) – Annex 2 of the Regulation on the organization of the graduation exams in higher education - bachelor/diploma and dissertation examinations – within the "Ovidius" University of Constanta.

All the documents in the file, where requested, will be signed handwritten by the graduate, respectively the scientific coordinator, and transmitted in scanned electronic format.

The opinions in Annex 2 shall be obtained on the basis of the tables drawn up in accordance with Article 3 (2). (2) and (3) of the Procedure for the online conduct of the bachelor/diploma and/or dissertation exams at the "Ovidius" University of Constanța and transmitted electronically by the secretariats of the faculties to each service/department mentioned in the circuit of the liquidation form.

The tables with the approvals of the services/departments in the circuit of the liquidation form will be sent electronically, signed handwritten, to the faculty secretariat, which will send them electronically to the secretary of the commission.

The graduate has the obligation to send electronically, in addition to the registration file, an affidavit regarding the assumption of the obligation to submit the original documents to the secretary of the Commission, within 15 working days from the elimination of the restrictions on public gatherings, under the sanction of the nullity of the graduation exam.

The bachelor/dissertation exam is held in the presence, in the same place (online platform) and at the same time, of the exam board(s) specific to each test and of the examinee.

The bachelor/dissertation exam boards are responsible for organizing the exam in the virtual environment, ensuring in advance the simulation of this activity together with the graduates, in order to carry out in optimal parameters at the scheduled date for its support.

4.B.2 Conducting the exam

Exam 1

Conducting online the written test of the bachelor's exam for students from the Faculty of Physicians, specialization **Medicine, General Medical Assistance, Balneo-physiotherapy and Recovery of the "Ovidius" University**

The written test of the bachelor's degree exam is conducted online, using the Moodle platform or another platform approved by the "Ovidius" University of Constanta.

1. The topics and the reference bibliography are those approved by the University Senate. The exam will be conducted as planned by the Senate.
2. The legitimation and supervision committees are those approved by the University Senate.
3. The Technical Undergraduate Commission and the Secretariats of the Faculty of Medicine are responsible for the registration by groups of the graduates who have the right to enter the graduation exam and of the teachers designated for supervision. Examination groups will be created for each specialization, with the obligation to inform the participants at least 7 days before the exam. Candidates from previous promotions can register for the online test with the approval of the Dean's Office of the Faculty.
4. Additional technical details regarding the access to the IT platform and the conduct of the written exam will be sent to the teachers who are part of the written exam committees, on the groups of students and will be displayed on the first page of the Moodle platform on which the written test of the license exam will be held, at least 7 days before the test.
5. The written test of the bachelor's exam will be of the type "residency questions (grid type), with multiple answers/ one", as follows:
 - *100 questions for the study program Medicine, Medicine in English*
 - *65 questions for the General Medical Assistance study program*
 - *50 questions for the Balneo-physiotherapy and Recovery study program*

The questions can have one, two, three or a maximum of four correct answers. Each question will be allocated as time for one minute to answer. Questions cannot be reviewed once the page has been changed. The test will be held in an exact, planned period of time.

The time allotted to conduct written tests is as follows:

1. *1 hour and forty minutes for the study program Medicine, Medicine in English*

2. *1 hour and five minutes for the General Medical Assistance study program*
3. *50 minutes for the Balneo-physiotherapy and Recovery study program*
4. The access to the examination platform will be made 1 hour before the start of the test, and during the exam, the students have the obligation to ***keep the video cameras ON***.
5. The designated committee will identify the students with the identity card / student card after logging in, 30-60 minutes before the start of the written test.
6. During the written test of the bachelor's exam, the audio-video session remains open, and students will ***keep their video cameras active*** in order to be able to re-verify by survey the identity of each student present at the exam. This verification is the responsibility of the members of the licensing committee.
7. The exam session will close at the end of the duration allocated to the written exam. The student will be able to leave the written test after at least 30 minutes from its start, with the consent of the license board. The answers filled in after the expiry of the session will not be taken into account.
8. During the written examination of the license, it is forbidden to:
 - communication between candidates;
 - the presence /access of other persons in the space where the candidate takes the exam;
 - communication with persons other than the members of the committee;
 - leaving the candidate's space where he/she takes the exam;
 - concomitant use of other applications;
 - interruption of the exam;
 - any other activities that may lead to exam fraud.
1. The correction of the works will be made according to the residency system; graduates will receive automatic feedback from the platform, in accordance with the established scale, after the expiry of the time allocated to the test. After closing the session, the grids with the correct answers will be displayed online.
2. Appeals regarding the content of the questions / the correctness of the grids can be made in the first hour after the correction scales are displayed.
3. The results of the written test are communicated to the students within 48 hours from the date of the taking.
4. Complaints about the results can be submitted online within 24 hours of their communication. The answers to the appeals are solved by the Appeals Committee and are published by posting on the faculty's website.

5. The score obtained by the candidates is converted into marks with 2 decimal places, without rounding, from 1-10, by calculation according to the residency system. The minimum mark for passing the written test of the bachelor's examination is 5.00 (five).
6. The responsibility to ensure the technical conditions necessary for the test (internet connection, video camera and microphone functional, etc.) and to access the platform within the established term lies entirely with **the students**.
7. The substitution of a person for the written test in the graduation examination is fraud and is punishable in accordance with the regulations in force.

The enforcement of the Internal Methodology for completing the studies with the Procedure for the online conduct of the written test of the bachelor /diploma and dissertation exam will be made at least 10 days before the exam, with the obligation of public information.

Exam 2

Conducting online the presentation of the bachelor/dissertation thesis for the students from the Faculty of Medicine, the specializations of Medicine, **General Medical Assistance, Balneo-physiotherapy and Recovery of the "Ovidius" University**

1. The programming of the online examination of the graduates (date, time, link of the platform) will be made in compliance with the calendar established by the structure of the academic year and will be displayed on the virtual bulletin board on the faculty's website, to be taken into account by all the graduates directly interested.
2. The bachelor/dissertation exam is held in the presence, in the same place (online platform) and at the same time, of the exam board(s) specific to each test and of the examinee.
3. The bachelor/dissertation exam boards are responsible for organizing the exam in the virtual environment, ensuring in advance the simulation of this activity together with the graduates, in order to carry out in optimal parameters at the scheduled date for its support.
4. For online graduate screening, the **Moodle/Teams** platform will be used that allows assessment in individual or group video sessions.
5. The examination will be fully registered, with the prior consent of each graduate evaluated, expressed by completing Annex 1 of the Procedure for the online conduct of the bachelor/diploma and/or dissertation exams at the "Ovidius"

University of Constanta. The lack of consent leads to the loss of the right of the graduate to take the online graduation exam.

6. The records made on this occasion represent the proof of carrying out the examination activity and will be archived at the faculty level.
7. During the online graduation / dissertation exam, the graduate:
 - may not leave the examination session until it has been examined, with the agreement of the examination board;
 - is not allowed to record or capture the screen without the consent of the exam board.
8. During the online examination, it is forbidden to communicate the graduate with any other person, as well as to use applications other than those indicated by the commission.
9. The graduate may not use the online materials for the purpose of copying, photographing or reproducing them for purposes other than the examination in which he participates.
10. At the scheduled date and time, the exam board will start the video examination session and will make the online presence of the graduates, based on the catalogs containing the name and surname of all the registered graduates. They will legitimize themselves with the help of the identity card, which they will present/show to the exam board.
11. The graduates will access the video examination session and will be compulsorily identified throughout their activity within the online platform used, exclusively with the personal data (name, initial of the father and first name) from the license / dissertation exam catalogs.
12. The test for the bachelor's / dissertation thesis from the structure of the graduation exam will be held exclusively orally.
13. No objections to oral evidence shall be admissible.
14. After completing the online assessment, the committee secretary will centralize in the catalogue the resulting grade as an arithmetic average (to two decimal places, without rounding) of the marks given by the chairman and members of the committee.
15. The results obtained following the online exam will be communicated to the graduates within 24 hours by displaying on the websites of the faculties.
16. The catalogues of the graduation exam, completed and signed handwritten by the entire commission, will be transmitted electronically to the faculty secretariat,

following that after the removal of restrictions on public gatherings, within a maximum of 5 working days, they will be submitted in the original format.

The application of the Internal Methodology for completing the studies with the Procedure for the online conduct of the test for the license / dissertation exam will be made at least 10 days before the exam, with the obligation of public information.

This methodology was approved at the meeting of the Faculty Council on 30.03.2021.

Dean,

Associate Professor Doina Ecaterina Tofolean, PhD