

POLITEHNICA University of Bucharest

R E G U L A T I O N S

**Regarding the Organization and Functioning of Educational
Process at POLITEHNICA University of Bucharest**

- A. Regulation Regarding Bachelor Studies**
- B. Regulation on Student's Professional Activity**

2007

A. REGULATION REGARDING BACHELOR STUDIES

The Regulation regarding operation of the educational process of the POLITEHNICA University of Bucharest (UPB) defines the principles and rules underlying the organization and functioning of the educational process using the credit system. The Regulation was drafted by the Board of Education of the UPB and was approved by the University Senate at its meeting on **September 27 2007**. This Regulation is valid starting from 1 October 2007, and the old SBC Regulation lapses.

This Regulation contains rules governing transition from one year of study to another. Transitions are conditioned by accumulating a minimum number of credit points. Knowing the barriers to graduation expressed through credit points, the student will dose his / her efforts and undertake responsibility for the educational program of his/her choice.

I. GENERAL PRINCIPLES

Article A1. At UPB, academic studies are organized on three levels:

- **Bachelor studies** with a duration of eight semesters (at least 240 transferable credits of study);
- **Master studies** with a duration of four semesters (120 transferable credits of study);
- **PhD studies**

This Regulation refers to **Bachelor's degree studies**.

Article A2. Students are admitted to study at UPB as follows:

- following an admission examination;
- by transfer from other universities;
- re-registration of expelled students or of students who have interrupted their studies;
- for continuation or completion of academic studies (second university).

Article A3. Education curricula (EP) contain mandatory, optional (choice) and free choice (alternative) disciplines of study. Faculty councils may decide to set certain conditionalities for some subjects, so that a student cannot study a discipline unless he / she has obtained credits in the subjects which are conditional on taking up courses in the target discipline.

The list of condition-based courses shall be attached as appendix to the curriculum of each faculty.

Article A4. The disciplines in the educational curriculum (EC) shall be assigned identification codes as shown in the sample in Annex 1 attached herewith as an integral part of this Regulation.

Table 1

Field	Content	Type	No. Of characters	Example
1	University	Alphanumeric	3	UPB
2	Faculty	Numeric	2	02
3	Training category	Alphanumeric	1	<ul style="list-style-type: none"> • F: key knowledge • T: general technical knowledge • S: specialised knowledge • E: business and management knowledge • U: humanistic knowledge
4	Semester	Numeric	2	04
5	Type of discipline	Alphanumeric	1	<ul style="list-style-type: none"> • O: compulsory • A: optional • L: free choice (alterative)
6	Discipline identification	Numeric	3 mnp	<ul style="list-style-type: none"> • m = 0,1,2 9 • 0 = trunk, 1,2,...=specialties • np = discipline no. in the EC

*Example: **UPB.02.F.04.O.012** = discipline of **UPB**, Faculty of **Power Engineering**, type **key**, taught in semester **2**, **mandatory**, part of truck, serial number **12** in the educational curriculum.*

Article A5. The minimum number of **credit points** (CP) assigned to compulsory and optional subjects in a year of study shall be **60 cp**. A student can cumulate in a year of study more than the minimum number of credit points established, if he /she engage in studying other disciplines, too. Credit points assigned to a discipline are expressed by an integer.

Article A6. Obtaining credit points assigned to a certain discipline is subject to graduation of this discipline. Assessment of knowledge in a discipline from the curriculum is made by means of marks awarded on a scale from 1 to 10, or by means of a Passed / Failed adjudication decision. An exam in any discipline is considered passed, if the student gets at least mark 5 in the examination or is adjudicated Admitted. No partial award of credit points per discipline-related components shall be allowed.

Article A7. Ten credit points are allocated to the Bachelor's License Exam.

Article A8. Faculty councils may decide to convert, for certain disciplines, the laboratory or the project assignments of the students into independent disciplines, with allocation of credit points specifically to such converted assignments.

Article A9. At the beginning of the academic year (within the first 15 days), the student, regardless of the type of education he/she is enrolled in (with/without tuition fee), shall have to fill in and sign the *Annual Study Agreement*. This Agreement certifies the enrollment of the student in education and his/ her inclusion in the study group. The Study Agreement may not be amended in the course of the academic year.

- The Study Agreement (SA) shall cover the disciplines the student undertakes to study. These will be disciplines included in the SA, to be studied either for the first time or repeated. There is no upper limit for the total number of credit points in the

Study Agreement. The tutor appointed by the college will assist the student with filling in the Study Agreement.

- For type “A” optional disciplines, the Study Agreement may be amended within the first 15 calendar days of current academic year.
- The student opting under this Agreement for an alternative, free choice discipline of type “L”, may waive his /her choice to participate to the course selected, within the first 2 weeks of the semester. If not quited in time because of his/her fault, he/her will pay the tuition fee for the respective alternative discipline.
- The student failing to sign the Study Agreement within the established term shall lose his / her bachelor’s degree student status.
- The student enrolled in paid tuition program shall sign in the same term established above a Paid Tuition Agreement.

Article A10. Students, subject to prior approval by BCF, may choose, any time during the 4 years of bachelor studies, to study disciplines totaling up to 15 credit points (cp) from the education curriculum of another specialty taught at the university, such points to replace an equal number of credit points associated with the discipline included in the student’s main syllabus.

Article A11. Bachelor students may, subject to prior approval by Faculty Dean, move to other universities in the countries or abroad. The transferable credit points obtained during these moves shall replace a similar number of cp for the subject in the student’s own education syllabus.

Article A12. Student’s performance in each discipline in the curriculum is **continuously evaluated** by points allocated to various activities. Total number of points is 100. For exam-dependent subjects, 50% of these points shall be allocated for the work performed during the semester and the remainder shall be allocated to the final verification (examination).

Learning activities:

- academic year has two semesters of 14 weeks each;
- final verification of students' knowledge is done in two sessions of exams scheduled at the end of each of the two semesters (winter and summer) and lasts 4 weeks;
- knowledge acquired in the disciplines studied is assessed during the semester by, homework, projects, laboratory work, test papers etc. For a number of disciplines, at the proposal to the professor teaching the discipline, BCF may approve the planning during the semester of interim relief examinations, to allow students to reduce their workload for the final verification. The points awarded in such interim examinations shall a number of the points allocated for the final examination. The students may repeat such interim tests during the examination sessions, if they fail to pass them or wish to get a higher score.
- students shall have 2 weeks to repeat their final or interim exams, for the purpose of graduation or of increase in their evaluation mark.

Art A13. By law, budget-funded education is free for the duration of one single cycle of bachelor studies, during which time the students are required to meet the specific curriculum and the regulations governing implementation of the education process. Tuition fees are charged to the student, in any of the following situations: excess in the normal schooling duration, repetition

of exams, reexaminations due to changes in curriculum, as well as for additional training activities provided on student's request outside the scheduled syllabus.

II. REGULATION REGARDING THE ORGANIZATION AND FUNCTIONING OF THE EDUCATION PROCESS

Organization and functioning of the educational process at POLITEHNICA University of Bucharest are based on accumulation of credit points, with categories of rules being applicable: **scoring** rules, **graduation** and **suspension** rules and **enrollment** and **transfer** rules.

II. 1. SCORING RULES

- RN1** The final mark awarded for performance in a discipline of study shall be calculated by summing up the points allocated to each activity within the discipline (a total of 100 points). The minimum score for a discipline graduation shall be 50 points. Faculty councils may introduce additional requirements for graduation in any discipline.
- RN2** The share of each activity within a discipline shall be established by the titular of the discipline, confirmed by the Head of Department and approved by BCF, with focus on the continuity of the student's training during the entire semester.
- RN3** The types of activities within a discipline subject to performance assessment by scores, and the manner of distribution of the 100 points associated with all the activities of the discipline taught, shall be communicated to the bachelor's degree students at start of each academic year, upon the signing of the *Study Agreement*, and confirmed by each titular of discipline at the beginning of the semester.
- RN4** The score obtained in the final evaluation (exam) shall have to represent at the most 50% of the final mark.
- RN5** A discipline is assigned one single final mark.
- RN6** The points obtained in interim test papers shall be reallocated during examination sessions in the current academic year, for the students examining from the entire discipline.
- RN7** For disciplines subject to "ongoing evaluation" (without exam), the final evaluation shall be allocated at the most 20 cp (out of 100 cp) and shall be held in week 13 or week 14.
- RN8** In the case of revision of the final evaluation during the reexamination session, the partial scores obtained in the activities carried out during the semesters (I and II) shall be maintained, the score obtained in the final evaluation in the winter (or summer) session will be cancelled.
- RN9** In the case of reexamination of a discipline, the partial scores previously obtained shall, normally, be cancelled. At the student's request, BCF may decide, on a proposal by the titular of the discipline concerned, to maintain the previous scores obtained by the student in the evaluation of his/her lab activities and of his /her project.

II. 2. GRADUATION RULES

RT1 Graduation of an academic year requires accumulation of 60 cp for compulsory and optional disciplines.

RT2 a) Graduation to the next academic year is granted also when the student has obtained a minimum of 35 credit points in the current year and has passed all the exams of the previous year. This rule applies to students who were admitted in the first year of studies in the academic year 2007/2008.

For the other students, graduation to the next academic year is granted provided only that they obtain: at least 35 cp for passing on to year II; at least 95 cp for passing on to year III; and at least 155 cp for passing on to year IV.

Faculty Councils may in justified circumstances change these thresholds within the limit of 5 cp.

b) Students who have not accumulated the minimum number of points for graduating to the next year of study may repeat the year, subject to payment of the annual tuition fee for all the subjects in which they failed.

c) Students who repeat the final year of study shall pay an annual tuition fee, if they fail to accumulate 205 credit points, and the discipline fee, if they have accumulated a minimum of 205 credit points. A second repetition of the final year shall be subject to mandatory payment of the annual tuition fee.

RT3 Admission to sit for the bachelor's degree exam shall be subject to accumulation of 240 credit points for compulsory and optional subjects.

II.3. SUSPENSION, RE-ENROLMENT AND TRANSFER RULES

RI1 Studies may be interrupted only at the start of the academic year, within the period of time allowed for the signing of the study agreements, and shall be permitted for one or two academic years only. ***Studies may not be interrupted in first year of study.*** Re-enrollment of the student after suspension of his/her studies shall be allowed in the year of study in which he/she is entitled to re-enroll, as stipulated by the graduation rules of this Regulation, being granted recognition of the marks obtained before the interruption of the studies.

RI2 In well-justified cases, the Dean of the Faculty may approve the suspension of the student's studies starting with semester II. Re-enrolment shall be allowed under the same terms and conditions.

RI3 Expelled students or the students who have waived their graduate's student status may be re-enrolled upon their request.

RI4 Upon re-registration of students transferred, re-enrolled or admitted for continuation or further studies, as well as of students passing from one curriculum to another (due to failure to graduate or interruption of studies), the Faculty Council Office (BCF) shall analyze each case in part and establish the disciplines that can be recognized and those that have to be re-studied and reexamined, graduation of these concerned becoming additional duties for the students concerned.

The transferred / re-enrolled student shall be included in a year of study in accordance with RT2 above.

Transfers are allowed only in the period September 25 – October 15 and are subject to agreement of the two Faculties/Universities involved. Transfer shall not modify the financing conditions, the student being transferred with the related budgeted allocate for his /her schooling.

III. TUITION FEES FOR REPETITION OF ACADEMIC YEAR OR OF THE STUDY OF DISCIPLINES

The following tuition fees shall apply:

- *Annual tuition fee (AF)*, which is a progressive fee made up of two levels: **AF1** and **AF2**. The first level applies to students lacking up to 40 credit points, and level two, to those lacking more than 40 credit points;
- *Discipline reexamination fee (DF)* is determined depending on the number of credit points associate to the repeated discipline.

The amount of this fee shall be established each year by the UPB Senate.

Rules governing tuition fees:

- RTX1** A transferred or re-enrolled student benefiting from funding from the Ministry of Education and Culture, who exceeds the scheduled duration of 4 semesters of bachelor's studies, may continue the academic studies subject to payment of the yearly tuition fee (**AF1**).
- RTX2** For repeating or graduating in a discipline, the student shall pay the ***discipline repetition fee***, as per the graduation rules specified above.
- RTX3** Students who have to go through further evaluations as results of transfers, re-enrollments or changes in the education curricula shall pay the discipline repetition fee for each such further evaluation.
- RTX4** Upon demand of the students, additional training activities may be provided, which are not included in the curriculum or ordered by the faculties. Organization of such additional courses shall be subject to payment of a fee, whose amount shall be calculated on account of the financing conditions applicable to the training activity concerned (covering of related costs).
- RX5** ***The annual tuition fee*** may be paid in installments, as established by BCF. ***Discipline repetition fee*** shall be paid at start of the semester of discipline repetition.
- Students failing to pay the *yearly tuition fee* in accordance with the payment schedule specified above shall not be enrolled in the next academic year. Those failing to pay the *discipline repetition fee* will not be allowed to sit for partial or final evaluations in the disciplines they are repeating.
- RX6** Pursuant to Law no. 224/2005, students who are "social cases" are exempt from the yearly tuition fee and remain in the category of state-financed students.

By law, "social case" students include:

- orphan students, students from orphanages or from foster families;

- students from single parent families whose income is less than the national minimum income / family member;
- students from families with many dependents – school children and / or students – whose income per family member is less than the national minimum income.

These students will pay, if necessary, the discipline repetition fee.

B. REGULATION REGARDING STUDENT’S PROFESSIONAL ACTIVITY

I. GENERAL PROVISIONS

Article B1. This Regulation contains the set of rules on the professional activity of students from the Politehnica University of Bucharest (UPB) and is primarily concerned with the organization and functioning of the education process in the Credit System.

Article B2. The provisions of this Regulation shall apply to all categories of students enrolled in bachelor’s education (RSUL).

II. ENROLMENT AND ENROLMENT DOCUMENTS

Article B3. Enrollment of students admitted in the admission exam in the first year of bachelor studies, of students transferred from other universities or faculties, students whose *resuming of studies* has been approved, as well as of students engaged in **continuation** or in **further studies**, shall be subject to approval of the Faculty Dean, based on the lists drawn up following the admission exam. Enrollment shall consist of registration of the student in the faculty register under a single registration number to be valid for the entire schooling period. The numbers in the school register shall be assigned in successive order for each new schooling series.

Article B4. Registration of the student in the school register shall be based on his/her personal dossier containing the following documents:

- Registration application as per UPB form (where appropriate)
- Papers produced for the admission exam (where appropriate)
- Baccalaureate diploma in original;
- Undergraduate diploma in original for students enrolled in completion education, and graduation diploma, for postgraduate students;
- Certified copy of birth certificate;
- 2 photos;
- Medical certificate (if specified for the admission exam);
- Copy of diplomas awarded in national and/or international contests (Olympic contests)

During the schooling period, the following documents shall be added to the student’s personal dossier:

- Documents for the granting of scholarships (for each semester of scholarship)
- Documents conferring various rights (suspension of studies, repetition of disciplines, reexaminations - as appropriate);
- Proof of payment of the fees established by the UPB Senate;
- Rewards received during the studies;
- Sanctions applied during the studies.

Upon completion of the studies, part of the documents shall be filed with the Office of Diplomas, for the drafting of schooling certificates, and the rest of the documents shall remain in the student's personal dossier kept in the UPB Archives.

Article B5. The Secretariat of the faculty shall issue to the enrolled student a student ID card and a mark notebook for evidence of all the marks obtained in the exams or other forms of performance evaluations held during the schooling period. The documents of the student shall be free of corrections, deletions and false data, as these shall be deemed as falsified public documents and punished accordingly. In the event of loss by the student of any of his /her personal documents, duplicates shall be issued, following public announcement in the press of such loss. In case of transfer, interruption of schooling, final withdrawal or expelling, the Secretariat of the relevant faculty shall retrieve the student ID card and mark notebook and file them in the student's personal dossier, subject only to prior presentation by the student concerned of the leave clearance form with all the headings dully checked out.

Article B6. Enrollment of the student in a year of studies shall be subject to an order issued by the Dean and handled by the faculty Secretariat, at the start of the academic year, after the student has signed the *Annual Study Agreement* (defined by this Bachelor Education Regulation) and after the student has paid, where appropriate, the required fees (yearly fees or discipline repetition fees). After enrolment of the student in any year of study, his /her student's ID card and notebook shall be stamped for the current year. Concomitantly, he/she shall be established the disciplines to be repeated and the reexaminations he/she should sit for (if any).

Article B7. The attendance of the students to learning activities shall be recorded in a team attendance log, to be signed by the professors for each didactic activity and centralized twice a month by the faculty Secretariat. The team attendance log shall be managed by the students' team leader appointed by the BCF.

III. RIGHTS AND OBLIGATIONS OF THE STUDENT

Students shall have the following rights:

- a. to receive free education for the number of places financed from the budget and during schooling period (four years). Student continuing their studies, who are admitted in the bachelor's degree form of education shall benefit of free education during the duration of their studies, which is calculated as being the normal duration of schooling (4 years), less the time during which they have benefited from state financing in their college or sub-engineer studies.
- b. to participate in all forms of didactic activities stipulated in the curriculum and in supplementary educational activities organized (on request, in accordance with the provisions of the University Charter and of UPB Senate), use university premises (training rooms, laboratories,

project and seminar rooms, reading halls, libraries, sports grounds) and any other means provided by the university;

c. to participate in the student scientific activities or in the cultural, sporting, vocational guidance and career counseling activities in UPB or in other universities;

d. to be elected representatives of the students in the University Senate and / or the Faculty Council based on the University Charter and this Regulation on the organization and functioning of the education process;

e. to be tutored by a professor appointed by the Faculty Council Office, on issues dealing with professional training

f. to participate by free expression of opinion in the evaluation of his/her performance in the subjects studied, as well as in the assessment of university professors' performance in accordance with rules established by the UPB;

g. to participate, at the request of the relevant faculty or on their own initiative, in the organization of their group of students (timetables, scheduling of evaluations and works, scientific students' research etc.);

h. to participate in the training activities at universities or faculties in the country, based on credit transfer system, or in international training programs abroad under SOCRATES, ERASMUS, LEONARDO or other international educational programs;

i. to be members in professional associations that represent them and defend their rights in academia and to have these rights recognized by the University, to the extent that such associations do not violate the regulations UPB;

i. to obtain training, merit and outstanding performance scholarships and social benefits in accordance with the provisions of the law and of the UPB Senate;

j. to participate in the scientific research of the university;

k. to participate in volunteering activities organized by the university;

Article B9. Students shall have the following obligations during the educational process:

a. to meet all their obligations according to the educational curriculum and comply with the syllabus;

b. to attend all teaching and research activities;

c. to comply with the UPB regulations and specific legislation in force and to abide by decisions of the faculty or of the university regarding the attendance to all educational and research activities;

d. to comply with the provisions of the University Charter and with UPB regulations;

e. to pay where appropriate, the fees provided for in this Regulation until deadlines;

f. to keep in good condition the student's ID card and notebook;

g. to respond to the requests of the faculty Secretariat on issues dealing with their professional activity or with the organization of their group of students;

h. to show respect for university community members, have a civilized behavior and comply with the common rules of coexistence of the community to which they belongs;

i. to produce during the continuous performance assessment and in the final examinations the master student notebook and / or, at the request of the teacher, ID papers;

k. to keep in good condition all the proprietary assets of the University and faculty as found on the educational premises, accommodation and recreational grounds of the University. The value of any loss arising from damage or destruction of such properties shall be recovered from the author of such damages.

IV. EVALUATION AND GRADUATION

Article B10. The assessment consists of verification of student's knowledge acquired in a subject. Knowledge taught are listed in the syllabus of the course, as established by the course titular and approved by the course or the department's leadership.

Article B11. Assessment of student's acquired knowledge and the graduation of the student are based on the rules of scoring and graduation specified by this Regulation. Assessment and scoring rules are announced by the professor in the presentation of the subject during the first class taught and in the Student Guide.

In assessing student's performance, the following principles apply:

- all activities relating to disciplines which are subject to assessments are allocated a number of points out of the total of 100 points assigned to the relevant discipline;
- any point awarded in assessing each discipline-related activity should represent the percentage of knowledge acquired from the discipline-related knowledge;
- distribution of the points per discipline-related activities shall be done by the relevant professor, endorsed by the Head of Department and approved by the BCF;
- the total score obtained shall be calculated by summing up the points awarded for activities developed during the year and in the final evaluation;
- the total score (summed up) shall be converted into a mark (integers from 1 to 10) by dividing by 10 and rounding up;
- to graduate a course in any discipline of study a minimum of 50 points is required out of the 100 points allocated to disciplines;
- absence from a performance evaluation in any activity means zero points for that activity.

Article B12. Performing discipline-related applied works (seminar, project and / or laboratory) may be a precondition for admission of students to sit for the final verification, according to the conditions set by the titular of the discipline and approved by the BCF.

Article B13. Final verification and registration of the mark in the relevant catalog shall be performed only during the examination sessions.

Article B14. The manner of sitting for the final exams - written, oral, written and oral – shall be established for each and every subject by the Dean of the faculty, on a proposal from the titular professor, and shall be communicated to students at the beginning of the semester.

Article B15. Scheduling of interim evaluations (partial exams) shall be approved by the Faculty Dean, for a number of disciplines established by the BCF. Students may sit again for the interim exams during the examination sessions, if they failed to pass them or wish to get a higher

mark. For the disciplines that are evaluated only on an ongoing basis, the student's evaluation shall have to be completed before the start of the examination sessions.

Article B16. The scheduling of final verification (exams) shall be approved by the Dean of the faculty, upon proposal by the students and subject to prior agreement of the titular of discipline. The scheduling shall be made for each group individually and shall be communicated at least seven days before the start of the session. No more than two groups of students and one group of students may be scheduled on the same day and for the same discipline to sit for a written exam and an oral exam respectively. A time interval of at least two days shall be allowed between two successive final evaluations.

In exceptional circumstances, the student unable to participate, for good reasons, in the examination scheduled for his /her group may request the titular professor to reschedule him/ her for examination with another group of students during that same examination session.

Article B17. The titular of the discipline shall communicate to the students the results of all evaluations held during the semester, before the beginning of the examination session.

Article B18. Final assessments shall be held by the professor who taught that discipline, assisted by a teacher who led the practical applications or by another specialised teacher. In case of absence of the discipline professor, the faculty Dean shall establish an examination commission composed of three teachers specialised in the relevant discipline. The results of the final evaluations shall be communicated to the student on the day of evaluation. If, at the final examination, the student wishes to see his /her written paper, the professor shall have to make the paper available to the student for a joint review thereof.

Article B19. The appeal against the result of an evaluation of the knowledge acquired by the student may be filed in writing within 48 hours from communication of the result of the evaluation and shall be addressed to the Dean of faculty. The answer to the appeal filed shall be communicated to the student within no later than 7 days from the filing thereof.

Article B20. Marks obtained in the freely chosen disciplines shall be included in the calculation of the overall average score, only if so requested by the student and provided only they have been stipulated in the Study Agreement.

Article B21. Assessment of the knowledge acquired by the student during practical applications shall be based on the specific syllabus and the student's practical training notebook, by a commission appointed by the Dean of faculty, on a proposal by the departments, and shall conclude with a mark.

Article B22. The student sitting for the exam shall have on him /her student mark notebook in which the professor shall write, at student's request, the mark awarded in the examination.

Article B23. The student who fraudulently attempts to pass the examination shall be expelled from the university on the basis of a report drawn up by teachers who participated in the examination. Expelling of the student shall be approved by the Rector, on a proposal from the Dean of the relevant faculty. Expelled student may request resumption of the studies starting from the year of expulsion, subject to compliance with the provisions of the Bachelor's Education Regulation. Such re-enrollment shall be subject to approval by the UPB Rector, on a proposal by the Dean of relevant faculty.

V. COMPLETION OF THE STUDIES

Article B24. Completion of studies at UPB is subject to obtaining the credit points related to mandatory and optional subjects within the student's training program and to obtaining at least mark 6 in the bachelor graduation exam. Graduates of the bachelor's degree exam shall be awarded the BSc engineer diploma. The students failing in or absent from this exam shall be issued a graduation certificate.

Article B25. The bachelor's degree exam shall be held in accordance with the methodology regarding completion of bachelor's degree studies, approved by the University Senate.

Article B26. University Departments are required to establish the topics of the diploma projects and to appoint the scientific advisors and communicate them to the students before the start of the terminal academic year.

VI. REWARDS AND PENALTIES

Article B27. For outstanding professional and scientific research performance the University grants students the following rewards:

- merit diplomas;
- diplomas and special prizes for valedictorians;
- diploma of excellence to students obtaining outstanding scientific results at national and/or international level.

Article B28. For school failure and breach of academic disciplinary rules, the student may be punished by *a reprimand*, *a written warning* or by *expulsion* from the university. Reprimands and written warnings are subject to decision and application by the Dean, while the expulsion is subject to decision by the Rector, at the Dean's proposal.

Students who have not attended one semester of learning activities and have not got any credit point in the examination session shall be expelled.

Reprimand shall be applied to students who were absent for more than 80 hours from the educational activities in a semester. Written warning shall be applied to students who were absent for more than 130 hours from the educational activities. Students who were absent for more than 200 hours in a semester shall pay, in the next academic year, the **annually tuition fee YF2(AF2)**.

Appeal against a written warning or a reprimand decision shall be filed within 3 days of communication thereof with the Faculty Council Office, which shall settle the appeal within 7 days. Appeals against decision of expulsion from the UPB shall be filed within 3 days from notification of the decision, with the General Registrar's Office of UPB, and shall be settled within the timeframe established by the law.

The student sanctioned with reprimand or written warning shall lose:

- the right to participate to relaxation camps;
- the right to receive merit scholarship;
- the rights granted under article 8 (d) and (h) above.

Article B29. Faculty Council, on a proposal by BCF, may establish penalties for violations other than those stipulated in Article 23 and Article 24 herein.

VII. TRANSFERS

Article B30. Transfers and interruption of the studies are governed by the rules established under the UPB's Bachelor's Degree Education Regulation.

Article B31. The student may be transferred from one faculty or one specialization to another, in compliance with the form of education, provided only that he / she has good reasons for the transfer / interruption and only after completion of his /her current year of studies. Applications for transfer shall be submitted to the Dean's Office of the faculty to which the student transfers, at least 10 days before the start of the academic year. Applications shall be submitted in duplicate, with endorsement of the transfer by the Dean of the Faculty of departure and by the higher education institution. After endorsement of the transfer by the Dean of the faculty receiving the transferred student, the University Rector shall approve the transfer, following approval given by the two Deans. Within a faculty, the request for transfer from one specialization to another shall be resolved by the Dean of the faculty. Transfer of a student in the first or the last year of study is not allowed.

The leadership of the faculty receiving the transferred master student shall determine, upon enrollment of the transferee, any reexaminations that the transferred student may be required to sit for during the current academic year. Faculties may set specific criteria regarding the conditions of transfer (number of reexaminations, transfer only within the same profile or specialty, minimum marks etc.).

Article B32. After expiry of the normal duration of the studies, such duration to include also the years of studies spent within the university from which the student is transferred, the transferred student may continue his /her studies, provided that he/she pays the yearly tuition fees.

VIII. CONTINUATION OF STUDIES

Article B33. Graduates of higher short-term education institutions may continue their studies in the bachelor's degree form of education as per the Education Law, the applicable Government Decisions and the Orders issued by the Ministry of Education and Culture.

Article B34. The discipline recognition procedure, the required reexamination and the year of enrollment shall be established by BCF.

VIII. FINAL PROVISIONS

Article B35. Faculties may introduce specific regulations and clarifications regarding the professional activity of the students, unless such regulations and clarifications are contrary to this Regulation.

Article B36. This Regulation was discussed upon and approved in the meeting of UPB Senate of 26.09.2007 and shall become effective as of October 1 2007.

Article B36. Amendment of this Regulation may be made by Senate UPB, on the proposal of the Senate Office, of the Academic Council, of the leadership of UPB student organizations legally constituted, or of 1 / 3 of the members of UPB Senate.

Article B38. This Regulation shall require for the entire academic community (teachers and master's degree students).

Article B39. These regulations shall be applicable to the students enrolled in 5-year education, with the required amendments under **RT1, RT2, RT3, RI5 and A7.**