

REGULATION

regarding the Students' Professional Activity

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Senate Meeting on 29th of September 2005**

REGULATIONS

regarding the Students' Professional Activity

applicable since the beginning of the 1st study year of the academic year 2005/2006

Chapter I. General dispositions

Art. 1. The regulations regarding the students' professional activity comprise a set of rules applicable within the University of Oradea. These regulations are applicable alongside the regulations regarding the European Credit Transfer System (ECTS).

Art. 2. These regulations apply to all the categories of students and all forms of study in the University of Oradea.

Chapter II. The application and the documents necessary for joining the faculty

Art. 3. Students who passed the entrance exam for the first year of studies, those transferred from other universities or faculties and those who were approved to continue or to restart their studies shall be registered by the Rector under a unique registration number, valid for the entire period of study at the faculty for which the exam was taken. These numbers are continued for each series of students. The re-enrolled student shall receive new registration number.

Art. 4. When the student is registered a personal file shall be put together which shall contain:

- The papers for the entrance exam (if it is the case)
- High school graduation diploma or a licence diploma (in original)
- The enrolment application for the first year of studies
- Birth certificate in a legalized copy
- Documents showing the name change, legalized copy
- 2 photographs
- medical certificate

During the study period, the student's file shall be completed with:

- enrolment applications at the beginning of each year of study
- school contract and study contract
- documents necessary for obtaining a scholarship, according to the law
- applications for the motivation of absences (in case of illness) approved by the faculty management accompanied by medical documents
- documents by which certain rights have been granted (interruption of studies, extension of studies, transfer, etc), applied sanctions
- documents certifying studies completed in other universities in the country and abroad and the results obtained
- documents certifying the payment of the required fees.

Art. 5. When joining the faculty, each student shall receive the following:

- Student identification card
- Student grade book
- Student transportation card (if it is the case)

The student identity card functions as an identity card in all cases when the student is requested to prove that he or she is a student.

The student grade book contains all the grades the students obtain in their exams or other forms of examination. Presenting the student grade book to the examining professor is compulsory.

The student identification card and the student grade book shall be sealed at the faculty secretariat at the beginning of each study year.

No alterations or additions are accepted on the students' documents, otherwise being considered as a forgery of public documents and sanctioned accordingly. In case of loss of personal documents, a duplicate shall be released, after announcing the loss in the press and paying of the fees established by the Senate. In case of transfer, permanent withdrawal from studies or expulsion, the faculty secretariat shall withdraw these documents.

Art.6. Enrolling students at the beginning of each study year shall be done by the secretariats of all faculties within the first 15 days at the beginning of the study year at the request of the student who has passed the previous year, or who has transferred or been re-enrolled or who continues their studies after an interruption and who fill in the application for enrolment, if they meet the requirements of the ECTS.

Students who do not fill in the application by the 15th of October shall be able to enrol only with the approval of the Dean of the Faculty who shall analyze the reason for the delay and decide accordingly. In case the application is not approved, the student shall be expelled. Continuation of studies shall be possible only at the beginning of the following study year.

The student shall be informed, if it is the case, of the fees and payment dates when he/she enrolls in each study year.

Chapter III. Students' rights and obligations

Students, as members of the academic community, have rights and obligations which stem from the law of education, the Carta of the University of Oradea, the Regulations concerning the students' professional activity and the regulations concerning the application of ECTS.

Art.7. Rights.

During the entire period of study, the students shall have the following rights:

a). to benefit from free studies, according to the education law no. 84/1995, with its subsequent alterations and additions, and the instructions for the application of this law, during the normal period of study for the respective specialization, except for the fees required according to this law.

Normal period of study refers to the time interval necessary for completing the study programme, according to the structure of the specialization (years, semesters, sessions of exams), to the number of hours planned according to the curricula and the official schedule.

b). to attend two specializations simultaneously (if the regulations of the University Carta allow it and the requirements for admission are met);

c). to use the school premises (library, lecture halls, laboratories, sports grounds) and everything else made available by the University for the best academic training possible, in the circumstances established by the Senate of the University.

d). to take part in the scientific activity, in the activity of existing artistic groups in the Faculty or University, to participate to literary debates, to sport activities within the University, clubs or academic sport associations.

e). to receive scholarships and other forms of financial support, according to the legal norms and regulations established by the University and the law.

f). to benefit from free medical assistance

g). to get accommodation in hostels and have access to the University canteen under the circumstances established by the regulations

h). to choose and be chosen as a representative of the students in the Faculty Council and the University Senate, in accordance with the law of education, the Carta and the University Regulations, as well as the criteria established by legally created student organizations.

i). to benefit from “mobility” scholarships for studying in other universities in the country and abroad.

j). to benefit from counselling by a tutor appointed by the Faculty Council in matters of education, credits and professional training.

k). to benefit from reduced fees in all the situations stipulated by laws and regulations.

Art.8. Obligations

Students’ obligations are:

a). to meet, in good conditions and in good time, all the requirements of the curricula and the university programs in view of a thorough professional training;

b). to observe the order, morality, the rights of the others both on university premises and off them;

c). to observe the regulations in the University Carta and the internal regulations derived from it.

d). to carefully use the assets on the premises of the University, in hostels, canteens, etc. Causing damages shall be sanctioned according to regulations;

e). to observe the authority of the teaching, research and administrative staff, as well as the authority of the faculty and university management;

f). to pay the established fees in due time. The amount of the fees and exemption from them are established by the senate.

Chapter IV. Attendance

Art. 9. The students must attend all study activities (lectures, seminars, laboratories, practical activities, projects etc.) for which attendance is compulsory as stipulated in the faculty regulations, set up by the faculty departments and approved by the faculty council. These documents inform students and are made available together with the curricula at the beginning of each study year.

Faculties establish by their own regulations how to enrol for compulsory, optional or facultative courses. Enrolling for these courses is done by closing a yearly Study Contract between the Dean of the faculty and the student. The student can freely select the subjects in the curricula, observing the conditions. Students shall enrol for the optional and facultative subjects during the last week of the previous semester. First year students shall enrol for these subjects during the first week of the first semester of the study year.

Attendance of the classes and the requirements shall be established, according to the subject, by the faculty Council as suggested by the person in charge with the subject.

If students do not comply with the attendance requirements for a compulsory discipline they shall be sanctioned by not being allowed to take the exam and shall have to redo all the activities related to that particular subject, under the conditions mentioned in the regulations.

During the semesters case studies are organized written paper, debates on given themes etc., and students' participation shall be taken into consideration for the final exam in a certain percentage, according to the subject and its curricula.

Art.10. In valid cases and on the account of justifying documents and at student's request absences from the compulsory activities shall be motivated by the dean of the faculty. These cases are mentioned in the laws and regulations. Exceptions to this are laboratories, practical activities and projects which shall be redone.

Absences shall be motivated in case of illness, participation to sports events and other special cases.

Medical cases shall be considered only supported by medical certificates sealed at the student surgery. If hospitalization exceeds 60 days studies shall be interrupted for the current study year. When studies are continued, the student can apply for a budgeted seat.

The dean of the faculty can grant the pregnant student partial exemption from attending the activities, on the account of the medical certificates sealed at the student surgery; in case the student redoes the compulsory activities, she shall be exempt from paying the school fees.

For other situations the dean can approve to motivate absences according to the laws.

In case the motivated absences from the practical activities are beyond the regulations established by the faculty Council, the student can take the exam after redoing the activities which were missed.

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Chapter V. Passing the exams

Art. 11. Evaluation of the students' professional training shall be done during the entire period of studies, during seminars, practical activities, projects and other forms of evaluation mentioned in the curricula, as well as through exams and colloquia which shall be held during the exam sessions established according to the structure of the study year.

The student enrolled in full-study, evening study, reduced frequency study and ID shall take the exams during the two sessions established in the structure of the study year (winter or summer session and autumn session) according to the ECTS regulations.

The requirements for passing the exams can be found in the curricula and are made available to the students at the beginning of each semester by the teacher in charge of the subject.

Art. 12. The forms of examination are: exam, colloquium and examination during the semester. The number of subjects in the curricula for which the students shall sit for exam is set by specific standards.

Exams and colloquia shall be taken only during the sessions of exams. Day and time of exams shall be set for all forms of study by the dean's office at the suggestion of the groups of students and with approval from the teacher in charge of the subject.

Students shall take the exam only if they have fully participated in the laboratories, projects, practical activities as required by the curricula.

Art. 13. The manner in which exams are taken, written, oral or both written and oral, shall be established for each subject and printed out at the beginning of each study year and made known at the beginning of each study year.

Art. 14. It is compulsory that the examiner be the teacher who has taught the subject, assisted by the teacher who has taught the seminars or the practical activities or by another teacher of the same specialty. In case the teacher is absent from the exam for right reasons, the dean shall establish a commission made up of three teachers suggested by the department of the respective subject.

Art 15. Grading the students' answers in exams, colloquia, projects is usually done by grades ranging from 10 to 1, expressed as whole numbers the minimum grade for passing the exam being 5. In some cases established by instructions (for non credited activities) exams can be graded by "passed" or "failed".

Students shall take the exam only if they have complied with the requirements of the subject, they shall have on them the student's grade book in which the teacher shall write the grade at the end of the exam.

In subjects for which there are several tests, the examiner shall establish only one grade, a whole number, by considering all the results obtained by the student. The importance of each test is established according to the subject.

The catalogues, completely filled in and signed by the examiner shall be given in to the secretariat the day following the exam, at most.

The student who doesn't take the exams planned during a session shall be noted as "absent" in the exam catalogue, except for the students who benefit from delaying the closure of the school situation.

Art. 16. During a study year, students can take maximum two exams in each subject in the Study Contract for that particular year: once in the session of exams at the end of the semester and once in the re-examination session in autumn. For winter and summer sessions the dates of the exams shall be set in time and the student has the obligation to take the exam with the group to which they belong. In well justified cases the examiner may approve the student to take the exam with another group. In the re-examination period, two dates shall be set for the exam, at least three days apart. Students can select either date to take the exam. The exams failed in the winter session shall be rescheduled only in the re-examination period. In the re-examination period, the examiner shall establish the manner of examination for the subjects for which there is an evaluation during the semester.

Art. 17. In exceptional situations, which are well justified (medical certificates of admission to hospital, maternity leave, travelling for sports or artistic competitions, study periods abroad etc.) students can take exams according to a schedule established with the teachers, announced to the faculty secretariat and approved by the dean.

Art. 18. Exams for higher grades shall be taken only during the re-examination period. The faculties shall establish the conditions under which students can sit for these exams, the grade being modified only if it is higher than the one obtained in the previous exam, according to the principle “once an exam is passed, it is passed for good”.

Art. 19. Closing the school situation for subjects which are graded during the semester shall be made one week prior to the programmed session of exams.

Art. 20. Closing the students’ school situation shall be done after the autumn session at least three days before the beginning of the following study year. Performance athletes benefit from the stipulations of the Order of the Ministry of Education.

Art. 21. The students who commit fraud during the exam shall be expelled by the Rector at the proposal of the Faculty Council.

Art. 22. Students who during the failed year were hospitalized or were on medical leave for more than 60 days, of which minimum 20 days were consecutive and are validated by medical certificates, can be re-enrolled in the same year of study, thus extending their schooling for the year in question with the possibility to apply for a tax-free seat. Approval of the extension of the period of study shall be granted by the dean of the faculty, according to medical certificates released or confirmed by medical units.

Art. 23. Practical activity, for students whose specialization includes one, is compulsory. Testing the knowledge that the student acquires during the practice shall be done by examination at the place where practice has been done. The exam commission shall be made up of the teachers who have coordinated this activity. Pedagogical practice shall be done according to the curricula and the methodology elaborated by the Department for Teacher Training.

Art. 24. Students who opt for a teaching career must, according to the law of education, participate in and finalize the activities (lectures, seminars, pedagogical practice) of the Department of Teacher Training.

Art. 25. Students are considered to have passed the year if they have obtained all the 60 credits. In this situation the student is promoted into the following year of study.

Chapter VI. Continuation of studies, interruption of studies, transfers

Art. 26. Licensed graduates of short term higher studies can continue their studies within long term higher studies, within the domain of the first degree or one related to it. Admission criteria are set by the faculties.

Candidates who are enrolled shall take exams which they did not take during their first degree, exams established by the councils of the faculties. They shall be enrolled in the year of study which corresponds to the exams taken and the number of credits accumulated.

In case the enrolled students opt for didactic training, they must also take the exams in the curricula of the Department for Teacher Training.

Art. 27. Licensed graduates can attend a second specialization under the conditions established by the university Carta and the law of education.

Art. 28. At student's motivated request the faculty Council can approve the interruption of studies for 1-2 years. The deadline for the application is the 15th of October in the respective year. Continuation of studies shall take place according to curricula for which enrolment is requested, the student having the right to apply for a free seat.

Art. 29. Students can be transferred from one form of study to another, from one specialization to another or from a faculty to another, taking into consideration the credit transfer system (minimum number of credits necessary for the year of study in which they shall be transferred) and compatibility of the curricula. The transfer application shall be handed in at the secretariat of the faculty where the student shall be transferred until the 15th of September, and the student shall receive an answer at least 5 days prior to the beginning of the year of study.

The student's transfer can be done only for the 2nd and following years except for the last year of study and only from a faculty (specialization) to another faculty (specialization) with identical or similar profile. Transfer conditions are established by the University Senate. Transfer applications shall contain the approvals of the deans and rectors of the institutions involved in the transfer.

The Council of the faculty which receives the transferred student shall decide if:

- If they recognize or regard as equivalent the exams or credits
- The exams the student shall take and other didactic obligations, so that the transferred student can get to the same curricula as the students in the series they belong to.
- The time period when the student shall take the exams.

The transferred student who fails to follow the programme established by faculty Council and to pass all the exams during 2 semesters and to obtain the minimum number of credits to be enrolled in the following year shall restart, upon request the activity of the year of study in which they were enrolled on a fee bases or otherwise shall be expelled.

The enrolment disposition (its copy) shall be sent to the faculty that the student comes from in view of issuing the study documents to the faculty which the student has

transferred to (the high school graduation diploma, the situation of the student's exams over the years of study, the birth certificate- legalised copy, etc.).

Chapter VII. Rewards and sanctions

Art. 30. For special achievements in their professional, scientific and research activity students shall be awarded by:

- a). being granted the diploma of merit (if during the entire period of study they have passed all the exams with the grade 10, and the average of the licence exam is minimum 9,50);
- b). special scholarships (of merit, performance) according to regulations regarding the granting of these scholarships;
- c). other forms of awarding established by the faculty Council from their own funds, according to the law;
- d). mobility scholarships in Socrates/Erasmus programmes.

Art. 31. Failure by the student to meet the requirements stemming from these regulations as well as the regulations of the Carta of the university adopted by the Senate of the University of Oradea shall be followed by the following sanctions:

- a). written warning;
- b). withdrawal of the scholarship for a certain period of time or permanently (according to the decision of the faculty Council);
- c). suspension of the right to live in the student's hostel;
- d). getting expelled.

Sanctions under a, b and c are applied by the faculty Council, and the sanction under "d" by the Rector at the proposal of the faculty Council, according to the gravity of the offence and the conditions in which it occurred. The sanctions can be contested within 30 days.

Students' expulsion shall be done at the end of a year of study, under the conditions established by these Regulations and the Regulations regarding the European Credit Transfer System. Expulsion due to professional reasons cannot be contested.

Chapter VIII. Completion of studies

Art. 32. Completion of higher studies shall be made according to the order of the Ministry of Education issued for this purpose.

Art. 33. The University of Oradea shall organise graduation exams for the specialities accredited according to the law.

Art. 34. The structure of the licence exam, the form of examination (written, oral, practical), the content (topics and bibliography) are established by the dean's office, at the proposal of the teachers according to the specialisation and the methodology established by the Ministry of Education.

Art. 35. The commissions for the licence exam are established by the departments and approved by the faculty Council and the Senate. They can be maintained for the winter session as well (January, February) in the following year. Topics shall remain unchanged.

Art. 36. Candidates for the licence exam shall have to comply with all the conditions in the orders of the Ministry of education issued to this purpose and the regulations in force.

Art. 37. Graduates who have not passed the licence exam shall receive, upon request, a copy of the registry book and a document proving completion of studies.

Art. 38. The graduate who has completed the first module of the Teacher training Department shall receive a document for the completion of the programme, and students who have completed the second module shall receive a graduation certificate.

Art. 39. Graduates who have failed the licence exam can enrol for a following session in view of taking this exam in the same institution or in another institution for the same specialisation, according to the methodological regulations issued to this purpose.

Chapter IX. Final and transient dispositions

Art. 40. These regulations are applicable to all categories of students (state-financed or on a fee basis), in all forms of study.

Art. 41. According to the 224/2005 law in the University of Oradea the status of a student on a fee basis acquired in an entrance exam is valid only during the first year of study. State-financed seats are available and shall be re-distributed at the end of a year of study, in the decreasing order of the students' averages, irrespective of the students' previous status ("state-financed" or "on a fee basis").

Art. 42. Students expelled from a faculty of the University of Oradea or other universities can be re-enrolled or enrolled in a requested speciality, on a fee-basis, at the proposal of the faculty Council, according to their study situation.

Art. 43. Students who attend a second specialisation can be enrolled in a year superior to the first year of study (except for the final year), if the conditions required by the Regulations regarding the ECTS are met, and following acceptance of the credits obtained for the subjects of the curricula of the first specialisation.

Art. 44. For students who attend two specialisations at the same time, the credits acquired can be admitted for subjects which are identical or similar, a situation to be dealt with by the person who teaches the subject for which admission of the credits is requested.

Art 45. This Regulation has entered into force the day of its approval by the Senate of the University of Oradea and it becomes compulsory for all faculties, starting with the first year of studies of the academic year 2005-2006. Any change brought to this regulation shall be applied from the beginning of the following year of studies.

This Regulation was approved by the Senate of the University of Oradea on 29th of September 2005

THE SENATE OF THE UNIVERSITY OF ORADEA