

**APROBAT**

în ședința Senatului ULBS din data de \_\_\_\_\_

**Regulations  
on the professional activity of students,  
undergraduate and master's degree, based on the European Credit Transfer System (ECTS )**

**content**

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## I. Purpose

This regulation regulates the professional activity of students, based on the European Transferable Credit System (ECTS) and includes a set of rules applicable within the "Lucian Blaga" University of Sibiu.

## II. Field of application

1. The provisions of this regulation apply to all categories of students enrolled in all forms of education in ULBS, in compliance with Law 1 / 2,011, *National Education Law*, MECTS Order no. 3666 / 30.03.2012 regarding the approval of the Code of student rights and obligations, MEN Order no. 5140 / 11.09.2019 regarding the academic mobility of students, MEN Order no. 5146 / 12.09.2019 on approving the general application of the European Credit Transfer System and the ULBS Charter.
2. In the "Lucian Blaga" University of Sibiu, the entire didactic activity aims to achieve the following objectives:
  - ensuring excellence in teaching, scientific research and education;
  - promoting science in the spirit of the values of democracy, of moral standards, of academic freedom, of openness to integration in the international scientific community and in the space of European culture and civilization;
  - prevention of forms of exclusivism and intolerance;
  - providing academic programs designed to meet the widest possible range of educational requirements;
  - ensuring the compliance of graduates' knowledge and skills with the requirements of the labor market, both through initial training and through continuing education programs;
  - identifying and capitalizing on employment opportunities for graduates.

## III. Reference documents

1. National Education Law no. 1/2011, with subsequent amendments and completions;
2. Law no. 288/2004 regarding the organization of university studies;
3. Government Emergency Ordinance no. 75 / 12.07.2005, regarding the quality assurance of education, approved by Law no. 87/2006;
4. Order 3928/2005 on ensuring the quality of educational services in higher education institutions;

5. MEC Order no. 4492/2005 on the promotion of professional ethics in universities;
6. GD no. 404/2006 regarding the organization and development of master's university studies;
7. MEN Order no. 5146/2019 on approving the general application of the European Transferable Credit System ;
8. MEC Order no. 4868/2006 regarding the Diploma Supplement;
9. MECTS Order 3666 of 2012 on the code of student rights and obligations;
10. MEC Order no. 5,140 / 11.09.2019 for the approval of the Methodology regarding the academic mobility of students;
11. External evaluation methodology, reference standards and list of ARACIS performance indicators;
12. Charter of the "Lucian Blaga" University of Sibiu;
13. Methodology for organizing and conducting the admission contest;
14. Regulation regarding the occupation of places for studies financed from the state budget, starting with the academic year 2021-2022;
15. Regulation on academic mobility of students.

#### **IV. Organization of university education - bachelor's and master's level**

1. In ULBS , university education is organized by study cycles:
  - cycle I - undergraduate studies, with a duration of 6/8/10/12 semesters;
  - cycle II - master's degree studies, lasting 2/3/4 semesters.
2. The total cumulative duration of the first cycle of undergraduate studies and of the second cycle of master's studies must correspond to the obtaining of at least 300 credit points of transferable studies.
3. The forms of organization of the didactic activity are:
  - a) for undergraduate studies:
    - **full-** time education (FR),
    - part-time education (IFR);
    - distance learning (ID).
  - b) for master's degree studies:
    - **full-** time education (FR),
    - part-time education (IFR);

4. According to art. 140 of Law 1/2011, the diplomas and certificates of university studies issued by higher education institutions, in accordance with the law, for the same study programs, regardless of the form of education completed, are equivalent. The methodology for conducting the examinations, the skills and knowledge verified, the correspondence between the learning outcomes and the grades, diplomas or certificates of study awarded are identical for any form of education corresponding to a particular program of study at a higher education institution.
5. 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, as a rule, by a minimum of 3 weeks of exams and a week of arrears. The structure of the academic year is approved annually by the ULBS Senate .

## **V. European Credit Transfer System (ECTS)**

1. ULBS applies the European Credit Transfer System - ECTS (ECTS) in assessing the activity of students in all university study programs.
2. The curriculum represents the set of activities programmed by the university, reunited in a unitary conception regarding the content and the development in time, in order to train a specialist in a certain field and with a certain specialization, with a recognized diploma. The standard study duration of a discipline is one semester.
3. Each discipline is provided with a number of credits. Loans reflect workload invested by the student for mastering a discipline, in all aspects (course, seminar, laboratory work, projects, practice, individual study, etc.). The amount of work concerns: the hours of physical presence at courses, seminars, laboratories, but also the hours of individual study, elaboration of works, research, etc., necessary for the preparation and promotion of the discipline. A loan is granted for a minimum of 25 hours of activity.
4. In the "Lucian Blaga" University of Sibiu, the credits of the disciplines are made so that the sum of the credits obtained in a semester is at least equal to 30.
5. Credits do not replace grades . The grades further measure the quality of the student's preparation.
6. The number of transferable study credits is the reference element that the "Lucian Blaga" University of Sibiu uses in the recognition of previously completed studies or periods of university studies legally completed in accredited higher education institutions in Romania or in the European Union, in the same fundamental field, in order to equate and transfer transferable study credits and the possible continuation of studies in another study program.

7. The Ministry of Education establishes the modalities for the recognition and equivalence of studies, diplomas, certificates and scientific degrees issued abroad, based on internal rules. Diplomas or graduation certificates issued by universities in the European Community are equivalent to those issued by ULBS upon their equivalence, in accordance with the legal provisions in force.
8. "Lucian Blaga" University of Sibiu ensures the right of choice of students in choosing subjects, according to the curriculum. The choice of optional and optional subjects is regulated by the *Regulation on the choice of optional and optional subjects*.

## VI. Admission and enrollment in studies

1. Admission of candidates for university studies it is done through a competition, within the limit of the number of schooling approved in accordance with the law, in compliance with the institutional capacity. The selection procedures are carried out in accordance with the legislation in force, they are flexible in nature, using specific criteria depending on the particularities of the future profession. The content and the manner of conducting the admission contest are established by the ULBS Senate through a specific methodology , which develops the general criteria established by the relevant Ministry.

A person can take two study programs at the same time if he meets the admission requirements for each program. For this purpose, it will support the admission contest for both specializations, and in case of success, it will be able to follow only one of the specializations on the spot financed from the state budget.

Graduates with a bachelor's degree can pursue a second specialization under the law.

2. Enrollment in the first year of studies is done by the decision of the rector of ULBS, based on the list of admitted candidates who have confirmed their place obtained after the admission contest by submitting the original study documents.
3. For candidates admitted to fee-paying places, the enrollment decision is preceded by the conclusion of a fee-based tuition agreement between ULBS and the student, which stipulates mutual rights and obligations, in accordance with applicable law, the amount of the fee, the methods of payment.

Candidates admitted to paid positions may submit legalized copies of the study documents if they follow at the same time another study program financed from the state budget, based on the certificate from the other faculty / university.

4. After enrollment, the data of each student are entered in the matriculation register of the study program, in the electronic management platform of the *University Management System (UMS)* and in the Unique Matriculation Register of Romanian Universities, under a unique code, valid for the entire period of schooling in the respective study program. The same procedure applies to students who benefit from permanent academic mobility at ULBS. Their enrollment is done by the decision of the rector, receiving a unique registration number, valid for the entire period of schooling within the study program for which he was accepted.
5. The student expelled and subsequently re-enrolled by the decision of the rector, will be found in the ULBS records under the same registration number with which he was initially enrolled. These numbers are given successively for each series of students by field / curriculum / language of instruction / form of education.
6. The enrollment of Romanian students of ethnic origin admitted to studies is based on the *School Approval / Ministerial Order*, issued by the Ministry of Education and is possible within a maximum of 5 days from the beginning of the academic year.
7. Enrollment of students from non-EU, EEA countries is done under the conditions set out in *the Letter of Acceptance to Education* issued by the Ministry of Education and is possible within 30 days from the date of entry into Romania.
8. Enrollment in the senior year is made by the decision of the rector, based on the final academic mobility or based on the entrance exam in the senior year, with the recognition and equivalence of legally obtained credits previously, in accredited higher education institutions.

#### **ARE YOU COMING. Student documents**

1. Upon enrollment, the personal file of the student is prepared, which must include the following documents:
  - the works from the admission competition (if applicable);
  - the study certificate based on which the student was admitted to studies (baccalaureate diploma / bachelor's degree) in original; a legalized copy is accepted for students in paid places and who follow two study programs at the same time, accompanied by a certificate issued by the university / faculty where the original baccalaureate diploma / license is found);
  - birth certificate in certified copy for compliance;
  - health certificate - original;

- official documents and documents amending the name, if applicable (marriage certificate, administrative act / court decision to change the name), in certified copy for compliance;
- the approved final academic mobility application, accompanied by the student's matriculation status issued by the university from which he / she comes to ULBS (if applicable).

2. During schooling, the student's file is completed with:

- study contract (annual) which is the educational contract concluded between the student and the faculty, represented by the dean, which contains the obligations of the parties and the list of subjects with the related credits that the student undertakes to follow in the respective year of studies, ensures the conditions for carrying out teaching activities throughout the academic year;
  - the individual funding contract (annually) which includes the criteria and standards of individual professional performance that the student must meet in the current academic year and the conditions under which he will be able to occupy a place financed from the state budget in the following academic year;
  - tuition fee (annually, if applicable);
  - the documents by which the student was granted certain rights (interruptions of studies, extensions of schooling, temporary / permanent academic mobility, sheet of equivalences and differences, etc.);
  - the documents certifying the studies carried out in other universities in the country and abroad and the results obtained;
3. Upon enrollment in the faculty, the secretaries of the faculties issue to each student the following documents:
- student card;
  - student ID card for discount / free rail transport, which is granted only at the request of students enrolled in the form of full-time education, up to the age of 26 years.
- The student card serves as an identity document in all situations in which it is required to prove the quality of student.
  - All grades for exams or other forms of knowledge verification will be entered in the student book, the student being obliged to present the book of the examining teacher.
  - The student card is endorsed by the secretariat of the faculty at the beginning of each academic year.

- In case of loss of the student card, the student will give a declaration on his / her own responsibility in order to be issued a new student card.
- În case The student is entitled to a reduction in his / her fee for free / reduced rail transport. It will issue a new ID card after the announcement \_\_\_\_\_ în presă pierde rii and a chităr ea unei taxe de refacere legală în a tiei. The operation is also recorded in the RMUR electronic platform.
- Corrections or unrealistic data entries are not allowed in the student's documents, as they constitute forgery in official documents and are sanctioned as such.

### **VIII. General rules regarding the professional activity of students**

1. Students have the right to participate in all forms of teaching provided in the curriculum.
2. Attendance at the hours of laboratory teaching activity , or practical work is mandatory, and in order to transparently monitor the presence of students and teachers, the Faculty Councils will establish their own rules.
3. In justified cases (medical cases, participation in scientific, artistic or sports events and other situations), at the written request of the student, registered at the faculty secretariat, based on supporting documents, the faculty management may motivate the student's absence from teaching.
4. If the motivated absences from the practical activities exceed certain weights established by the discipline sheet, the student can appear for the examination only after the recovery of the subject on credits, under the conditions of observing the legal provisions in force.
5. The restoration of the subject on credits presupposes the student's participation, during the semester, in all the didactic activities related to a discipline as established by the discipline file; after fulfilling these obligations, in the exam session, the student will have the right to participate in the final evaluation related to the respective discipline.
6. The restoration of the subject on credits is done in a fee-based manner. The fee / discipline is established according to the number of credits allocated to the discipline and according to the tuition fee approved annually by the ULBS Senate.
7. Student assessment is regulated by the **Regulation on .....**. The marks for the answers to exams, colloquia and other forms of verification are made with marks from 1 to 10 , expressed in whole numbers, the minimum passing grade being 5 (five) .

8. The period of the examination sessions is approved annually by the ULBS Senate through the structure of the academic year. The dates of the examinations, the forms of conduct, the place of examination, the examination commissions are the competence of the faculties.
9. At the motivated request of the student, the dean of the faculty may approve, before the beginning of the academic year, the interruption of the studies . for one academic year, provided that the student is an integralist (except for the fulfillment of the condition of integralist student being the proven medical situations). If at the end of a year of interruption of studies the student does not request the resumption of studies, he will be expelled, with the possibility of re-enrollment, upon request.
10. The student who interrupted the studies, upon their resumption, will fulfill the possible didactic obligations of difference, resulting as a result of the possible modifications of the curricula, corresponding to the series of studies in which the student resumes his studies.
11. Domestic and international academic mobility, temporary or permanent, is regulated by the *Regulation on academic mobility of students*.
12. Temporary international study mobility is done in compliance with the *Operational Procedure - Organizing and conducting study mobility of outgoing students within the ERASMUS + program* and the legal norms in force.
13. Students who benefit from temporary academic mobility under the Erasmus program, or under other international mobility programs, are recognized for credits obtained at the host university, based on university documents issued by the respective higher education institutions. The recognition and equivalence of credits is approved by the dean, based on the analysis performed by the credit equivalence commission, appointed at Faculty level by the Faculty Council. The equivalence of the credits will be done in compliance with the Equivalence Grid of the grades and marks obtained by the students ([link .....](#)).
14. Students' participation in all forms of examination may be restricted due to non-compliance with the minimum teaching activities provided in the subject sheets.
15. Also, in the case of paid students, the participation of students in all forms of examination may be restricted due to non-fulfillment of the financial obligations established by the fee-based tuition contract.
16. The psycho-pedagogical training module has its own curriculum and includes credits allocated to each discipline and the graduation exam .

Psycho-pedagogical training is optional for all ULBS students. This ensures the psycho-pedagogical, methodical and practical training of future teachers in the field of graduated specialization and gives the necessary skills to occupy a teaching position.

The psycho-pedagogical training module is organized on two levels, according to the two cycles of studies: bachelor - level I and master - level II.

## **IX. Promotion of one year of studies and enrollment in the higher year of studies**

1. student has the obligation to accumulate in a year of study at least 30 transferable credits out of the 60 credits corresponding to a year of study, provided in the curriculum of the university study program in which the student is enrolled. Optional subjects are not considered.
2. The additional conditions for enrollment in the higher year of study for students promoted on credit are:
  - promotion in the second year of studies - minimum 30 credits;
  - promotion in the third year of studies - minimum 90 credits;
  - promotion in the fourth year of studies - minimum 150 credits.
3. Exceptions for students of the Faculty of Medicine:
  - the student has the obligation to pass in a year of study a minimum of 45 credits out of the 60 credits from the curriculum of a year of study.
  - the promotion conditions in the year of higher study are:
    - promotion in the second year of studies - minimum 45 credits;
    - promotion in the third year of studies - minimum 90 credits;
    - promotion in the fourth year of studies:
      - 180 credits - for students in the General Medicine and Dentistry study programs;
      - min. 135 credits - for the other study programs from the Faculty of Medicine.
    - promotion in the 5th year of studies:
      - 225 credits - for students in the General Medicine and Dentistry study programs;
      - min. 180 credits - for students in the Pharmacy curriculum.
    - promotion in the sixth year of studies for students from the study programs General Medicine and Dentistry - min. 270 credits.

4. The promotion conditions within each study program are made known to the students at the beginning of the first academic year of study and they cannot be modified during the educational cycle.
5. The following are enrolled in the higher year of studies:
  - students who have fully passed all the subjects of the curriculum related to the respective year of study (integralist students);
  - students who have partially promoted (promoted on credits) the subjects of the curriculum corresponding to the respective year of studies, in accordance with the provisions of chap. IX, art. 1, 2 and 3);
6. Credits for optional subjects are not included in the minimum number of credits required for the promotion of one year of study and enrollment in the higher year of study.
7. Students who do not accumulate in a university year the minimum number of credits provided in ch. IX, art. 1, 2 and 3, will be expelled and, upon request, may be re-enrolled in the same year of study, except for the first year for which enrollment will be made only on the basis of a new admission competition.
8. Students who study for a fee and who have not fully fulfilled their financial obligations provided in the fee-based tuition contract cannot be enrolled in the higher year of study. Failure to pay tuition fees will result in expulsion of the student.
9. Re-registration is subject to a fee. The application for re-enrollment is submitted at the latest in the first week of the academic year, when the fee-based tuition contract will be concluded.
10. Students who do not obtain the credits required for promotion in the higher year of study and are re-enrolled in the same year of study must meet the requirements of the curriculum of the series of studies in which they re-enroll.
11. An exam passed in a previous academic year is recognized as passed even if the number of credits allocated to that discipline changes. Any other situations of this nature will be regulated by decisions of the Faculty Council.
12. At the student's request, credits for a subject may be recognized and equated with credits obtained in a subject with an equivalent subject from another study program within ULBS.
13. The credits obtained by the students in the international academic mobility programs will be equivalent according to the procedure, within the limits of the compatibility of the curricula of the institutions involved. The Faculty Councils are empowered to decide on the equivalence of

credits obtained by students who benefit from academic mobility. The equivalence of the disciplines and the granting of the corresponding credits is done by a permanent commission established by the Faculty Council at the beginning of each academic year. Credits made under the terms of this article are considered to have been obtained in the semester in which this discipline appears in the Study Contract.

In the case of equivalent exams, the name of the subject in the curriculum will be included in the diploma supplement, stating that the subject has been equivalent.

**14. Exceeding the normal duration of study is borne by the student.**

Thus, if at the end of the study program the student has not obtained all the credits established in the curriculum, he will be expelled and may apply for re-enrollment, for a fee. The re-enrollment is done in the last year of studies, and the student must go through the requirements of the curriculum of the series of studies in which he / she is re-enrolled and take the possible difference exams.

The re-enrolled student will have the obligation to pay the value of all teaching activities to be redone, both for the subjects not promoted and for the subjects that appeared as differences, as a result of the possible modification of the curricula related to the new series of studies.

The tuition fee is set at the level of the academic year in which the student re-enrolls, depending on the number of credits to be remade.

## **X. Completion of studies**

1. The requirements for enrolling in the final exam and obtaining the study certificate certifying the skills acquired as a result of completing a study program (bachelor's degree, engineering degree, bachelor's and master's degree, master's degree, certificates, attestations) establish on the basis of the provisions of the curriculum.
2. Only persons who have the quality of graduates, ie those who have completed and passed the subjects provided in the curriculum of the study program in which they were enrolled, can take the final exam. The way of taking the final exam in the "Lucian Blaga" University is regulated by its own Regulations.
3. Full-time graduates of the study programs can take the free final exam in the summer session (July-July), respectively in the autumn session (September, for the study programs of the Faculty of

Medicine) in the year of graduation or in the residency session in the spring. (February-March) the following year.

4. Enrollment in subsequent graduation sessions is supported by the student in accordance with the administrative fees approved annually by the ULBS Senate.
5. The organization and conduct of graduation examinations shall be conducted in accordance with *the ULBS Regulations on the organization and conduct of graduation, bachelor's / diploma, selection and dissertation examinations.*

## XI. Final and transitional provisions

1. The Faculty Councils may adopt decisions regarding **the detailing** of some articles of the present Regulation according to the specifics of the activities.
2. Any amendment to this Regulation shall be made by the approval of the ULBS Senate and shall take effect on the first day of the following academic year.
3. Upon the entry into force of this Regulation, the *Regulation on teaching and vocational activity, undergraduate and master's degree under the European Transferable Credit System (ECTS) shall be repealed.*

Approved at the ULBS Senate Meeting on \_\_\_\_\_