

REGULATIONS

Regarding student assessment, examination and grading

code:

Edition 1
0

Revision

	function	SCIENTIFIC TITLE - NAME AND SURNAME	COMPARTMENT /DEPARTMENT	DATE	SIGNATURE
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APPROVED	President of the Senate	Prof.dr.ing. Ioan BONDREA	ULBS Senate Decision no .___ / _____		

SITUATION OF EDITIONS AND REVISIONS

Nr. Ed./rev.	Chapter/ Subchapter	Date	Object (content) of the change
1/0	Integral	07.2020	Regulation development
1/1			
1/2			
1/3			

ELECTRONIC BROADCAST LIST

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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	288	2004	-	Law on the organization of university studies , with subsequent amendments and completions
	Government decision	404	2006	Government	GD on the organization and development of master 's degree studies;
	Order	3666	2012	MECTS	Order approving the Code of Student Rights and Obligations
	Order	5140	2019	MEN	Order on academic mobility of students
	Order	5146	2019	MEN	Order approving the general application of the European system of transferable credits
	Emergency ordinance	133	2000	Government	GEO on paid state and postgraduate education , in addition to the places financed from the state budget, with subsequent amendments and completions ;
Order	-	-	MEN	approval of the Methodology for the admission to study and schooling of foreign nationals in educational institutions pre-university / state and private accredited higher education institutions ;	
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	Internal regulations
	Regulations	-		LBUS	ECTS Regulation

II. DEFINITIONS AND ABBREVIATIONS

II.1 Definitions

Under the terms of this procedure, terms in the field of pedagogy are used according to the definitions and specifications mentioned below.

Term	Explanations
evaluation	A complex process of investigation and management by teachers of the level and quality of student training during study programs, as well as the skills that graduates have at the end of their studies. The evaluation process has a systemic character, being structured on a set of methodological actions called evaluation tests. These are specifically instrumented and end with the diagnosis of learning outcomes. The results of the students' evaluation, materialized through grades and credits, represent a relevant source of information for the evaluation of the curriculum, of the pedagogical performance of the teachers, of the efficiency of the educational process, of the functionality of the academic structures. The set of methods, forms, types and criteria for evaluation and grading form the system for evaluating the professional-scientific performance of students . Assessment of learning outcomes consists of several complementary approaches: initial assessment, ongoing assessment and assessment. the final.
Initial assessment	The initial or predictive assessment (due to its diagnostic and prognostic functions), has the role of determining the level of preparation of students at the beginning of an activity, in order to adopt a strategy, a teaching technology that corresponds to reality. It offers students, but especially the teacher, a real representation of the learning potential, but also of possible gaps, of course, gaps that should be filled, or aspects that need to be corrected, or at least improved.
Evaluation along the way	A set of actions to follow the evolution of learning during the teaching of the discipline. The most common actions of the assessment along the way are: testing the knowledge before the application activities (seminar, laboratory, project, practice); ongoing tests; oral presentation of reports, projects, case studies; estimating the independent study on the basis of bibliographic surveys and / or practical activity reports - including research - carried out in the field of discipline, within or outside the university.
Final evaluation	The action of checking and quantifying the learning outcomes organized after the completion of the teaching and learning action. The forms of organization of the final evaluation are the exam, the colloquium, the project and the practical work
Exam (E)	How to organize the final evaluation of a significant educational path: study program, training method or university discipline. The educational path includes the credited activities, namely: the actual teaching process (teaching and assessment) and the student's independent study activity (learning and self-assessment). The exam is performed by one or more assessment tests. In relation to the level of university studies, a study program ends with a graduation exam / diploma / bachelor's degree, a dissertation exam, respectively the defense of the doctoral thesis, which is carried out according to the procedures. own.

Term	Explanations
Colloquium (C)	Alternative modality of final evaluation practicable at the level of discipline; the colloquium is characterized, compared to the exam, by a lower degree of formalization (it is carried out on the basis of a personalized project of the teacher) and a higher degree of individualization of the final assessment. The colloquium is performed by oral tests and / or practice.
Sample evaluation	A unitary examination procedure in terms of the form of behavioral manifestation imposed on the student: oral, written or practical. A final evaluation may have several samples of the same or different kind. The evaluation test is defined, as the project sequence, in the analytical program of the discipline, by: the nature of the tasks (reproduction, recognition, explanation, demonstration, use, design, construction, interpretation, etc.) and the evaluation strategy (methods, means, procedures used, including means available to students during the assessment). The result of each assessment test is a component or fraction of the grade final.
On-the-spot verification (VP)	It is a form of evaluation of learning outcomes by composing grades obtained in at least two examinations during activities such as: seminar / laboratory / project, tests during the semester, specialized papers, homework home.
The subject	It is a concrete task in the structure of an evaluation test and defines a process of examination.
marking	The operation of quantifying the learning outcomes during the evaluated educational course, according to an algorithm that allows the association of symbolic values with quantitative and qualitative acquisitions considered to be learning outcomes. Symbolic values can be expressed through: <ul style="list-style-type: none"> - numbers (from 10 to 1) and the symbol is called <i>note</i> ; - hierarchical verbal expressions : "<i>very good</i>", "<i>good</i>", "<i>sufficient</i>" and "<i>insufficient</i>" or with alternatives: "<i>admitted</i>" and "<i>rejected</i>"; in both cases the symbol is called a <i>qualifier</i> .
Examination grade / grade	It synthetically expresses the quantitative and qualitative dimensions of the results learning realized through all activity credited: learning RELATED teaching course, seminar, laboratory, project, practice -, independent study - theoretical and / or practical -, ongoing evaluation and examinations.
Evaluation system	It is defined through: <ul style="list-style-type: none"> - in-service evaluation subsystem: evaluation of activity on applications, in-service tests and specialized works; the forms of evaluation along the way being defined within the procedure. - final assessment subsystem: examination (E), colloquium (C) or on-the-spot check (VP). Each subsystem has its own grading algorithm, with the weighting of each form of evaluation in the final grade. The evaluation system is included in <i>the Discipline Sheet</i> and in the <i>Analytical Program</i> . Depending on the means used for the examination, the assessment system may be <i>traditional</i> - based on oral, written and / or practical tests, <i>computerized</i> or <i>mixed</i> (in different tests means are used). <i>different</i>).
Session (pre-session)	A fraction of the academic year destined to the final evaluations in the form of the respective colloquium exam. The colloquium can be scheduled in the last two weeks of the semester or, as the case may be, at the end of the internship. specialty.



Term	Explanations
catalog	The curricular assistant and the administrative document in which the final marks obtained by the students are registered. The catalog contains the identity data of the group of students, of the discipline and the examining teachers and the evaluation criteria according to the discipline sheet. The result of the assessment at the exam (E) or colloquium (C) is entered in Catalog.
Activity	At the seminar, laboratory, project, practice is evaluated according to the frequency and relevance of oral interventions, the quality of the work performed, the systematic recording of significant information generated by the student in the application group. The result of the evaluation is in Catalog.
tESTS	It is used for the evaluation during / at the end of the semester of the theoretical and / or practical knowledge accumulated during the classes and applications. The result of the evaluation is included in the Catalog.
Specialized works	It is used to assess general and specific competencies based on papers developed by the student such as: abstracts, scientific summaries, thematic essays, papers, projects, practical activity or research reports, case studies, reviews, portfolios, etc. The result of the evaluation is included in the Catalog.
Credits	It measures the workload of the student in all forms of teaching activities, namely: individual study, attendance at classes, active participation in seminars, practical work and laboratories, preparation of homework, portfolios, papers, projects, support and promotion of final verification forms (exams and colloquia). The credits condition the students' completion of the disciplines provided in the curriculum, without measuring the quality of the subject. Its assessment is made exclusively by the grading system or by qualifiers.

II.2 Abbreviations

Abbreviation	Explanation
LBUS	"Lucian Blaga" University of Sibiu
REG	Regulations
ESPADFSS	Evaluation of students during teaching activities and at the end of semester studies
PPS	Vice-Rector of Study Programs



III. GENERAL DISPOSITIONS

- Art. 1.** The regulation establishes the conditions , the organization and the way in which the evaluation of the students is carried out during the didactic activities and at the end of the semester studies .
- Art. 2.** The regulation is used in the faculties of the ULBS for the evaluation of students from the undergraduate study programs IF , ID and IFR and in the master's programs.
- Art. 3.** This regulation informs students of the assessment methods during the teaching activities and at the end of the semester studies.
- Art. 4.** Student assessment is fair , correct and reliable . _
- Art. 5.** evaluation of students is done according to criteria that describe the specific performances for the promotion of each study discipline.
- Art. 6.** The objective of the evaluation is to encourage and recognize the student's own achievements in the field of psycho - pedagogy and methodology .
- Art. 7.** For each semester of an academic year, two examination sessions are organized : one examination session, one overdue session . In September of each year, a re-examination session will be organized for the subjects of the entire academic year. Exceptionally , annual review sessions may be held. Both sessions (re-examination and re-examination) are for a fee and student participation is based on an application approved by the Dean. The calendar of sessions and their duration are provided in the structure of the academic year approved annually by the Senate of the University .
- Art. 8.** Each subject in the curriculum is assigned a form of assessment (exam, colloquium, project) which is set out in the curriculum .
- Art. 9.** Foreign students admitted to ULBS have all the rights and obligations of Romanian students, according to the law.

IV. CONDITIONS FOR PARTICIPATION IN THE EVALUATION

- Art. 10.** student has the obligation to meet the minimum requirements , set out in the discipline sheet, in order to take the exam .
- Art. 11.** The student has the right to take an assessment in a discipline only once in a session .
- Art. 12.** The student has the right to appear free of charge twice during an academic year (once in the press or in the exam session and / or once in the overdue session) in the exam of the same discipline without payment . evaluation . _ Subsequent assessments will be subject to a review fee , which will be paid at least one day before the ULBS cashier 's exam or online (proof of payment) .
- Art. 13.** The student is admitted to the assessment if he / she appears in the subject catalog and presents the student card for the current year. Substitution, as well as the attempt to substitute a person for any form of assessment , shall be sanctioned in accordance with Chapter XI .
- Art. 14.** The student who is absent from the application activities (laboratories, projects, practical works, clinical internships, specialized practice) is obliged to recover them. The recovery is done according to the schedule proposed by the teacher. The recovery of a maximum of 20% of the application activities of a discipline can be done free of charge with other study forms during the semester.
- Art. 15.** Students in the form of paid studies are entitled to participate in the forms of assessment only if the fee is paid , in accordance with the provisions of the study contract.
- Art. 16.** In case of non-presentation or non-fulfillment of the conditions for participation in the



evaluation, specified in the subject sheet, the student is recorded “absent” in the catalog, this being equivalent to not passing the exam.

- Art. 17.** An exam not passed in the exam session can be taken free of charge in the overdue session for that semester. If, after the overdue session, the student does not pass the exam in the respective discipline, he / she can take the exam in the re-examination session, for a fee, for a maximum of two subjects.
- Art. 18.** In order to take an exam in arrears , the student must meet the conditions for taking the exam, which are set out in the subject sheet.
- Art. 19.** To take the exam in the re-examination session, the student must attend at least one of the previous sessions (the exam session, respectively the overdue session).
- Art. 20.** If the student does not obtain a promotion grade after re -examination / re-re-examination, but has completed at least 30 credits in that year, he / she can request in the following academic year the reinstatement of the credits for the respective discipline - with fee (restoring the entire teaching activity provided in the curriculum for that subject) and taking the related examinations, under the conditions of passability provided in **the ECTS Regulation**.
- Art. 21.** In case of non - promotion of an optional subject included in the study contract, the student is in one of the following situations:
- a. reinstatement of credits for the non-promoted discipline - if this discipline is the discipline for which the students from the respective / current promotion opt;
 - b. the remaking of the credits to another discipline from the respective package, for which the students from the respective promotion opt
- Art. 22.** The student who does not pass an exam in an optional subject does not have the obligation to retake the activity in this or another optional subject .
- Art. 23.** In the case of not promoting a difference discipline , the same rule applies as in the case of the other categories of disciplines, respectively the restoration of credits.

EXAMINATION SCHEDULE

- Art. 24.** In case of physical presence, the exams will be scheduled and completed in the exam session, by LD, between 8:00 and 20:00
- Art. 25.** In the case of online evaluations, the provisions of the Procedure for conducting online half-yearly examinations will apply .
- Art. 26.** secretariat of the faculty .
- Art. 27.** scheduling of the exams, approved and signed by the dean , is displayed on the faculty websites and on the notice board at least one week before the start of the exam session.
- Art. 28.** The assessment method for a subject will be the same for all students, regardless of the form of education (except for students with disabilities, for whom alternative assessment methods must be used). The method of assessment in a discipline is the same for all exam sessions related to a semester.
- Art. 29.** The evaluation is carried out by the tenured teacher as in the presence of at least one other teacher who has carried out teaching activities in the respective discipline. In special situations (university mission , sick leave, maternity leave, death, incompatibility or conflict of interest), these staff may be replaced by teachers appointed by the director of the department, with the approval of the department council .
- Art. 30.** The dates and times of the evaluations are established at the proposal of the students , with the consent of the tenured teachers.
- Art. 31.** to the assessment with the physical presence of a student cannot exceed 3 hours, and in



the case of online assessments , the provisions of the Procedure for conducting online semester exams will apply .

- Art. 32.** In exceptional cases (illness , delay, special family events, situations regulated by other legal provisions), the student who did not appear for the exam according to the schedule with his group can request - by making a written request registered or sent to the institutional e-mail address, with the mention and proof of the reasons - the teacher in charge of the course presenting the exam with another scheduled group , in the same exam session with the approval of the dean.
- Art. 33.** The student who tries to pass through proven fraud , loses the right to be evaluated in that discipline in the current academic year.
- Art. 34.** For the re-examination session, the assessment will be scheduled by the end of July and will be made known to the students by posting on the faculty notice board and posting on the faculty website .

V. review

- Art. 35.** If the student did not pass the exam in the exam session or in the overdue session, exceptionally a maximum of 2 annual re-examination sessions may be organized only for a fee .
- Art. 36.** fee will be paid at least one day before the examination (re-examination) at the ULBS cashier or online (proof of payment is made) .

VI. DIFFERENCE EXAMS

- Art. 37.** Students who have interrupted their studies and want to re-enroll, those who are transferred and in some cases those who are recovering credits are obliged to complete any possible teaching activities resulting from the modification of the curricula . education (by studying new subjects and taking the exams of difference , in the regime of transferred credits).
- Art. 38.** The evaluations will be made according to the files of the targeted disciplines and only in a fee regime.

VII. EVALUATION METHODS

- Art. 39.** assessment of the knowledge of ULBS students with both physical and online presence is done in the form of on-the-spot checks , in the form of the final assessment and , optionally, in the form of a partial assessment .
- Art. 40. *On-the-go assessment (continuous assessment)*** , in courses / seminars / practical work / laboratory can be done in different ways , depending on the specifics of the discipline:
- written tests,
 - preparation and presentation of projects (individually or in teams) and applications ,
 - presentation of papers,
 - creation and / or interpretation of specific cartographic materials,
 - various exercises and tests ,
 - answers , interventions , comments , etc.

If in the subject sheet, the assessment is recorded with a grade that has a weight in the final assessment, this grade must be communicated to the students before the exam session.

- Art. 41. *The final assessment*** for each subject **will** be carried out during the knowledge assessment session, in accordance with the curriculum and the provisions of the subject sheet . The final forms of evaluation are:
- exam
 - colloquy



c) project / practical work

The examination may be conducted in the form of a written test , an oral test or a written test and oral only during the exam sessions established by the calendar structure of the academic year .

The colloquium is scheduled in the period prior to the pre -session sessions (last / last two weeks of the semester), usually within the last class / seminar / practical work and the grade for the colloquium represents the results of the evaluation . along the way, according to the discipline sheet.

The project / practical work is presented in written, oral, practical form before the sessions - pre-session (last / last two weeks of the semester) , usually within the last hour of course / seminar / work practical countries.

VIII. CONDUCTING EVALUATIONS WITH PHYSICAL PRESENCE

- Art. 42.** During the assessments, it is forbidden for students to hold mobile phones or electronic devices that allow communication without the permission of the examining teacher.
- Art. 43.** Phones, electronic devices, outerwear, bags , purses and the like are stored in a location designated by the teachers .
- Art. 44.** The evaluation sheets will be signed by at least two teachers participating in the evaluation.
- Art. 45.** During the assessment the student can address requests or questions only after receiving the permission of the teachers. Addressing is done out loud.
- Art. 46.** In the case of the participation of persons with special needs in the examinations, the dean will take all measures so that they are not disadvantaged in taking the examination tests, verifying the provision of the appropriate facilities .
- Art. 47.** Students who are hearing impaired and who require the use of hearing aids should notify the course holder of this condition at least 72 hours prior to the examination and present medical documents that to certify the need to use a hearing aid.
- Art. 48.** In a state of necessity, urgency or alert , student assessments can also be conducted online , following the ULBS procedures adopted by the Senate.
- Art. 49.** oral assessment , the student is given a maximum of 15 minutes to prepare the subjects .
- Art. 50.** The student must present the topics on the ticket and answer the questions asked by the teachers .
- Art. 51.** written evaluation , the assignment in the classroom is made by the teacher .
- Art. 52.** evaluation session will be specified .
- Art. 53.** The duration of the evaluation will be monitored by the teacher and displayed on the board .
- Art. 54.** The assistant teacher can participate as a second evaluator.
- Art. 55.** Upon leaving home , students must submit written assignments . _ _ _ The sheets signed by the teachers will be handed in even if there are no notes on them.
- Art. 56.** The written works are kept in the personal archive of the teacher for one academic year .

IX. CONDUCTING ONLINE FORMAT EXAMS

- Art. 57.** The assessments in online format will be carried out according to *the Procedure for conducting the semi- annual examinations online* .



X. EVALUATION SUBJECTS

- Art. 58.** Exam topics can be common or individual.
- Art. 59.** For the oral exams, the subjects will be written in the form of a note signed by the holder of the discipline and the department director.
- Art. 60.** For oral examinations, the course holder must ensure a minimum number of tickets equal to 50% of the number of students in the group examined.
- Art. 61.** minimum number of subjects on an exam ticket cannot be less than two .
- Art. 62.** In the case of a written assessment (essay , grid type or single or multiple choice questionnaire), the following should be considered :
- specifying the score given for each subject / correct answer;
 - specifying the number of answers that can be correct in a question (for grid exams) ;
 - the score to be obtained for promotion ;
 - the equivalence between the number of correct answers and the grade obtained

XI. EXAMS FRAUD OR ATTEMPT FRAUD

- Art. 63.** Students will follow the provisions of the ULBS Plagiarism Guide with additions to the following articles in this chapter.
- Art. 64.** Any of the following will be considered fraud :
- substitution of person for the exam;
 - copying from other students;
 - communication, by any means, with persons outside or inside the assessment rooms;
 - possession of printed matter or other documents containing sources of information on the subject matter of the examination, not authorized by the examiner / examination board, whether or not they were used during the assessment test;
 - possession of means of communication / electronic devices capable of mediating the communication or consultation of data , regardless of their nature (mobile phones, PADs, notebooks, smart watches , etc.), regardless of whether they have been used or not during the assessment test;
 - change of assessment subject (s) without the approval of the examiner / examination board;
 - the replacement of the written paper written for the exam or colloquium, with a paper prepared prior to the entrance to the exam or colloquium;
- Art. 65.** Attempted fraud is assimilated to fraud in terms of the sanctioning regime.
- Art. 66.** If students notice an attempt at fraud or fraud during the exam, they must notify the teachers immediately.
- Art. 67.** Attempted fraud or detected fraud are recorded in a report, signed by all teachers present and by the perpetrators of the fraud or attempted fraud . In case of refusal of the students to sign , this fact is mentioned in the minutes. The minutes are submitted to the Dean's Office within 24 hours of drafting or on the first working day (for the exams held on Friday or at the end of the week) for analysis and settlement .
- Art. 68.** In the case of electronic evaluations, fraud or attempted fraud may also be reported by the system administrator. He shall inform the examiner and the Dean of the fraud reported . The activation, use or access of any other means or means of communication other than that indicated by the examiner to support the assessment shall be considered fraud .



- Art. 69.** The examiner who finds fraud in any form in the forms of assessment which he coordinates , depending on the gravity of the act, may decide to apply the sanction of exclusion from the examination and / or the application of grade 1 (one) - with the entry in the physical catalog. of the word *fraud* , or may notify the faculty management.
- Art. 70.** In the event of fraud or attempted fraud, a committee appointed by the faculty management will hear the parties involved and propose sanctions for approval by the Faculty Council.
- Art. 71.** The Faculty Council may decide to apply one of the following sanctions :
- a) warning;
 - b) the suspension, for a determined period , of the granting of the scholarship;
 - c) suspension of the right to live as a child ;
 - d) suspension of the right to take the examination in the same session in one or more subjects; the suspension may be extended for several consecutive sessions;
- Art. 72.** The Faculty Council may propose to the Rector the application of one of the following sanctions :
- a) forced interruption of studies, for a period of 1 to 3 years ;
 - b) expulsion with / without right of re- registration
- Art. 73.** Students have the right to report the violation of these Regulations, by teachers or other students , to the management of the Faculty .

XII. EVALUATION SCORING _ _

- Art. 74.** The final grade for each subject also includes a variable weight of the score obtained at seminars / practical works or in other types of assessments carried out during the semester. The weight of the evaluation carried out during the semester differs Depending on the particularities of each discipline , being specified in the discipline sheet.
- Art. 75.** The result of the final assessment is expressed in full marks, from 10 to 1, with the obligatory award of a point ex officio, grade 5 certifying the acquisition of the minimum competencies related to a discipline , passing an exam and obtaining the number credit allocated to the discipline.
- Art. 76.** The score 1 given to the null works is an ex officio point, which is added to the score given after the evaluation of the treated subjects.
- Art. 77.** The results of the oral assessments will be communicated to the student on the day of the assessment , and those of the written assessments will be communicated within 48 hours of the presentation.
- Art. 78.** Teachers are required to complete the catalogs (in physical / electronic format in UMS) with the marks obtained by the students within 48 hours of taking the exam .

XIII. APPEALS

- Art. 79.** The student has the right to submit an appeal, on the scale and / or on the written assessment mark, within 48 hours from the display / communication of the results. The reasoned appeal will be registered with the Dean's Office.
- Art. 80.** At the level of the departments, for each study program, the Department Council appoints, in the first 30 calendar days of each semester, the members of the appeals commission. The committees thus appointed (members and alternate members) will be approved by the Faculty Councils.
- Art. 81.** The appeal is resolved within 48 hours from its submission, the reasoned decision of the appeals commission is final .
- Art. 82.** The marks given to the students at the oral exams are final and cannot be contested.



XIV. CONDUCT OF EVALUATION BY EVALUATION COMMITTEES BY ULBS ETHICS COMMITTEE DECISION

- Art. 83.** If the ULBS Ethics Commission finds , following complaints received from one or more students, that there is a suspicion of a subjective assessment as well as / or violations of the rules and principles established by the ULBS Code of Ethics, it proposes to the Dean to establish a evaluation commissions. This committee is proposed by the Department Council and approved by the Faculty Council .
- Art. 84.** The decision of the Ethics Committee must be communicated to the Dean at the latest in the week before the examination session.

XV. GRADE EXAMINATION EXAM

- Art. 85.** The exam is organized only in overdue sessions.
- Art. 86.** grade increase exam can only be taken in the academic year of teaching the respective subject.
- Art. 87.** Students can take these exams, the grade changing only if it is higher than the one obtained previously .
- Art. 88.** The student can request, by written request addressed to the dean, exams for increasing the grade only if he / she has passed all the exams from the current session. The student has the right to take exams to increase the marks in at most three subjects during one academic year.
- Art. 89.** date, place and time of the extension exam will be established by the subject holders and will take place on the date set by the dean 's office, with the consent of the teacher in charge of the discipline.
- Art. 90.** For the exams for increasing the grade, the forms of assessment specified in the subject sheet are maintained and no fees are charged for their support.

XVI. EQUIVALENCE / RECOGNITION OF DISCIPLINES

- Art. 91.** For the equivalence / recognition of a discipline promoted by a student within a previously completed program of study, the Credit Equivalence Commission established at the level of the Faculty Council decides to award without examination a grade for the promotion of the equivalent discipline / recognized, allocating the number of credits related to the subject provided in the current curriculum , only for the subjects from the years prior to the current year of study .
- Art. 92.** For the current year of study, the holder of the discipline will be equivalent to the grade based on a student's request approved by the dean.
- Art. 93.** The procedure in both cases is based on the comparison of the scientific content of the discipline equivalent to that of another / other disciplines promoted by the student , existing in the diploma supplement / transcript / school situation , called the underlying equivalence / recognition disciplines .
- Art. 94.** In order to equate / recognize the previously promoted subjects, the student must submit at the beginning of the academic year an application to the faculty secretariat accompanied by the school situation for mobility .

XVII. EQUIVALENCE / RECOGNITION OF DISCIPLINES FOR STUDENTS ENROLLED IN ERASMUS MOBILITY PROGRAMS

- Art. 95.** For students who are enrolled in ERASMUS mobility programs and have been assessed by grades, the grading system according to the ECTS grades is applied .



- Art. 96.** Students enrolled in the ERASMUS mobility program are assessed under the same conditions as other university students, for subjects whose credits were not equivalent, in open session. throughout the academic year.
- Art. 97.** The results of the exams are listed in special catalogs for each subject and are kept in the personal file of the student. On the basis of these catalogs, the faculty shall send an address to the Erasmus Community Programs Office, signed by the head secretary of the faculty and the dean, specifying in the standard form (annex to the study contract) the following:
- the name of the subjects in which the student took exams / colloquia;
 - exam marks;
 - ECTS notes;
 - number of credits allocated to the subjects in the approved curriculum.

XVIII. responsibility

- Art. 98. The director of the department** has the following responsibilities and competencies:
- organize evaluation activities in accordance with this Regulation and existing procedures;
 - proposes the appointment of other teachers in case of exceptional situations (university mission, sick leave, maternity leave, death, incompatibility, conflict of interest and others at the discretion of the director of the department);
 - verifies the correctness of the evaluations at the scheduled dates and locations;
 - plans the teachers participating in the evaluations in the examination sessions;
 - proposes the re-examination committee.
- Art. 99. The incumbent teacher** has the following responsibilities and competencies:
- schedule evaluations during and at the end of the semester;
 - establishes the subjects and grading criteria;
 - communicates to students the conditions for conducting the assessment;
 - respect the schedule and the scheduled time for the evaluation;
 - evaluates the workload set for each student;
 - monitors students' activity during assessments;
 - in case of finding the violation of academic ethics, the provisions of the specific procedure apply.
 - notes the activity submitted by the student according to the level of fulfillment of the work task;
 - completes the discipline catalog;
 - communicates the results of the assessment to the students;
 - informs the director of the department and the dean of situations of violation of academic ethics.
- Art. 100. The assistant teacher** has the following responsibilities and competencies:
- respect the schedule and the scheduled time for the evaluation;
 - monitors students' activity during assessments;
 - in case of finding the violation of academic ethics, the provisions of the POCEAC-01 procedure apply.
 - at the request of the discipline holder participates in the grading of the activity submitted by the student depending on the level of fulfillment of the work task;
 - assists the incumbent teacher in recording the notes in the catalog and signs the catalog.
- Art. 101. The faculty secretariat** has the following responsibilities and competencies:
- elaborates the catalogs of the disciplines;
 - receives from the group leader the planning of the exams for the exam session;
 - receives proposals for conducting examinations by teachers for the overdue session,
 - establishes the location of the examinations;



- e) archives the catalogs of the disciplines;
- f) disseminates the decision to change the evaluating teachers;
- g) receives the appeals and submits them to the management of the faculty for settlement