



METHODOLOGY FOR THE ORGANIZATION AND CONDUCT OF GRADUATION, BACHELOR/DIPLOMA, AND DISSERTATION EXAMINATIONS



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Methodology for the Organization and Conduct of Graduation, Bachelor/Diploma, and Dissertation Examinations

Approved

Annex 1 to Senate Resolution No. ____ / ____

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Chapter I General provisions

Article 1

(1) The Technical University of Civil Engineering Bucharest organizes graduation, bachelor/diploma, and dissertation examinations for each cycle of study, as an accredited institution of higher education, based on these regulations approved by the University's Senate. The regulations are published on the website <https://utcb.ro>.

(2) The Technical University of Civil Engineering Bucharest offers Master's degree programs within its faculties and the Department for Teacher Training (DPPD). In applying the provisions of this methodology regarding the organization of dissertation examinations, the DPPD has responsibilities similar to those of the faculties; the director of the DPPD has responsibilities similar to those of a faculty Dean; and the DPPD Council has responsibilities similar to those of the Faculty Council.

(3) In applying the provisions of this methodology, graduation, bachelor/diploma, and dissertation examinations constitute final examinations.

(4) In applying the provisions of this methodology, the software platform for conducting final examinations remotely via electronic communications (online) is Microsoft Teams, unless the institutional agreement for integrated university studies specifies the use of another platform.

(5) For the purpose of this methodology, the deadlines for completing activities are expressed in calendar days.

Article 2

(1) These regulations on the organization and conduct of graduation, bachelor/diploma, and dissertation examinations have been drawn up in accordance with the provisions of the Framework Methodology for the Organization and Conduct of Graduation Examinations, approved by Order of the Minister of Education No. 3,691 of February 1, 2024.

Article 3

(1) The provisions of this methodology also apply to:

- (a) dual higher education;
- (b) university education organized under Law No. 288/2004*) on the organization of university studies, as subsequently amended and supplemented, and, respectively, under Law No. 1/2011 on National Education, as subsequently amended and supplemented.

*) Law No. 288/2004 was repealed by Law No. 199/2023.

Chapter II Organization and conduct of the graduation examination

Article 4

(1) Short-term university study programs organized under the Higher Education Law No. 199/2023, as subsequently amended and supplemented, conclude with a graduation examination in accordance with the provisions of Art. 36, para. (1)(a) of the Higher Education Law No. 199/2023, as amended and supplemented.

Article 5

(1) Short-term higher education programs organized under the Law on Education and Instruction No. 28/1978, repealed by the Law on Education No. 84/1995**), as republished, subsequently amended and supplemented, are completed with a graduation examination.

(2) The Technical University of Civil Engineering Bucharest organizes graduation examinations for short-term higher education programs under the Law on Education and Instruction No. 28/1978 and the Law on Education No. 84/1995, as republished, subsequently amended and supplemented in accordance with the provisions of this Chapter, exclusively for the study programs/specializations offered by the University pursuant to these legislative acts.

Article 6

(1) In the cases provided for by Law No. 60/2000 on the right of graduates of private higher education institutions to take the graduation examination at accredited public higher education institutions, admission to the graduation examination is conditional upon passing a selection examination.

(2) The selection examination is organized and conducted by the Technical University of Civil Engineering Bucharest.

(3) The selection examination taken and passed at the Technical University of Civil Engineering Bucharest is recognized by this institution for all subsequent graduation examination sessions.

(4) The selection examination consists of a written test. The minimum passing grade for the selection examination is 6.00.

(5) The examination topics and bibliography for the selection examination are approved by the Faculty Councils, upon the Dean's recommendation, and are published on the website <https://utcb.ro>, in the section corresponding to each faculty.

Article 7

(1) The following categories are eligible to take the graduation examination:

- (a) graduates of accredited or provisionally authorised study programmes, whether currently offered, discontinued or being phased out, within the short cycle of higher education studies organised under Higher Education Law No. 199/2023, as subsequently amended and supplemented;
- (b) graduates who have passed the selection examination, in accordance with the provisions of 0 ;

- (c) graduates of short-term higher education programs organized under the Law on Education and Instruction No. 28/1978 and the Law on Education No. 84/1995, as republished, as subsequently amended and supplemented, which are authorized to operate on a provisional basis or accredited in accordance with the law.

Article 8

(1) The Technical University of Civil Engineering Bucharest organizes and conduct graduation examinations for:

- (a) its own graduates of accredited short-term university study programs;
- (b) graduates of short-term university study programs provisionally authorized, for which the university offers, in the same field of undergraduate study, another accredited short-term university study program or another accredited undergraduate program;
- (c) graduates of short-term university study programs organized under the Higher Education Law No. 199/2023, as subsequently amended and supplemented, from other institutions of higher education, exclusively for the study programs/specializations offered at the Technical University of Civil Engineering Bucharest;
- (d) the university's own graduates of short-term higher education programs organized pursuant to the Law on Education and Instruction No. 28/1978 and the Law on Education No. 84/1995, republished, as subsequently amended and supplemented, provisionally authorized programs or accredited in accordance with the law;
- (e) graduates of short-term university study programs, organized under the Higher Education Act No. 199/2023, as subsequently amended and supplemented, which are no longer operating at the national level, provided that the respective study program was accredited by the Technical University of Civil Engineering Bucharest.

Article 9

(1) The Technical University of Civil Engineering Bucharest organizes and conducts graduation examinations for short-term higher education programs, specifically short-cycle university programs, for graduates of other accredited or provisionally authorized higher education institutions.

(2) Registration for a graduation examination organized by the Technical University of Civil Engineering Bucharest by graduates of other public or private institutions of higher education is contingent upon the payment of a fee, the amount of which is set by the University's Senate.

Article 10

(1) Graduates of an accredited institution of higher education may register for and take the graduation examination at the Technical University of Civil Engineering Bucharest only with the approval of the University's Senate of both institutions of

higher education, following a favorable recommendation from Administrative Councils.

Article 11

(1) Graduates of short-term university study programs from provisionally authorized higher education institutions may take the graduation examination at the Technical University of Civil Engineering Bucharest only for identical or similar study programs, based on a protocol concluded between the two higher education institutions, with the approval of the Universities' Senates, following approval from the Administrative Councils. University study programs with a similar focus are established by the Romanian Agency for Quality Assurance in Higher Education and approved by order of the Minister of Education.

(2) Registration of graduates for the graduation examination is carried out by the institution of higher education where they completed their studies, based on the protocol concluded between the two institutions of higher education, as provided for in paragraph 0, in compliance with the legal provisions in force, at least 30 days before the examination start date.

Article 12

(1) The graduation examination consists of two parts, as follows:

- (a) a test assessing fundamental and specialized knowledge;
- (b) a test involving the presentation and defense of the graduation thesis.

(2) The components mentioned in paragraph 0 are conducted orally.

(3) The examinations referred to in paragraph 0 for the graduation examination are conducted in the presence, at the same location, and at the same time, of the examination committee(s) specific to each examination and the examinee.

(4) Notwithstanding the provisions of paragraph (3), during a state of alert, necessity, or emergency, based on university autonomy, while ensuring the quality of teaching and assuming public responsibility, the examinations referred to in paragraph (1) for the graduation examination may also be conducted online, in accordance with the provisions of **Error! Reference source not found.** .

(5) The presentation and defense of the graduation thesis are public.

(6) The topics and bibliography are published on the website <https://utcb.ro>, in the section corresponding to the faculty organizing the study program.

Article 13

(1) The passing grade for the graduation examination must be at least 6.00.

(2) The grades awarded by the members of the examination committee are whole numbers ranging from 1 to 10.

(3) The passing grade for each part of the graduation examination must be at least 5.00, regardless of the number of parts.

- (4) The average of the test(s), calculated as the arithmetic mean of the grades awarded exclusively by the members of the examination committee, shall be expressed to two decimal places, without rounding.
- (5) The final examination average shall be expressed to two decimal places, without rounding, based solely on the average of the test(s).
- (6) The composition of the graduation examination committees and the appeals committees, as well as the number of their members, shall not change during the final examinations.
- (7) The deliberations of the committees regarding the determination of graduation examination results are not public.
- (8) The procedure for decision-making within the committee is governed by **Error! Reference source not found.**, paragraph (8).
- (9) The results of each examination are posted within 48 hours of the examination date on the bulletin board of the organizing faculty and on the website <https://utcb.ro>.

Chapter III Organization and conduct of the bachelor/diploma examination

Article 14

(1) Bachelor's degree programs conclude with a Bachelor's degree examination for the Bachelor's degree cycle or with a diploma examination for Bachelor's degree programs in the field of engineering sciences, in accordance with the provisions of this chapter.

Article 15

(1) Long-term higher education programs organized under the Law on Education and Instruction No. 28/1978 and the Law on Education No. 84/1995, republished, as subsequently amended and supplemented, are completed with a Bachelor's or diploma examination.

(2) The final examinations for the programs referred to in paragraph 0 shall be conducted in accordance with the provisions of this chapter.

Article 16

(1) In the situations provided for by Law No. 60/2000 regarding the right of graduates of private higher education institutions to take the final examination at accredited public higher education institutions, taking the bachelor/diploma examination at the Technical University of Civil Engineering Bucharest is contingent upon graduates passing a selection examination.

(2) The selection examination is organized and conducted at the Technical University of Civil Engineering Bucharest.

(3) The selection examination taken and passed at the Technical University of Civil Engineering Bucharest is recognized by this institution for all subsequent bachelor/diploma examination sessions.

(4) The selection examination consists of a written test. The minimum passing grade for the selection examination is 6.00.

(5) The examination topics and the bibliography the selection examination are approved by the Faculty Councils, upon the Dean's recommendation, and are published on the website <https://utcb.ro>, in the section corresponding to each faculty.

Article 17

(1) The following may take the Bachelor's degree/diploma examination:

- (a) graduates of existing, accredited or provisionally authorized Bachelor's degree programs, as well as those that have been dissolved or are in the process of dissolution;
- (b) graduates who have passed the selection examination, in accordance with the provisions of **Error! Reference source not found.**

Article 18

(1) The Technical University of Civil Engineering Bucharest organizes and conducts Bachelor's degree/diploma examinations for:

- (a) its own graduates of accredited Bachelor's degree programs, in accordance with the law;
- (b) its own graduates of Bachelor's degree programs provisionally authorized, for which it offers accredited Bachelor's degree programs in the same field of study;
- (c) graduates of Bachelor's degree programs from other institutions of higher education, for which the university has an accredited Bachelor's degree program in the same field;
- (d) graduates of Bachelor's degree programs provisionally authorized for which the institution has an accredited program in a similar field, in accordance with the order of the Minister of Education regarding the approval of the list of study programs with a similar profile;
- (e) graduates of Bachelor's degree programs organized under the Higher Education Law No. 199/2023, as subsequently amended and supplemented, that are no longer operating at the national level, provided that the respective study program is accredited by the Technical University of Civil Engineering Bucharest.

Article 19

(1) Registration for the diploma/Bachelor's degree examination organized by the Technical University of Civil Engineering Bucharest by graduates of other public or private higher education institutions is subject to the payment of a fee, the amount of which is set by the University's Senate.

(2) To register for the diploma/Bachelor's degree examination at the Technical University of Civil Engineering Bucharest, graduates of other accredited or provisionally authorized institutions of higher education must submit the following documents, both originals and copies, at the time of registration:

- (a) birth certificate and identification document;
 - (b) high school diploma or its equivalent;
 - (c) a certificate issued by the public or private higher education institution, certifying the holder's graduate status and specifying the graduating class, the completed study program or specialisation, the duration of studies and the mode of study;
 - (d) the diploma supplement issued by the public or private higher education institution from which the applicant graduated, indicating, for each semester and academic year, the courses successfully completed, the number of contact hours, and the number of credits assigned to each course, the method of assessment, and the grades or qualifications obtained;
 - (e) the receipt for payment of the registration fee in accordance with the provisions of paragraph 0 .
- (3) The list of documents required for registration, as provided for in paragraph 0, shall be supplemented with the documents specified in 0, where applicable.

Article 20

(1) Graduates of provisionally authorized or accredited study programs/specializations that have been discontinued, are no longer operating at the national level, and who have not taken or have not passed their final examinations may take the bachelor/diploma examination at the Technical University of Civil Engineering Bucharest only for undergraduate study programs/specializations in the same field of study as those accredited by the Romanian Agency for Quality Assurance in Higher Education at the Technical University of Civil Engineering Bucharest.

Article 21

(1) Graduates of another accredited institution of higher education may register for and take the bachelor/diploma examination at the Technical University of Civil Engineering Bucharest, subject to the approval of the academic senates of both institutions of higher education, following a favorable recommendation from the Administrative Councils.

Article 22

(1) Graduates from provisionally authorized higher education institutions may take the bachelor/diploma examinations at the Technical University of Civil Engineering Bucharest only if the study programs are identical or similar, based on a protocol concluded between the two higher education institutions, with the approval of the University Senates, following the approval from the Administrative Councils. "Similar" study programs are determined by the Romanian Agency for Quality Assurance in Higher Education.

(2) Registration of graduates for the bachelor/diploma examinations is carried out by the institution of higher education where they completed their studies, based on the agreement concluded between the two institutions of higher education, as provided for in paragraph 0, in compliance with the legal provisions in force, at least 30 days before the examination start date.

Article 23

(1) The bachelor/diploma examination consists of two parts:

- (a) a test assessing fundamental and specialized knowledge;
- (b) the presentation and defense of the Bachelor's thesis or diploma project.

(2) The components referred to in paragraph 0 are conducted orally.

(3) The examinations provided for in paragraph 0 shall take place in the presence of both the examination committee and the candidate, at the same location and at the same time, on a single day.

(4) Notwithstanding the provisions of paragraph 0, during a state of alert, necessity, or emergency, based on university autonomy, while ensuring the quality of the educational process and assuming public responsibility, the examinations referred to in paragraph 0 for the bachelor/diploma examination may also be conducted online, in accordance with the provisions of **Error! Reference source not found.** .

(5) The presentation and defense of the diploma project/Bachelor's thesis are public. Individuals participating in the examination other than the candidate and the examination committee may not intervene in the presentation and defense of the final thesis.

(6) The framework structure for diploma projects/Bachelor's thesis is developed based on proposals from the academic departments and is approved by the Faculty Council, upon the Dean's recommendation. The framework structure is posted on the website <https://utcb.ro>, in the section corresponding to each faculty.

(7) The list of topics for diploma projects/Bachelor's thesis and the list of supervisors shall be drawn up based on proposals submitted by the academic departments and approved by the Faculty Council, upon the Dean's recommendation, by October 30 of each academic year. The list shall be published on the website <https://utcb.ro>, in the section dedicated to each faculty.

(8) Each academic department shall ensure the provision of academic supervision for the preparation of diploma projects/Bachelor's thesis for the topics it has proposed, in accordance with the teaching workload requirements established by the faculties and the staffing plans approved by the University's Senate.

(9) The supervisor for a diploma project or Bachelor's thesis may be:

(a) a faculty member of the university;

(b) a doctoral student at the university;

or

(c) another specialist from outside the university;

who has training and/or professional experience in the field of the proposed topic.

Mentoring activities carried out in accordance with 0(c) are based on interinstitutional agreements in the field of higher education or partnership agreements concluded with professional associations or other relevant legal entities.

(6) Supervision may also be carried out jointly by two supervisors who fall under the provisions of 0,(a), and, respectively, 0,(c), when the topic so requires. In this case, the supervisor who falls under the category specified at 0,(a) fulfills the formal role of supervisor in the university records. The contribution of the second supervisor is acknowledged by mentioning their name in the supervised work, alongside that of the other supervisor.

(7) Topics for diploma projects and Bachelor's thesis are assigned to students based on a written request addressed to the Dean and submitted to the Faculty's Secretariat, in accordance with the template at 0, based on the list of topics for diploma projects/Bachelor's thesis. The deadline for submitting requests for the assignment of topics is the last day of the first semester of the academic year.

(8) The topic of a diploma project/Bachelor's thesis assigned to a student may be changed within the time limit specified in paragraph (11), subject to the Dean's approval and upon a written request submitted by the student. Changing the topic is conditional upon the additional payment of the fees corresponding to the credits

allocated to the course *Practical Training for the Preparation of the Diploma Project/Bachelor's Thesis*, or an equivalent course, as specified in the curriculum.

(9) The topics for the assessment of fundamental and specialized knowledge are determined in accordance with the field of study and the curriculum for each individual degree program and are approved by the Faculty Council upon the Dean's recommendation.

(10) The topics for the assessment of fundamental and specialized knowledge and the bibliography are published on the website <https://utcb.ro>, in the section corresponding to each faculty, at least one month before the examination begins.

(11) Thesis projects/Bachelor's thesis are prepared by the graduate in accordance with the framework structure approved by the Faculty Council and the topic assigned upon the Dean's recommendation.

(12) Registration for each diploma/Bachelor's degree examination is based on a written request submitted by the graduate and addressed to the Dean, in accordance with the template available at 0, which must be submitted to the Faculty's Secretariat. The supervisor for the diploma project or Bachelor's thesis certifies on the registration request, bearing a handwritten signature, that the project or thesis is complete and may be defended during the current examination session. The deadline for registering for the diploma/Bachelor's thesis defense is 7 days before the scheduled start date of the defense.

(13) The diploma project/Bachelor's thesis must be submitted in hard copy to the academic department where it was prepared, accompanied by a affidavit from the graduate affirming that the diploma project/Bachelor's thesis is original. The deadline for submitting the thesis is 7 days before the scheduled start date of the examination.

(14) The thesis/Bachelor's thesis supervisor prepares a report on the content and quality of the thesis at least 7 days before the scheduled start date of the examination and attaches it to the thesis/Bachelor's thesis submitted to the department.

(15) The supervisor of the diploma project/Bachelor's thesis shall record in the University's academic records the grades or assessment results for the courses included in the curriculum for the preparation of the diploma project/Bachelor's thesis, in accordance with the provisions of the Regulations on the Organisation of Teaching Activities – Bachelor's Degree Studies, during the final week of partially supervised academic activities allocated to this activity, as specified in the academic calendar. Where the thesis supervisor falls within the category referred to in paragraph (9)(c), the grades or assessment results obtained by the student for these courses shall be entered in the University's academic records by the Dean of the Faculty, on the basis of a report prepared by the supervisor, which shall explicitly state the grades or assessment results awarded.

(16) The department attaches to the diploma project/Bachelor's thesis an originality assessment form with the conclusion "the work meets the conditions of originality," in accordance with the provisions of **Error! Reference source not found.** .

(17) Upon completion of the registration process, by the deadline specified in paragraph (16), the Faculty's Secretariat shall draw up, for each study program, a list of candidates eligible to take the degree completion examination, together with the

scheduled examination date. The lists shall be published on on the website <https://utcb.ro>, in the relevant faculty section, and displayed on the notice board. Each list shall include the candidates in alphabetical order, irrespective of the higher education institution from which they graduated.

(18) The minimum and maximum time allowed for the two examinations is 25 minutes and 60 minutes, respectively.

(19) May be presented before the examination committee only those diploma projects/Bachelor's these for which:

- (a) the application form has been approved by the supervisor in accordance with the provisions of **Error! Reference source not found.** Art. 14;
- (b) the report prepared by the supervisor does not specify the need to revise or supplement the thesis;
- (c) the thesis originality verification form is concluded with the determination that "the thesis meets the conditions of originality," in accordance with the provisions of **Error! Reference source not found.**

(20) Diploma projects/Bachelor's thesis that meet the requirement set forth in paragraph (19), along with the attached documents, shall be submitted by the academic departments to the secretary of the examination committee. The deadline for submitting the projects/thesis is 2 days before the scheduled start date of the examination.

(21) In the case of graduates who took but did not pass the diploma/Bachelor's degree examination, the Dean decides whether or not to retain the topic of the diploma project/Bachelor's thesis, in consultation with the academic department in which the thesis was prepared.

(22) In the case of students who did not take the diploma/Bachelor's thesis examination during the academic year in which the topic was assigned, the Dean decides whether or not to retain the topic of the diploma project/Bachelor's thesis, in consultation with the academic department in which the thesis was prepared.

(23) Diploma projects/Bachelor's thesis are archived in the departments for a minimum period of 5 years.

Article 24

(1) The passing grade for the Bachelor's or diploma examination is at least 6.00.

(2) The grades awarded by the members of the examination committee are whole numbers ranging from 1 to 10.

(3) The passing grade for each component of the Bachelor's degree examination must be at least 5.00, regardless of the number of components.

(4) The average of the examination component(s), calculated as the arithmetic mean of the grades awarded exclusively by the members of the examination committee, is determined to two decimal places, without rounding.

(5) The average grade for the bachelor/diploma examination is calculated to two decimal places, without rounding, based solely on the average of the examination component(s).

(6) The committees' deliberations regarding the determination of the bachelor/diploma examination results are not public.

(7) Upon completion of the bachelor/diploma examination, the secretary of the examination committee records in the electronic catalog on the academic.utcb.ro platform the scores obtained by each candidate for each examination, as assigned by each member of the examination committee.

(8) Upon completion of the bachelor/diploma examination, the Examination Committee generates the following documents:

(a) the minutes of the diploma/Bachelor's degree examination, in accordance with the template at0 ;

(b) the diploma/Bachelor's degree examination catalog, in accordance with the template in0;

using the functions and data recorded on the academic.utcb.ro platform.

(9) The members of the examination committee certify the accuracy of the information recorded in the minutes of the diploma/Bachelor's degree examination and the diploma/Bachelor's degree examination catalog by bearing a handwritten signature in the designated sections, as per the templates. The chair of the examination committee signs all pages of the diploma/Bachelor's degree examination catalog by hand.

(10) The results of each examination are posted within 48 hours of the examination date on the bulletin board of the organizing faculty and on the website <https://utcb.ro>, in the section corresponding to each faculty, while ensuring the protection of personal data.

(11) The faculty secretariats shall submit to the Secretariat of the Technical University of Civil Engineering Bucharest the results obtained by graduates on the diploma/Bachelor's degree examination in the form of a summary table, accompanied by the minutes of the examination and a certified copy of the examination register.

Chapter IV Organization and conduct of the dissertation examination

Article 25

(1) Master's degree programs, organized under the Law No. 288/2004 on the organization of university studies, as subsequently amended and supplemented, and the National Education Law No. 1/2011, as amended and supplemented, as well as the Higher Education Law No. 199/2023, as amended and supplemented, conclude with a dissertation examination.

Article 26

(1) Graduates of an accredited institution of higher education may register for and take the dissertation examination at the Technical University of Civil Engineering Bucharest if the master's degree program they completed has the same name and is organized within the same field of study, subject to the approval of the Universities' Senates of both institutions of higher education, following a favorable recommendation from the Administrative Councils.

Article 27

(1) The Technical University of Civil Engineering Bucharest organizes and conducts dissertation examinations for its own graduates, from the current graduating class and previous graduating classes, from both master's degree programs and postgraduate master's degree programs organized under the Law No. 84/1995, republished, as subsequently amended and supplemented.

(2) The Technical University of Civil Engineering Bucharest may organize a dissertation examination for graduates of other accredited institutions of higher education, but only for master's degree programs that have the same name and are offered in the same field of study as those accredited at UTCB, in accordance with legal provisions.

Article 28

(1) For master's degree programs, the dissertation examination consists of the presentation and defense of the dissertation.

(2) The examination referred to in paragraph (1) is conducted orally.

(3) The examination referred to in paragraph (1) takes place in the presence of both the examination committee and the candidate, at the same location and at the same time, on a single day.

(4) Notwithstanding the provisions of paragraph (3), during a state of alert, necessity, or emergency, based on university autonomy, while ensuring the quality of teaching and assuming public responsibility, the dissertation defense may also take place online, in accordance with the provisions of **Error! Reference source not found.**

(5) The presentation and defense of the dissertation are public. Individuals participating as guests may not intervene in the presentation and defense of the final thesis.

(6) The framework structure of dissertation thesis is drawn up based on proposals from the academic departments and is approved by the Faculty Council, upon the Dean's recommendation, in accordance with the type of master's degree program. The framework is posted on the website <https://utcb.ro>, in the section corresponding to each faculty.

(7) The list of dissertation topics and supervisors, as well as the framework structure for dissertations, is approved by October 30 of each academic year and posted online at <https://utcb.ro>, in the section dedicated to each faculty.

(8) Each academic department shall ensure the provision of academic supervision for the preparation of dissertation thesis on the topics it has proposed, in accordance with the teaching workload requirements established by the faculties and the staffing plans approved by the University Senate.

(9) The dissertation supervisor may be:

(a) a faculty member of the university who teaches in the master's degree program for which the final examination is being conducted or who specializes in the field of the proposed topic;

or

(b) in the case of professional master's programs, a specialist with training and professional experience in the field of the proposed topic, from outside the university.

Supervision carried out in accordance with (9),(b), is based on inter-institutional agreements in the field of higher education or partnership agreements concluded with professional associations or other relevant legal entities.

(10) Supervision may also be conducted jointly by two supervisors who meet the criteria set forth at (9)(a), and, respectively, (9),(b), when the topic so requires. In this case, the supervisor who falls under the category specified at (9),(a), formally serves as the supervisor in the university records. The contribution of the second supervisor is acknowledged by mentioning their name in the supervised thesis, alongside that of the other supervisor.

(11) Dissertation topics are assigned to graduates based on a written request addressed to the Dean and submitted to the Faculty's Secretariat, in accordance with the template found in Annex 2 based on the approved list of dissertation topics and supervisors. The deadline for submitting requests for topic assignment is the last day of the first semester of the academic year.

(12) The topic of a Master's dissertation assigned to a student may be changed only within the time limit specified in paragraph (11), subject to the Dean's approval and upon a written request submitted by the student. Changing the topic is conditional upon the additional payment of the fees corresponding to the credits allocated to the courses *Practical Training for the Preparation of the Master's Dissertation* and *Preparation of the Master's Dissertation*, or equivalent courses, as specified in the curriculum.

(13) Dissertations are prepared by the graduate in accordance with the framework structure approved by the Faculty Council and the assigned topic.

(14) Registration for the dissertation examination by graduating students is based on an individual written request submitted to the administrative offices of the faculty organizing the degree program. To register, the student must also submit an affidavit bearing a handwritten signature, stating that the dissertation is original.

(15) Registration for a dissertation examination is based on a written request drafted by the graduate and addressed to the Dean, in accordance with the template from Annex 4, which is submitted to the Faculty's Secretariat. The dissertation supervisor certifies bearing a handwritten signature that the dissertation is complete and may be defended during the current examination session. The deadline for registering for the dissertation defense is 7 days before the scheduled start date of the defense.

(16) The dissertation must be submitted in both printed and electronic formats to the academic department where it was prepared, accompanied by an affidavit that the work is original. The deadline for submitting the dissertation is 7 days before the scheduled start date of the examination.

(17) The dissertation supervisor prepares a report on the content and quality of the dissertation, indicating whether it is accepted for defense or rejected, at least seven days before the scheduled start date of the examination, and attaches it to the dissertation submitted to the department.

(18) The supervisor of the Master's dissertation shall record in the University's academic records the grades or assessment results for the courses included in the curriculum for the preparation of the Master's dissertation, in accordance with the provisions of the Regulations on the Organisation of Teaching Activities – Master's Degree Studies, during the final week of partially supervised academic activities allocated to this activity, as specified in the academic calendar. Where the dissertation supervisor falls within the category referred to in paragraph (9),(b), the grades or assessment results obtained by the student for these courses shall be entered in the University's academic records by the Dean of the Faculty, on the basis of a report prepared by the supervisor, which shall explicitly state the grades or assessment results awarded.

(19) The department attaches to the dissertation the originality assessment form with the conclusion "the work meets the conditions of originality," in accordance with the provisions of **Error! Reference source not found.** .

(20) After the completion of registration by the deadline set forth in paragraph (15), the Faculty's Secretariat compiles, for each degree program, a list of candidates eligible to take the examination and the scheduled examination date. The lists are posted on the website <https://utcb.ro>, in the section corresponding to the faculty, and on the bulletin board. Each list includes the candidates in alphabetical order, regardless of the higher education institution from which each candidate comes.

(21) The minimum and maximum examination times for a candidate are 25 minutes and 60 minutes, respectively.

(22) Only dissertations for which the following conditions are met may be defended before the examination committee:

(a) the application form has been approved by the supervisor in accordance with the provisions of paragraph (17);

(b) the report prepared by the supervisor does not specify the need to revise or supplement the thesis;

(c) the originality verification form is concluded with the determination that “the thesis meets the conditions of originality,” in accordance with the provisions of **Error! Reference source not found.** .

(23) Dissertations that meet the requirements of paragraph (22), together with the attached documents, shall be submitted by the academic departments to the secretary of the examination committee. The deadline for submitting the dissertations is 2 days prior to the scheduled start date of the examination.

(24) Candidates who do not cumulatively meet the requirements of paragraph (22) are considered absent.

(25) The grades awarded by the members of the examination committee are whole numbers ranging from 1 to 10.

(26) The passing grade for the dissertation examination is at least 6.00.

(27) The average score for the dissertation examination is calculated as the arithmetic mean, to two decimal places, without rounding, based exclusively on the grades awarded by the members of the examination committee.

(28) The committee’s deliberations regarding the determination of the dissertation examination results are not public.

(29) Upon completion of the dissertation examination, the secretary of the examination committee records in the electronic catalog on the academic.utcb.ro platform the results obtained by each candidate for each section, as assigned by each member of the examination committee.

(30) Upon completion of the dissertation examination, the examination committee generates the following documents:

(a) the minutes of the dissertation examination, in accordance with the template at0;

(b) the dissertation examination catalog, in accordance with the template at0;

using the functions and data recorded on the academic.utcb.ro platform.

(31) The members of the examination committee certify the accuracy of the information recorded in the dissertation examination minutes and the dissertation examination catalog by bearing a handwritten signature in the designated sections, as per the templates. The chair of the examination committee signs all pages of the dissertation examination catalog by hand.

(32) The results are posted within 48 hours of the defense date on the bulletin board of the organizing faculty and on the website <https://utcb.ro>, in the section dedicated to each faculty, while ensuring the protection of personal data.

(33) The Faculties’ Secretariats shall submit to the Secretariat of the Technical University of Civil Engineering Bucharest the results obtained by graduates on the dissertation examination in the form of a summary table, accompanied by the minutes of the examination and a certified copy of the examination register.

(34) After the examination, the thesis that have been approved are submitted electronically to the library of the Technical University of Civil Engineering Bucharest, based on an inventory prepared by the secretary of each committee.

Chapter V Organization of examinations during a state of alert, state of necessity, or state of emergency

Article 29

(1) Final examinations scheduled during a state of alert, necessity, or emergency—declared by the competent public authority in accordance with legal provisions—when in-person teaching activities are suspended, may be conducted entirely remotely via electronic communications (online).

(2) Final examinations are conducted through real-time, two-way audio and video communication between the examination committee and the candidate. Final examinations are recorded throughout the entire duration of the examination, with the exception of the committee's deliberation period.

(3) The Technical University of Civil Engineering Bucharest provides, at the university level, an online learning platform and the necessary licenses for faculty and students. The final examinations conducted online as established by these regulations are administered using the platform approved at the university level.

(4) For the purpose of conducting final examinations, the Technical University of Civil Engineering Bucharest provides members of the examination committees, supervisors, and candidates with access to electronic communication equipment at each faculty's headquarters in well-justified situations, upon their express request, in compliance with the social distancing rules in effect.

Article 30

(1) Communications and the transmission of information established in accordance with the provisions of these regulations shall be conducted via email. To this end, supervisors, secretariats, departments, and students shall use the institutional email addresses of the Technical University of Civil Engineering Bucharest.

(2) Faculties' Secretariats shall publish the following information online on their respective websites, in the section dedicated to final examinations, the following information:

- (a) the email address of the faculty administrative office used for communication for the purposes of this regulation;
- (b) the email addresses of the departments, designated by the department heads to be used for communication for the purposes of this regulation;
- (c) the email addresses of the secretaries of the examination committees.

(3) For each examination committee, the Faculty's Secretariat and the committee secretary shall compile a list of the institutional email addresses of each committee member and provide it to them.

Article 31

(1) The graduate submits the application to register for the final examination via email to the Faculty's Secretariat, without the supervisor's approval.

(2) The supervisor provides approval for registration via email to the faculty secretariat, stating that the final thesis is complete and may be defended during the respective examination session.

(3) Based on the registration requests received and approved, the Faculty's Secretariat compiles a list of the institutional email addresses of the registered students for each examination committee.

(4) The graduate submits the final thesis and the affidavit regarding its originality via email to the supervisor.

(5) The supervisor forwards the final thesis, the candidate's affidavit regarding the originality of the thesis, and the report on the content and quality of the thesis to the department and to the secretary of the examination committee.

(6) The final thesis is subject to an originality check in accordance with the provisions of **Error! Reference source not found.** . In this case, communication between the parties takes place exclusively via email sent from institutional addresses.

(7) Individuals who wish to participate online in a final examination, other than candidates, supervisors, and committee members, must send an email to the committee secretary at least 72 hours before the start of the examination, stating their intention to do so. The secretary enters the email addresses into the online learning platform and creates the workgroups according to the schedule established by the faculty secretariat.

Article 32

(1) The examination consists of taking the examination components online.

(2) The Faculty Council decides, upon the Dean's recommendation, on the examination format and announces it by posting the information on the faculty's website in the section dedicated to final examinations.

(3) The written components of the final examinations are replaced by an oral examination covering the same material.

Article 33

(1) At the end of each examination day, each member of the examination committee shall submit the list of grades awarded to the examined candidates via email to the secretary and the chair of the examination committee. The lists of grades awarded shall be attached in printed form to the examination register.

(2) The examination register, bearing a handwritten signature by the chair and secretary of the committee, is submitted to the Faculty's Secretariat in hard copy or electronic format (scanned), via an email sent by the committee secretary with a copy sent to the committee chair, within 24 hours of the examination's completion. This document may be used by the secretariat to compile student results and issue graduation certificates.

(3) The examination record must be submitted in hard copy to the Faculty's Secretariat, bearing a handwritten signature by all committee members and the committee secretary, within 5 business days of the examination's completion.

Article 34

(1) Each graduate's presentation and defence as part of the degree completion examination shall be recorded in full, and the recording shall be archived by the Faculty.

Chapter VI Final provisions

Article 35

(1) Graduation from integrated university study programs is achieved through the public defense of a graduation thesis/Bachelor's thesis/diploma thesis/dissertation, in accordance with the structure and procedures established in the interinstitutional agreement and in accordance with these regulations.

(2) The selection of the topic for the graduation thesis/Bachelor's thesis/diploma thesis/dissertation is carried out in accordance with the provisions of the interinstitutional agreement.

(3) In the case of graduates who choose to take the degree completion examination at the Technical University of Civil Engineering Bucharest, the preparation and supervision of the graduation paper/Bachelor's thesis/diploma project/Master's dissertation, as well as the organisation, conduct and taking of the degree completion examinations, shall be governed by the provisions of this Methodology and those of the interinstitutional agreement.

(4) For integrated undergraduate degree programs, final examinations may also be conducted online, based on an interinstitutional agreement and a procedure approved by the University's Senate. Online examinations are recorded in their entirety for each graduate and archived at the faculty level.

Article 36

(1) Graduates of university degree programs within the dual higher education system take their final examinations in accordance with the current methodology—for qualification levels 5, 6, and 7—and the interinstitutional agreement.

Article 37

(1) For a university study program, the final examination is organized and conducted under the same conditions for all graduates, exclusively at the campuses of the Technical University of Civil Engineering Bucharest, regardless of the form of education pursued or the higher education institution from which they graduated. Final thesis are prepared in accordance with the framework structure approved at UTCB by the Faculties' Councils.

(2) When drafting final thesis, students must comply with the provisions of the Technical University of Civil Engineering Bucharest visual identity manual. The cover and title page of the final thesis must be formatted according to the template provided at 0 for each type of thesis. The faculties make the template for the cover and title page of the thesis available to students in an editable format by posting it on their own website for each study program they offer.

(3) By exception to the provisions of paragraph (1), in special, duly justified cases, the Technical University of Civil Engineering Bucharest may conduct Bachelor's degree examinations at locations belonging to the higher education institutions from which the candidates originate, based on a protocol concluded between the two higher education institutions, only with the approval of the Ministry of Education and Research.

Article 38

(1) Candidates may register for the final examination at UTCB, at the faculty offices, in accordance with the schedule established by these regulations.

(2) Pursuant to Government Emergency Ordinance No. 41/2016 on establishing simplification measures at the level of central public administration, local public administration and public institutions, and on amending and supplementing certain legislative acts, approved with amendments by Law No. 179/2017, as subsequently amended and supplemented, the requirement to submit certified copies of documents as part of the examination file shall be waived and replaced by certification of their conformity with the originals by the person designated for this purpose. By way of exception, during a state of alert, necessity or emergency, and on the basis of university autonomy, registration may be carried out online by students uploading the required documents and assuming responsibility for their authenticity and for ensuring that the digital/scanned documents correspond to the originals.

Article 39

(1) Final examinations are held during an academic year in three sessions, at times set by the University's Senate, with two sessions taking place during the current academic year and one session in February of the following academic year.

(2) Only graduates who have earned the credits assigned to the courses required for the preparation of graduation projects, diploma projects, Bachelor's thesis, or master's thesis as specified in the curriculum of the degree program may sit for a final examination. Only graduates who have earned the total number of credits required for the degree program during the previous academic year may take the examination during the February session.

(3) A graduate of the Technical University of Civil Engineering Bucharest may take the final examination multiple times, subject to a fee for each attempt, the amount of which is determined by a resolution of the University's Senate. The first attempt at the final examination is free of charge. Registration for the final examination by graduates retaking the examination is contingent upon the presentation of the original receipt for payment of the registration fee.

Article 40

(1) At least one examination committee is established for each degree program.

(2) For each faculty, each field of study, and each level of university education, a committee shall be established to review and resolve appeals.

(3) An examination committee consists of at least three active members and no more than five active members, including the chair, plus a secretary and an alternate member. If, on the day of an examination, a member of the committee is unavailable for valid reasons, the alternate member temporarily serves as an active member.

(4) A committee for reviewing and resolving appeals consists of three members.

(5) Members of examination or appeals committees hold a doctoral degree and hold academic positions as assistant professor, lecturer, associate professor, or full professor. The examination or appeals committee is chaired by a chairperson who

holds the academic position of full professor or associate professor. Within a faculty, for the same level of university study and the same field of study, members of the appeals review and resolution committee may not serve on any examination committee.

(6) Within an examination committee or an appeal review committee, its active members, including the chair, have equal decision-making authority.

(7) The composition of the examination committees and the committees for the review and resolution of appeals is published online at <https://utcb.ro>, in the sections dedicated to each faculty.

(8) Members of examination committees and committees for the review and resolution of appeals may not be spouses, in-laws, or relatives up to and including the third degree of kinship with the examinees or with one another, in accordance with the law.

(9) The organization, nominal composition, and number of examination committees are established by June 15 of each academic year by decision of the Rector of the Technical University of Civil Engineering Bucharest, based on proposals from the faculties. These proposals are made at the recommendation of the Dean with the approval of the Faculty's Council.

(10) The composition of the examination committees and the appeals committees, as well as the number of their members, shall not be changed during the final examinations.

Article 41

(1) Appeals are reviewed and resolved at the Technical University of Civil Engineering Bucharest, at the level of the faculties that conducted the final examinations.

(2) Appeals must be submitted in writing by the graduate to the registrar's office of the faculty that conducted the final examination, within 24 hours of the results being announced.

(3) Results obtained on oral examinations or sports or artistic aptitude tests cannot be appealed.

(4) The appeals committees may review, as applicable, whether the examination procedure has been conducted in compliance with the provisions of this Methodology or may review the assessment results of the written papers.

(5) The committees responsible for reviewing and resolving appeals may decide:

- (a) to repeat the examination in the event of a serious violation of the examination procedure, as set forth in this methodology, that is likely to invalidate the examination result;
- (b) to modify the grade assigned to a written examination by the examination committee, after the examination has been re-graded;
- (c) to uphold the grade assigned to a written examination by the examination committee, after the examination has been re-graded.

(6) The deadline for resolving appeals is 48 hours.

(7) The decisions of the committees responsible for reviewing and resolving appeals are final.

Article 42

(1) Verification of the originality of graduation papers, bachelor/diploma thesis, and dissertations is conducted in accordance with the provisions of Operational Procedure POS 01 of the Technical University of Civil Engineering Bucharest.

(2) The authors of graduation projects, bachelor/diploma thesis, and dissertations are responsible for ensuring the originality of their content.

(3) Supervisors for graduation thesis, bachelor/diploma thesis, and dissertations are obligated to exercise due diligence in verifying that the thesis comply with the specific requirements for an original work.

(4) Final thesis that are not accompanied by originality assessment forms bearing the resolution "the thesis meets the conditions of originality" in accordance with Special Operational Procedure POS-01 may not be defended before the examination committees.

(5) The sale or purchase of a final thesis or any part thereof by a student of the Technical University of Civil Engineering Bucharest for the purpose of presenting it in a final thesis defense shall result in the student being sanctioned by having their graduation deferred for that academic year, without the right to have grades and credits recognized for courses passed in that year; the deferred year shall be included in the standard duration of study.

(6) The use by a student or graduate of artificial intelligence-enhanced technologies to prepare the final thesis constitutes academic dishonesty, except in cases where the use of such technologies is specified in the thesis topic or is explicitly permitted by the instructor. The student is required to explicitly state the use of artificial intelligence tools and the part or parts of the thesis prepared with their assistance, assuming full responsibility for the content presented.

Article 43

(1) Degrees for graduates who have passed the final examination are issued free of charge by the Technical University of Civil Engineering Bucharest within a maximum of 12 months from the date of passing the examination.

Article 44

(1) Until the diploma is issued, but no later than 12 months from the date of passing the final examination, graduates who have passed the final examination receive certificates of completion.

(2) The certificate of completion confers upon the holder the same legal rights as the academic degree and must include the title, last name, first name, and signature of the institution's officials in office at the time of issuance (Rector, Chief University Secretary, Dean, Chief Faculty Secretary), the institution's seal, as well as the following information:

(a) field of study;

- (b) the study program;
- (c) period of study;
- (d) grade point average for each academic year;
- (e) grade on the final examination;
- (f) accreditation status or provisional operating authorization, type of instruction, language of instruction, geographic location, number of credits, and the regulatory act establishing them (Government decision, ministerial order, as applicable);
- (g) the number of the ministerial order/letter of acceptance/enrollment approval/certificate of recognition of studies—for international students.

(3) Graduates of university study programs within the dual higher education system receive, upon graduation, a certificate attesting to the period during which the student engaged in work-based learning activities.

(4) Graduates are generally issued a single certificate of completion. In the event of loss or destruction, a new certificate with a new registration number will be issued upon request; its validity period shall not exceed 12 months from the date the final examination was passed.

(5) Graduates who did not take or did not pass the final examination receive, upon request, a certificate of graduation without a final examination. This certificate is drafted and issued by the higher education institution from which the student graduated and must include the following minimum required elements:

- (a) field of study;
- (b) the program of study/specialization;
- (c) period of study;
- (d) grade point average for the years of study;
- (e) accreditation status/provisional operating authorization, form of instruction, language of instruction, geographic location, number of credits, and the regulatory act establishing them (Government decision, ministerial order, as applicable);
- (f) the number of the ministerial order/letter of acceptance to the program/approval of enrollment/certificate of recognition of studies—for international students;
- (g) the title, last name, first name, and signature of the individuals at the institution who were in office at the time of completion (Rector, Chief University Secretary, Dean, Chief Faculty Secretary) and the institution's seal.

(6) In the case of defunct higher education institutions, the diploma supplement shall be completed and issued by the accredited higher education institution that conducted the final examination for completion of university studies, based on the academic transcript with which the graduate was admitted to take the final examination, or on documents issued by the National Archives, the county offices or the Bucharest Municipal Office of the National Archives, or by the institutions where the archives of the defunct institution were deposited, as applicable.

Article 45

(1) Graduates from previous graduating classes may register for the final examinations during the scheduled examination sessions.

Article 46

(1) This Methodology shall apply as of the degree completion examination sessions for the graduating class of the 2026–2027 academic year

Annex 1 Application Form for the Assignment of a Diploma Project/Bachelor's Thesis Topic

Dean

Dear Sir / Madam,

I, the undersigned					
a student at the Technical University of Civil Engineering Bucharest, Faculty of					
Undergraduate study program					
series		group		academic year	
				form of education	
request approval of the elaboration of my diploma project/ Bachelor's degree thesis on the topic					
Position		in the list published on the faculty's website, in the Department			
under the supervision of Mr./Mrs./Ms.					

Date	Signature

Supervisor's Approval	
Surname and Name	
Signature	

Annex 2 Application Form for the Assignment of a Dissertation Topic

Dean

Dear Sir / Madam,

I, the undersigned					
a student at the Technical University of Civil Engineering Bucharest, Faculty of					
Master's Degree Program					
group		academic year		form of education	
request approval of the elaboration of my dissertation on the topic					
position		in the list published on the faculty's website, in the Department			
under the supervision of Mr./Mrs./Ms.					

Date	Signature
------	-----------

Supervisor's Approval	
Surname and Name	
Signature	

Director

Dear Sir/Madam,

I, the undersigned					
a student at the Technical University of Civil Engineering Bucharest, Department of Teacher Training, Master's degree program					
group		academic year		form of education	
request approval of the elaboration of my dissertation on the topic					
position		In the list published on the department's website			
under the supervision of Mr. / Mrs./Ms.					

Date	Signature

Supervisor's Approval	
Surname and Name	
Signature	

Annex 3 Application Form for Registration for the Diploma/Bachelor's Degree Examination

Dean

Dear Sir/Madam,

I, the undersigned,			
a graduate of the Technical University of Civil Engineering Bucharest, Faculty			
Bachelor's degree program			
class of			
Request approval of my registration for the diploma examination in the session			
I have written	my diploma project		under the supervision of Mr./Mrs./Ms.
	the thesis		

Student's Signature	
---------------------	--

Supervisor's Approval	
The thesis is complete and can be defended in the session	
Surname and Name	
Signature	

To the Dean of	
----------------	--

Annex 4 Application Form for Registration for the Dissertation Defense

Dean

Dear Sir/Madam,

I, the undersigned,	
a graduate of the Technical University of Civil Engineering Bucharest, Faculty of	
Master's degree program	
class of	
request approval of my registration for the dissertation examination in the session	
I have written my dissertation under the supervision of Mr./Mrs./Ms.	

Student's Signature	
---------------------	--

Supervisor's Approval	
The thesis is complete and can be defended in the session	
Surname and Name	
Signature	

To the Dean of	
----------------	--

Director

Dear Sir/Madam,

I, the undersigned,			
a graduate of the Technical University of Civil Engineering Bucharest, Department of Teacher Training, master's degree program			
class of			
request approval of my registration for the dissertation examination in the session			
I have written my dissertation under the supervision of Mr./Mrs./Ms.			

Student's Signature	
---------------------	--

Supervisor's Approval	
The thesis is complete and may be defended in the session	
Surname and Name	
Signature	

To the Director of the Teacher Training Department
--

Annex 5 Diploma project/Bachelor's thesis Report

Report

on the content and quality of the diploma project / Bachelor's thesis entitled

--

written by the graduate			
the Bachelor's degree program			
faculty		academic year	

The diploma project/ Bachelor thesis focuses on

The diploma project /Bachelor's thesis is complete and meets the necessary requirements for defense before the examination committee.

Supervisor	
Date	
Signature	

Annex 6 Dissertation Report

Report

on the content and quality of the dissertation

--

written by the graduate			
Master's degree program			
faculty		academic year	

The dissertation focuses on

The dissertation is complete and meets the necessary requirements for defense before the examination committee.

Supervisor	
Date	
Signature	

Report

on the content and quality of the dissertation

--

written by the graduate	
Master's degree program	
Department of Teacher Training, academic year	

The dissertation focuses on

The dissertation is complete and meets the necessary requirements for defense before the examination committee.

Supervisor	
Date	
Signature	

Annex 7 Minute of the Examination Committee for the Diploma/Bachelor's Degree Examination

Faculty	
---------	--

Minute,

Drawn up today		on the occasion of the
diploma project		undergraduate degree program
Bachelor's thesis		

The Examination Committee has found the following:

The diploma/Bachelor's examination was conducted in strict accordance with the provisions of the Methodology for the Completion of Studies at the Technical University of Civil Engineering Bucharest.

Each diploma project/Bachelor's thesis was submitted to the examination committee and was accompanied by the necessary documents, in accordance with the provisions of the Methodology for Completion Studies at the Technical University of Civil Engineering Bucharest.

The statistics of graduates who registered for the examination is as follows:

Number of registered graduates	Number of present graduates	Number of promoted graduates	Number of rejected graduates	Number of absent graduates

The results obtained by the graduates registered for the examination are listed in the examination catalog, attached to the minute.

In addition, the Examination Committee notes the following:

The Minute was concluded up in two copies, one for the faculty organizing the graduation examination and one for the Secretariat of the Technical University of Civil Engineering Bucharest.

Examination Committee:

No.	Surname and Name	Position	Signature
1		President	
2		Member	
3		Member	
4		Member	
5		Member	

Annex 8 Minute of the Dissertation Examination Committee

Faculty	
---------	--

Minute,

Drawn up today		on the occasion of the dissertation examination
for the master's degree program		

The Examination Committee noted the following.

The dissertation examination was conducted in strict accordance with the provisions of the Methodology for the Completion of Studies at the Technical University of Civil Engineering Bucharest

Each dissertation was submitted to the Examination Committee and was accompanied by the necessary documents, in accordance with the provisions of the Methodology for Completion of Studies at the Technical University of Civil Engineering Bucharest.

The statistics of graduates who registered for the examination is as follows:

Number of registered graduates	Number of present graduates	Number of promoted graduates	Number of rejected graduates	Number of absent graduates

The results obtained by the graduates who registered for the examination are listed in the examination catalog, attached to the minute.

In addition, the Examination Committee notes the following:

The minute was concluded in two copies, one for the faculty organizing the final examination and one for the Secretariat of the Technical University of Civil Engineering Bucharest.

Examination Committee:

No.	Surname and Name	Position	Signature
1		President	
2		Member	
3		Member	
4		Member	
5		Member	

Department of Teacher Training

Minute,

Drawn up today		on the occasion of the
for the master's degree program		

The Examination Committee noted the following.

The dissertation examination was conducted in strict accordance with the provisions of the Methodology for the Completion of Studies at the Technical University of Civil Engineering Bucharest

Each dissertation was submitted to the Examination Committee and was accompanied by the necessary documents, in accordance with the provisions of the Methodology for Completion Studies at the Technical University of Civil Engineering Bucharest.

The statistics of graduates who registered for the examination is as follows:

Number of registered graduates	Number of present graduates	Number of promoted graduates	Number of rejected graduates	Number of absent graduates

The results obtained by the graduates registered for the examination are listed in the examination catalog, attached to the minute.

In addition, the Examination Committee notes the following:

The minute was concluded in two copies, one for the Department of Teacher Training for the Final Examination and one for the Secretariat of the Technical University of Civil Engineering Bucharest.

Examination Committee:

No.	Surname and Name	Position	Signature
1		President	
2		Member	
3		Member	
4		Member	
5		Member	

Annex 9 Catalogue for Diploma/Bachelor's Degree Examination

Faculty	
Bachelor's Degree Program	

Catalogue for the diploma/Bachelor's degree examination – session

N o.	Graduate's Surname and Name	Graduation Class	Average of the years of study	Topic of the diploma project / Bachelor's thesis	Supervisor	Test*	Grade**					Test average	Examina tion average	P/R/ A***
							1	2	3	4	5			
1.						1								
						2								
2.						1								
						2								
3.						1								
						2								

* Test 1: the test assessing fundamental and specialized knowledge,

** the grade awarded by each member of the examination committee, according to their position in the signature table

Test 2: the presentation and defense of the Bachelor's thesis/diploma project

***P – passed, R – rejected, A – absent

Examination Committee:

No.	Surname and Name	Position	Signature
1		President	
2		Member	
3		Member	
4		Member	
5		Member	
6		Secretary	

Annex 10 Catalogue for Dissertation Examination

Faculty	
Master's Degree Program	

Catalogue
for the dissertation examination – session

No .	Graduate's Surname and Name	Graduation Class	Average of the years of study	Dissertation topic	Supervisor	Grade*					Average grade of the Dissertation examination	P/R/ A**
						1	2	3	4	5		
1.												
2.												
3.												

* the grade given by each member of the examination committee, according to their position in the signature table

** P – passed, R – rejected, A – absent

Examination Committee:

No.	Surname and Name	Position	Signature
1		President	
2		Member	
3		Member	
4		Member	
5		Member	
6		Secretary	

Department of Teacher Training	
Master's Degree Program	

Catalogue
Dissertation Examination – Session

No .	Graduate's Surname and Name	Graduation Class	Average of the years of study	Dissertation topic	Supervisor	Grade*					Average grade of the Dissertation examination	P/R/ A**
						1	2	3	4	5		
1.												
2.												
3.												

* the grade given by each member of the examination committee, according to their position in the signature table

** P – passed, R – rejected, A – absent

Examination Committee:

No.	Surname and Name	Position	Signature
1		President	
2		Member	
3		Member	
4		Member	
5		Member	
6		Secretary	



Universitatea Tehnică de Construcții București

Faculty Name

Annex 11 Cover and Title Page of the Degree Completion Thesis

**Bachelor's Degree Program:
Name of the Bachelor's Degree Program**

Diploma's project

**Supervisor:
Academic rank, surname and name**

**Graduate:
Surname and Name**

- year of examination -

Bachelor's Degree Program:
Name of the Bachelor's Degree Program

Title of the Diploma's project

Supervisor:
Academic rank, surname and name

Graduate:
Surname and name

- year of examination -

Bachelor's Degree Program:
Name of Bachelor's Degree Program
(only for the field of study Applied Modern Languages)

Bachelor's Thesis

Supervisor:
Academic rank, surname and name

Graduate:
Surname and name

- year of graduation -

Bachelor's Degree Program:
Name of Bachelor's Degree Program
(only for the field of study Applied Modern Languages)

Title of the Bachelor's Thesis

Supervisor:
Academic rank, surname and name

Graduate:
Surname and name

- year of the examination -

**Master's Degree Program:
Name of Master's Degree Program**

Master's Thesis

**Supervisor:
Academic rank, surname and name**

**Graduate:
Surname and name**

- year of the examination -

Master's Degree Program:
Name of the master's degree program

Title of the Master's Thesis

Supervisor:
Academic rank, surname and name

Graduate:
Surname and name

- year of the examination -