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UTCB Student code of rights and obligations

Approved

Annex 1 to Senate Decision No 9964 /18.07.2024

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Chapter I General provisions

Article 1

(1) The status of student, or doctoral student, respectively, is acquired by admission to a short term undergraduate, bachelor, master or doctoral degree program, after signing the study contract, upon the issuance of the registration decision, but no later than the starting date of the academic year.

(2) For admission to state and private higher education, for each cycle and program of university studies, citizens of the Member States of the European Union, of the States belonging to the European Economic Area and of the Swiss Confederation, as well as British citizens and their family members, as beneficiaries of the Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community 2019/C 384 I/01, may apply under the same conditions provided by law for Romanian citizens, as well as regarding tuition fees.

(3) The Technical University of Civil Engineering Bucharest shall sign a university study contract with each student, doctoral student, trainee, postdoctoral researcher, respectively, who is enrolled in a study program, in accordance with the provisions of the regulations of organization and conduct of study programs and in compliance with the legislation in force.

(4) UTCB may award prizes, scholarships, places in camps and other such incentives to students with outstanding academic performance, as well as to those with outstanding results in their education and professional training, in cultural, civic, voluntary and sports activities, including university sports competitions, based on university autonomy and legal regulations. The promotion criteria, as well as the conditions for improving the grade of a discipline shall be established, according to the university autonomy, in the regulations of Technical University of Civil Engineering Bucharest.

(5) All the study documents issued by the higher education institution, as well as those attesting the student's status, such as certificates, passbooks or ID cards, shall be issued free of charge. In the case of issuing duplicate study documents, Technical University of Civil Engineering Bucharest shall charge fees established on the basis of the university autonomy established by the senate and posted on the official website.

Article 2

(1) Students enrolled at Technical University of Civil Engineering Bucharest's full-time learning programmes shall benefit from transportation facilities in accordance with the legal provisions, until the age of 30.

(2) Children of staff active in the education system or of those who have retired from the education system, children with one or both deceased parents, children from single-parent families, as well as those from disadvantaged groups defined according to the Assistance Law social law no. 292/2011, with subsequent amendments and additions, shall benefit, after the moment of registration, from free accommodation in dormitories and boarding schools, being supported by a subsidy for dormitories and canteens increased by the Ministry of Education.

(3) Students shall have the right to benefit from places in student camps (thematic, creative, sports or recreational camps) organized by the Ministry of Education, higher education

institutions and/or the national authority in charge of youth policies through its structures, during the summer and winter holidays, and financed from the state budget or the budgets of The Technical University of Civil Engineering Bucharest. All steps concerning the organization of student camps shall be carried out in consultation with legally constituted national student federations.

(4) Students may set up or associate in student structures or organizations, workshops, clubs, clubs, circles, clubs, artistic and sports groups, as well as publications, according to the legal provisions.

(5) The legally constituted student organizations shall have the right to receive free of charge premises to be used as social headquarters and for specific activities, within the university premises, according to the legal provisions.

(6) Student organizations representing students' interests at the level of each university community may have, under the conditions provided for by the higher education institution's charter, ex officio representatives in the decision-making and executive structures of the higher education institution, except for those where mandates are exclusively conferred by elections.

(7) The Technical University of Civil Engineering Bucharest shall make at least one public presentation to students during the academic year on the national and international mobility programs available to them and shall provide students interested in these programs with free information and counseling services. The process of internationalization may also be supported by including online collaboration components in learning, teaching and research activities.

Chapter II Students' rights

Article 3

(1) Students' rights based on the principles of the legislation in force:

(a) the right to quality education;

(b) the right to equitable access to learning opportunities offered by national and international mobility schemes and to take active measures against obstacles to the physical or virtual mobility of students who are at risk, disabled or who are non-traditional students;

(c) the right to permanent mobility from one higher education institution to another, in accordance with the legislation in force;

(d) the right to the protection of personal data in accordance with Regulation (EU) 2016/679 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC;

(e) the right to free course materials, in the form of notes, presentations or other materials summarizing the content taught, in physical or electronic format, and access to all teaching materials available free of charge in the university libraries or on the faculty website. They shall be made available to students, in the language of the relevant subject, in the first two weeks of each semester;

(f) the right of access to the main scholarly books and scientific publications, university libraries and central university libraries;

(g) the right to be informed, within the first two weeks from the beginning of the semester, about the content of each subject's syllabus, which shall include: the objectives/expected learning outcomes of the subject, the content of the educational process related to the subject and the topics addressed in each teaching activity, teaching-learning methods, minimum bibliography and optional bibliography, as well as the evaluation and examination modalities, the minimum pass requirements and the weight of the different types of evaluation and examination in the final result. Any subsequent changes to the arrangements for assessment and examination may only be made with the agreement of the students. The updated syllabus shall be made public to students via the e-Learning platform used and/or the website of the faculty/higher education institution;

(h) the right to receive, at the beginning of the first year of study, a "Student Guide", with information on: the rights and obligations of the student, the subjects in the curriculum, the services provided by the higher education institution, assessment procedures, the amount of fees, the material base of the higher education institution and the faculty, information on legally established student associations, how to access scholarships and other means of funding, mobility, and other facilities and grants, etc. Higher education institutions may support the realization of this Guide by student associations;

(i) the right to be assigned a year/series/group mentor/coach/tutor, depending on the size of these study programs, from among the teaching staff of the faculty in which they are enrolled. The higher education institutions shall establish how to access information regarding the list of mentors/coordinators/tutors and their contact details and shall draw up rules concerning the mentoring system, the activity and responsibilities of mentors - teaching staff, approved by the University Senate;

- (j) the right to participate, during each semester, in the evaluation of courses, seminars, practical work, teachers' performance and other educational and/or organizational aspects related to the study program, according to the legal provisions. Student participation in these evaluation processes is anonymous. The statistical results of evaluations shall be public information and shall be posted on the website of each higher education institution together with the improvement measures adopted following the analysis of the results of the evaluation process and shall be used to improve the content of teaching activities, teaching, learning and assessment methods;
- (k) the right of access to the regulations, resolutions, decisions, minutes and other documents of the institution where they study, under the conditions of the legislation in force. Upon request, higher education institutions may also make certain documents available in open data format;
- (l) copyright and intellectual property rights for the results obtained through research-development activities, artistic creation and innovation activities, in accordance with the legislation in force, university institutional regulations and any contracts between the parties;
- (m) the right to receive, free of charge, academic, professional, psychological and social information and counseling services, related to the educational activity, provided by the higher education institution, according to the legislation in force and university institutional regulations;
- (n) the right to interrupt and resume studies in accordance with the legislation in force and university institutional regulations;
- (o) the right to study in the mother tongue or in a language of international circulation, if this possibility exists in the higher education institution, within the limit of the places allocated for this type of study program;
- (p) the right to receive, on request, personalized feedback from teachers following each assessment process in which they participate;
- (q) the right to an objective and non-discriminatory assessment of the learning outcomes acquired after the completion of a subject, in compliance with the subject description, and the right to know the scale according to which they have been assessed. The process of assessing students' knowledge shall be carried out in the presence of at least two teachers. The teachers shall inform the students of the marks for each subject for which the assessment has been carried out, after the assessment has been completed, within a maximum of 24 hours;
- (r) the right to challenge the marks obtained in written examinations, in accordance with the internal regulations of the higher education institution. The decision on the appeal shall be taken by a committee which does not include the teachers who initially assessed the examination, in the presence of the student contesting the examination, if the student so requests;
- (s) the right to have access to personal educational records;
- (t) the right to be notified of the results of the final examinations;
- (u) the right to be consulted by teachers on the scheduling of examination dates;

- (v) the right to benefit from a learner-centered educational process with a view to personal development, integration into society and the development of employability, job retention and mobility in the labor market;
 - (w) the right to benefit from flexible learning pathways in accordance with legal regulations. To this end, a minimum of two options for each optional subject/optional set of subjects in the curriculum shall be ensured within the study program;
 - (x) the right to have access to specialized software for determining the degree of similarity, made available by the higher education institution, in the elaboration of academic papers, according to institutional regulations;
 - (y) the right to participate in extra-curricular, scientific, technical, cultural, artistic and sports activities, as well as in those for students capable of performance, financed from the state budget or from the budgets of higher education institutions;
 - (z) the right to free wireless internet access for all members of the university community throughout the university. The technical characteristics of the Internet network must allow access to online teaching activities, audio-video conferences and any other activity specific to the educational process;
- (2) Students shall be represented in all consultative and decision-making structures within The Technical University of Civil Engineering Bucharest, according to the provisions of Law no.199/2023, with subsequent amendments and additions, and of the University Charter, including in the structures constituted as functional entities of the governing bodies, established on the basis of university autonomy;
- (3) Students shall participate in the decision-making process in higher education institutions on the basis of the following rights:
- (a) free medical, dental and psychological care in medical and dental surgeries that operate in higher education institutions, polyclinics and hospitals, in accordance with the legislation in force;
 - (b) accommodation, within the limits of the financial resources allocated and the space available, for the period set out in the curricula;
 - (c) subsidies for accommodation for students who choose other forms of accommodation than the dormitories of higher education institutions, according to the rules adopted by order of the Minister of Education;
 - (d) the right to have free access to university premises to organize student projects or to carry out internal extracurricular activities outside the schedule of teaching and other predetermined activities, in accordance with its own regulations;
 - (e) the right to report abuses and irregularities and to request the verification and assessment of such reports by specialized bodies provided for by the legislation in force, as well as the right to protection of those who report according to Law no. 361/2022 on the protection of whistleblowers in the public interest, as amended;
 - (f) the right to have all written and signed requests registered or sent to the official email addresses of the higher education institution and to receive a written response, or a response by electronic means, respectively, to these requests, under the conditions established by law and university regulations;

- (g) the right to a registration period of at least 5 working days from the posting of the announcement for competitions organized in the higher education institution, including those for scholarships, camps, accommodation and mobility;
- (h) students from disadvantaged groups defined according to the Law on Social Assistance no. 292/2011, with subsequent amendments and additions, benefit from exemption from tuition fees and completion of studies, under the conditions of their financing by the state, through the budget of the Ministry of Education, according to the legal provisions;
- (i) the right to benefit from a safe and healthy learning environment, including by facilitating access to information about physical and mental health, well-being and counseling services;
- (j) the right to have free access to the sports facilities and swimming pools of the higher education institution, insofar as they exist, outside the schedule of the teaching activities programmed in these areas, in accordance with the university's institutional regulations.

Chapter III Students' obligations

Article 4

(1) Students shall have the following duties:

- (a) to carry out all the tasks assigned to them according to the syllabus and the subject outlines;
- (b) to respect the Charter, regulations, methodologies and decisions of the higher education institution;
- (c) to meet the quality standards required by higher education institutions;
- (d) to respect the copyright of others and to acknowledge the original source of the information presented in the work;
- (e) to report to the competent authorities any irregularities in the educational process and in the activities related to it;
- (f) to comply with the provisions of The code of ethics and academic deontology of The Technical University of Civil Engineering Bucharest;
- (g) to prepare and defend assessment papers for the subjects of study as well as final papers characterized by originality;
- (h) to participate in academic activities without being under the influence of alcoholic beverages or other prohibited substances;
- (i) not to use inappropriate language and behavior;
- (j) to use, in a proper manner, all the received facilities and subsidies, as intended;
- (k) to respect cleanliness, peace and order in the university premises;
- (l) to preserve the integrity and proper functioning of the material base placed at their disposal by The Technical University of Civil Engineering Bucharest;
- (m) to use the material base of the university in strict accordance with its proper purpose and specific rules so as not to jeopardize their own safety and that of other members of the university community;
- (n) to bear the payment of any damages to the material base made available to them by The Technical University of Civil Engineering Bucharest;
- (o) to meet the financial commitments imposed by the institution at which they study, under the conditions laid down in the study contract;
- (p) to comply with the obligations laid down in the individual study and practical training contract concluded with the higher education institution and, in the case of dual education, with the economic operator;
- (q) to sign the study contract at the beginning of each cycle of study and, as the case may be, additional documents.

(2) Student representatives elected to the governing structures of higher education institutions shall have the following specific obligations:

- (a) to regularly consult students on their needs and interests, as well as on the decisions and proposals that they would support in the meetings of the governing structures of The Technical University of Civil Engineering Bucharest;
- (b) to draw up, at least twice a year, activity reports outlining all the initiatives and actions undertaken. Student representatives' activity reports will be published on the website of The Technical University of Civil Engineering Bucharest;
- (c) to attend meetings of the governing structures of higher education institutions as elected student representatives.

Chapter IV Sanctions

Article 5

(1) For violation of the provisions of Art.16, the following sanctions shall be applied, depending on the seriousness of the offenses:

- (a) written warning
- (b) written reprimand
- (c) expulsion.

(2) The sanction provided for in paragraph (1) point (a) shall be applied for deviations from the provisions of Article 4, paragraph 1, points: (a), (b), (c), (d) and (e).

(3) The sanction provided for in paragraph (1) point (b) shall be applied for repeated infringements of the provisions of Article 4, paragraph 1, points:(a), (b), (c), (d) and (e) and for infringements of the provisions of Article 4, paragraph 1, points:(f), (g), (h), (i), (j), (k) and (l). Students sanctioned with a written reprimand cannot benefit from free camps and preferential accommodation in the dormitories of The Technical University of Civil Engineering Bucharest.

(4) The sanction provided for in paragraph (1) point (c) shall be applied for serious or repeated infringements of the provisions of Article 4, paragraph 1, points (a), (b), (c), (d), (f), (f), (g), (h), (i), (j), (k) and (l) and for infringements of the provisions of Article 4, paragraph 1, points (n), (o), (p), (q) and Chapter III, Article 4, paragraph (1), point (q).

(5) The sanctions under paragraph (1) point (a) and paragraph (1) point (b) shall be applied by decision of the faculty or university management and the sanction under paragraph (1) point (c) shall be proposed by the faculty management for serious and/or repeated misconduct and validated by the university management.

(6) When applying the sanction referred to in paragraph (1) point (c), the fees paid by the student (enrollment and/or study fees, dormitory fees for the current month, etc.) shall not be refunded, and if the expelled student has debts to the university (library books, teaching materials, housing, tableware, etc.), these shall be recovered through legal means.

(7) The record of misconduct shall be kept by the secretaries of the faculties, and all sanctions shall be entered in the files of the sanctioned students.

(8) If the misbehaviors committed by students involve material damage or damage to the university premises and/or university facilities, the sanctions shall be accompanied by measures for the full recovery of the full amount from the guilty parties, according to Art. 16 paragraph (8) of this Regulation.

(9) The students, teaching staff, technical-administrative staff, security staff may be responsible for noticing violations of the provisions of Chapter III, Article 4, and they shall bring them to the attention of the faculty management or, as the case may be, the administration, the Social Service, etc., depending on the premises where the violation has been committed.

(10) If the perpetrator or perpetrators of the misconduct can be identified, the material liability shall be individual and shall lie with the person or persons who committed the misconduct.

(11) In case the perpetrator or perpetrators of the misconduct cannot be identified, the material liability may be borne by the students of the subgroup, group, dormitory room, etc., who were active in the space where the misconduct occurred, if the involvement of the respective group is proven.

(12) The evaluation of damage of any kind caused by students purposefully or not, or negligently, or carelessly, etc., shall be made by the General Administrative Directorate, with a view to recovering the full cost of remediation. The assessment must be correct, objective and include, where appropriate, in addition to the cost of carrying out repairs, additions, etc., the costs incurred in removing from use, during the period of repairs, the premises, furniture, equipment, etc., to which material damage has been caused

(13) The recovery of material damage shall be made by the General Administrative Directorate of the university.