



REGULATION
ON THE ORGANISATION AND CONDUCT OF THE
BACHELOR'S AND DISSERTATION EXAMINATIONS
(FOR JOINT BACHELOR'S AND MASTER'S DEGREE
COURSES)
IN THE FRAMEWORK
UNIVERSITY OF MEDICINE AND PHARMACY
„VICTOR BABEȘ“ IN TIMISOARA

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CHAPTER I. GENERAL PROVISIONS

Art. 1.

The final examinations at the University of Medicine and Pharmacy "Victor Babes" of Timisoara, hereinafter referred to as UMFVBT, for the undergraduate cycle and for the undergraduate and master's degree courses offered jointly - in the case of regulated professions, will be organized and conducted in accordance with the Law on Higher Education no. 199/2023, with subsequent amendments and additions, the Order of the Minister of Education no. 3691/2024 for the approval of the Framework Methodology for the organisation and conduct of the graduation, bachelor/diploma and dissertation examinations, based on this Regulation, approved by the University Senate, in compliance with the legal provisions in force.

Art. 2.

(1) Within UMFVBT, the bachelor's/master's degree exams are taken by graduates of accredited or provisionally authorized degree programs, from the current and previous graduating classes, who have passed all the evaluation exams during the undergraduate degree programs.

(2) Graduates of accredited degree programs or of degree programs authorized to operate provisionally at UMFVBT register with the deans of the faculties and take the bachelor's/master's exam at UMFVBT.

(3) For an undergraduate programme, the final examination is organised and conducted under the same conditions for all graduates.

CHAPTER II. ORGANISATION AND CONDUCT OF THE LICENSING EXAMINATION

Art. 3.

Undergraduate degree programmes (3-4 years, i.e. 180-240 ECTS/SECT transferable study credits) are completed with a bachelor's degree examination.

Art. 4.

(1) The licensing exam consists of two papers as follows:

- a) test 1: assessment of basic and specialist knowledge;
- b) test 2: presentation and defence of the bachelor thesis.

(2) Depending on the specifics of each programme, the number of tests and how they are taken is regulated as follows:

a) test 1:

- in the form of a written paper, from the topics and bibliography posted on the university website **for graduates of all undergraduate degree programmes;**

- specific component, in the form of a practical test, **for graduates of the undergraduate degree programme Balneophysiokinetotherapy, respectively for graduates of study programmes organised within the Faculty of Dental Medicine and the Faculty of Pharmacy;**

b) test 2 - presentation and public defence of the bachelor's thesis, **for graduates of all undergraduate degree programmes.**



(3) The evidence referred to in [paragraph. \(1\)](#) for the licensing examination shall be held in the presence, at the same place and at the same time, of the examination board(s) specific to each test and the examinee.

(4) By way of derogation from the provisions of [paragraph. \(3\)](#), during a state of emergency, necessity or urgency, on the basis of university autonomy, respecting the quality of teaching and assuming public responsibility, the evidence referred to in [paragraph 1](#) shall be made available to the public. (1) for the licensing examination may also be conducted online, on the basis of a procedure approved by the University Senate, provided that the university has an appropriate electronic platform. The online version of the examination must be fully recorded for each individual graduate and archived at faculty level.

(5) The presentation and defence of the thesis are public.

(6) The coursework and bibliography are published on the University website.

Art. 5.

(1) The passing average of the licensing exam must be at least 6.00. The pass mark for each examination must be at least 5.00, regardless of the number of examinations.

(2) The marks awarded by the members of the examination board are whole numbers from 1 to 10.

(3) The average of a test/examination, calculated as the arithmetical average of the marks awarded exclusively by the members of the examination board, is calculated to two decimal places without rounding.

(4) The average of the licensing exam is calculated to two decimal places, without rounding, exclusively on the basis of the average of the tests, as follows:

a) the arithmetic mean of the mark of the written test (test 1) and the mark of the examination to defend the bachelor's thesis (test 2), resulting in the final average of the bachelor's examination, for study programmes that do not take the practical test;

b) the arithmetic mean of the average of the average of the first examination (written paper and practical test) and the mark of the examination to defend the license paper (test 2), resulting in the final average of the license examination. The average of test 1 is the arithmetic mean of the mark of the written paper and the mark of the practical test.

(5) If a candidate does not obtain at least 5.00 in a test, the next time he or she takes the licensing examination, the examination is repeated in its entirety.

(6) The access to the examination of presentation and defense of the bachelor's thesis is conditional on passing the written test and the practical test, as appropriate.

(7) The deliberations of the committees on the determination of the results of the final examinations are not public. Decisions within the committee are based on the arithmetic average of the marks obtained by the candidate from the committee members.

(8) The results of each examination are communicated by posting, no later than 48 hours after the date of the examination, on the notice board of the organising faculty and on the University's website.

CHAPTER III. ORGANISATION AND CONDUCT OF THE DISSERTATION EXAMINATION

Art. 6.

(1) For the university studies offered in the case of regulated professions (5-6 year university study programmes, i.e. 300-360 ECTS/SECT transferable study credits), the dissertation examination consists of two parts, as follows:

a) test 1: assessment of basic and specialist knowledge;

b) test 2: presentation and defence of the bachelor thesis.

(2) Depending on the specifics of each programme, the number of tests and how they are taken shall be regulated as follows:

a) test 1:

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- in the form of a written paper, from the topics and bibliography posted on the university website **for graduates of all degree programmes offered at the bachelor's and master's level;**

- a specific component, in the form of a practical test, **for graduates of the joint bachelor and master study programmes offered in the Faculty of Dental Medicine and the Faculty of Pharmacy;**

b) test 2 - presentation and public defence of the dissertation, **for graduates of all university degree programmes offered at Bachelor and Master level.**

(2) The evidence referred to in paragraph. (1) for the dissertation examination shall be held in the presence, at the same place and at the same time, of the examination board(s) specific to each test and of the examinee.

(3) By way of derogation from the provisions of paragraph. (3), during a state of emergency, necessity or urgency, on the basis of university autonomy, respecting the quality of teaching and assuming public responsibility, the evidence referred to in paragraph 1 shall be made available to the public. (1) for the dissertation examination may also be conducted online, on the basis of a procedure approved by the university senate, provided that the university has an appropriate electronic platform. The online version of the examination must be fully recorded for each individual graduate and archived at faculty level.

(4) The presentation and defence of the dissertation are public.

(5) The coursework and bibliography are published on the University website.

Art. 7.

(1) The passing average for the dissertation exam must be at least 6.00. The pass mark for each examination must be at least 5.00, regardless of the number of examinations.

(2) The marks awarded by the members of the examination board are whole numbers from 1 to 10.

(3) The average of a test/examination, calculated as the arithmetical average of the marks awarded exclusively by the members of the examination board, is calculated to two decimal places without rounding.

(4) The average of the dissertation examination is calculated to two decimal places, without rounding, exclusively on the basis of the average of the tests, as follows:

a) the arithmetic mean of the mark of the written test (test 1) and the mark of the examination to defend the bachelor's thesis (test 2), resulting in the final average of the bachelor's examination, for study programmes that do not take the practical test;

b) the arithmetic mean of the average of the average of the first examination (written paper and practical test) and the mark of the examination to defend the license paper (test 2), resulting in the final average of the license examination. The average of test 1 is the arithmetic mean of the mark of the written paper and the mark of the practical test.

(5) If a candidate does not obtain at least 5.00 in a test, the examination is repeated in its entirety at the next sitting of the dissertation examination.

(6) Access to the presentation and examination is subject to passing the written test and the practical test, as appropriate.

(7) The deliberations of the committees on the determination of the results of the final examinations are not public. Decisions within the committee are based on the arithmetic average of the marks obtained by the candidate from the committee members.

(8) The results of each examination are communicated by posting, no later than 48 hours after the date of the examination, on the notice board of the organising faculty and on the University's website.

CHAPTER IV. SPECIFIC PROVISIONS CONCERNING THE ORGANISATION AND CONDUCT OF THE LICENCE AND DISSERTATION EXAMINATIONS

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Section 1. Registration of candidates for the final examination (bachelor's/master's degree)

Art. 8.

(1) The registration of the candidates for the bachelor's exam is done individually, at the dean's offices of the faculties, according to the calendar of the final exams and the structure of the academic year, approved by the University Senate, by submitting the bachelor's/dissertation thesis accompanied by the abstract and the thesis report, the certificates of linguistic competence, the affidavit on the originality of the content of the thesis, signed by the graduate and the coordinator/scientific advisor, and the similarity report.

(2) Candidates for the Bachelor's degree examination shall present at registration a certificate of language proficiency in a language of wide international circulation, issued by the relevant department of UMFVBT or by another specialized national or international institution recognized by the relevant department of the University.

Art. 9.

(1) The Bachelor's exam is organized by UMFVBT, according to the structure of the academic year and the calendar of the final examinations, approved by the University Senate, in at least two sessions, one of which in February of the following academic year, organized under the same conditions.

(2) Graduates of previous classes can register for the final exam in the sessions scheduled for the current class.

(3) The presentation of some candidates in sessions subsequent to those organized for the promotion of which they are part, can be done with the candidates bearing the related expenses, in the amount established by the University Senate, by the Regulation on the amount of tuition fees and other fees.

(4) Repetition of the Bachelor's exam is subject to registration and payment of the fee set by the University regulations.

(5) The general rules of discipline for participation in examinations, as laid down in the University Charter and in its own regulations, are also valid for the Bachelor's examination and are supplemented by the provisions of these Regulations.

Art. 10.

(1) The University will inform the candidates about the periods of the final examinations, the conditions and periods of registration, the subjects, the bibliography, etc., through the secretariats of the faculties, by posting on the web page of the University, section Bachelor/Dissertation Examination.

(2) The questions for the final examination will be 80% of those posted on the University's website and a minimum of 20% at first sight from the bibliographical material of the residency, for graduates of the offered joint bachelor and master degree programmes of 5-6 years' duration (300-360 ECTS), respectively from the bibliographical material published on the University's website, for graduates of bachelor degree programmes of 3-4 years' duration (180-240 ECTS).

(3) **Starting with the 2024-2025 promotion**, the questions on the graduation exam will be 50% of those displayed on the university's website and 50% at first glance, from the bibliographic material for residency, for graduates of university study programs offered joint bachelor's and master's degree, with a duration of 5-6 years (300-360 ECTS), respectively from the bibliographic material published on the University's web page, for graduates of bachelor's degree programs with a duration of 3-4 years (180-240 ECTS).

Section 2. Appointment and composition of the committees for the final examinations (bachelor's/master's degree) and the committees for the resolution of appeals

Art. 11.

(1) The Central Coordination Office for the Final Examination and the Central Commission for the Bachelor/Dissertation are established, on the proposal of the Rector, at University level, are approved by the



Administrative Council and are constituted by decision of the Rector. Their composition is published on the University website, www.umft.ro.

(2) The composition and the number of the final examination committees are established by faculties and study programmes, at the proposal of the faculty councils, at least one month before the date of the licensing examination, are approved by the Administrative Council and are constituted by decision of the Rector. The composition of the committees is published on the University website, www.umft.ro.

(3) The composition of the commissions for the analysis and resolution of the appeals is established by faculties, at the proposal of the faculty councils, at least one month before the date of the licensing exam, is approved by the Administrative Council and is constituted by decision of the Rector. The Commissions for the analysis and resolution of appeals are composed of 3 members, other than the members of the examination committee, including a chairperson, a secretary (with document management duties only) and are published on the University website, www.umft.ro.

(4) Each final examination board consists of a chairperson, members and a secretary.

(5) The chairperson of the final examination board must hold the teaching rank of university professor or university lecturer.

(6) The members of the final examination committee must hold the scientific title of doctor and the teaching rank of university lecturer/head of university studies, university lecturer or university professor.

(7) The secretary of the final examination board must have at least the teaching rank of university assistant and has only document management duties.

(8) According to the law, the members of the examination board, the secretary of the examination board and the members of the committees for the resolution of appeals may not be in a relationship of spouses, relatives or relatives up to and including the third degree with the examinees or with each other.

(9) Faculties with a large number of students will set up several committees to evaluate the undergraduate/dissertation work.

(10) The number of committees is determined according to the number of undergraduate/dissertation papers in order to ensure the efficient running of the examination.

(11) Each committee shall be organised by related disciplines, including at least one specialist teacher from each discipline.

(12) The distribution of students by committee and room is published on the University's website, through the Dean of the Faculty, in good time before the date of the examination.

(13) The composition of the committees for the licensing examinations and the committees for the examination and resolution of appeals, as well as the number of their members, shall not change during the final examinations.

(14) Any change in the composition of the commissions for the bachelor's/degree examinations and the commissions for the resolution of appeals, for duly justified reasons, before the date of the final examination, shall be approved by the Rector of the university, with the opinion of the President of the Central Coordination Office for the bachelor's examination.

(15) The University management, deaneries and examination boards bear full responsibility for the organisation and conduct of the final examinations.

Art. 12. The members of the licensing committees, together with the heads of room and the supervisors and operators, participate in the technical training, organized by the Central Licensing Committee, in the week prior to the written exam of the first session of the final exam, in the Aula Magna of the university (or online, link sent by e-mail, in justified cases). The Chair of the Central Licensing/Dissertation Committee will make clear details of the timetable, location, examination papers, how to complete and mark the grid, responsibilities of the Central Committee, the Faculty Committees, the Heads of Room and the invigilators. The allocation of invigilators and invigilators to each room is also clarified and other useful information is provided.

Section 3. Measures to ensure the originality of the content of undergraduate/dissertation work

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Art. 13.

(1) The authors of the thesis/dissertation are responsible for ensuring the originality of their content. The scientific coordinators/editors of undergraduate/dissertation works have an obligation of due diligence in verifying the conformity of the scientific work with the specific requirements of an original creation.

(2) Within UMFVBT it is forbidden to sell scientific works in order to facilitate the falsification by the purchaser of the authorship of an undergraduate/dissertation work.

(3) The educational, administrative and technical measures taken to guarantee the originality of undergraduate works are set out in the Methodology for the preparation and submission of undergraduate works at UMFVBT, and the related sanctions are set out in the Code of Ethics and Professional Academic Deontology, an integral part of the University Charter of UMFVBT, in accordance with the provisions of the Law on Higher Education No. 199/2023.

(4) At UMFVBT, for the similarity analysis, carried out during the registration period for the final exam, before submission/submission, all undergraduate/dissertation papers are checked with the following nationally recognized program approved by M.E. Order no. 3692/2024: www.sistemantiplagiat.ro.

(5) The maximum percentage of similarity accepted for undergraduate/dissertation work is set using two similarity coefficients, $C1 \leq 50\%$ and $C2 \leq 5\%$ respectively.

(6) The working procedure, the standard documents, the person(s) designated for the analysis and interpretation of the result of the similarity report, as well as the periods during which the undergraduate work can be checked for originality of content using the university's anti-plagiarism program are set out in the Methodology for the preparation and submission of undergraduate work at UMFVBT, made known to students by posting on the university website.

(7) In undergraduate degree programmes with 300 transferable credits and 360 transferable credits respectively, **all** undergraduate work is checked using the University's anti-plagiarism programme.

(8) In undergraduate degree programs with 180-240 transferable credits, 10% of undergraduate work is checked, by survey, using the University's anti-plagiarism program.

(9) All approved undergraduate papers defended before the examination boards will be stored in the UMFVBT anti-plagiarism software for use in verifying the originality of the papers in future years.

(10) Graduation papers must have original content. If plagiarism or falsification of authorship of the work by purchase/commercialization is found, the graduate will not be allowed to take the Bachelor/Dissertation exam.

(11) The Rector may cancel, with the approval of the University Senate, a degree examination, certificate or diploma when it is proven that it was obtained by fraudulent means or in violation of the provisions of the Code of Ethics and University Deontology.

Section 4. WRITTEN TEST

Art. 14.

(1) The written test consists of a grid-type exam with:

- 120 questions, in the following study programmes: Medicine, Medicine (in English), Medicine (in French), Dental Medicine, Dental Medicine (in English), Pharmacy, Pharmacy (in French);

- 100 questions, in the General Medical Assistance, General Medical Assistance (in Lugoj), General Medical Assistance (Deva), Balneophysiokinetotherapy and Rehabilitation, Nutrition and Dietetics, Dental Technique, Dental Prophylaxis Assistance;

- 60 questions, in the Pharmacy Assistant (Lugoj), Medical Cosmetics and Cosmetic Product Technology study programme.

(2) The topics and bibliography are established by the Faculty Councils and are published on the University's website, within the deadline set by the Faculty Management and with the approval of the Prorector of Teaching.

(3) The first 30 questions out of 120, respectively the first 25 questions out of 100 and the first 15 questions out of 60, depending on the programme of study, will be of the single supplement type; questions 31-120, 26-100, respectively 16-60, will be of the multiple supplement type.

(4) The maximum mark for the simple complement questions is 4 marks and can be obtained by marking only the correct answer. If more than one answer or no answer is marked, the mark for the question will be 0 points.



(5) The maximum mark for multiple choice questions is 5 marks and is awarded in accordance (1 mark for each match) with the number of correct answers marked and incorrect answers not marked. If only one answer, no answer or all 5 answers are marked, the mark for the question will be 0 points.

Art. 15.

- (1) The written test subjects are drawn up by the specialist committee for this test.
- (2) The written exam board is made up of teachers, specialists in the subject areas of the exam.
- (3) At least three working days before the written examination, the chairpersons of the final examination commissions for each study programme shall check the existence and correctness of the marking algorithm, the marking grid, the equivalence of marks and marks, the text and the format of the examination booklet to be multiplied.

Art. 16

Students from study programmes organised in a foreign language take the written test in Romanian.

Art. 17.

- (1) The lists of the room assignments of the students are posted on the university's website, through the dean's office at least one working day before the date of the written exam and are handed to the chairmen of the undergraduate/dissertation committees.
- (2) Students must be present in the room to which they have been assigned 30 minutes before the time announced for the start of the exam.
- (3) Students must carry valid ID, student card and blue or black pen.
- (4) It is not allowed to have mobile phones or any other listening, recording, transmitting, or any other written or electronic information sources during the examination. Failure to comply with these requirements will result in disqualification from the examination.
- (5) Students may request a new blank grid once if they complete the grid incorrectly. In this case it is necessary to fill in all the data and correct answers again by the end of the examination time.

Art. 18.

- (1) The conduct of the written examination is supervised by the supervisory committees, established by the Central Licensing/Dissertation Commission and approved by the deans of the faculties.
- (2) Each supervisory committee is composed of at least 3 teachers: head teacher and supervisors.
- (3) The invigilators and invigilators will take over the examination rooms one hour before the start of the examination.

Art. 19.

- (1) On the morning of the day set for the bachelor's examination, at the time scheduled by the President of the Central Licensing/Dissertation Commission, a committee made up of the President, members of the specialist committees, University Printing Office staff, and other members of the central committee strictly designated in advance, will meet at the Printing Office to: draw the subjects at random, check the correctness of the tests drawn, and multiply the examination papers, being responsible for keeping the tests secret until they are distributed to the examination rooms.
- (2) The written examination papers are brought to the examination rooms by teachers designated by the dean/chairs of the licensing/degree committees, who will solve any problems that arise during the written examination.
- (3) Members of the supervisory committees will instruct the graduates on how to complete the examination booklet, examination grid, time allotment and other useful information.
- (4) The duration of the written test of the Bachelor/Dissertation exam is 3 hours for the 100-120 questions grids and 2 hours for the 60 questions grids and is counted from the handing in of the last examination booklet. No candidate may leave the examination room for 30 minutes after the start of the written test. Subsequent leaving of the room is only allowed after the candidate has handed in the paper and signed the hand-in slip.
- (5) At the end of the time allotted for the test, students hand in their work and sign for it. The last 3 graduates remain in the exam room for signing and closing the envelopes.



(6) Before the end of the written test, the members of the committees per faculty will distribute the memory-sticks/scoring grids in the rooms, in a number equal to the number of correcting operators in each room, which will be signed by the head of the room.

(7) Next, in the examination rooms, the paper is corrected by scanning or by hand (in case of technical problems) in the presence of two invigilators, the candidate and two witnesses, who will sign the paper, after which the score is converted into marks. Re-scoring can only be carried out following an appeal.

(8) After the end of the mark-taking activity, the Heads of Room will hand over the boxes of examination materials to the Central Licensing/Dissertation Committee.

Art. 20.

Within 60 minutes of the end of the written examination, the licensing/degree committees post the correct grids for students' self-assessment.

Art. 21.

(1) The results of the written examination, for each study programme, shall be communicated no later than 48 hours from the date of the examination, by the secretaries of the undergraduate/dissertation committees, by posting on the notice board of the organising faculty and on the University's website, in PDF format, in compliance with the rules on the protection of personal data. The results are signed by the chairperson and the secretary of the examination committee, by study programme.

Art. 22.

(1) The grade can be challenged within 24 hours of the results being posted, in writing to the Dean of the Faculty, by submitting the challenge to the University Registrar's Office or by sending it online to the Dean's e-mail address.

(2) Appeals are dealt with exclusively at faculty level and the decisions of the committees for the analysis and resolution of appeals are final and are issued within 24 hours of the end of the appeal period.

Section 5. PRACTICAL TEST

Art. 23.

(1) The practical test of the Bachelor/Dissertation exam, in the study programmes where it is foreseen, consists of the evaluation of the application of knowledge and practical skills, specific to the respective faculties.

(2) The practical test of the Bachelor/Dissertation exam for the Faculty of Dentistry is a case presentation based on case documentation.

(3) The practical part of the Bachelor's/Dissertation exam for the Faculty of Pharmacy is of a practical type (making a magistral preparation and identification, control of chemical substances according to the Pharmacopoeia monographs, analysis of a medical prescription).

(4) The practical test of the Bachelor's degree examination for the Bachelor's degree programme Balneophysiokinetotherapy and Rehabilitation is of a practical type (exemplification/simulation of a practical subject from the specialized subject).

Art. 24.

(1) The committees for the practical test are made up of specialists established by a decision of the Faculty Council.

(2) Each committee is composed of a chairman and at least 3 members.

(3) The committee chair and committee members are responsible for preparing the room with the necessary materials.

Art. 25.

(1) The committees for the final examination/graduation and the committees for the practical examination determine their own way of assigning students to groups.

(2) The Faculty Central Undergraduate/Dissertation Committee is responsible for the smooth running of student assignments.

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Art. 26.

Students must be present at the venue where the practical test is held at the scheduled time and will enter the exam on the basis of valid ID.

Art. 27.

- (1) The practical test is conducted in Romanian.
- (2) Graduates must carry a white coat and specific instruments (if applicable).

Art. 28.

- (1) The way the practical exam is conducted is specific to each faculty and each study programme.
- (2) The committees must evaluate all the candidates assigned to them as a whole.

Art. 29.

- (1) The assessment of the students consists of the evaluation of the practical test by grade.
- (2) In order to pass the practical test, the graduate must obtain at least 5.00 (five).
- (3) The mark obtained in the practical test cannot be contested.

Art. 30.

(1) The results of the practical test for each study programme are communicated within 48 hours from the date of the examination by the secretaries of the undergraduate committees, by posting on the notice board of the organising faculty and on the University's website, in PDF format, in compliance with the rules on the protection of personal data. The results are signed by the chairperson and the secretary of the examination committee, by study programme.

Section 6. PRESENTATION AND PUBLIC DEFENCE OF THE THESIS

Art. 31.

(1) The major criterion in the choice of the field/topic of the bachelor's/dissertation thesis must be the advantage that the research to be carried out can offer in the training process of the future specialist. The topic under consideration should be related to the graduate's programme of study/specialisation, in particular to that area of activity in which the graduate has both a sound general knowledge and a particular interest.

(2) The scientific coordinators/instructors of the bachelor's/master's thesis can be teachers of the faculty, from the rank of university assistant to the rank of university professor or/and teachers or researchers from other universities or institutions that have agreements in this regard with UMFVBT. University assistants employed on a fixed-term basis may only coordinate undergraduate work together with a full professor.

(3) Teaching staff are required to accept to coordinate undergraduate/graduate work. A scientific coordinator/mentor may lead up to a maximum of 8 undergraduate/dissertation papers per year. There must be free communication between the student and the scientific coordinator/tutor, appropriate to the academic environment, based on mutual respect and appreciation.

Art. 32.

(1) The undergraduate/dissertation thesis is prepared and defended in accordance with the Methodology for the preparation and defense of the undergraduate thesis at UMFVBT, in force.

(2) The topics of the bachelor's/dissertation thesis are established in accordance with the research priorities of the disciplines, in agreement with the scientific coordinators.

(3) Students are required to notify the Dean of the Faculty, the title of the thesis and the agreement of the scientific coordinator / supervisor, no later than June 1 of the penultimate year of study, respectively, for graduates of the Faculty of Dental Medicine, no later than March 1 of the penultimate year of study.

(4) The student may change the subject and/or the scientific coordinator/tutor only once, after informing and with the advice of the original scientific coordinator and with the advice of the Dean of the Faculty. The change of title and scientific coordinator is not possible from the 2nd semester of the final year of study.

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Art. 33.

- (1) Completion of the thesis is subject to the approval of the scientific coordinator/mentor.
- (2) The bachelor's/dissertation thesis shall be submitted to the Dean of the Faculty within the deadlines set out in these regulations, both in editable format by e-mail and in letter format.
- (3) The paper can only be defended if it is accompanied by the abstract and the paper report signed by the scientific coordinator.

Art. 34.

- (1) The presentation of the bachelor/dissertation thesis is made through a public oral presentation, for a maximum of 10 minutes, based on a material created by the graduate, which must include the most important aspects of the thesis.
- (2) It is recommended that the scientific coordinator/ supervisor of the dissertation be present at the dissertation defense.
- (3) Students must be present at the premises where the examination of presentation and public presentation of the bachelor's thesis/dissertation is held at the scheduled time and will enter the examination on the basis of valid ID.

Art. 35.

- (1) The evaluation of the bachelor's/dissertation work is done by a committee consisting of a chairperson, 3-4 members and a secretary. The secretary has no right to mark.
- (2) The members of the committee, with the right to mark, can only be teaching staff, tenured at the University.
- (3) Each member of the committee with the right to mark awards a mark from 1 to 10 (whole numbers).
- (4) The final mark for the final examination of the Bachelor's/Dissertation thesis is the arithmetic mean of the individual marks of the members of the Assessment Board with the right to mark.
- (5) The results obtained in the defence of the bachelor/dissertation thesis cannot be contested.
- (6) Each faculty may impose specific criteria related to the evaluation of the graduation thesis.
- (2) The results of the presentation and public presentation of the bachelor's/dissertation thesis for each study programme are communicated within 48 hours from the date of the examination by the secretaries of the bachelor's/dissertation committees, by posting on the notice board of the organising faculty and on the University's website, in PDF format, in compliance with the rules on personal data protection. The results are signed by the chairperson and the secretary of the examination committee, by study programme.

CHAPTER V. FINAL PROVISIONS

Art. 36.

- (1) The catalogues for the final examination shall be drawn up for each study programme for each examination, filled in by the faculty secretary with the names and surnames of the graduates registered for the examination and sent to the final examination committees at least one day before the examination begins.
- (2) The marks awarded by the committee are entered in the catalogues by the secretary of the committee. The catalogues, signed by all the members of the examination board, must be handed in to the Secretary of the Faculty no later than 48 hours after the date of the examination, after the examination has been marked.
- (3) The centralizing tables of the results of the final examination, drawn up at the dean's level, are submitted to the General Secretariat of the University and to the Secretariat of Studies, in order to complete and issue the study documents and must contain the following: the name of the faculty, the study programme completed, the duration of the studies, the form of education, the examination sample, as well as the marks obtained, the signatures of the dean of the faculty and that of the chief secretary of the faculty, the stamp of the faculty.
- (4) The results obtained are transcribed in the Register and on the diploma awarded to the graduate.

Art. 37.

For archiving purposes, the documents relating to the final examinations, by academic year and study programme, are grouped in files as follows:

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2 Eftimie Murgu Square, code 300041, Timisoara, Romania

Tel: +40256220483

Email: prorektoratdidactic@umft.ro

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a) at the Deans of the faculties:

- Examination catalogues, with permanent retention period;
- The file of the final examination (attendance tables, the results of each examination, centralised tables of the results of the bachelor's degree/dissertation examination, a model of the examination booklet, the decisions of the Faculty Council, the decisions of the rector concerning the composition of the bachelor's degree committees, the Regulations for the organisation of the bachelor's degree examination), with a retention period of 10 years;
- Bachelor's papers, their abstracts and reports, as well as graduate papers from the written examination, with a retention period of 3 years;

b) at the General Secretariat Department of the University:

- The final examination file (Regulations for the organisation of the Bachelor's/Dissertation examination, decisions of the Rector on the composition of the final examination commissions, marking grid, a model of the examination booklet, centralising tables of the final examination results by study programme), with a retention period of 10 years.

Art. 38.

Diplomas and diploma supplements for graduates who have passed the graduation exam are issued free of charge by UMFVBT within a maximum of 12 months from the date of passing.

Art. 39.

(1) Until the diploma is issued, after passing the final examination, within 30 days, graduates are issued a certificate of completion of studies, which is valid for a maximum of 12 months from the date of passing.

(2) The certificate of completion of studies gives the holder the same legal rights as the diploma and must contain the position, name, surname and signature of the persons in the institution in office at the time of completion (rector, university secretary, dean, faculty secretary), the university seal and the following information:

- a) identification data of the graduate;
- b) field of university studies;
- c) study programme;
- d) study period;
- e) average years of study;
- f) the average of the school leaving examination;
- g) accreditation status/provisional authorisation, form of education, language of instruction, geographical location, number of credits and the regulatory act establishing them (government decision, ministerial order, as appropriate);
- h) the number of the ministerial order/acceptance letter/tuition approval/status of recognition of studies - for foreign students.

(3) Graduates are usually issued with a single certificate of completion. In the event of loss or destruction, a new certificate is issued on request, with a new registration number, valid for a maximum of 12 months from the date of passing the final examination.

Art. 40.

(1) Graduates who do not pass/fail the bachelor's/master's degree examination receive, upon request, a certificate of graduation without a degree examination.

(2) The certificate of graduation without a university leaving examination shall contain the following minimum compulsory elements:

- a) identification data of the graduate;
- b) field of university studies;
- c) study programme/specialisation;
- d) study period;
- e) average years of study;



f) accreditation status/provisional operating authorisation, form of education, language of instruction, geographical location, number of credits and the regulatory act establishing them (government decision, ministerial order, as appropriate);

g) the number of the ministerial order/letter of acceptance to study/approval of enrolment/certificate of recognition of studies - for foreign students;

h) the position, surname, first name and signature of the persons in the institution in office at the time of completion (rector, university registrar, dean, faculty registrar) and the university seal.

Art. 41.

For graduates of private higher education who fall under the provisions of Law no. 60/2000 on the right of private higher education graduates to take the final examination at accredited state higher education institutions, as well as for graduates coming from study programmes that have gone into liquidation/licensed, respectively from other accredited or provisionally authorised higher education institutions, UMFVBT ~~does not organise the final examination~~, based on pre-existing inter-university agreements and a separate methodology, approved by the University Senate, in compliance with the legal provisions in force.

Art. 42. This Regulation was approved in the Senate meeting of 27.03.2024, modified and completed in the meetings of 24.04.2024, respectively 26.06.2024, and applies from the academic year 2023-2024, as well as to graduates who have not taken or have not passed the final examination by the time it comes into force.

**Rector,
Prof. Dr. Octavian Marius Cretu**

The holograph signature is affixed to the original version of the document which is kept in the archives of the University Senate. This act has the same legal force as the original document.

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