

“VALAHIA” UNIVERSITY OF TÂRGOVIȘTE



REGULATIONS FOR THE PROFESSIONAL ACTIVITY OF STUDENTS (R.P.A.S.)

- BACHELOR AND MASTER CYCLES -

REG 02

Approved by the Senate:

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PREAMBLE

The provisions of the present regulation applies to all students categories enrolled at VUT, all study programs of bachelor and master programs, all forms of education. For doctoral study there are specific legal provisions at national and university level.

In accordance with the legal provisions in force, inside „Valahia”” University of Targoviste, the educational process is organized on cycles of university studies:


- Ist cycle – bachelor studies, includes 3 years/6 semesters/180 ECTS; 4 years/8 semesters/240 ECTS
- IInd cycle – master studies, includes 2 years/4 semesters/120 ECTS; 1 year/2 semesters/60 ECTS.

The regulation of the professional activity of students of the „Valahia”” University of Targoviste is reviewed and it is modified in accordance with the new legal provisions.

REFERENCE DOCUMENTS

Present Regulation was made in accordance with the following legislations:

- Higher Education Law no. 199/2023, with the following changes and additions;
- Order of the Ministry of Education no. 4394/2024 regarding the Students’rights and obligations Code approval ;
- Order of the Ministry of Education no. 4262/2024 regarding the Methodology approval of students’ academic mobility;
- Order of the Ministry of Education no. 6768/2023 regarding the Methodology approval of getting the transfer credit points in learning life, modified and completed by the Order of the Ministry of Education no. 4623/2024;
- Order of the Ministry of Education no. 7479/2024 for the approval of the Minimum Standards on the organization of activities of continuous evaluation and summative evaluation of student ;
- Order of the Ministry of Education no. 4481/2024 for the approval of the Rules on the accessibility of higher education for persons with disabilities;
- Order of the Ministry of Education no. 5552/2024 regarding the Methodology approval of the schooling conditions of Romanians from everywhere and foreign citizens in state, private and private accredited higher education institutions in Romania;
- Order of Minister of National Education no. 5146/2019 for approval of generalised application of the European system of transferable credits;
- Order of Minister of National Education no. 3714/2018 regarding the approval of Regulation on the organization and operation of the Single Matriculum Register of Romanian Universities ;

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- Order of the Ministry of Education, Research, Youth and Sport nr. 3223/2012 to approval of the Methodology of the abroad study programs recognition;
- Order of the Ministry of Education, Research and Youth 3955/2008 regarding the approval of The general framework for the organisation of internships in undergraduate and master degree programmes and the Framework Convention on the performance of internships in undergraduate or master's degree programmes ;
- The framework regulation regarding the regime of study documents and university documents in the approved higher education system by Order of Minister of Education and Research no. 4156/2020, modified and completed by Order of Minsitry of Education no. 3685/2022;
- Specific quality standards on external evaluation of the academic quality of degree programmes in the bachelor and master fields developed and approved by ARACIS;
- The „Valahia” University of Târgoviște Charter;
- Other normative acts and regulations applicable to it.

ABBREVIATIONS

MER – Ministry of Education and Research;
MFA – Ministry of Foreign Affairs;
RAQAHE – Romanian Agency of Quality Assurance in Higher Education;
SMRR – Single Matriculum Register of Romania ;
UMRU- Unique Matriculum Registration of Universities from Romania
UB – University Board;
USD- University SenateDecision
FC – Faculty Council;
DPPT-Department of Psycho-pedagogical Training
ECTS – European Credit Transfer System;
GD – Government Decision;
CU – Credit units;
CP– Credit points;
C – Curriculum/syllabus;
FS – Full-time studies;
PTS – Part-time studies;
DL – Distance Learning.

CHAPTER I. GENERAL PROVISIONS

Art. I University studies organization is made starting 2005-2006 academic year, Ist year on 3 study cycles, bachelor, master and doctoral study (B, M, D).

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Each cycle is delimited by the others through distinct admission and graduation procedures. Study cycle duration on fields and specializations is established by the Government Decision (GD).

Distance Learning is a flexible education form through which it is assured the possibility of initial formation, whose duration is equivalent with the one of the full time studies learning, 3 or 4 years, represented by 180 or 240 transferable credits.

Art. 2 The European Credit Transfer System generalizes the application in all education forms records of “Valahia” University of Targoviste, full time studies, part time studies and Distance Learning studies.

Bachelor study programmes can operate in all kinds of education forms, full time, part time and distance learning studies.

Master study programmes can operate in full time and part time studies.

The European Credit Transfer System operates the transfer of professional results obtained by its own students, students from universities in the country and abroad from all forms of education.

In one academic year, 60 ECTS credits (30 credits per semester) are allocated from the examination of compulsory and optional subjects. Obtaining credits above the normal number allocated is possible by attending and promoting optional subjects, included in the curriculum of each year/semester of university studies.


Teaching activities are structured on educational disciplines. The division of disciplines by semesters, the number of hours, the allocation of credits, as well as the forms of evaluation for each discipline are provided in the curriculum of the study program. The activities included in the educational plans are in accordance with the legal provisions and the ARACIS standards in force.

For each discipline, the Discipline sheet is elaborated, document describing the learning outcomes, the contents of the teaching and learning activities, the methodologies associated with teaching, learning and evaluation, the minimum recommended bibliography and the study time and the number of credits allocated to each activity.

The academic year usually begins on the first working day of October, includes two semesters and ends on September 30 of the following calendar year. A semester usually has a duration of 14 weeks of teaching activities followed, usually of at least 3 weeks of exams.

The structure of the academic year is approved annually by the University Senate. The Board of Directors (University Board) may approve the organization of special sessions for students from the final years, for all forms of education. In the assignment of transferable study credits from one semester, a minimum period of 17 weeks shall be considered.

At the beginning of each academic year, the faculties have the obligation to display on their website the structure of the academic year and the curricula related to each study programme.

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The University Senate approves annually, at least 3 months before the beginning of the academic year, the regulation on the professional activity of students, as well as the calendar of educational activities specific to academic semesters of study.

Art. 3. Starting with the promotion of the academic year 2005-2006, each graduate benefits free of charge from a Diploma Supplement in an international language, the content of which is in accordance with European norms. This measure applies both in the undergraduate and master university degree cycle, and „Valahia” University in Targoviste ceases to issue the transcript as an accompanying document.

The diploma supplement provides a standardised description of the type, level of qualification, content, institutional context and status of university studies completed by the degree holder, as well as the results obtained during the studies

CHAPTER II. BEING STUDENTS

Art. 4 This Regulation is an integral part of the University Charter and refers to the professional activity of persons who are a student of the University „Valahia” of Targoviste to the bachelor and master programs.

The person admitted to an undergraduate or master degree program is a student throughout the period of his or her presence in the program, from registration to the completion of studies or expulsion, except for the periods of interruption of studies.

Through the professional activity of the students is meant their participation in the didactic, scientific, cultural and sports structures and objectives of the university.


The principles governing the activity of students within the academic community of Targoviste are those laid down in Art. 22 of the University Charter, in accordance with Art. 126 of the Law on Higher Education no. 199/2023, respectively: the principle of non-discrimination; the principle of the right to assistance and complementary services in state higher education; the principle of participation in the decision; the principle of freedom of expression; the principle of transparency and access to information.

Art. 5 (1) Being a student at “Valahia” University of Târgoviște is possible under the following processes:

- a) Admission competition;
- b) Temporary mobilities;
- c) Definitive mobilities;
- d) Re-enrolment;
- e) Come back to study at the same Faculty, field, study program where there was before enrolled before interrupting the study cycle;
- f) Through distribution made by the Ministry of Education and Research..

(2) In order to acquire and maintain the student status at „Valahia” University in Targoviste, the applicant must initiate and complete the course:

- a) enrolment or re -enrolment to a study program;
- b) registration for one of the stusy form of the program;

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(3) enrolment into a study program is after admission competition finishes and it is approved by the Rector's decision. Each student's data are filled in into the Matriculum Register, on electronic management platform of VUT's students into UMRU, until RUNIDAS operation as electronic base must be registered according to the Higher Education Law of Romania art. 125 paragraph. (1) of Higher Education Law no. 199/2023. The UMRU/RUNIDAS Students' registration is within **3 months from their enrolment**. A candidate may be enrolled in a senior study year if the studies previously carried out can be equated according to the transferable credit system.

The admission of candidates is carried out in accordance with the regulations specific to each academic year, established by the Board and approved by the University Senate, provided for in the admission regulations of the university, developed in compliance with the MER orders in force.

The foreign students accepted to study at VUT and enrolled have the same rights and obligations as Romanian students, according to the law.

(4) Re-enrolment is an activity that is carried out identical to the registration provided for in Article 5 (3), but refers to the person who lost the student status, by expulsion from the University „Valahia” in Targoviste or transfer from another university and requests the continuation, without entrance examination, of a study program identical or close to the initial one.

The re-enrolment is made on a fee-based basis and is possible starting with the academic year immediately following the loss of student status, but no later than three consecutive academic years from the moment of expulsion. By exception, re-enrolled students can benefit from a place financed from the state budget, given that they have not wasted their financing from the state budget.

The person who has lost his student capacity may apply for re-registration up to three times. Subsequently, the student capacity can be regained only as a result of promoting a new admission contest, with the possibility of recognition and equivalence of the previously acquired legal credits.


Upon re-enrolment, regardless of the reason for the expelling, the student will pay, together with the re-enrolment fee, the eventual outstanding debit from the previous years in which he followed the study programs within the „Valahia” University in Targoviste.

The re-enrolment is carried out until the beginning of the academic year, being conditioned by the submission of an application until September 29 and the payment of specific taxes.

The re-enrolment is not approved for those persons who were expelled as a result of committing acts considered serious, according to the legal regulations in force.

Students who are schooled according to Law no. 84/1995 and who have been expelled cannot be re-enrolled. They may acquire student status following an admission competition.

(5) Enrolment in a study group is an annual procedure, mandatory for obtaining or maintaining student status and for concluding or extending the validity of the study contract.

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Failure to complete the term set by the faculty/university management of this procedure or of the temporary interruption of studies denotes the lack of interest of the student in further study and allows the faculty/university management to decide on the cancellation of the study contract and its expelling, starting with the academic year in which he did not enroll.

Approval of the enrollment of students at the beginning of each academic year is the competence of the faculty/department management that manages the respective study program and is based on the results of the admission contest or the student's transcript of records.

Art. 6 (1) Upon registration, each student will receive a unique registration number, valid for the entire period of schooling in the faculty at which he was admitted, at the respective cycle of studies. Matricol numbers are awarded successively for each series of students per field/study program/teaching language/education form.

The re-enrolled student will receive the same number, the number below which he was originally registered.


Students coming through permanent mobility or admitted/registered in higher year will receive an unique registration number.

The enrolment of students from the Romanian category from everywhere admitted to studies is based on the approval of the tuition/acceptance letter issued by the MER.

The enrolment of students from third countries is made under the conditions provided in the letter of acceptance for studies issued by the MER and is possible within 30 days from the date of entry on the territory of Romania, but not later than the end of the first semester of the academic year.

(2) Upon registration/enrolment, each student has a personal file that includes:

- Registration form;
- Baccalaureate diploma or equivalent, in original (for those on a fee regime can present and copy according to the original);
- certificate/attestation of recognition of studies issued by NCRED for Romanian or European citizen students who have obtained the baccalaureate diploma (or equivalent) abroad;
- the copy according to the original after the birth and marriage certificate (if applicable);
- copy according to the original after the identity card/passport;
- copy according to the original after documents attesting the change of name
- bachelor's degree or equivalent, matriculum sheet/degree supplement for those who follow a second specialization or a master's program;
- written works at the admission contest (if applicable);
- proof of payment of legal fees;
- medical certificate showing that it is fit for university studies, issued by the family doctor in the last 6 months, and other supporting medical documents(if applicable);
- certificate with the number of years followed to the budget/fee and scholarship for those who have completely or partially followed other university studies, the document will be issued with four signatures, regardless of whether it is intended for the internal circuit

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of the university (between faculties) or transmission to another higher education institution;

- student's consent to the processing of personal data;
- the tuition contract signed only once for the entire duration of the studies, in two copies, one for each party.

The registration of the student in the registry book is done with the name on the birth certificate.

Adding a name (by marriage) or changing the name (adoption, administrative decision or court decision to change the name) can be requested by written request, approved by the dean.

Upon registration, citizens of third countries will present the original Acceptance Letter, the passport with the D/SD study visa, the receipt attesting the payment of the tuition fee, in advance for the entire academic year, and the original documents in the application file, targeted, as the case may be, with the Apostille from The Hague or with the certification stamps from the MFA from the country of origin and the Embassy of Romania.

The student has the obligation to update the personal file throughout the school period, if there are changes in the existing information (change of name, domicile, identity card, e-mail address, telephone number, death of the parent/parents or guardian, etc.). The supporting documents, where appropriate, will be submitted to the faculty secretariat within 30 days.

As a rule, original study documents submitted to the personal file are not issued during the studies. Exceptionally, with the approval of the dean, for a maximum duration of 48 hours, they can be released for solving personal problems.


(3) After enrolment/re-enrolment, the Dean office issues the student card and student ID card to each student. The student is required to submit, before entering the exam/colloquium, the teacher examiner's card to legitimize himself, and at the end of the examination to submit it for the registration of the obtained grade, even if that note does not allow the promotion of the discipline. The student ID is issued by the faculty secretariat at the beginning of each academic year. The student's card for free/transport discount is issued only at the request of students enrolled in the form of education with frequency, up to the age of 30. In the student card or ID card, unjustified corrections or the introduction of unreal data are not allowed, as they represent forgeries in public acts, which are sanctioned according to the law.

If the student loses the student card or college ID a duplicate may be issued upon request after the announcement in a daily of the respective loss.

In case of withdrawal, permanent mobility or expulsion, the student card and the student ID are withdrawn by the faculty secretariat, this process conditioning the issuance of documents from the personal file. These are cancelled and kept in the student's file. If, in such a situation, the student claims that he has lost one or more of these documents, the documents from the personal file may be released only after the student proves that he has announced in the press the loss.

(4) During the schooling period, the student's file is completed with:

- additional documents to the study contract, which do not change during the academic year;

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- documents relating to the granting of the scholarship;
- acts on the basis of which certain rights, evidences or sanctions were received;
- other documents of interest, directly related to the activity of the student within the university.

(5) Ceasing the student quality may intervene in the following situations:

- a) of law, at the date of graduation of the undergraduate or master degree program, as a result of fulfilling all the academic obligations stipulated in the curriculum;
- b) at the student's request, by withdrawing from studies, for personal or objective reasons;
- c) by expelling.

The student may request withdrawal from studies for personal reasons. In this case the student needs certain papers like:

- the student fill in a form at the Faculty's Secretary (Anexa nr. 3), signed;
- the request is reviewed and approved according to the internal procedures of the university;
- the operation of the withdrawal is ordered to be removed from the university records and UMRU;

From the date of approval, the person concerned loses the quality of the student and all rights and obligations related to the student quality.


Art. 7 The expelling is made at the end of the academic year, no later than October 30, by the rector's decision, issued at the proposal of the Faculty Council, validated by the Board and determines both the loss of student quality and the cease of the study contract. As an exception, in the case of students who have committed serious disciplinary offences, expelling may also be ordered during the semester.

For students/learners enrolled in the Psycho-pedagogical Training Programs organized by the D.P.P.T., the expelling is made by the decision of the rector, at the proposal of the D.P.P.T., validated by the Board and determines the loss of the quality of the learner and the cease of the study contract at these programs.

The expelling decision is communicated to the students by posting it at the faculty's notice board. To ensure confidentiality, the notice will contain: the registration number, the number and date of issuance of the expelling decision, the date of posting. The ad remains on display for 60 days.


Getting a student expelled can be determined by the following situations:

- the attempt to promote an exam/colloquium by fraud, based on a report drawn up by the two teachers participating in the examination;
- do not sign the additional document on educational services to the study contract within the prescribed period;
- failure to fulfill the schooling conditions provided for in this Regulation;
- failure to pay the tuition fees provided in the study contract; the students concerned will be able to continue their studies, upon request, by re-enrolment;
- committing serious deeds:

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- deliberate communication in the public space of false or denigrating information on members of the university community, teachers, students and administrative staff, or on the „Valahia” University of Targoviste, as an institution, when such actions are likely to affect the dignity of the data subjects, the prestige, the reputation or the public image of the university;
- harassment in any form (including moral, psychological, sexual or cyberbullying), abusive behavior or physical or mental aggression directed against a member of the university community;
- direct or indirect discrimination, as well as manifestations of xenophobia, racism or incitement to hatred or violence, on the basis of race, nationality, ethnicity, language, religion, gender, sexual orientation, political opinion, social belonging or any other criterion protected by law;
- to carry out activities of a partisan political nature, political propaganda or aggressive religious proselytism within the university spaces, when they are carried out intrusively, with the exertion of pressure on other persons or with the impairment of didactic activities, institutional neutrality or academic climate;
- academic fraud, including plagiarism, self-plagiarism, data falsification, substitution of person for examinations, and any form of intellectual theft or copyright infringement;
- during or taking undue advantage in connection with corruption;
- theft, destruction, degradation or unauthorized use of the property of the university or other members of the community, including goods from educational, research or accommodation spaces;
- doing damage in dormitories, laboratories, lecture halls or other spaces belonging to the university;
- criminal offences such as prostitution, pimping, violence, computer crimes or any other offences affecting the safety of the university environment;
- the possession, distribution or marketing of prohibited substances, whether committed within or outside the university, insofar as they affect the prestige, safety or proper functioning of the academic environment) considered as such according to the legal regulations in force;
- presents false documents for admission/registration or for the purpose of obtaining scholarships and other facilities granted by the university;
- on the expiry period of interruption of studies did not request in writing the resumption of studies until September 29;
- withdrawal of the blessing (written agreement) of the patriarch for students of the Theology department of FOTES, according to the protocol concluded between the Ministry of Education and Research and the Romanian Patriarchate.

Persons who have lost their student status by expelling may apply for re-enrolment, according to art. 5 paragraph (4).

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Art. 8. The official way in which the University „Valahia” of Targoviste communicates to students and candidates for admission, both information and decisions taken regarding them, is by displaying at the faculty and/or Rectorate opinions, by e-mail or on the web pages of the university and/or faculty, in compliance with the GDPR.


It is the responsibility of the students and the candidates for admission to be shown the information and decisions contained in the published announcements and to notify within the set time limit any elements of interest. Failure of these elements by the students or candidates for admission within the set time limit cancels their right to contest the contents of the respective documents published by display.

The faculty secretariats and the rectorate secretary have the obligation to archive (according to the archival nomenclature) all the notices published by display at the notice boards. Any notice published by display at the notice board must include the stamp of the faculty/rectorate and must necessarily include the date of display and the validity period of the respective poster.

CHAPTER III. RIGHTS, OBLIGATIONS, SANCTIONS


Art. 9 (1) According to the High Education Law provisions no. 199/2023, with Order of the Ministry of Education no. 4394/2024 regarding the approval of the Code of student rights and obligations and the University Charter, as a member of the academic community, the student benefits from the following rights :

- a) the right to quality education;
- b) the right of equitable access to learning opportunities offered by national and international mobility programmes and to take active action against obstacles to the physical or virtual mobility of students at risk, disabled or non-traditional;
- c) the right to permanent mobility from one higher education institution to another, according to the provisions of the legislation in force;
- d) the right to the protection of personal data pursuant to Regulation (EU) 679/2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC;
- e) the right to free course support, representing notes, presentations or other materials summarising the taught content, in physical or electronic format, and access to all teaching materials available free of charge in the university libraries or on the faculty website;
- f) the right of access to the main specialized books and scientific publications at the university libraries;
- g) the right to be informed, within the first two weeks from the beginning of the semester, about the content of each subject sheet, which includes: the expected objectives/outcomes of the learning formed by the respective subject, the content of the educational process related to the discipline and the topics addressed in each teaching activity, the teaching-learning methods, the minimal bibliography and the

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optional bibliography, as well as the evaluation and examination modalities, the minimum promotion requirements and the weighting of different types of evaluation and examination in the final result. Any subsequent modification of the assessment and examination modalities may be made only with the consent of the students. The subject's sheet in the updated form is made public to students through the e-Learning platform used and/or the faculty website;

- h) the right to benefit at the beginning of the first year of study of a „Student's Guide, with information on: student's rights and obligations, subjects in the curriculum, services provided by the university/faculty, assessment procedures, the amount of fees, the material basis of the university and the faculty, information on legally constituted student associations, ways of accessing scholarships and other means of financing, mobilities, as well as other facilities and grants awarded, etc.The University can support its realization by student associations;
- i) the right to benefit from a tutor/guardianship of the year/series/group, depending on the size of these study formations, from among the teachers in the faculty in which they are registered;
- j) the right to participate in the six-monthly evaluation of the courses, seminars, practical works, the performance of the teaching staff and other educational and/or organizational aspects related to the study program followed, according to the legal provisions;
- k) the right of access to the regulations, decisions, decisions, minutes and other documents of the institution to which it studies, under the conditions of the legislation in force;
- l) copyright and intellectual property rights for the results obtained through research and development, artistic creation and innovation activities, according to the legislation in force, university institutional regulations and possible contracts between the parties;
- m) the right to benefit free of charge from academic, professional, psychological and social information and counseling services, related to the educational activity, provided by the higher education institution, according to the legislation in force and the university institutional regulations;
- n) the right to interrupt and re-enrol for studies according to the legislation in force and the university institutional regulations;
- o) the right to study in their mother tongue or in an international language, if there is such a possibility in the university, within the limits of the places assigned for this type of study programme;
- p) the right to receive, upon request, personalized feedback from their teachers following each evaluation process in which they participate;
- q) the right to an objective and non-discriminatory assessment of the learning outcomes acquired after a subject, in compliance with the subject's sheet, and the


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right to know the scale by which they were evaluated. The process of evaluation students' knowledge is carried out in the presence of at least two teachers. Teachers shall provide all necessary information to students so that they can validate their grade for each subject in which the assessment was carried out, immediately after its completion, within a maximum of 24 hours;

- r) the right to challenge the grades obtained at the written exams, according to the internal regulations of the higher education institution. The resolution of the appeal process will be made by a commission of which the teaching staff who initially evaluated, in the presence of the student of the challenge, if the student requests this;
- s) the right to access the personal school/examinations records;
- t) the right to be notified of the result obtained after the finish studies;
- u) the right to be consulted by teachers on the examination data was scheduled;
- v) the right to benefit from a student-centered educational process with a view to personal development, social integration and the development of employment, job preservation and mobility on the labour market;
- w) the right to benefit from flexible learning paths, according to the legal regulations. In this respect, a minimum of two variants are provided within the study program for each course/set of optional/optional subjects in the curriculum;
- x) the right to access specialized software to establish the degree of similarity, made available by the university, in the elaboration of academic works, according to the internal regulations of the university;
- y) the right to participate in extracurricular, scientific, technical, cultural artistic and sports activities, as well as those for performance-able students, funded from the state budget or the university budget;
- z) he right to have free wireless internet access for all members of the university community throughout the university space. The technical characteristics of the internet network must allow access to online teaching activities, audio-video conferences and any other activity specific to the educational process.


(2) Also, according to the legal provisions, students benefit from the following rights:

- a) free medical, dental and psychological assistance in medical offices, dental offices in the university, in polyclinics and hospital units, in accordance with the legislation in force;
- b) accommodation, within the limits of the allocated financial resources and the available spaces, for the period provided in the curricula;
- c) accommodation grants to students who choose other accommodation than university dormitories, according to the rules adopted by order of the minister of education and research;
- d) the right to have free access to university premises to organize projects for students or to carry out internal extracurricular activities, outside the hours of teaching


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activities and other pre-established activities, in accordance with its own regulations;

- e) the right to report abuses and irregularities and to request the verification and evaluation of these complaints by specialized bodies provided for by the legislation in force, as well as the right to the protection of those who refer under Law no. 361/2022 on the protection of whistleblowers in the public interest, as amended;
 - f) the right to have all written and signed applications registered or sent to the official e-mail addresses of the university and to receive written response, respectively by electronic means, to these requests, under the conditions established by law and university regulations;
 - g) the right to a registration deadline of at least 5 working days from the publication of the advertisement for competitions organized in the university, including those for scholarships, camps, accommodation and mobilities;
 - h) students from disadvantaged groups defined according to the Law on social assistance no. 292/2011, as amended and supplemented, benefit from the exemption from the payment of tuition fees and completion of studies, under the conditions of their financing by the state, through the budget of the Ministry of Education and Research, according to the legal provisions;
 - i) the right to a safe and healthy learning environment, including by facilitating access to information about physical health, mental health, well-being and counselling services;
 - j) the right to receive free access to the sports facilities of the university, outside the schedule of the teaching activities scheduled in these spaces, in accordance with the internal regulations.
- (3) Students benefit from the following rights regarding specialty practice:
- a) the right to practice in accordance with the objectives of the university study programme;
 - b) the right to benefit from the coverage of the costs necessary to perform the merged practice, for the period provided for in the educational plans, including meal, accommodation and transport expenses, in situations where the practice is carried out outside the respective university center, according to the provisions of Article 128 (25) of Law no. 199/2023, with subsequent amendments and completions;
 - c) the right to benefit, during the academic year in which the specialty practice will be carried out, from a presentation of the practice partners of the higher education institution, from the field of study of students;
 - d) the right to receive accommodation in the student dormitories of the university during the mandatory practice period, if the internship is carried out in the same university centre;
 - e) the right to benefit of a practice tutor who has attributions regarding the conduct of the practice;

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- f) the right to assess the quality of the internship carried out and to report deficiencies with regard to the practice partner;
- g) the right to the recognition of the practice carried out individually, after assessing the degree of achievement of the practice objectives mentioned in the practice subject's sheet and in accordance with the internal regulations.
- (4) Students benefit according to the legal provisions as it follows:
- a) the free issuance of study papers and those attesting to student status (such as statements, students cards or ID's). In the event of the issuance of duplicates of study documents, the institution may charge fees established under university autonomy;
- b) discount until 75% for access to museums, concerts, theatre, opera, film performances, public sports facilities, as well as other cultural and sports events organized by public institutions, within the limits of approved budgets.
- c) Romanian ethnic students from outside the country, registered on places dedicated to Romanian candidates everywhere as scholars of the Romanian state, benefit from free of charge at all the events provided in par. (4) letter b), which are held on the territory of Romania.
- (5) Students registered in the form of education with frequency benefit from 90% discount of the means of transport according to the legal provisions, until reaching the age of 30 years.
- (6) Students can benefit from scholarships, in accordance with the Methodology of granting scholarships and other forms of material support to students, approved by the University Senate.
- (7) Students participate in the decision-making within the university under the following rights:
- a) the right to choose and be elected as representatives in the management structures of the higher education institution, according to Law no. 199/2023, as subsequently amended and supplemented;
- b) the right to be represented in the University Senate, in the Faculty Council, in the council for doctoral studies, in the ethics committee and in the quality evaluation and assurance committee, in a proportion of at least 25%, under the terms of Law no. 199/2023, as amended and supplemented, and of the University Charter;
- c) the right to be represented in the structures of the higher education institution managing social services, including the commissions for the distribution of accommodation rooms, the granting of scholarships and the allocation of seats in student camps;
- d) the right to have representatives to participate in the procedures for determining the way of designation of the rector through representatives, as well as in the process of his nomination, regardless of the way of designation, according to art.133 (1) letter b) and paragraph (2) of Law no. 199/2023, with subsequent amendments and completions;


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- e) the right to be informed and consulted by student representatives about the decisions voted in the management structures of the higher education institution to which they belong;
- f) the right to be involved in the process of managing student dormitories by setting up dormitory committees consisting of the administrator of the dormitory and a number of student representatives, established and elected in accordance with the provisions of the internal regulations of the institution of higher education;
- g) the right to be motivated by their absences from academic activities, such as courses, seminars, laboratories or practical work, in case of participation in the meetings of decision-making bodies, as student representatives.

Art. 10 (1) As member of academic community, the student has the following obligations:

- a) to perform all their tasks according to the educational plan and according to the subject's sheets;
- b) to respect the University's Charter, rules and decisions;
- c) to attend meetings of the governing bodies of the university/faculty as elected representatives of the students;
- d) to respect the quality standards put by the university;
- e) to respect the copyright rights author or recognize the information source presented in the work papers;
- f) to respect the Ethics Code provisions and the university deontology of VUT;
- g) to develop and sustain original discipline-level assessment and completion papers;
- h) to report any irregularities to the competent authorities in the educational process and related activities;
- i) to attend academic activities not under alcoholic beverages influence or other forbidden substances;
- j) not using an inappropriate language or behaviour inside university environment;
- k) to properly use all facilities and subsidies received with intention;
- l) to respect cleaning, quiet and order in the university space;
- m) to keep integrity and well functioning of materials used indoors for students;
- n) to pay the necessary inconveniences that damaged the materials used indoors;
- o) to inform the competent authorities to report any situation that may occur and influence the activity around university spaces either it is individually or in groups;
- p) to respect financial obligations made by university as there are specified in the student contracts;
- q) to respect the obligations mentioned in the individual study contract and practical training signed and agreed between the university and the economic agent, in case of dual learning/education.;
- r) to sign a study contract at the beginning of each academic year/study cycle.

(2) The representative students elected to represent all students inside Board or Senate have the following obligations:

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a) de a consulta periodic studenții cu privire la nevoile și interesele acestora, dar și în legătură cu deciziile și propunerile pe care ar urma sa le susțină în ședințele structurilor de conducere din cadrul universității;

b) to make a activity report at least twice a year to present their initiatives and all necessary arrangements regarding so. Representative Students activity reports will be psted on the higher institution's official web site.

c) **Art. 11** Students' failure to comply with the duties arising from this Regulation and the Code of student rights and obligations shall entail the warning and application of the following sanctions:

- a. Cancelling the evaluations' results;
- b. Written warning;
- c. Suspend of withdraw the right to have a place in campus dormitories;
- d. Suspend the right to receive a scholarship on a determined period of time;
- e. Expelling with or without the right on re enrolment;
- f. other sanctions provided for by the Code of ethics and university deontology.

The sanction, determined according to the seriousness of the offence, its repeated nature and the circumstances in which it was committed, may be challenged within the legal period of 30 days at the hierarchically superior management body to the one who ordered its application. The expelling due to the school situation or the non-payment of taxes cannot be contested.

The sanctions at points a and b will be implemented by the dean of the faculty, and the expulsion or other sanctions provided for by the Code of University ethics and deontology by the Board, on the proposal of the Faculty Council (to,b,d)/Social Service (for c)/University Ethics Commission (for point f).

The sanctioning decision will be motivated and communicated to the student concerned by posting at the faculty notice board, in compliance with the GDPR rules and at the indicated home address or email address.


Complaints on sanctions in points a., b., shall be submitted within two working days to the faculty secretariat and shall be settled by the Faculty Council.

Complaints on expelling decisions, except those caused by the school situation or non-payment of fees, shall be submitted to the university registry within two working days from the date of posting. Complaints submitted within the deadline will be analyzed and resolved by the University's Ethics Commission.

Studies carried out within the study program discontinued as a result of expulsion due to violation of the Ethics Code and University deontology can not be recognized in case of a new registration.

Any sanction decision must be kept in the student's file.

In litigious situations (interpersonal conflicts, indecent behavior, physical and/or verbal assault, sexual harassment, discrimination) regarding the relations between teachers, students or between students and teachers, both students and teachers can address the ethics committee of the university or the Commission to prevent and combat discrimination and inappropriate behavior.

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In order to defend the rights deriving from this Regulation, students may, by petition, address to the governing bodies of the faculty or university.

Art. 12 Students have the right to benefit from consultations with teachers who carry out teaching activities with them in the respective semester.

Art.13 (1) The student has the right to participate in all forms of teaching activity: courses, seminars, laboratories, activities provided in the curriculum, which are brought to his attention, by display, at the beginning of each academic year.

Frequency to practical activities provided in the educational plan: laboratory, training sessions, etc. is mandatory.

Failure to comply with these provisions is sanctioned by the evaluation system approved by the Faculty Council with the obligation to restore the activities provided for that discipline.

(2) During the semesters, during the teaching hours, laboratory work, partial examinations, partial works, etc.; participation in them and the results obtained will be taken into account in the final assessments, depending on the specifics of the subject and its sheet.

(3) In justified cases, the motivation of the absences from the work provided with frequency is made by the dean of the faculty, based on the supporting documents and the individual request of the student. Exceptions are laboratory work and practical work, which will be fully restored.


Absences are motivated for special situations, medical leave, participation in scientific events, performance sports events, etc. In medical cases will be taken into account the medical certificates issued by the students' medical office.

(4) If the motivated absences exceed certain provisions established by the Faculty Council, the student may present himself to the exam after their recovery, with the payment of the fees approved by the Senate, under the regime of additional activities.

Exceptions are pregnant students, based on medical documents, issued by the students' medical office. Tax exemption may also benefit students who present medical documents attesting serious illnesses, as well as students temporarily summoned for scientific events, cultural activities or performance sports activities, etc.

(5) Students who are part of student teams, national and Olympic batches, while participating in national, international competitions, camps, cantonments or other special training actions, as well as students representing the university in official events/delegations, may receive approval for frequency exemption, with the obligation to recover practical activities). The exception shall be granted for no more than 50% of the compulsory activities provided for in the educational plan and for the extended session. The approval for these cases is granted by the Dean faculty, at the proposal of the Faculty Council or at the proposal of the University Sports Club or of the forum that delegated the students. Other specifications regarding the frequency exception and the open (extended) session can be specified in the own faculty regulations.

(6) Students with physical disabilities have the right to have access adapted to them in the entire university space, to provide an interpreter in mimic-gestual language, as well as to

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adequate conditions for the normal conduct of academic, social, cultural and administrative activities within the university.

Students with disabilities and/or special educational requirements are entitled to hybrid participation in teaching and research activities upon request.

CHAPTER IV. STUDY SUBJECTS PROMOTION

Art. 14 (1) Until October the 15th of each academic year, the Dean's office will communicate to the students, for each year of study, the list of compulsory, optional and optional subjects, the form and algorithm of evaluation corresponding to each discipline (exam or verification, written or oral), as well as the number of credits related to each discipline. The student will submit his or her option for subjects of optional and optional choice within the limit of the number of places set for each class.

(2) For the promotion of the subjects scheduled in an academic year, at all forms of undergraduate or master education students have at their disposal three sessions of examinations, regardless of the year of study.


In an exam session, the student can only once take the set of tests/exam to promote a study subject.

To increase the grade, the dean of the faculty/director of the D.P.P.T., can approve the integralist student the additional examination, without charge, in the autumn session or in the loan recovery session in June (for students in the final years), at most three subjects. Enlargement of a note can be done only for the subjects of the current academic year. The outcome of the review cannot lead to a decrease in the previously obtained grade. Following the re-examination to increase the grade, the result is changed only when the grade is higher than the previous one.

Art. 15 Assignment of the preparation of students to study subject is made during the semester (by testing within the hours of guided work, laboratory or design work, or other practical work) and during the sessions of examinations mentioned in each academic year's structure.

Art. 16 Students have the right to participate in the partial examinations (by written examination) in the subjects established by the Faculty Council/Council of the D.P.P.T. The programming of the partial exams is done in the median week of each semester at the joint proposal of students and teachers and is approved by the dean of the faculty/director of the D.P.P.T. Midterm exam presentation is optional. The grades obtained at the partial examination will be in the evidence of the examiner teacher and communicated to the students. Taking into account the grade obtained at the midterm examination, the examiner will pass in the grades book only the final grade. If at the final exam the student did not promote, he is obliged to re-take the exam for the part of the non-promoted subject.

Art. 17 The day and time of the exams for all forms of education are established by the departments, on the proposal of mutual agreement of the students with the examining teachers.

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The examination programme shall be drawn up by group/year of study and shall be brought to the attention of the students at least one month before the start of the examination session.

Art. 18 (1) The exams are held mandatory in front of two teachers, the teacher who taught the course, assisted by another teacher (usually the one who led the guided and/or practical works in that group-seminar) - in the days and halls fixed, between 8am-8pm.

(2) The members of the examination committees and of the committees for the analysis and resolution of appeals may not be with those examined or with each other in relation to spouses all kind of a close or far relatives up to and including the third degree, according to the law).

(3) For objective reasons (incompatibility, disease, suspension, termination of employment contract, sick leave, delegation, etc.) the replacement of the examiner with an examination committee is made on a proposal from the Department Council and with the approval of the executive management of the faculty.

(4) The teacher as examiner/examination committee is obliged to communicate the results to the students in maximum 48 hours.

(5) The student who, for objective reasons, cannot attend the exam scheduled for his or her group may request the subject holder to take the exam with another group, which has the same examiner, with the approval of the dean/director of the DPPT).


Art. 19 For a certain discipline/subject, regardless of the form of evaluation corresponding to it (exam or colloquium), the evaluation mode (written, oral, practical evidence or a combination thereof) is proposed by the owner of the respective discipline, is approved in the department, by the department director, after which it is approved in the Faculty Council/D.P.P.T., at the beginning of each academic year, by the subject's sheet.

In the case of written evidence, the student may challenge the note obtained by the application addressed, within 2 working days from the display of the note in the UMS, to the dean of the faculty/director of the D.P.P.T. The Dean/director of the D.P.P.T., asks the Council of the department to form a commission made up of three teachers, not including the teachers who initially evaluated. The commission approved by the dean of the faculty/director of the DPPT, will proceed to a new verification of the work, in the presence of the student of the challenge, if the student requests this. The result given by the committee is the final note to the contested evidence. The result of the appeal will be communicated to the student within 48 hours. The other evidence cannot be challenged.

Art. 20 The conclusion of the student's school records is made until the beginning of the new academic year. It declares to be promoted of one year of study, the student who obtained promotional grades and minimum 60 credits to the compulsory and optional subjects, provided in the curriculum.

Art. 21 The practical work period is mandatory. Student's knowledge testing in practical work is done by examination at the place of its conduct or, as the case may be, in the faculty.

The pedagogical practice will be carried out according to the legal provisions.

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Art. 22 (1) Regardless of the form of evaluation (exam or colloquium) and the way of evaluation (written, oral, practical evidence or a combination of them), the knowledge of the student acquired at a particular subject is valued with a whole note, between 1 (one) and 10 (ten), which is included in the exam catalog and in the student card. The minimum mark of a discipline is 5 (five). At the subjects provided with admissible/rejected, instead of the obtained note, the result of the examination will be included in the catalog. Credits do not replace notes. The grades measure the quality of the student's training.

(2) If the student tries to cheat at examination, then he/she shall receive grade *one(1)* in the grades book.


(3) It is not possible to examine the persons who are not included in the exam catalogue or are listed, but do not meet the conditions for paying the tuition fees, approved by the University Senate. Any examination of these persons is null and void and does not entail any responsibility on the part of the university. The examiner bears full responsibility for any consequences arising from this situation. The faculty secretariats have the obligation to draw up and verify the financial situation of the students enrolled in the exams, based on the records on the payment of tuition fees. This will be communicated to the examining teacher, in writing or by electronic means, at least 12 hours before the examination.

(4) The student presents himself for supporting the outstanding evidence on the chosen date, after this date the receipt for payment of the fee loses its validity, and the presentation on another scheduled date, the submission of the outstanding evidence implies a new payment of the examination fee; the exceptions to this rule, justified by the impossibility of presenting the student for presenting the evidence (for medical, family reasons, etc.) will be approved by the dean of the faculty at the request of the student, at least 2 weeks before the start of the review session.

(5) When promoting a study subject, the student receives a note, which represents the level of knowledge appropriation, proven in the course of the examination and independent of them, a number of credits, which represent the amount of work submitted by the student to meet the demands of the discipline in question. The note is set by the teacher during the examination (from 1 to 10), and the number of credits is set by the departmental council, at the elaboration of the educational plan, approved by the Faculty Council, the Board and the University Senate.

(6) The optional subjects promoted shall be included in the documents on the student's school records and in the study documents. At the student's request, the grades and credits obtained in these subjects may be taken into account to calculate the annual arithmetic or weighted average, but are not taken into account to calculate the average for obtaining the scholarship or for enrolment in the next study year.

CHAPTER V. THE CREDITS TRANSFER

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Art. 23 The student may apply for the credits complete obtained within the study program to which he is registered, with credits obtained within other study programs within the same cycle of university studies. This action, called credit transfer, can be achieved through two procedures: subjects equivalence and recognition of subjects.

Art. 24 (1) Equivalence of a subject means the procedure by which an authorized academic forum, finding that at a particular subject (called equivalent discipline) scientific content is included in the content of one or more disciplines/differences that the student has promoted (called the subjects underlying equivalence), decides to assign without examination (by equivalence) a promoting grade equated subjecte allocating the number of credits related to the subject provided in the current curriculum.

The academic forum authorized to equate the subjects of study is the dean of the faculty/director of the D.P.P.T., who adopted the respective curriculum, at the proposal of the subject holder and with the opinion of the director of the department organizing the program of study to which the student is enrolled.

(2) In the Matriculum Register, the title, the number of hours and the number of credits of the equivalent discipline (according to the current education plan) will be recorded, and the note will be the one recorded in the previous school situation. When they have been promoted to other faculties, the copy of the official document attesting their promotion will be attached to the Matriculum Register of the student.


(3) In the Grades Book of the equivalent subject, the full professor will complete the grade assigned by equivalence, the date of equivalence and will sign together with the accompanying teacher at the exam/colloquium .

(4) In the documents data base and documents of study of any kind issued to the student, the equivalent discipline retains all its characteristics unchanged: title, number and structure of the related hours, number of credits, content and position in the curriculum, as they are recorded in the Matriculum Register .

Art. 25 (1) Recognition of a discipline of study is the procedure by which an authorized academic forum, analyzing the content of a university discipline that a particular student has promoted (in our university or in another, in the country or abroad), finds that by introducing this discipline (called recognized discipline) instead of another discipline in the curriculum that that student goes through (called superseded discipline) both the RAQAHE standards and their own standards that were the basis for the elaboration of the respective educational plan are respected and decide that, for the respective student, the curriculum to contain this change.

The academic forum authorized to recognize the subject is the dean of the faculty/director of the D.P.P.T., who adopted the respective curriculum, at the subject's full professor proposal and with the opinion of the director of the department that organizes the study program to which the student is enrolled. Several recognized subjects can cover compact periods of study (semesters or years of study).

(2) The decision on recognition subject may include any conditions under which recognition is operational (admission, differences, etc.). This decision is a written document,

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signed by the dean of the faculty, in which the titles of recognized subjects are specified, the number of hours, grades and credits obtained, the semesters of the curriculum in which they will be considered, as well as the list of replaced subjects .

Where applicable, the document attesting the promotion of recognized disciplines will be translated into Romanian and legalized at the notary, and the related notes and credits will be established by conversion, based on the scoring and lending system in our university and the universities where the student obtained them (if applicable).

(3) In the Matriculum Register, as well as in all documents and study documents issued to the respective student, will appear both the subjects promoted in the „Valahia” University of Targoviste and the recognized subjects, and the characteristics of the latter will be those established by the recognition decision (name, number of hours, number of credits, scientific content and position in the curriculum). This decision, together with the legalized copy, translated into Romanian, of the official document issued by the university in which the student followed the studies (when appropriate), will be attached to the Matriculum Register of the student and a copy in the student's file.

CHAPTER VI. THE ACADEMIC STUDENT’S STATUS


Art. 26 (1) The current academic year ends with one of the following decisions regarding the academic status that the student will have next: promoted in the next year of study; enrolled in the next academic year for the completion of the current year of study (extension of schooling or additional year); postponed for obtaining credits in the next academic year; temporary interruption of studies; expelled from the university.

(2) In the case of study programmes for cycle I (bachelor) on all forms of education, the criteria and standards regarding the way in which the current academic year is completed are :

- the promoting each year of study is conditioned by the achievement of at least 60 credits, according to the curriculum;

- students can be enrolled in the next year of study without achieving all the credit points as follows:

- from Ist study year to IInd year if they have received a minimum of 30 credits related to the compulsory and optional subjects in the curriculum; otherwise, they may re-enroll, once, under fee regime, in the same year of study or student is expelled.
- from IInd study year in the IIIrd year if they have received a minimum of 90 credits related to the compulsory and optional subjects in the curriculum, except for students who have accumulated at least 75 credits related to the compulsory and optional subjects and who may request the deferral period for obtaining credits. The student can apply for the advance participation in the teaching activities corresponding to the IIIrd and will be able to obtain the deferred credits (75 - 90 study credits) in the first two sessions of the year IIIrd of study (median session and the first semester of the year). If he does not

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obtain the credits postponed until the end of the IIIrd year, the student may re-enroll once more in the fee regime in the IIIrd year of study or he is expelled.

- From IIIrd to IVth year study if they have received minimum 150 Credits for compulsory and optional subjects in the curriculum, except for students who have accumulated at least 135 credits for compulsory and optional subjects and who can apply for the postpone period for obtaining credits. The student can apply for the advance participation in the teaching activities corresponding to the IVth study year and will be able to obtain the deferred credits (135 - 150 study credits) in the first two sessions of the IVth year (median session and the first semester of the year). If he does not obtain the deferred credits in the first two sessions of the IV year, he may re-enroll, once, in a fee regime, in the IV year of study or he is expelled.
- Promoting(IIIrd year or Ivth year study) is conditional on cumulative credit number achievement in accordance with the curriculum (180 for the three-year cycle or 240 credits for the four-year cycle). Students who have not achieved the total number of credits related to the tuition program, according to the curriculum, but have received at least 150 credits of study for the three-year cycle, respectively 210 credits of study for the 4-year cycle, can follow, upon request, the additional year..


On exceptional circumstances, students may promote in the following academic year with a lower number of credits than expected, based on a reasoned request and supporting documents, with the approval of the dean and informing the situation in the Board.

The supporting documents may include a recommendation from the year tutor or a titular professor attesting to the student's involvement in academic activities during the year or years of study, its evolution and the potential for further study completion, medical situations or other relevant justifications. These special cases will be submitted for information in the Board in the form of a table, which will contain: name and surname, faculty, program of study, cycle of studies, form of financing, form of education, year of study, number of credits accumulated, as well as the document/documents justifying(s) submitted.

(3) The additional year may be requested by students for the restoring of non-promoted subject' credit points s in order to complete the number of credits necessary to promote all the obligations provided in the curriculum (Request-Type – Annex no. 4). Students can enroll in the additional year, up to two times; students who do not promote the additional year a second time, they will be expelled.

For justified cases, the Board of Directors may approve, at the proposal of the Faculty Council/D.P.P.T., the enrollment in an additional year or higher year with the postponing period for obtaining credits, as the case may be, of students who have not accumulated the minimum of credits provided above.

(4) Students, with the exception of the first year of study and those of the terminal year, found inside paragraph (2), may request participation in the activities of the upper year and the

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postponing period for obtaining credits, specifying in the registry „deferred for obtaining credits related to previous years of study”. The postponing for obtaining the credits can be granted only once for each year of study, the student having the obligation to pay the equivalent of the postponed credits according to the fees approved by the University Senate;

(5) The student who is in the year of postponement for obtaining the credits has the obligation to take the postponed exams from the previous year before the beginning of the second semester of the current academic year.

(6) In the case of master programs, the criteria and standards regarding the way in which the current academic year is completed are:

- For Ist year programme study the promotion is only possible in getting the whole 60 credit points;
- for IInd year study programmes (120 compulsory credits), the promotion is conditional on obtaining the 60 compulsory credits according to the curriculum.
- students can be enrolled in the II year of study if they have completed a minimum of 30 credits related to the compulsory and optional subjects in the curriculum.
- In exceptional circumstances, students may promote in the following academic year with a lower number of credits than expected, based on a reasoned request and supporting documents, with the approval of the dean and informing the situation in the Board.


The supporting documents may include a recommendation from the year tutor or a full professor attesting to the student's involvement in academic activities during the year or years of study, its evolution and the potential for further study completion, medical situations or other relevant justifications. These special cases will be submitted for information in the Board in a table, which will contain: name and surname, faculty, program of study, cycle of studies, form of financing, form of education, year of study, number of credits accumulated, as well as the document/documents justifying(s) submitted.

Students who did not get the minimum of 30 credits, along with the students who end the IInd year study did not achieve the minimum of 90 credits, can re-enroll, up to two times, in a fee regime, in the same year of study.

Students who have not completed the total number of credits related to the tuition program, according to the curriculum plan, but have accumulated at least 30 for the one-year master program, and at least 90 credits of study for the 2-year master program, can follow, upon request, the additional year. Registration for the additional year can be done a maximum of two times, and those who do not promote the additional year will be expelled a second time.

Observations:

- a. expulsion and re-enrolment entail the fee-to-study regime of students;
- b. each academic year end at every September the 30th of a calendar year;
- c. The Faculty Council can allow the students who are part of the national or olympic lots, the end of the academic year on October 30, during the study year

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there is the possibility of supporting partial examinations for students engaged to other forms of education (fulltime study, Distance learning or part time study));

- d. students who, for duly justified reasons (hospitalization, sick leave, student mobility or actions, approved by the Faculty Council, conducted in the interest of the university) are absent in the exams/colloquia in a session, may submit to their support in the recovery session credits without paying the fee related to their support;
- e. Students who are members of the University Sports Club, members of national or Olympic batches, who for well-justified reasons cannot participate in the current open session, can present themselves at the credit recovery session without paying the fee for taking the exams/colloquia .

CHAPTER VII. MODIFYING STUDIES PACE

Art. 27 The standard pace of the studies is the one stipulated in the educational plan and involves the completion of a year of study during a academic year.


Art. 28 A maximum of 5% of the number of students with full time study from an undergraduate degree program can go through, with the approval of the Faculty Council, two years of study in a single academic year, except for the first and last year of study, in compliance with the legislation in force. The Faculty Council can approve this change in the pace of studies, in exceptional cases, only to students who in the previous academic year have achieved very good results (minimum average 9.50).

Art. 29 The faculty board may approve the postponement of the completion of the current academic year (prolongation of schooling), with one academic year, without the payment of an additional tuition fee, in the following cases:

- a) maternity leave for female students;
- b) student's leave for parental leave;
- c) sick students, during academic year have at least 60 days of medical leave, from which at least 10 days of hospital care;
- d) students leaving for official delegations for more than 30 consecutive days performance sports students participating in special training programs and at national and international competitions;

Art. 30 (1) The student may request the temporary interruption of studies through a reasoned application, starting from the second year of study. The application shall be submitted no later than October the 10th of the academic year, and exceptionally (for medical reasons, for example), until the end of the teaching activity of each semester.

The dean of the faculty can approve the request for temporary interruption of studies for one year, with the possibility of extension by maximum two years, and only once in the

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course of schooling. In case of extension, the student must apply for the approval of school interruption annually.

(2) the student who interrupted the studies, upon their resumption, will fulfill all the obligations arising from the curriculum related to the series with which he completes his studies. The request for return shall be submitted to the faculty secretariat before the beginning of the academic year in which the return is made, no later than September the 29 .

The return is made within the study program to which the student was enrolled before the interruption of studies, provided that the tuition capacity and the number of budgeted places are respected. This fact is brought to the attention of the student at the time of interruption of studies, mentioning on the request for interruption that he was informed in this regard.

The student who requests the interruption of studies shall be informed that he will not be able to resume his studies if, at the time of his return to studies, the program on which he was enrolled no longer works, has no number of students or has reached the maximum limit of the tuition capacity, mentioning on the request for interruption that he has been informed in this regard.

During the period of interruption of studies, the student does not benefit from the rights offered by law to students (accommodation in the university dormitories, scholarship, discounts for transportation, student certificate).

CHAPTER VIII. STUDENTS MOBILITY(TRANSFER)

Art. 31 According to the law, academic mobility is the right of students to be recognized transferable credits acquired, under the law, at other provisionally accredited/authorized higher education institutions in the country or abroad or at other study programs within the same institution of higher education. Academic mobility can be organized in physical, virtual or mixed format. Mobility may be internal or international, respectively definitive (transfer) or temporary, for all forms of education. Academic mobility refers to all types of activities provided in the educational plan of the respective study program: courses, seminars, laboratories, projects, practical activity, etc.


Academic mobility is carried out in the partner places and institutions where the students enrolled in the study program of the receiving higher education institution willing to receive them..

Student status maintains on both national and international mobility time.

The recognition of transferable credits in the case of domestic and international academic mobility is carried out by higher education institutions, for the person proving the completion of the mobility internship, with documents issued by the higher education institution he attended. The recognition of the grades/qualifications obtained within the partner institution abroad is based on the equivalence/conversion scale of the grades/qualifications developed and approved at the university level (**Anexx no. 5**).

The academic mobility is possible if the student fulfills the following conditions:

- a) International agreements signed by higher education institutions;

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b) HE authorized accept of receiving institutions

Inter-institutional agreements set out the conditions for mobility between provisionally accredited/authorised higher education institutions: type of mobility, duration of mobility, number of mobility, field, study programme, financing of temporary mobility, language of study, accommodation conditions, selection of participants, support services provided to mobility participants, conditions for recognition of academic mobility results, etc.

Inter-institutional acceptance consists in completing and signing the type of mobility application, set out in Annex no. 1, as it follows:

- a) Student fills in a mobility request form to the HE institution where wants the mobility to be done, aiming to be accepted there;
- b) After he receives it then he applies for the acceptance of HE where the student is enrolled;
- c) The mobility agreement is signed firstly by the receiving institution then by the sending institution;
- d) The request must contain the details of the mobility as well.

All mobility applications must be held at the faculties' secretariats.

Art. 32 Temporary academic mobility applies for studentas on budgeted or fee-paying places, it can be done after the first semester and until the end of the penultimate semester, except for the mobilities performed within the international Erasmus⁺ type programs, etc., which can also be done in the last semester.

The student may benefit from temporary academic mobility between two provisionally accredited/authorised higher education institutions, as appropriate.


Compatibility of the curriculum for the recognition of transferable study credits is established prior to the mobility period and recognition of transferable study credits is carried out after the mobility is completed, in accordance with the interinstitutional agreement and the regulations of the higher education institutions involved, as the case may be, based on the documents proving the mobility internship.

The decision on equivalence of studies carried out abroad or within another higher education institution in the country, respectively the decision on equivalence of the period of practice carried out abroad, is issued within maximum 10 working days from the moment when the equivalence file was submitted by the student.

Temporary international academic mobility through international programmes shall be carried out in accordance with the regulations governing those programmes.

Temporary academic mobility on its own is temporary mobility outside inter-institutional academic mobility agreements, at the request of the student who has identified a possible welcoming university.

After approval of temporary mobility applications, students of other higher education institutions, in temporary academic mobility (including those on their own) at the „Valahia” University in Targoviste, are registered on the basis of the rector's decision, and subsequently registered by the faculty secretariats, in matricular registers and special catalogues, allocated

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only to this category of students. Upon completion of the period of temporary academic mobility, students receive a certificate stating that they have/have not completed the period of temporary mobility, according to the interinstitutional agreement or interinstitutional acceptance (for students on their own) and the student's records.

Temporary international academic mobility through international programmes shall be carried out in accordance with the regulations governing those programmes (for example: Erasmus⁺).

Art. 33 (1) For undergraduate studies and master's degree studies, definitive academic mobility can only be achieved at the beginning of the semester, after the first semester and until the end of the penultimate semester, between degree programs with the same total number of compulsory transferable study credits, from the same fundamental field .

(2) Final academic mobility can be carried out both by students funded from the state budget and by fee students, in compliance with the legal provisions on tuition capacity and funding of higher education and with the acceptance of the provisionally accredited/authorized higher education institutions involved and in accordance with their own regulations on domestic or international academic mobility.

(3) Final academic mobility can also be achieved within the same institution of higher education, in compliance with the principle „grants follow the student” or international, to which this principle cannot be applied.

(4) In the case of a definitive academic mobility, the diploma is issued to the graduate by the higher education institution that organizes the examination of completion of studies. The certificate, supplement or transcript is issued by the higher education institution that accepted it.

(5) Provisions on definitive academic mobility also apply to students from EU, EEA and Swiss Confederation member states, as well as British citizens and their family members, as beneficiaries of the Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community 2019/C 384 I/01.


(6) For third countries, the provisions of bilateral agreements and international agreements in this field, are in force at the time of mobility .

Art. 34 (1) If the number of applications for academic mobility is higher than the number of places available in that year of study, account shall be taken, in order, of the learning records of the applicants and the to justify the reasons why they are applying for the transfer .

(2) Approvals for the reception of a student in intrainstitutional or interinstitutional mobility are conditional on the respect of the maximum tuition capacity for the respective study programme

Art. 35 Approving the academic mobility gets the following permissions from

- a) Dean of the faculty' approval, in case of transfer or mobility from a specialization to another one, from a learning form to another inside the same faculty;

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b) Dean of the faculty to where the student wants to participate into the mobility and along with the dean and rector's approvals from the faculty they leave from inside i „Valahia” University of Târgoviște;

c) Dean of the faculty and the rector's approvals from the receiving institution where student wants to obtain the definitive academic mobility and of course the deans and rector's approvals too from sending university.

Incoming students to „Valahia” University in Targoviste, through academic mobility from other higher education institutions, will be registered only if they submit the agreement of the institution they are coming from, as well as the university records attesting their academic and financial Applications for definitive academic mobility, in original – 2 copies (Annexes no. 1 and no. 2), for the next academic year shall be submitted to the faculty secretariat until September 29, and those for semester II, shall be submitted at least one week before the beginning of the 1st semester.

Registration is carried out in accordance with the legal requirements regarding the registration of changes in UMRU.

„Valahia” University of Târgoviște charges incoming and outgoing tax fees according to the University Senate approvals.

Art. 36 For the transferred students situation, the Faculty Council/D.P.P.T.Council will determine the possible difference exams or other activities that the student will have to support, according to the curriculum and the subjects sheets. These differences or other didactic activities will be brought to the attention of the student, no later than November 1st of the respective academic year.


To pass the difference exams it is necessary to pay the fees according to the regulations on study fees; except for students who transfer from one faculty to another or from one specialization to another, for reasons independent of their will (reorganization of faculties, cease of the activity of a specialization, etc.).

CHAPTER IX. FURTHER STUDY EDUCATION

Art. 37 Graduates with a diploma of completion of the short-term studies cycle can continue their studies within the first cycle - undergraduate studies, by participating in the entrance examination, according to art.53, par. (3), of the Law on higher education no. 199/2023

Enrollment, through admission contest, is possible only for specializations belonging to the same field of bachelor or in the near field with specializations completed in the short-term higher education in a fee-based regime, or without a fee - within the limit of the tuition capacity for the respective year of study.

Art. 38 Institutions of higher education shall equate the subjects covered within the short-term university study cycle with the subjects within the undergraduate study programme to which the student has been admitted, on the basis of his or her own methodology. Following

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equivalence, the student may be transferred to another year of study within the undergraduate cycle.

CHAPTER X. GRADUATION

Art. 39 The examinations for graduation(bachelor and master) are carried out based on the general framework for the organization of graduation, bachelor, diploma, selection, dissertation established by Order of the Ministry and according to the methodology of the own examinations for the completion of studies, approved by the S., "Valahia" University' Senate.

Only persons who graduate, that is, those who have fully completed and promoted the subjects provided in the syllabus of the study program at which they were enrolled to.

The theme and bibliography of the exam samples are approved annually by the Faculty Council on the proposal of the specialized departments, in accordance with the syllabus and curricula after which the graduates have studied and are brought to their attention before the beginning of the last academic semester.

The topics of the bachelor's papers/degree projects proposed by the specialized departments are approved by the Faculty Council and assigned to students at the end of IInd year (for the 3-year cycle) or at the end of IIIrd year study (4-year cycle).

Art. 40 The average of the examination for the complete finish of the undergraduate studies is the arithmetic mean of the grades obtained at the samples taken according to the methodology of the examinations for the completion of the studies. It is declared successful at the completion exam of undergraduate studies the graduate who obtained at the undergraduate/diploma exam at least the average 6 (six) and at each minimum grade 5 (five) test.

Art. 41 In the case of master programs, the studies are completed by dissertation examination, which will consist of supporting a specialized work in the field studied, in the plenum of a commission appointed by the decision of the rector, at the proposal of the faculties.

The dissertation exam garde is the arithmetic average of the notes given individually by the members of the committee, the minimum promotion grade being 6 (six).


Art. 42 Graduates who have not passed the undergraduate/degree/graduation/dissertation exam in the current session can take, regardless of the funding status they had (with/without charge), the exam in a later session, with the payment of the examination fee approved by the University Senate.

The same provisions apply to students/learners who have not passed the graduation examination of the studies within the Psycho-pedagogical Training Programs Ist, IInd level.

Art. 43 The fully promoted graduation exam cannot be repeated.

CHAPTER XI. STUDENT'S FINANCIAL STATUS

Art. 44 The financial status of a student can be: budget (B); fee (f).

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The status of budget student (B) is given to students who are admitted to the admission contest on places financed from the state budget.

Student fee status (F) is given to students admitted to the admission contest on places with tuition fee.

The financing from the state budget is valid during a single cycle of studies, according to the legislation in force.

At the beginning of each academic year, between 1st – 10th of October , students are reclassified based on the score obtained in the previous year and within the limits of the places funded from the budget for each study program. The score is obtained by summing the number of credit points for each promoted discipline multiplied by the grade obtained for each of the respective disciplines.

If there are more students with the same score, the criteria for separation are as follows:

- a) Decreasing order of the general weighted average;
- b) Decreasing order of the general arithmetic mean;
- c) Decreasing order of the average admission to bachelor/master studies;
- d) The criteria for separation at the admission contest.

Students who lost the budget place financed by MER they can continue at tuition fee status study.


The budget student status after admission competition is only available in the 1st year study, except the following cases:

- Students from the social protection system and from the category of persons with disabilities;
- Rrom ethnic area students admitted to bachelor and master studies, on places without special fee allocated;
- Students in the category „Romanians from everywhere”, admitted to bachelor studies and masters on places without special fee allocated;
- Foreign citizen students admitted to bachelor studies and masters on places without special fee allocated;
- Students with a baccalaureate diploma obtained at a rural high school, admitted to undergraduate studies and masters on places without special fee allocated.

The student coming through definitive academic mobility (transfer) from other universities/ faculties/education forms/study programs may enter the reclassification process based on the studies records of the previous year.

Following the reclassification, in order to occupy a budgeted place, the student has the obligation to submit the diploma/diplomas of previous studies in the original until October 10 of the academic year. Otherwise, it is reclassified to places with a fee for not submitting diplomas in the original.

Art. 45 Upon registration or re-registration, the student must complete and sign the contract for the financing of studies, which includes the development of curricular and financial

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activity in the university with the specification of the rights and obligations of the parties. This contract will be completed annually by additional act.

The person resuming the studies will conclude the addendum to the study contract of the series with which they continue their study activity.

The student who pass the deadlines for paying the tuition fee is to be expelled. During the current academic year, the student may request a return on the expelling and maintenance of the study contract, with the approval of the Faculty Council, after paying the re-registration fee as well as all outstanding amounts.

Art. 46 Additional teaching activities, generated by the absence of students to activities planned by the timetable or by the structure of the academic year, as well as activities not included in the curriculum, can be organized under the conditions of payment of the fees established by the decision of the University Senate. The fees will be announced at the beginning of the academic year.

Art. 47 Annually, the tuition fees, their amount, installments and payment terms will be:

- i. updated at the proposal of the Faculty Council/D.P.P.T.. and approved by the University Senate.
- ii. stipulated in an addendum which is an integral part of the study contract.

FINAL PROVISIONS


Art. 48 To foreign students there are specific additional rules to this regulation file.

Faculties can have internal regulations regarding rprofessional students activity mentioned and approved in the Faculty Council, that can detail and adjustits provisions to its own specificity, without violating this regulations document.

In special situations (emergency, state of alert, etc.) the didactic and professional activity of the students of „Valahia” University of Targoviste will be regulated by specific guides and/or procedures.

This Regulation may be amended, as necessary and in compliance with the legal provisions, under the same conditions as those which were the basis for its elaboration and enter into force from the first day of the following academic year.

The present regulations document is approved by the Board’s meeting from date, approved by the Senate’s meeting from date and will be posted publicly on the official university’s web site and on each faculty’s address link.

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Annex no. 1

MOBILITY REQUEST(*Transfer*)

University's name

University's name

(current institution)

(transfer institution)

Approved
Rector,

Approved
Rector,


Hereby,(surname and name) _____, student
_____ at (name of the current University) _____
Faculty of _____, year
study _____ study _____ programme
_____, field of study
_____, on full time study/ half time study or distance learning
study, budget/ tuition fee status , please approve my mobility as a student enrolled in
academic year _____ to transfer at the University
_____, Faculty of
_____, year study _____, study programme name
_____, field of study
_____,on full time study/ half time study or distance learning study, at
budget/ tuition fee status.

I request this transfer because(name the reasons): _____

I add to this request the following documents:

Date

Signature

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Favourable notice
Faculty Dean
.....
(Current Institution)

Favourable notice
Faculty Dean
.....
(Transfer institution)

Note: The form is filled in in two copies (one copy for each university).

Annex no. 2

**MOBILITY REQUEST
OF „Valahia” University of Târgoviște**

Agree
Rector,

Faculty

Faculty


No. /
(Current institution)
Favourable notice
Dean,

No. /
(Transfer institution)
Favourable notice
Dean,

Hereby(surname and name) _____,
student at „Valahia” University of Târgoviște, Faculty of _____,
year study _____, study field _____,
study programme _____,
on full time study/ half time study or distance learning study, budget/ tuition fee status , please approve my mobility as a student enrolled in academic year _____ to transfer at the University _____, Faculty of _____, year study _____, study programme name _____, field of study _____, on full time study/ half time study or distance learning study, at budget/ tuition fee status..

I request this transfer because(name the reasons): _____

I add to this request the following docuemnts: _____

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Date

Signature

Note: The form is filled in in two copies (one copy for each faculty).

WITHDRAWAL STUDY REQUEST FORM

Annex no. 3

Registration n^o.:

APPROVED,
DEAN

TO DEAN'S OFFICE,

Hereby(surname and name) _____, ID serie _____, no. _____, issued at date _____, by(name of institution authorized by Local Authorities) _____, enrolled in academi year _____, abachelor/master study level, study programme _____, on full time study/ half time study or distance learning study, budget/ tuition fee status , please approve my request of withdrawal from studying at the Faculty of _____.

I declare that I am aware that the withdrawal takes effect from the date of approval and involves the completion of the liquidation procedure, as well as the payment of any outstanding financial obligations.

I declare on my own responsibility that I have/have not handed over my student card and student ID.


I request the release of the documents in the personal file, after the completion of the *Departure clearance* procedure.

Reason of withdrawal (optional):

By signing this application, I agree that my personal data will be processed according to the consent expressed at the admission, including for the management of my withdrawal from studies, in accordance with Regulation (EU) 2016/679 (GDPR).

Date: _____

Signature: _____

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DEPARTURE CLEARANCE

(it is filled in and signed by the competitive Departments of VUT)

Library loans Service _____
 Accommodation campus dormitories administrator _____
 Social Service _____
 Financial- Accounting Service _____

Note: The fulfilment of all liquidation procedures shall condition the issuance of documents from the personal file and the approval of the withdrawal by the Dean.

ADDITIONAL YEAR STUDY REQUEST FORM

Annex no. 4

Registration number:

APPROVED,
DEAN


TO DEAN'S OFFICE

Hereby, _____ (surname _____ and _____ name) _____, enrolled in the academic year _____, student in year study _____, academic year _____, at programme study _____, on full time study/ half time study or distance learning study, budget/ tuition fee status, asking to receive favourable notice for allowing me to sign up in the additional year study for academic _____, on the purpose of complete study to graduate according to the curriculum.


I mention that I am aware that the approval of the additional year is carried out in accordance with the Regulation on the professional activity of students and may involve the payment of the related fees approved by the University Senate.

Date: _____

Signature: _____


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Annex no. 5

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GRADES EQUIVALENCE GRID

Romania	1 - 4	5	6	7	8	9	10
ECTS Scale	FX, F Fail	E Sufficient	D Satisfactory	C Good	C Good	B Very Good	A Excellent
Austria	5	-	4	-	3	2	1
Albania	1-4	5	6	7	8	9	10
Bulgaria	2 Caa6	3 CpegeH	-	-	4 добър	5 МНОГО добре	6 ОТЛИЧНО
Belgium	7, 8, 9	10	11	12	13, 14	15, 16, 17	18, 19, 20
People's Republic of China	0-59,99	60-69,99	70-74,99	75-79,99	80-84,99	85-89,99	90-100
Denmark	0, 3, 5	6	7	8	9	10	11, 13
Swiss Confederation	< 3,5	3,5 - 3,99	4,0 - 4,49	4,5 - 4,99	5,0 - 5,49	5,5	5,51 - 6,0
Republic of Estonia	0 nurjuma	1 iisavalt	2 rahuldav	-	3 hea	4 vaga hea	5 suurepärase
Finland	-	1	1%	-	2	2%	3
France	Insuffisant (< 10)	Passable (10 - 10,49)	Passable (10,5 - 10,99)	Assez bien (11,0 - 11,49)	Assez bien (11,5 - 12,49)	Bien (12,5-14,49)	Très bien (14,5-20,0)
Germany	> 4,01	4,00 - 3,51	3,5 - 3,01	3,00 - 2,51	2,50 - 2,01	2,00 - 1,51	1,50 - 1,00
Hellenic Republic	2,3,4	5	6	-	7	8,9	10
Ireland	< 25% Fail	25% - 39% Pass	40% - 44% 3 rd pass	45% - 54%	55% - 69% 2 nd / II	70% - 84% 2 nd / I	85%-100% I
Iceland	Fail	5	-	6	7	8	9, 10
Italy	≤17	18, 19	20 - 22	23-24	25-26	27, 28	29,30, 30+
Hashemite Kingdom of Jordan	0-49,99	50-50,99	51-59,99	60-69,99	70-79,99	80-89,99	90-100
Great Britain	0 - 39% (Fail)	40 - 49% (3 rd)	50 - 54% (2ii)	55 - 59% (2ii)	60 - 64% (2i)	65 - 69% (Upper 2i)	70 - 100% (First)
Norway	6 - 4,1	4 - 3,5	3,5 - 3	2,9 - 2,4	2,3 - 2	1,9 - 1,2	1,1 - 1,0
Netherlands	1 - 4	5	6	-	7	8	9; 10
Poland	< 3,00	3,00	3,01 - 3,49	-	3,50 - 3,99	4,00 - 4,49	4,50 - 5,00
Portugal	1 - 9	10	11, 12	13	14, 15	16, 17	18, 19, 20
Slovakia Republic	5	-	4	-	3	2	1
Republic of Slovenia	1 - 5,9	6	6,1 - 6,9	7 - 7,5	7,6 - 7,9	8 - 9,9	10
Spain	< 5 Suspenso	5,0 - 5,49 Aprobado	5,5 - 6,49 Aprobado	6,5 - 7,49 Notable	7,5 - 8,49 Notable	8,5 - 9,49 Sobresaliente Excellent	9,5 - 10 Matricula de Honor

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Hungary	1,00 -1,99 elégтелен	-	2,00 - 2,50 elégsséges	-	2,51 - 3,50 kozepes	3,51 - 4,50 jó	4,51 - 5,00 jeles, kiváló
Republic of Turkye	1 - 4 Noksan/ Pek Noksan	4,5 - 4,99	5,00 - 6,49 Orta	6,5 - 6,99 Orta	7,00 - 7,99 Lyi	8,00 - 8,99 Lyi	9,0 - 10,0 Pek iyi
United States pf America	E-F/ 0-59	D/60-65	-/66-72	C/73-79	B-/80-86	A-/87-95	A/94-100