

REGULATIONS

on the choice of optional and optional subjects by students

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Edition 1
0

Revision

	function	SCIENTIFIC TITLE - NAME AND SURNAME	COMPARTMENT /DEPARTMENT	DATE	SIGNATURE
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SITUATION OF EDITIONS AND REVISIONS

Nr. Ed./rev.	Chapter/ Subchapter	Date	Object (content) of the change
1/0	Integral	07.2020	Regulation development
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1/3			

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I. REFERENCE DOCUMENTS

Type	Type document	Nr. act	Date	Issuer	Object of regulation
regulation international	Regulations	679	2016	EU Parliament	Protection of individuals with regard to the processing of personal data concerning the free movement of such data and repealing Directive 95/46 / EC (General Data Protection Regulation) issued by the European Parliament and the Council of the European Union, hereinafter referred to as GDPR
regulation primary	Law	1	2011	Parliament	National Education Law, with subsequent amendments and completions
	Law	87	2006	-	Law on quality assurance of education with subsequent additions and amendments
regulation secondary	Standard	-	-	-	ARACIS standards applicable to each study program
Tertiary regulations	Working instructions	ULBS-DAC-001-01	2012	Dacian	Coding of SMI documents
	Procedure	PS-ULBS-DAC-001	2012	Dacian	Elaboration and modification of the procedures and instructions of the Integrated Management System (IMS) within ULBS
	ULBS LETTER	-	2015	LBUS	Charter of the "Lucian Blaga" University of Sibiu
	Internal regulations	-	2020	ULBS Rector	<u>Internal regulations</u>

II. DEFINITIONS AND ABBREVIATIONS

II.1 Definitions

Term	Definition
Discipline	Basic formative element that represents unitary activities assigned to a formative content. The discipline can consist of course activities (lecture), seminar, laboratory, project, practice, etc. Each discipline has a total duration of one semester, contains an evaluation form, after which the student obtains a final grade and accumulates the credits associated with the discipline.
Optional discipline	The discipline chosen from the offer of disciplines of the curriculum of the study program, necessary to complete the compulsory package from the trunk or from the branch of specialization; after the choice, the optional subject becomes mandatory for its promotion by the student.
Optional discipline	Discipline that can be chosen by the student to expand his / her knowledge in the chosen field or to study other adjacent fields of specialization, different from the main specialization. The credits obtained in the optional subjects are additional credits over the minimum number of credits necessary to complete the year of study.

II.2 Abbreviations

Abbreviation	Explanation
LBUS	"Lucian Blaga" University of Sibiu
R	Regulations
ADOFS	Choice of optional and optional subjects by students
PPS	Vice-Rector of Study Programs
CEAC	Quality Assessment and Assurance Commission



III. GENERAL DISPOSITIONS

- Art. 1.** The regulation on the choice of optional and optional subjects by students regulates the choice and enrollment in optional subjects, respectively in optional subjects in order to increase the flexibility of study programs by ensuring an adequate and uniform level of quality of education within ULBS.
- Art. 2.** This regulation applies to assist students in choosing optional and optional subjects from the Curricula.
- Art. 3.** The regulation supports department heads in streamlining their work, with a view to developing and drafting job descriptions.
- Art. 4.** The regulation supports curriculum leaders in guiding students on how to choose optional and optional subjects from the Curricula.
- Art. 5.** This regulation informs the students that the curricula provide optional subjects, respectively optional subjects, in the weights provided by the ARACIS standards for each field / study program.
- Art. 6.** The possibility of choosing the optional and optional subjects ensures the flexibility of the educational process, offering students multiple options from which to choose the desired trajectory when completing the curriculum.
- Art. 7.** All optional subjects will be conducted only for a fee at the request of students.
- Art. 8.** The amount of fees for optional subjects will be updated annually and annexed (in Annex 1 to this Regulation).
- Art. 9.** The competencies related to the optional and optional subjects will be specified in the Curriculum and in the Diploma Supplement.
- Art. 10.** The optional subjects for a particular specialization of the faculty can be chosen from the optional subjects in the curriculum of the specialization;
- Art. 11.** Annually, until May 15, the faculties propose to the University Senate, for the next academic year the list of optional subjects that can be studied by all students of the University.
- Art. 12.** The optional and optional subjects are chosen by the students - for one academic year - at the latest in the 10th week of the second semester, of the previous academic year. Exceptions are the optional and optional subjects related to the first year, which will be chosen during the admission.

IV. DESCRIPTION OF OPTIONAL COURSES

- Art. 13.** The optional subjects within ULBS are grouped by years of study and semesters, so as to follow vocational training directions and to make the academic path of the students more flexible.
- Art. 14.** The information of the students can be achieved by the presentation by the holders of the optional subjects of some informative materials, in accordance with the file of the respective discipline.
- Art. 15.** The choice of optional courses is based on the criteria of most of the options expressed. Students who have not expressed their choice and / or students who have opted for another discipline (s) will be assigned ex officio by the program coordinator to the discipline (s) that met the simple majority of options.
- Art. 16.** The choice of the optional subjects by the students is made in relation to the offer of the faculty / departments after the prior information of the students.



Art. 17. Students' choices regarding the choice of optional subjects are expressed in writing under signature , or through an electronic application.

Art. 18. Optional subjects, at the student's choice, become compulsory and the number of credits related to these subjects is included in the 60 compulsory credits for one year of study.

V. DESCRIPTION OF OPTIONAL DISCIPLINES

Art. 19. Optional disciplines aim to expand knowledge in the chosen field or the possibility of studying other adjacent fields of specialization, other than the main specialization.

Art. 20. Optional subjects are awarded credit points above the minimum required. Failure to do so will result in them not being recognized in the Diploma Supplement.

Art. 21. Students of any faculty can enroll in the optional subjects. In order for an optional subject to take place, it is necessary to form a group of at least 20 students.

Art. 22. The condition of participation in these courses is that the student meets the preconditions specified in the subject sheet.

Art. 23. The student can contract additional (through the annex to the study contract) for an academic year optional subjects corresponding to a maximum of 30 ECTS credits only with the payment of an additional fee, proportional to the number of credits related to them.

Art. 24. If the nature and conditions of the discipline allow, the faculty may include in the list of disciplines that will be submitted to the University for inclusion in the offer of optional subjects, any discipline, including those imposed (compulsory) or optional in the study programs. considered optional subjects in relation to students of other faculties.

Art. 25. number of transferable study credits required to enter the following year does not add up to those in the optional subjects.

VI. responsibility

Art. 26. **PPS** and **CEAC** at ULBS level are responsible for the implementation and maintenance of this Regulation.

Art. 27. **Deans** , **department directors** and **mentors / tutors** of the year are responsible for monitoring and observing the established data, as well as if the students have completed the annual annex to the study contract, communicating the resulting study formations.

Art. 28. **CEBS** at ULBS level and **SCEAC** at faculty level are responsible for:

- checking this regulation in their area of responsibility;
- ensuring the conditions for keeping the records required by the current conduct of activities related to the choice of optional and optional subjects.

Art. 29. **The student** has the responsibility:

- choosing the optional subjects offered by the learning program;
- expressing one's options at the time of the request and within the deadlines set;
- acceptance of the tender which has fulfilled the conditions described in this procedure;
- completion on time and according to the accepted offer of the annual annex to the study contract.