

"Aurel Vlaicu" University of Arad



Approved by:

Rector

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Rules

**regarding the organisation and conducting of
bachelor's degree/diploma and master's degree
exams**

R.09

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	on the organization and conducting of bachelor's degree/diploma and master's degree exams		Revision: 0
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Scope This Regulation applies to all students and teaching staff of "Aurel Vlaicu" University of Arad and to all the parties interested.

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LEGAL BASIS

- In compliance with the provisions of articles 120, 130, 137, 138, 140, 143, 145, 146, 152 and 157 of Law on national education national education no. 1/2011, including subsequent amendments and additions,
- Pursuant to Law no. 288/2004 on the organisation of academic studies, including subsequent amendments and additions, to Government Decision no. 404/2006 on the organisation and conducting of master's degree studies,
- In compliance with the provisions of Law no. 60/2000 on the right of graduates of private higher education to take the exam for the completion of studies at accredited state higher education institutions,
- in compliance with the provisions of the Order of the Minister of National Education and of the Minister-Delegate for Higher Education, Scientific Research and Technological Improvement no. 657/2014 for the endorsement of the Regulation regarding the regime of study documents in the higher education system,
- Pursuant to the Government Decision no. 44/2016 on the organisation and functioning of the Ministry of National Education and Scientific Research, including subsequent amendments and additions,
- In compliance with the provisions of the Order of the Minister of National Education and Scientific Research no. 6125/20.12.2016,
- OMEC no. 4020/07.04.2020,
- OMEC no. 3200/01.02.2021
- Order of the Ministry of National Education and Scientific Research no. 3106/20.12.2016 on the endorsement of the Framework methodology for the organisation and conducting of bachelor's degree/diploma and master's degree exams.


CHAPTER I General provisions

Article 1 The bachelor's degrees/diploma and master's degree exams at the "Aurel Vlaicu" University of Arad (UAV), hereinafter referred to as exams for completion of studies, are organized and carried out according to the legal provisions in force and this regulation.

Article 2 This regulation regarding the organisation and conducting of bachelor's degree/diploma and master's degree exams is drawn up in compliance with the framework-methodology endorsed by the OMENCS no. 6125/20.12.2016, including subsequent amendments and additions, according to the legal provisions in force.

CHAPTER II *The organisation and conducting of the bachelor' degree/diploma exam*

Article 3 Bachelor degree studies organised according to Law no. 288/2004 on the organisation of academic studies, including subsequent amendments and additions shall end up with a bachelor's degree exam for the bachelor's degree studies or diploma exam for the engineering bachelor's degree studies, hereinafter referred to as the bachelor's degree/diploma exam according to the provisions of article 143 paragraph (1) letter a) of the Law no. 1/2011 - Law of national education including subsequent amendments and additions.

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Article 4 (1) Study programmes organised pursuant to the Law of education no. 84/1995, republished, including subsequent amendments and additions, applicable to graduates who benefitted from the extension of studies, shall be completed as follows:

- a) following a bachelor's degree/diploma exam, for long-term studies in higher education;
- b) following a graduation exam, for short-term studies in higher education.

(2) "Aurel Vlaicu" University of Arad shall add new pieces of information to this Regulation if it is necessary to organise the exam for the completion of studies organised pursuant to the Law no. 84/1995, republished, including subsequent amendments and additions.

Article 5 (1) in the cases stated by the Law no. 60/2000 regarding the rights of private higher education institutions to take the exam for the completion of studies at the AVU, the bachelor's degree/diploma exam can be taken provided that the graduates have passed at least one selection exam.

(2) The selection exam shall be organised and conducted by the AVU.

(3) The selection exam shall be recognised in all subsequent examination periods for the bachelor's degree/diploma exam, but only by the AVU.

(4) AVU shall organise and conduct the selection exam for the cases mentioned at paragraph (1) in compliance with a regulation that will be drawn up later, if the circumstance require such thing.

(5) The cases stated at article 361 of the Law no. 1/2011, with subsequent amendments and additions shall be subject to the provisions of the Order of the Minister of Education, Research, Youth and Sports no. 3.952/2012 for the implementation of measures regarding the completion of higher education studies for the cases stated at article 361 paragraphs (4) and (5) of the Law no. 1/2011 of national education, including subsequent amendments and additions.

Article 6 Only the following graduates may take the bachelor's degree/diploma exam:

- a) higher education graduates of the existing, wound down or waiting to be wound down, accredited or authorised to temporarily function study programs/specialisations;
- b) graduates who have passed the selection exam, according to the provisions of article 5.

Article 7 (1) AVU shall organise and conduct bachelor's degree/diploma exams for:

- a) bachelor's degree programs/specialisations accredited in compliance with the law;
- b) bachelor's degree programs/specialisations authorized to temporarily function, for which they have, in the same bachelor's degree subject area, accredited bachelor's degree programs/specialisations.


(2) If, at national level, for a bachelor's degree subject area, there are only bachelor's degree programs/specialisations authorized to function temporarily, the graduates of such programs shall take the bachelor's degree/diploma exam at accredited higher education institutions that have similar accredited bachelor's degree programs/specialisations, established by the Romanian Agency for Quality Assurance in Higher Education.

(3) under exceptional circumstances, an accredited higher education institution may organise exams for the completion of studies for specialisations authorized to function temporarily which are unique in the bachelor's degree subject area at the respective institution, with the approval of the Romanian Agency for Quality Assurance in Higher Education.

Article 8 (1) AVU shall organise and conduct bachelor's degree/diploma exams its own graduates.

(2) AVU may organise bachelor's degree/diploma exams for graduates of other higher education institutions accredited or temporarily authorized to conduct undergraduate study programs that exist in the structure of the organising institution, in compliance with the requirements of its own regulations and with the legal provisions in force.

(3.3.1. 3.1. AVU may organise bachelor's degree/diploma exams for graduates of other higher education institutions authorized to function temporarily with the approval of both University Senates, after the approval of the Board of Directors, and by concluding a Protocol/Partnership

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of collaboration in which the exact requirements, the duration and the related fees are established.

3.2. In such case, the registration of the graduates for such bachelor's degree/diploma exam shall be done by the higher education institution where the graduates attended the courses, according to the protocol concluded by the two higher education institutions, in compliance with the legal provisions in force.

3.3. The university where the graduates come from shall submit to the AVU a letter according to Annex 1 (F.R.09.01).

Graduates from temporarily authorized higher education institutions shall take the bachelor's degree/diploma exam at the accredited higher education institutions. (3) AVU may organise bachelor's degree/diploma exams for graduates of other higher education institutions authorized to function temporarily with the approval of both University Senates, after the approval of the Board of Directors, and by concluding a Protocol/Partnership of collaboration in which the exact requirements, the duration and the related fees are established. In such case, the registration of the graduates for such bachelor's degree/diploma exam shall be done by the higher education institution where the graduates attended the courses, according to the protocol concluded by the two higher education institutions, in compliance with the legal provisions in force. Graduates from temporarily authorized higher education institutions shall take the bachelor's degree/diploma exam at the accredited higher education institutions.

Article 9 (1) Graduates of temporarily authorised or accredited study programs/specialisations which were wound down and no longer function at national level who have not taken or passed the exams for the completion of studies may take the bachelor's degree exam at AVU provided that AVU has similar accredited bachelor's degree programs/specialisations, established by the Romanian Agency for Quality Assurance in Higher Education.

(2) The graduates of the study programs/specializations temporarily authorized or accredited within the higher education institutions accredited/authorized to temporarily function that were wound down or are waiting to be wound down, who have not taken or passed the exams for the completion of studies, may take the bachelor's degrees/diploma exam at the "Aurel Vlaicu" University of Arad for the accredited bachelor's degree programs/specialisations.


Article 10 Graduates of bachelor's degree programs/specialisations mentioned at article 7 shall enrol and shall take the bachelor's degree/diploma exam at the institution where they attended the courses, in compliance with the rules of such institution.

Article 11 Graduates of an accredited higher education institution can enrol and take the bachelor's degree/diploma exam at an accredited higher education institution, with the approval of the university senates of the two higher education institutions, after the approval of the Board of Directors.

Article 12 (1) Graduates of temporarily authorized higher education institutions shall take the bachelor's degree/diploma exam at the AVU, for the programs for which AVU has identical or similar programs, based on a protocol concluded between the two higher education institutions, with the approval of the university senates, after the approval of the Board of Directors. "Similar" study programs are established by the Agency for Quality Assurance in the Higher Education.

(2) The enrolment of graduates to the bachelor's/diploma exam shall be carried out by the higher education institution in which they followed their studies, based on the protocol concluded between the two five higher education institutions, in compliance with the legal provisions in force.

(3) The file of the candidate who wishes to enrol to the bachelor's degree/diploma exam shall be drafted in compliance with Annex 2 (F.R.09.02) and submitted with the Committee appointed by the Rector's Decision to manage the enrolment of candidates for the exam for the completion of studies.

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(4) The candidates who wish to enrol to the exam for the completion of studies and who graduated the previous years shall submit to the faculty registrar's office a request in this respect (Annex 7) (F.R. 09.07) between February, 1-28.

Article 13 (1) The bachelor's degree/diploma exam shall consist of 1 or 2 tests decided by the university senate as follows:

- a) the test for the assessment of fundamental and specialised knowledge;
- b) the defence of the bachelor's thesis/diploma project, drafted according to OP 07.

(2) The tests mentioned at paragraph (1) for the bachelor's degree/diploma exam shall be carried out in the presence, at the same place and at the same time, of the examination committee (s) specific to each test and of the student examined.

(3) During the period in which the state of alert, necessity or emergency has been imposed, at the choice of the university, while ensuring the quality of the teaching and assuming public responsibility, the tests mentioned at paragraph (1) for the bachelor's degree/diploma exam can also be conducted online, based on a procedure approved by the AVU Senate.

(4) Online tests shall be recorded in full, for every individual graduate and archived by the faculty.

(5) The defence of the bachelor's thesis/diploma project are public.

(6) The topics and the bibliography shall be published on the faculty notice boards and/or on the AVU website.

Article 14 (1) Test 1: the assessment of the fundamental and specialised knowledge shall be conducted for each study program based on the topics and bibliography established by the Councils of the faculty, which must be in accordance with the curriculum and the curricula of the subject matters that the graduates in the current year of study used to study. These shall be communicated to the students as follows: they shall be published no later than the end of the 1st semester at the faculty and on the university's website www.uav.ro.

(2) This test aims at assessing the knowledge acquired during the years of study by the graduates, as well as their ability to synthesize, restructure and integrate them into applied contexts.

(3) The fundamental and specialized knowledge test can be carried out by written, oral or practical examination, as established by the faculty councils in their own regulations/ methodologies.

Article 15 (1) Test 2: the defence of the bachelor's thesis/diploma project aims to assess the ability of graduates to elaborate and publicly present a paper for the completion of the studies of applicative and/or scientific nature on the topic chosen/established together with the coordinating professor according to the topics proposed by the latter.


(2) The defence of the bachelor's thesis/diploma project is public;

(3) Test 2 consists of a brief, synthetic, presentation of the topic, of the objectives and structure of the paper, followed by the clarification of some issues raised by the examination committee. The quality of the theoretical and practical steps used by the graduate in the elaboration of the paper, as well as the points of view, the statements and the conclusions formulated in the paper shall be assessed.

(4) The drawing up of the bachelor's thesis or diploma project shall be carried out under the guidance of a scientific supervisor (professor) who has been awarded the scientific title of doctor.

(5) In order to draw up the bachelor's thesis or the diploma project, the councils of the faculties/the departments shall indicate to future graduates no later than the end of the second-to-last year of study several topics from which the candidates may choose the topic they are interested in. Students can propose other topics related to the specialisation in which they take the exam.

(6) The topics of the bachelor's theses shall be decided together with the scientific coordinators and shall be approved by the relevant departments.

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(7) The scientific coordinator shall draw up for each thesis he/she coordinates a report that includes the synthetic evaluation of the quality of the paper. The report shall end with the conclusion if the paper should or should not be accepted for defence as well as with the grade proposed by the scientific coordinator.

(8) Scientific coordinators of the bachelor's thesis/diploma project shall be jointly and severally liable with their authors for ensuring the originality of the content of the thesis, as the thesis must be the result of the work conducted by the graduate alone. If it is proven that the graduate has plagiarized, he/she can be sanctioned and forbidden to take the bachelor's degree/diploma exam. If plagiarism is proven after the graduate has taken the bachelor's/diploma exam, the title awarded following such exam can be declared null.

(9) The scientific coordinator shall request a similarity report from the university employee in charge of the anti-plagiarism software, for each individual thesis. The percentage of similarity must not exceed 25%.

(10) It is forbidden to sell scientific theses in order to facilitate the forgery by the buyer of the capacity of author of a bachelor's thesis/diploma project.

(11) In order to avoid the cases stated at paragraphs (8) and (9), each graduate shall include at the end of the bachelor's thesis/diploma project a statement on his sole responsibility that he/she is aware of the legal provisions regarding plagiarism and that the thesis has been drawn up by personal efforts; otherwise, he/she shall be punished in compliance with the law.

Article 16 (1) In their own regulations, each faculty provides concrete ways for taking the test for the assessment of fundamental and specialised knowledge: written, oral or practical.

(2) The faculty's own regulations shall set out, in detail, all the organizational measures regarding the conducting of the two examination tests in terms of:

- a. the topics and bibliography for test 1;
- b. the way in which they are appointed, the number and the members of the examination and appeal committees/subcommittees.
- c. the concrete procedure for conducting the examination;
- d. the duration of the examination/graduate for each test;
- e. the method of calculating the averages for each test and the general average.

Article 17 (1) The average grade to pass the bachelor's degree /diploma exam shall be at least 6.00.

(2) The marks given by the members of the examination committee shall be whole numbers from 1 to 10.

(3) The passing grade for each test of the bachelor's degree exam shall be at least 5.00, regardless of the number of tests.

(4) The average grade of the test (s), calculated as the arithmetic mean of the grades awarded exclusively by the members of the examination committee, shall be determined with two decimal places, without rounding.

(5) The average grade of the bachelor's degree/diploma exam shall be calculated with two decimals, without rounding, exclusively based on the average grade of the test(s).


(6) The members of the committees for the bachelor's degree/diploma and master's degree exams as well as the number of such members shall not be subject to change during the exams for the completion of studies.

(7) The deliberation of the committees regarding the of the results of the bachelor's degree /diploma exam is not public.

(8) The decisions of the committee shall be made according to the committee's own rules.

(9) The results of each test shall be displayed no later than 48 hours from the date of the defence, at the notice board of the faculty conducting the exam and on the AVU's website.

Article 18 Based on the Protocol/Protocol of collaboration concluded, the faculty organising the exam for the completion of studies at AVU shall request from the partner university the

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necessary documents for the initiation of the procedures regarding the organisation and conducting of the exam for the completion of studies according to Annex 1 (F.R.09.01).

Article 19 The content of the files for the enrolment for the exam for the completion of studies for the graduates from other universities who will take the exam for the completion of studies at AVU provided in Annex 2 (F.R.09.02).

Article 20 The typified application to be included in the registration file shall be according to F.PO.07.03 Application for enrolment for the exam for the completion of undergraduate studies.

Article 21 The partner university shall submit to the faculty organising the exam for the completion of studies at AVU a table with all the graduates who will take the exam for the completion of studies at AVU according to Annex 3 (F.R.09.03).

Article 22 The partner university shall submit to the organizing faculty of the study completion exam at UAV a protocol for the submission of the candidates' files, according to Annex 4 (F. F.R.09.04).


Article 23 The partner university shall submit to the faculty organising the exam for the completion of studies at AVU, together with the delivery-receipt protocol a database, in Excel, in electronic format, including all the graduates who will take the exam for the completion of studies at AVU, a database that must contain:

1) A nominal table of university graduates _____ who will take the bachelor's degree/diploma exam in the examination period _____ at the "Aurel Vlaicu" University of Arad according to The Protocol no. _____ concluded by the two universities, a table that will be filled in with the following data:

- No.
- Student identification number
- Surname, initial (s), first name (s)
- High school graduation diploma - original copy – YES/NO
- High school transcript - YES/NO
- Certified true copy of high school graduation diploma - YES/NO
- Certified true copy of high school transcript - YES/NO
- Certified true copy of birth certificate - YES/NO
- Certified true copy of the marriage certificate - YES/NO
- Certified true copy of ID card - YES/NO
- Graduation certificate – original copy - YES/NO
- Academic record I-III/IV– original copy - YES/NO
- Language proficiency certificate – original copy - YES/NO
- Colour photos (decent outfit) format 3/4 - 2 pieces - YES/NO
- Application for enrolment according to the form provided - YES/NO
- Printed and bound bachelor's thesis - YES/NO
- Report of attending professor - YES/NO
- Statement of originality - YES/NO
- Mentions (Letters of Acceptance/School Approvals/Certificates, etc.)

2) A database of the students who will take the bachelor's degree/diploma exam at the UAV, which will contain the following data:

- No.
- Surname, initial (s), first name (s)
- Personal identification number
- Date of birth;
- Place of birth;
- County of birth;

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- Country of birth;
- Name of the faculty graduated;
- Name of the university graduated;
- Field of study;
- Name of the undergraduate study program;
- Duration of studies;
- Government Decision to temporarily authorise the functioning/accreditation;
- Form of education;
- Geographic location;
- Period of studies;
- General weighted average of the first year;
- General weighted average of the second year;
- General weighted average of the third year;
- Weighted average of the years of study;
- No. of credits obtained during the entire schooling period.

Article 24 At the end of the bachelor's degree/diploma exam, the Faculty of _____ at AVU, shall hand over to the partner university the graduation certificates based on a Delivery-Receipt Protocol (Annex 5) (F.R.09.05).

CHAPTER III

The organisation and conducting of the master' degree exam

Article 25 Master's degree programs organised pursuant to the Law no. 288/2004, including subsequent amendments and additions, shall end with a master's degree exam.

Article 26 AVU shall organise and conduct the master's exam only for its own graduates, from the current academic year and from the previous academic years, as well as graduates of master's postgraduate studies organized based on Law no. 84/1995, republished, including subsequent amendments and additions.

Article 27 (1) The dissertation exam consists in the presentation and support of the dissertation paper, drafted according to the OP 07.

(2) The defence of the master's thesis is public and takes place in the presence, in the same place and at the same time of the examination committee and of the candidate.

(3) During the period in which the state of alert, necessity or emergency has been imposed, at the choice of the university, while ensuring the quality of the teaching and assuming public responsibility, the defence of the master's thesis can also take place online, based on a procedure approved by the AVU Senate (OP 60).

(4) Online tests shall be recorded in full, for every individual graduate and archived by the faculty.


(5) The marks given by the members of the examination committee shall be whole numbers from 1 to 10.

(6) The average passing the master's degree exam must be at least 6.00.

(7) The average grade of the master's degree exam is calculated with two decimal places, without rounding, exclusively based on the grades given by the members of the examination committee.

(8) The members of the committees for the bachelor's degree/diploma and master's degree exams as well as the number of such members shall not be subject to change during the exams for the completion of studies.

(9) The deliberation of the committees regarding the results of the master's degree exam is not public.

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(10) The decisions of the committee shall be made according to the committee's own rules.

(11) The results shall be displayed no later than 48 hours from the date of the defence, at the notice board of the faculty conducting the exam and on the AVU's website.

CHAPTER IV

Final provisions

Article 28 For an undergraduate or postgraduate study program/specialisation, the exam for the completion of studies shall be organised and conducted under the same circumstances for all graduates, at the headquarters of the higher education institution organising the exam for the completion of studies, no matter the form of education attended or the higher education institution graduated.

Article 29 In special circumstances, duly justified, the institution organising the exams can conduct such exams at the higher education institutions where candidates are coming from, based on a protocol concluded between the two higher education institutions, only with the consent of the competent ministry.

Article 30 - (1) The enrolment of candidates for the exam for the completion of studies shall be made at the headquarters of higher education institutions according to the schedule approved by their own regulations regarding the completion of studies.

(2) As far as the exam file is concerned, according to the Government Emergency Ordinance no. 41/2016 regarding the implementation of measures to simplify the procedures to be followed at the central public administration level as well as for the modification and completion of certain normative acts, endorsed with changes by Law no. 179/2017, including subsequent amendments, the requirement to submit legalised copies of the documents is eliminated; such documents are to be replaced with certified true copies executed by the person responsible in this respect. By way of exception, during the period in which the state of alert, necessity or emergency has been imposed, at the choice of the university, students may upload the documents online, while taking responsibility for the authenticity and accuracy of digital/scanned documents and the original ones.

Article 31 AVU usually organises the exams for the completion of studies during 3 examinations periods, decided by the AVU Senate, of which two examination periods in the current academic year and an examination period in the month of February of the following academic year.


Article 32 - (1) The committees for bachelor's degree/diploma exam and master's degree exam and the committees for solving appeals shall be established by the Councils of the faculties and shall be subject to validation by the AVU Senate.

(2) The members of the examination committees and of the committees for the analysis and settlement of appeals may not have, among them and with the candidates, a relationship of spouses, in-laws and relatives of the third degree inclusive, according to the law.

(3) The members of the bachelor's degree/diploma/master's degree committees must have been awarded the scientific title of doctor and the didactic degree of professor, associate professor, lecturer or senior lecturer. The chairman of the commission must have at least the didactic qualification of university associate professor, and the secretary of the commission may have at least the didactic degree of university assistant.

The members of the committees for the bachelor's degree/diploma and master's degree exams and of the committees for solving the appeals shall be published on the institution's website.

(5) The AVU management and the examination committees shall be entirely liable for organising and conducting the exams for the completion of studies.

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Article 33 - (1) Appeals shall be submitted to the registrar's office at the faculty where the examination in question was conducted, no later than 24 hours from the communication/display of the results and shall be settled according to each faculty's own regulation..

(2) The decisions of the committee for the analysis and settlement of appeals are final.

(3) The results obtained at the oral test, sports or artistic tests cannot be challenged.

Article 34 The regulations of each faculty shall include express provisions regarding the measures taken to ensure the originality of the content of the papers to be defended, as well as express provisions regarding the prohibition of the sale of scientific works in order to facilitate the forgery by the buyer of the capacity of author of a bachelor's thesis, diploma or master's thesis.

Article 35 Diplomas for graduates who have passed the exam for the completion of studies shall be issued free of charge by the institution organising the exams, no later than 12 months from the date of graduation.

Article 36 (1) Until the issuance of the diploma, but not more than 12 months from the date of graduation, graduates who have passed the exam for the completion of studies shall receive graduation certificates.


(2) The certificate regarding the completion of studies gives the holder the same legal rights as the graduation document and must include the title, name, first name and signature of the persons employed in the institution and in office on the date of the filling in of the certificate (rector, university chief registrar, dean, faculty chief registrar), the seal of the institution as well as the following pieces of information:

- a) the field of university degree programs;
- b) program of study / specialisation;
- c) the period of study;
- d) the average grade of the years of study;
- e) the average of the exam for the completion of studies;
- f) the status of accreditation/temporary authorisation, the form of education, the language of teaching, the geographical location, the number of credits and the normative act that establish them (Government Decision, Order of the Minister, as the case may be).
- g) the number of the minister's order/acceptance letter/schooling approval/study recognition certificate for foreign students.

(3) The graduates are usually issued a single certificate of completion of their studies. In case of loss or destruction, upon request, a new certificate shall be issued, with a new registration number, which will be valid for a period of maximum 12 months calculated from the passing of the exam for the completion of studies.

(4) Graduates who have not taken or passed the exam for the completion of studies shall receive, upon request, a non-degree certificate of completion of the studies . This certificate shall be drafted and issued by the higher education institution where the students graduated and shall include:

- a) the field of university degree programs;
- b) program of study / specialisation;
- c) the period of study;
- d) the average grade of the years of study;
- f) the status of accreditation/temporary authorisation, the form of education, the language of teaching, the geographical location, the number of credits and the normative act that establish them (Government Decision, Order of the Minister, as the case may be).
- g) the number of the minister's order/acceptance letter/schooling approval/study recognition certificate for foreign students.


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g) the title, name, first name and signature of the persons from the institution in office at the date of the filling in (rector, secretary of the university, dean, secretary of the faculty) and the seal of the institution.

(5) In the case of the disbanded higher education institutions, the diploma supplement shall be completed and issued by the "Aurel Vlaicu" University of Arad if the exam for the completion of studies was held here, based on the academic record/transcript with which the graduate was accepted to take the exam for the completion of studies, namely the documents issued by the National Archives, the county services/Service of the Municipality of Bucharest of the National Archives or by the institutions where the archive of the disbanded institution was submitted, as the case may be.

Article 37 The graduates of the previous academic years can enrol for the exam for the completion of studies during the scheduled examination periods.

Article 38 This Regulation shall apply starting with the examination periods for the academic year 2021-2022 and has been approved by the Decision of the AVU Senate no. 26 of 02.03.2022.

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Annex 1



MINISTRY OF EDUCATION
"Aurel Vlaicu" University of Arad
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 Phone: 0040-257- 283010; fax. 0040-257- 280070
<http://www.uav.ro>; e-mail: rectorat@uav.ro
FACULTY OF _____
 Arad, _____
 Personal data operator no. 2929

To,

UNIVERSITY _____

Mr./Mrs. Rector,

Dear Madam/Mr. Rector,

Regarding the organisation and conducting of the bachelor's degree exam in the examination period _____, for the graduates of the study program authorised to function temporarily _____ at the University _____, given the Law no. 1/2011 - Law of national education including subsequent amendments and additions, OMEN no. 6125/2016 regarding the Framework methodology for the organisation and conducting of the bachelor's degree/diploma and master's degree exam, including subsequent amendments and additions, we must mention the following:

- The enrolment for the final exam for the completion of studies shall be done at least 10 days before the beginning of the exam, at the "Aurel Vlaicu" University of Arad, at the faculty providing the specialisation, by the University _____;
- The enrolment of the graduates of the University _____


Who have attended study programs authorized to function temporarily, for the exam for the completion of studies at the "Aurel Vlaicu" University of Arad, to the accredited study programs shall be done on the basis of a protocol concluded between the two universities, with the approval of the university senates, after the approval of the boards of directors and with the written agreement of the two universities regarding the costs and remuneration of the members of the committee for the exam for the completion of studies by the institution organising the examination;

- NOMINAL SUBMISSION LETTER, whereby the Rector, the Dean and the Chief Secretary of the University take full responsibility for the data in the academic record, the diploma supplement) to be issued after the bachelor's degree exam, at the latest on _____, according to GD no. 607/23.07.2014) and on the graduate's educational path (admission, enrolment, graduation, payment of fees, etc.)
- CURRICULUM PLAN — photocopy bearing the mention "certified true copy", the signature of the dean of the faculty and the stamp on each page.
- PROOF OF REGISTRATION ENROLMENT — the final list of admission (Rector's Decision/Order) - certified true copy.
- PROOF OF THE TEMPORARY AUTHORISATION/ACCREDITATION OF THE GRADUATED STUDY PROGRAM (copy of the Government Decision).

RECTOR,

Dean,


Faculty Chief Registrar

 "Aurel Vlaicu" University of Arad	Rules	CODE: R 09	Edition: 3 rd
	on the organization and conducting of bachelor's degree/diploma and master's degree exams		Revision: 0
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Annex 2

Documents to be included in the graduate's file

1. Plastic wrap;
2. Application form - standard form– according to . F.PO.07.04 Application for enrolment for the exam for the completion of studies;
3. Highschool diploma and transcript (grades 9th to 12th) - original and 1 simple copy;
4. Birth certificate – original and 1 simple copy *and any other document certifying the change of the surname or first name, in original and 1 simple copy*;
5. Marriage certificate - original and 1 simple copy;
6. 4 colour photos - 3/4 (decent outfit) - printed only on special photo paper;
7. ID card – original and 1 simple copy (for the BI it is necessary to provide the PIN, place of birth and residence page);
8. Copy of the Letter of acceptance to studies (for foreign citizens); Approval for schooling for Romanians everywhere; The certificate for Romanian citizens/EU citizens who graduated in other states;
9. Receipt for the payment of the enrolment fee (for candidates from other universities, according to the protocol).
10. Bachelor's thesis (1 copy according to OP 07), accompanied by:
 - a. the report of the attending professor, according to F.PO.07.04;
 - b. Statement on sole responsibility regarding the originality of the bachelor's degree thesis (Annex 6) (F.R.09.06);
 - c. CD containing the result of the similarity test, the bachelor's thesis in PDF format including the annexes and the report of the attending professor in PDF format.
 - d. plagiarism report.
11. Academic record for the entire period of formation, all necessary comments included, which will also include the list of subject matters studied per semester and the grades obtained, signed by the relevant persons in the University _____, namely: faculty registrar, dean, university chief registrar and rector of the university - near the rector's signature, the stamp of the university shall be affixed, in original (except for AVU students).
12. Graduation certificate for the enrolment to the bachelor's/master's degree exam (must include the program accreditation/authorisation date - GD - name of the university, faculty, study program, bachelor's degree subject area, form of education, duration of studies, year of graduation, form of education (full-time, distance learning), language of teaching, geographical location, number of credits, average of the years of study etc.). The certificate shall be signed by the relevant persons of the University _____ providing the formation, namely: faculty registrar, dean, university chief registrar and rector of the university - near the rector's signature, the stamp of the university shall be affixed, in original (applicable only to graduates of other higher education institutions).
13. Language proficiency certificate for the enrolment to the bachelor's degree exam.
14. The study termination form filled in to date.
15. The graduates of master's degree programs must additionally submit to their file the degree graduation certificate of the bachelor's degree program.

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Annex 3

Header

No. _____ / _____

To,

“AUREL VLAICU” UNIVERSITY OF ARAD

University _____,
 Faculty _____ is temporarily
 authorised/accredited according to GD _____ for the bachelor's degree program

_____, form of
 education _____. In this respect, the graduates of the above mentioned
 study program (according to the table hereunder) have requested to take the bachelor's
 degree/diploma exam at the "Aurel Vlaicu" University of Arad, at the Faculty
 _____, examination
 period _____, according to the Protocol no.
 _____ (AVU) and _____ (the University
 _____).

Please note that our University takes responsibility for the accuracy and legality of the
 data filled in on the diploma supplement, academic record, graduation certificate and language
 proficiency certificate.

We would like to thank you for your support.

Sincerely yours,

RECTOR,

DEAN,

L.S.

UNIVERSITY CHIEF REGISTRAR,


No.	SUDENT IDENTIFICATION NUMBER	NAME AND SURNAME OF THE APPLICANT	SERIES AND NO. OF THE HIGH SCHOOL DIPLOMA	PERIOD OF STUDIES
1.				
2.				

RECTOR,

DEAN,

L.S.

UNIVERSITY CHIEF REGISTRAR,

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Annex 4

Header

PROTOCOL

Concluded this day of, _____ when handing over by _____ an employee of the University _____, title _____ and receiving by _____, an employee of the "Aurel Vlaicu", University of Arad, title _____, a number of _____ files of the graduates of the University, _____, Faculty _____, study program _____, bachelor's degree subject area _____, form of education _____, enrolled to take the bachelor's degree exam – in the examination period _____, at "Aurel Vlaicu" University of Arad.

We mention that each file contains the following documents:

1. Academic record - original;
2. High school diploma - original;
3. Birth certificate - certified copy;
4. Marriage certificate — certified copy (if applicable);
5. Graduation certificate;
6. Language proficiency certificate;
7. 2 (two) colour photos 3/4;
8. ID card - simple copy;
9. Application approved by the dean of the faculty organising the bachelor's degree exam;
10. Statement on the sole responsibility regarding the originality of the bachelor's degree thesis.
11. Application for the issuance of the bachelor's degree graduation certificate.
12. Bachelor's degree exam fee receipt.


I HAVE HANDED OVER,

I HAVE RECEIVED,

No.	SUDENT IDENTIFICATION NUMBER	NAME AND SURNAME OF THE APPLICANT	SERIES AND NO. OF THE HIGH SCHOOL DIPLOMA	PERIOD OF STUDIES

I HAVE HANDED OVER,

I HAVE RECEIVED,

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Annex 5



MINISTRY OF EDUCATION
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 Arad, _____
 Personal data operator no. 2929

No. _____ / _____

PROTOCOL

Concluded this day of, _____ when handing over the bachelor's degree graduation certificates of graduates of the University _____, Faculty _____, study program _____, who have taken the bachelor's degree exam at the "Aurel Vlaicu" University of Arad, Faculty _____, according to the table hereunder.

No.	Student identification number	Surname and first name of candidate	Certificate no. and date

Faculty _____

I have delivered a number of _____ bachelor's degree graduation certificates/diploma in original copy

Surname and first name _____

Title/Capacity _____

Signature _____


Faculty _____

I have received a number of _____ bachelor's degree graduation certificates/diploma in original copy

Surname and first name _____

Title/Capacity _____

Signature _____

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Annex 6


STATEMENT of originality,

The _____, undersigned
 _____ PIN _____,
 born on _____, in _____,
 county _____, son/daughter of _____ and of
 _____,
 graduate of the Faculty of _____ at the
 University _____,
 bachelor's/master's degree program _____,
 form of education: _____, year _____ hereby declare on my sole
 responsibility
 that I am the author of the bachelor's /diploma/master's thesis named

The thesis has been written up by myself, it is original and does not come from commercialization.

Date _____

Signature,

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Annex 7

Dean's notice

Mr./Mrs. Dean

The undersigned _____, identified with
PIN _____, graduate of the bachelor's/master's degree study program

at the Faculty of _____,
year _____, hereby request you to accept my enrolment for the exam of the
completion of studies during the examination period _____.

Date,

Signature,
