



Regulations for the Organization of Teaching Activities (ROAD) - Undergraduate Studies



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Regulations for the Organization of Teaching Activities (ROAD) - Undergraduate Studies

Adopted

Annex 1 to Senate Decision No. 7783/ 30.06.2026

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Chapter I General Provisions

Article 1 Introduction

- (1) This regulation regulates the way of carrying out teaching activities in the Technical University of Civil Engineering Bucharest for the first cycle of studies within which bachelor's degree programs are organized.
- (2) The provisions of this regulation are addressed to the entire university community involved in carrying out the teaching activities provided for in [\(1\)](#): teaching staff, auxiliary teaching staff and students.
- (3) The teaching activity in the Technical University of Civil Engineering Bucharest is carried out in the system of transferable study credits.

Article 2 (Faculties)

- (1) The bachelor's degree programs are organized by the faculties of the Technical University of Civil Engineering Bucharest:
 - (a) The Faculty of Civil, Industrial and Agricultural Buildings;
 - (b) The Faculty of Hydrotechnical Engineering and Water Resources Management;
 - (c) The Faculty of Railways, Roads and Bridges;
 - (d) The Faculty of Building Services Engineering;
 - (e) The Faculty of Mechanical Engineering and Robotics in Construction;
 - (f) The Faculty of Geodesy;
 - (g) The Faculty of Engineering in Foreign Languages.

Article 3 (Study Programs)

- (1) The Technical University of Civil Engineering Bucharest organizes study programs in the following undergraduate fields:
 - (a) civil engineering;
 - (b) building services engineering;
 - (c) engineering and management;
 - (d) geodetic engineering;
 - (e) mechanical engineering;
 - (f) mechatronics and robotics;
 - (g) automation, applied computer science and intelligent systems;
 - (h) applied modern languages;
- (2) The list of study programs organized by the Technical University of Civil Engineering Bucharest for the first cycle of studies is given in [Annex 1](#) to this regulation.

(3) The Technical University of Civil Engineering Bucharest may organize study programs other than those provided in [Annex 1](#), in compliance with the legal procedures regarding the accreditation of study programs.

Article 4 (Forms of Education)

1) The Technical University of Civil Engineering Bucharest organizes the bachelor's degree study programs in the form of full-time education.

(2) The full-time form of education (IF) is characterized by educational activities scheduled for the entire duration of one day, specific to each bachelor's degree program, approximately evenly distributed weekly/daily throughout the semester and which involves the meeting of students with teaching and research staff in the university space.

(3) Some educational activities within the study programs organized at the full-time education form may be carried out synchronously, through the use of specific electronic, computer and communication resources, provided in the quality standards developed and approved by ARACIS in a differentiated manner for each field of study.

Article 5 (Language of Instruction)

(1) The language of the study programs is Romanian.

(2) By exception to [\(1\)](#), study programs may be organized in which the teaching activity is carried out entirely in an international language.

(3) By exception to [\(1\)](#), within a study program, teaching activities may occasionally be organised in a language other than the language of the study program, by inviting lecturers who do not speak the language of the study program. In this situation, students are provided with course support in the language of the study program.

(4) Auxiliary services to the teaching process, including secretarial services, shall be provided for all students in the language of instruction of the study program.

(5) The evaluation of all students shall be made only in the language of the study program.

Article 6 (Duration of the Study Programs)

(1) The duration of the bachelor's degree programs in the fields indicated in [Article 3, \(1\), \(a\)](#) to (h), is 4 years.

(2) The duration of the bachelor's degree programs in the field indicated in [Article 3, \(1\), \(i\)](#) is 3 years.

Article 7 (Academic Year)

(1) The academic year begins, as a rule, on the first Monday of the week that includes October 1 and ends on September 30 of the following calendar year.

(2) The structure of the academic year shall be approved by the University Senate at the proposal of the Administrative Council. Depending on the specifics of the calendar of a given year, there may be variations in terms of the start date of the academic year

- (3) The academic year shall include:
- (a) the first semester, consisting of 14 weeks of fully assisted teaching activities and the first session of exams, of three weeks, scheduled immediately after the end of the 14 weeks.
 - (b) the second semester, consisting of 14 weeks of fully assisted teaching activities and the second session of three-week examinations, scheduled immediately after the end of the 14 weeks.
 - (c) the third session of exams lasting two weeks, scheduled after the end of the second semester;
 - (d) three sessions of final examinations;
 - (e) a traineeship period of up to four weeks scheduled at the end of the second semester;
 - (f) holidays.
- (4) By exception to (3), (a), for the first year of studies, the first session contains four weeks, the last week of which overlaps with the first week of the second semester, the last week of the session being intended for re-examination.
- (5) By exception to (3), (b), for the last year of studies, the second semester may contain weeks of partially assisted teaching activity and/or a number of weeks of fully assisted teaching activity less than or equal to 14, according to the provisions of the curriculum.

Article 8 (Student Status)

- (1) The persons who attend any of the bachelor's degree programs shall be students of the Technical University of Civil Engineering Bucharest.
- (2) Only persons who have a baccalaureate diploma or equivalent shall have the status of student for bachelor's degree programs.
- (3) In order to substantiate the provisions of this regulation, the students of the Technical University of Civil Engineering Bucharest may be divided into the following categories:
- (a) Romanian citizens residing in Romania;
 - (b) Romanian citizens residing abroad;
 - (c) foreign citizens of Romanian ethnicity;
 - (d) citizens of the Member States of the European Union, the States belonging to the European Economic Area and 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;
 - (e) citizens who do not belong to categories [\(a\)](#), [\(b\)](#), [\(c\)](#) and [\(d\)](#) who benefit from subsidiary protection, have refugee status or are family members of a Romanian citizen;
 - (f) citizens not belonging to categories [\(a\)](#), [\(b\)](#), [\(c\)](#), [\(d\)](#) and [\(e\)](#).

- (4) The status of student of the Technical University of Civil Engineering Bucharest in bachelor's degree programs shall be acquired by:
- (a) passing the admission competition;
 - (b) transfer from another higher education institution – permanent mobility;
 - (c) temporary mobility, for a limited period, from another higher education institution;
 - (d) on the basis of the assignment, letter of acceptance and/or approval of schooling from the Ministry of Education;
 - (e) by re-enrollment.
- (6) The acquisition of the quality of student by re-enrollment, according to the provision of (4), (e), is made exclusively for persons who have been expelled from the Technical University of Civil Engineering Bucharest.
- (5) The acquisition of the quality of student by assignment and/or letter of acceptance, according to the provision of (4), (d) is made exclusively for persons in the category provided for in (3), (f).
- (7) The status of student of the Technical University of Civil Engineering Bucharest is obtained at the beginning of the academic year and is conditional on the prior registration, enrollment and conclusion of the university study contract, according to the provisions of this regulation.
- (8) The person admitted to a bachelor's degree university study program shall have the status of student for the entire period of his/her presence within the respective program, from registration until graduation from the study program, by obtaining all the credits related to the study program attended, or until expulsion, except during periods of interruption of studies.
- (9) In an academic year, a person may have the status of student in at most two short-term study programs, bachelor's and/or master's degree organized by the Technical University of Civil Engineering Bucharest, with at most one program financed through study grants.
- (10) Student status shall be maintained even during internal and international mobility.
- (11) A member of the teaching staff or of the non-teaching (auxiliary) employed by the Technical University of Civil Engineering Bucharest, cannot have the status of a student in any study program in which he/she carries out teaching or auxiliary teaching activities, activities included in the quality assurance process, control or approval activities for the respective study program. The exception shall apply to the members of the teaching staff other than the members of the Department for Teacher Training, who participate in pedagogical training programs organized by this department.

Article 9 (Financing of Studies)

(1) Depending on the mode of financing, the bachelor's degree studies in the form of full-time education shall be organized

(a) financed from the state budget,

or

(b) on a tuition fee basis.

(2) The financing of bachelor's degree studies from the state budget shall be made through study grants, within the limit of the number of grants allocated by the Ministry of Education, for each cycle of university studies.

(3) By exception to [\(1\)](#) and [\(2\)](#), the financing of studies may be made through grants allocated by the Technical University of Civil Engineering Bucharest, in addition to the grants allocated by the Ministry of Education, within the limit of a number approved annually by the Administrative Council.

(4) Depending on the form of financing of studies, a student has one of the following funding statuses:

(a) free of charge, for studies financed by grants allocated by the Ministry of Education;

(b) with a tuition fee, for studies financed by the student or any other third party and for studies partially financed by grants granted by the Technical University of Civil Engineering Bucharest.

(5) A person may benefit from funding from the state budget for only one bachelor's degree program.

(6) Students who benefit from grants allocated by the Technical University of Civil Engineering Bucharest, according to the provision of [\(3\)](#) have the status of „tuition fee" funding.

(7) The person who has benefited from funding from the state budget for a bachelor's degree program has the right to follow another bachelor's degree program:

(a) on a tuition fee basis, if the Technical University of Civil Engineering Bucharest organizes the program in this way as well;

(b) free of charge, with funding from the state budget, provided that the person pays to the Ministry of Education the equivalent value of the schooling services he or she previously received with funding from the state budget, in whole or in part, in cases where the study program to which he or she was admitted is organized only with full funding from the budget, according to the provisions of Article 43.

(8) A student may benefit from the status of "tuition-free" funding for a period of study equal to the duration of the bachelor's degree programs provided for in [Article 6](#). In case of exceeding this period, the student can continue his studies with the status of „tuition fee" financing.

(9) The duration of studies considered for the application of the provision of [Article 9, \(8\)](#) also includes the years of undergraduate university studies that the student has followed at other higher education institutions in Romania.

(10) The method of financing studies for a student shall be established at the beginning of each academic year and cannot be modified during its duration.

(11) If, as a result of the dynamics of the number of students, in an academic year places become available for studies financed by grants allocated by the Ministry of Education, for a certain study program, the students enrolled in that study program with the „tuition fee" funding status may request the transfer to the "tuition fee-free" funding status. The application shall be submitted to the faculty organizing the study program 15 days before the start of the academic year. The resolution of applications shall be made within the limit of available places, in descending order of the weighted averages of the completed study year, for the students who have applied. The faculties shall display the number of places available for studies financed by grants allocated by the Ministry of Education, after completing the enrollment in the new academic year and establishing the situation of the expelled students.

(12) In the Technical University of Civil Engineering Bucharest, education services shall be provided at the same quality level and under the same conditions, regardless of the student's funding status.

(13) Irrespective of the student's funding status, with regard to the organization and conduct of the teaching activity at the bachelor's degree programs, the Technical University of Civil Engineering Bucharest charges fees for:

- (a) registration for admission competitions;
- (b) enrollment, at the student's request;
- (c) re-enrollment, at the student's request;
- (d) participation in extra-curricular activities not included in the curriculum, on an optional basis, at the student's request;
- (e) the issuance of duplicates of the study documents, at the student's request.

(14) In addition to the fees provided for in [\(13\)](#), for students enrolled in the „tuition fee" form of financing, the Technical University of Civil Engineering Bucharest charges a study fee, for the education services provided in accordance with the curriculum.

(15) The tuition fee shall be determined based on the number of credits specified in the curriculum for the year of study in which the student is enrolled and which the student is required to earn, as well as on the value per credit.

(16) The amount of the fees shall be proposed by the Administrative Council and approved by the University Senate.

(17) The announced fees shall be maintained throughout the duration of the study program, established according to the provision of [Article 6](#), and may be indexed with a maximum of the inflation rate, for the same class of students.

(18) If the period of study of a student exceeds the period referred to in [Article 6](#), the

student shall be enrolled in the form of financing „tuition fee", at his/her request, or shall be expelled.

(19) Students must pay the equivalent value of the credits not earned, as follows:

(a) for students enrolled with “tuition fee-free” funding status, only the cost of the credits not earned for courses from academic years prior to the year in which the student is enrolled—for which the student expresses the intention to retake the coursework and be assessed on the expected learning outcomes—is payable;

(b) for students enrolled with “tuition fee” funding status, the tuition fee established in accordance with the provisions of [Error! Reference source not found.](#) and the cost of the unearned credits for courses from academic years prior to the year in which the student is enrolled, for which the student expresses the intention to retake the coursework and assessment of expected learning outcomes, must be paid.

Article 10 (Digital Resources in Teaching)

(1) University teaching activities at the Technical University of Civil Engineering Bucharest shall be managed digitally through the academic.utcb.ro platform.

(2) Users of the academic.utcb.ro platform include students, faculty, and teaching support staff. All users access the platform using a username and password. Users are required to register and use the data on the platform in accordance with its functionalities.

(3) Entries into the electronic database of the academic.utcb.ro platform or queries of that database may be made only by registered users using a username and password. Every operation is logged with the identification of the person who performed it, and the log is retained indefinitely.

(4) The Technical University of Civil Engineering Bucharest provides faculty members, teaching support staff, and students with access to the applications in the Microsoft Office suite.

(5) The Technical University of Civil Engineering Bucharest provides faculty, teaching support staff, and students with institutional email addresses on the utcb.ro domain. Faculty, teaching support staff, and students use their institutional email addresses for electronic communication via email.

(6) The Technical University of Civil Engineering Bucharest uses the Microsoft Teams platform to support the teaching process.

(7) The Microsoft Teams platform can be used for:

(a) conducting online teaching activities;

(b) verifying the achievement of expected learning outcomes;

(c) evaluating courses and study programs;

(d) sharing educational materials;

(e) communication among members of the university community;

(f) other related activities.

(8) Candidates who have been admitted following the admissions exam will receive their Microsoft Office institutional account credentials and an invitation to use the Microsoft Teams platform at the email address they used to register for the admissions exam.

(9) Conducting the activities listed at [\(6\)](#), [\(7\)](#) or [\(a\)](#) using other online platforms is not permitted, except as indicated at [\(9\)](#) and [\(10\)](#).

(10) By exception to [\(8\)](#), at the Technical University of Civil Engineering Bucharest, the Moodle platform may also be used to verify the achievement of expected learning outcomes; the university provides access to this platform for faculty and students.

(11) By exception to [\(8\)](#), for online teaching activities within study programs conducted as part of university consortia, the online platform established by the inter-institutional agreement is used.

(12) Depending on the specific nature of the courses, the Technical University of Civil Engineering Bucharest provides faculty members, teaching assistants, and students with access to certain specialized software applications in the faculties' computer labs or through various forms of online licenses.

(13) It is prohibited to include in course syllabi practical assignments that require the use of copyrighted software for which the university does not provide the necessary licenses to students.

(14) In teaching activities, faculty members, teaching assistants, and students may use educational technologies enhanced by artificial intelligence, such as adaptive learning platforms, educational games, or chatbots, which can provide individualized educational support to students.

Chapter II Admission

Article 11 (General Aspects)

(1) Admission to undergraduate degree programs at the Technical University of Civil Engineering Bucharest is organised in accordance with the provisions of the [Admission Methodology for undergraduate studies](#), drawn up in accordance with the framework methodology for organizing the higher education admission process developed by Ministry of Education.

(2) The admission conditions are made public every year by the Bucharest Technical University of Civil Engineering Bucharest, at least 6 months before the admission exam.

(3) Admission to undergraduate degree programs is carried out in compliance with the principles of equity and equal opportunities, access to learning opportunities being carried out without any kind of discrimination.

(4) Upon admission, 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 members of their families as beneficiaries of the

Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and from the European Atomic Energy Community 2019/C 384 I/01, may apply under the same conditions provided by law for Romanian citizens, including the study fees.

Chapter III Registration and Enrollment

Article 12 (Preamble)

- (1) The Technical University of Civil Engineering Bucharest can accept and register in a study program only that number of students for whom optimal conditions of academic quality, life and social services are ensured in the university space.
- (2) The Rector of the Technical University of Civil Engineering Bucharest shall make public the annual enrollment offer, respecting the maximum number of students that may be enrolled, established by decision of the Government of Romania.
- (3) The registration in the Single Matriculation Register of Higher Education Institutions in Romania – RMUR or, as the case may be, in RUNIDAS – an integrated information system for the management of study documents issued by pre-university education units, higher education institutions and the Romanian Academy, as well as of the matriculation registers at the level of the higher education system – of the relevant information shall be made by one or more responsible persons, appointed by decision of the Rector of UTCB.

Article 13 (Registration)

- (1) A student's registration is done in the first year of the bachelor's degree program followed.
- (2) The registration shall be done by decision of the rector of the Technical University of Civil Engineering Bucharest.
- (3) For persons in the categories provided for in [Article 8, \(3\), \(a\)](#) and [\(d\)](#), registration in bachelor's degree programs is done at the same time as enrollment, strictly based on the results of the admission contest.
- (4) For persons in the category provided for in [Article 8, \(3\), \(f\)](#), registration in bachelor's degree programs is based on the letter of acceptance from the Ministry of Education and following the completion of the registration files submitted to the Center for International Relations (CRI) of UTCB.
- (5) For students in the categories provided at [Article 8, \(3\), \(b\)](#) and [\(c\)](#), registration is based on the approval of the Ministry of Education.
- (6) After the approval of the enrollment, as the case may be, each student is registered in a Matriculation Register under a unique matriculation number. The student's unique matriculation number is kept for the entire period of study in the study program to which he/she was admitted.
- (7) In the case of students admitted to bachelor's degree programs, together with the registration in the Matriculation Register, a file shall be prepared for each student that

includes:

- (a) copies of the birth certificate and identity card or passport, as the case may be;
- (b) the original bacculaureate diploma, for students in the "tuition-free" financing regime, or the bacculaureate diploma in original or copy, for students in the "tuition" financing regime;
- (c) the documents on the basis of which the student was declared admitted, the decision to approve the definitive mobility, the assignment from the Ministry of Education or the decision to re-enrollment as the case may be;
- (d) the credit recognition decision, as the case may be;
- (e) the university studies contract;
- (f) other study documents, as the case may be.

(8) By exception to [\(7\)](#), in the case of persons who have acquired the quality of student according to the provision of [Article 8, \(4\), \(c\)](#), the student's file includes:

- (a) copies of the birth certificate and identity card or passport, as the case may be;
- (b) mobility application request;
- (c) the bilateral agreement concluded with the home institution;
- (d) academic record;
- (e) the credit recognition decision;
- (f) the university study contract.

(9) During the course of studies, the student's file is updated with applications forms, and, where applicable, medical certificates supporting those applications, mobility agreements, and credit recognition documents.

(10) The original bacculaureate diploma or the document recognizing the bacculaureate diploma may be returned to the student starting with the second semester, in which case a copy thereof certified "according to the original" by the secretariat of the faculty organizing the study program shall be kept in the file. The bacculaureate diploma may be issued only after all financial obligations to the university have been paid in full.

(11) The Technical University of Civil Engineering Bucharest shall conclude a university study contract with each student upon registration in a bachelor's degree program, in accordance with the provisions of this regulation and in compliance with the legislation in force. The duration of the contract shall correspond to the standard duration of the study program in which the student is enrolled.

(12) The university study contract shall establish the rights and obligations of the student, as well as the financial and academic conditions of the study program.

(13) The university study contract may be amended by an addendum concluded with the agreement of the parties, at the beginning of the academic year. University study contracts shall not be amended during the academic year. The duration of a university study contract shall not be extended. Where a student's period of study exceeds the duration of the university study contract, a new university study contract

shall be concluded under the terms and conditions in force on the date of its signature.

(14) After registration, the secretariat of the faculty organizing the study program shall issue the following documents to each registered student:

- (a) the student card;
- (b) student ID card.

Article 14 (Enrollment)

(1) A person is enrolled in a study program on the basis of his/her application, strictly for study programs where he/she has been admitted, re-enrolled, reassigned or where he/she is participating in temporary or permanent mobility, without any additional conditions.

(2) The enrollment of a person in a university study program shall be made with the approval of the dean of the faculty organizing the study program.

(3) A person wishing to enroll in a study program shall file a request to the dean of the faculty organizing the program, at the beginning of each academic year, by filling out a form on the software platform dedicated to this activity, using the institutional email account. The necessary information and instructions are posted online at utcb.ro and on the pages of each faculty.

(4) Persons who have participated in the admission and do not apply for enrollment in the first year of the undergraduate degree program to which they were admitted at the beginning of the academic year shall not be registered and shall not acquire the quality of student of The Technical University of Civil Engineering Bucharest.

(5) Students who do not apply at the beginning of the academic year for enrollment in the program of studies in which they were enrolled shall be expelled.

(6) The deadline for submitting the application for enrollment in the undergraduate degree program is 5 working days from the beginning of the academic year.

(7) In the case of persons who have passed the entrance exam, enrollment in the first year of studies is made in two sessions before the beginning of the academic year. The application timetable shall be established by the Administrative Council and shall be published together with the admission timetable.

(8) If the documents required for enrollment are incomplete or incorrect, the student shall be notified and shall have 5 working days to complete or correct the required documents.

(9) By exception to [\(6\)](#), for students in the category provided for in Article [8](#), [\(3\)](#), [\(f\)](#), enrollment shall be made during the first semester, by the deadline set by the UTCB Administrative Council, but no later than December 15.

(10) By exception to [\(1\)](#), the enrollment of a person in the "tuition fee" form of financing can be made only after the payment of the first installment of the tuition fee for the respective year, at the beginning of the academic year, according to the provisions of the university study contract.

(11) By exception to (1) and (10), the enrollment of a person in the category indicated in Article 8, (3), (f), can be done only after the full payment of the study fee for the respective year, at the beginning of the academic year according to the provisions of the university study contract.

(12) The student card and the student identity card shall be stamped annually upon enrollment, at the secretary's office of the issuing faculty.

Chapter IV Interruption, Resumption and Termination of Studies

Article 15 (Interruption of Studies)

(1) A student may interrupt his/her studies on request, only once and for a maximum of two consecutive years.

(2) The interruption of studies shall be made at the beginning of the academic year.

(3) The application for the interruption of studies shall be submitted to the faculty organizing the study program at least 30 days prior the end of the academic year, before the interruption takes effect.

(4) In the case of discontinuations of studies approved according to (3), the duration of interruption of studies shall not be included in the student's duration of studies.

(5) The application for interruption of studies shall not be approved for students who are in the expulsion procedure on the date of submission of the application.

(6) During the interruption of studies, the student has the obligation to submit the student card and the student ID card to the faculty organizing the study program, these documents being kept in the student's file.

(7) During the period of interruption of studies, the student status shall be suspended.

(8) By exception to (1), (2) and (3), in the case of students who request the interruption of studies for the purpose of raising a child, a single interruption period with a maximum duration of three years shall be allowed. In this case, the interruption of studies shall be made at the beginning of the first semester or the second semester. The application for the interruption of studies shall be submitted to the faculty organizing the study program at least 30 days before the interruption takes effect. Any of the child's natural parents may request the interruption of studies, provided that they live with the child and take care of the child's upbringing.

(9) By exception to [Error! Reference source not found.](#), [Error! Reference source not found.](#), and [Error! Reference source not found.](#), any student who is hospitalized for a period of 21 or more consecutive calendar days may request a leave of absence for a maximum of two consecutive years. The leave of absence takes effect on the date the request is approved. This interruption of studies is not counted toward the total number of interruptions of studies for that student.

(10) By exception to [Error! Reference source not found.](#), [Error! Reference source not found.](#), and [Error! Reference source not found.](#), any student who is unable to participate in academic activities for a period of 21 or more consecutive calendar

days, for reasons beyond their control—with the exception of first-year students—may request a leave of absence for a maximum of two consecutive years. This interruption of studies is taken into account when determining the number of periods of interruption of studies for the student in question. The request may be approved only on the basis of supporting documents regarding involuntary unavailability.

Article 16 (Resumption of Studies)

(1) The resumption of studies for the student who has interrupted his/her studies shall be made based on a request approved by the dean of the faculty organizing the study program.

(2) The deadline for submitting the application for resuming studies at the faculty organizing the study program shall be at least 30 days before the beginning of the academic year.

(3) The resumption of studies shall be done exclusively at the beginning of the academic year.

(4) By exception to [\(3\)](#), in the case of students who request to interrupt their studies for raising a child, the resumption of studies may be done at the beginning of the semester.

(5) By exception to [\(3\)](#), in the case of students who request to interrupt their studies for medical reasons according to the provisions of [Article 15, \(9\)](#), the resumption of studies may be done at the beginning of the semester in which the interruption was made.

Article 17 (Termination of Studies)

(1) Termination of studies and loss of student status occurs in the following situations:

(a) upon graduation from the study program;

(b) upon withdrawal;

(c) upon expulsion;

(d) upon approval of a definitive mobility – transfer;

(2) Upon termination of studies, the former student shall lose all academic and social rights arising from the student status.

(3) Provisions regarding the conditions for graduation are given in [Article 40](#).

(4) The withdrawal of the student from a study program shall be made on the basis of a written request approved by the dean of the faculty organizing the study program. The year of study during which the withdrawal request has been made shall be counted in the student's duration of studies, unless the request is submitted within 30 calendar days from the beginning of the academic year.

(5) The expulsion of a student shall be made according to the provisions of this regulation, for one or more of the following reasons:

(a) the student does not express his/her option to continue his/her studies by

submitting the application for enrollment in the study program within the deadline established by [Article 14](#);

(b) the student does not honour the payment obligations arising from the university study contract and the provisions of this regulation by their due date;

(c) the student who is on interruption of studies does not submit the request for resumption of studies at the end of the interruption period, according to the provisions of [Article 16](#);

(d) the student in the first year does not accumulate the minimum number of credits for promotion in the second year;

(e) the student is sanctioned with expulsion, after the period of appeals has expired;

(6) A student falling under the category specified at [Error! Reference source not found.](#), [Error! Reference source not found.](#), [Error! Reference source not found.](#) for whom the faculty organizing the study program in which the student is enrolled cannot verify the student's attendance or participation in academic teaching, assessment, administrative, or other activities carried out within the university community for a continuous period of at least 10 working days, without the student having previously informed the faculty of the reasons for his or her absence and without having obtained the dean's approval for such absence, may be dismissed.

(7) The decision to expel a student is made by the university Rector, upon the recommendation of the dean of the faculty organizing the study program.

(8) In the case of students who have been expelled as a result of the reasons mentioned in [\(5\)](#), [\(a\)](#), [\(b\)](#) or [\(c\)](#), it may be decided to re-register in the same year of study if the reason for registration ceases within 14 days from the transmission of the notification of expulsion to the student. The re-registration decision shall be issued by the rector, on the proposal of the dean of the faculty organizing the study program, with the approval of the Administrative Council.

(9) Students who have been expelled as a result of a disciplinary offence may no longer be registered at the Technical University of Civil Engineering Bucharest unless they have passed the admission examination.

(10) The baccalaureate diploma shall be returned to a person who has lost his/her status as a student of the Technical University of Civil Engineering Bucharest only after the return of all the teaching support materials that the person has received from the university as a loan and the payment of all financial obligations to the university.

(11) In case of returning the baccalaureate diploma, a true copy of the baccalaureate shall be kept in the student's file.

(12) An expelled person may be re-enrolled in the same study program, starting with the academic year following the expulsion if the reasons for the expulsion have ceased.

(13) If more than five years have passed since the date of expulsion, a person may be re-registered only after passing the admission examination. For students who have studied under Law 288/2004, Law 1/2011 or Law 199/2023, the credits obtained may be recognized for the same field of bachelor's degree. The decision to recognize the credits shall be taken by a commission appointed by the dean of the faculty organizing

the study program, according to the provision of [Article 36, \(6\)](#).

Chapter V The Conduct of Teaching Activities

Article 18 (Teaching Activities)

(1) The teaching activities within the bachelor's degree programs shall be organized in accordance with the curricula that describe all the subjects and their programming. For each subject, the number of hours of fully assisted teaching activity, the number of hours of partially assisted teaching activity and the number of hours of unassisted teaching activity, the form of examination and the allocated transferable study credits shall be specified.

(2) The curriculum includes the set of subjects leading to a university qualification, aims at learning outcomes and is consistent with the level of qualification defined in the National Qualifications Framework.

(3) The curricula of the bachelor's degree programs shall be drawn up in accordance with the Operational Procedure for the Design and Development of Study Programs, PO-07, adopted by the University Senate.

(4) To develop the curricula, the faculties select the subjects from the educational offer of the teaching departments.

(5) For each subject, the course syllabus shall be drawn up, in which at least the following shall be formulated: learning outcomes, teaching and learning content and practices associated with learning, teaching and assessment, as well as the number of study credits allocated for each activity.

(6) The teaching activities fully assisted in a discipline may include:

(a) course-type teaching activities;

(b) applied activities are seminar, project or laboratory work type.

(7) For the bachelor's degree programs, the disciplines shall be organized on a single semester.

(8) Before the beginning of each academic year, the departments shall appoint the tenured teacher of each subject.

(9) The tenured teacher organizes the teaching activity within the discipline and performs the teaching activities provided for in the curriculum and the course syllabus.

(10) Teaching activities partially assisted in a discipline include internships of various types. They shall be carried out according to [the Methodology regarding the organization and conduct of practice within the bachelor's and master's degree programs](#) approved by the University Senate.

(11) The duration of assisted teaching activities in bachelor's degree programs shall be a maximum of 26 hours in a week. To these can be added 1 or 2 hours for the discipline of Physical Education and Sport.

(12) The total duration of fully assisted, partially assisted, and unassisted

instructional activities is a minimum of 40 hours per week, but no more than 45 hours per week. Exceptions are semesters that consist solely of courses in which learning outcomes are assessed through ongoing evaluation; for these, the total duration of fully assisted, partially assisted, and unassisted instructional activities is 750 hours, distributed entirely across the instructional weeks of the semester.

(13) The duration of unassisted teaching activities, which involve individual work of the student, shall be established as the difference between the total duration of teaching activities and the duration of fully or partially assisted teaching activities. The requirements regarding individual study, the preparation of reports, homework or projects shall be calibrated interdisciplinary so that they can be solved in the time allocated to unassisted teaching activities.

(14) The faculties organizing the study programs shall audit at the end of each semester the effective duration of the unassisted teaching activities that were necessary to meet the requirements of the course syllabi scheduled in that semester, through an electronic form sent to all students.

(15) Applied activities such as laboratory work are exclusively those activities that are carried out through the use of special installations, apparatus and instruments for scientific experiments and practical work in the field of experimental or applied sciences, under the guidance of teachers and laboratory technicians.

(16) Applicative activities from field disciplines or specialized disciplines that require only the use of computers cannot be classified as applicative activities of the laboratory work type. Exceptions are the applied activities of the disciplines that have as object the initiation in the use of computers, scheduled in the first year of study, and the subjects of the study programs in the field of „Automation, Applied Computer Science and Intelligent Systems“.

(17) Bachelor's degree programs comprise packages of optional subjects. Students freely express their choice regarding the chosen discipline from each package before July 31 of the previous academic year. To this end, the faculties organizing the study programs distribute electronic forms for the choice of optional subjects through the Microsoft Teams platform. In the case of students who apply for enrollment in the first year of studies from a bachelor's degree program, the option regarding the chosen discipline from each package shall be made upon enrollment.

(18) The optional disciplines in a package that are activated in an academic year shall be established based on the students' options, in descending order of the number of options expressed for each discipline, in compliance with the minimum study formations, with the agreement of the Administrative Council. At least one subject shall be activated from each package of optional disciplines.

(19) Bachelor's degree programs also include elective disciplines. Students freely express their option to participate in elective disciplines before July 31 of the previous academic year. To this end, the faculties organizing the study programs distribute electronic forms for the choice of elective disciplines through the Microsoft Teams platform. The elective disciplines shall be activated if, based on the options expressed, the minimum study formations can be formed, with the approval of the Administrative Council. The grades or marks obtained in the elective disciplines are

not included in the calculation of the average for the respective year of study. In the case of students who apply for enrollment in the first year of studies from a bachelor's degree program, the option to participate in elective disciplines shall be made upon enrollment.

(20) The study programs and disciplines shall be subject to periodic evaluation according to the operational procedure specific to the operational procedure PO-06 Operational procedure – control and evaluation of the didactic process approved by the University Senate.

(21) The students shall carry out their activity in the groups and series in which they are assigned by the faculties organizing the study programs. This provision also refers to the participation of students in evaluation activities.

(22) By exception to (21), students who partially or totally retake the activity in a scheduled discipline in a study year prior to the year in which they are enrolled, may submit an application for resumption of the activity in a certain class and/or group to the dean of the faculty organizing the study program. The application shall be analyzed and resolved according to the available educational infrastructure, taking into account the uniform distribution of the teaching task among the study groups. Applications shall be resolved in the order in which they are submitted. This provision also refers to the participation of students in evaluation activities.

Article 19 (Resources Made Available to Students)

(1) The interaction between teachers and students may also be carried out using the tools of the software platform indicated in [Article 10](#).

(2) The tenured teacher shall initialize the online work team.

(3) The faculty organizing the study program shall display online, with the aim of informing students, the access codes for the online work teams for all the disciplines that are activated, at the beginning of each semester.

(4) Students are required to enroll in online work teams for all subjects they follow in the academic year.

(5) The tenured teachers and the teachers who coordinate the applied teaching activities shall upload the course syllabus and the teaching materials available in electronic format in the work team of each discipline.

(6) The Technical University of Civil Engineering Bucharest shall make available to students, teachers and auxiliary teaching staff the collections of the University Library that provide specialized support for the process of training, training, education, scientific research and improvement that takes place in the University, according to the provisions [of the Regulation on the organization and functioning of the Library of the Technical University of Civil Engineering Bucharest](#).

(7) The Technical University of Civil Engineering Bucharest shall provide students, for autonomous use in order to carry out the unassisted teaching activities provided for in the curricula, reading rooms and/or other parts of the educational infrastructure, for which the conditions of use are established by decision of the deans of the faculties organizing the study programs.

(8) The Technical University of Civil Engineering Bucharest shall make available to students the University Sports Hall under the conditions mentioned in [the Regulation regarding the conduct of activities in the Sports Hall of the Technical University of Civil Engineering Bucharest](#).

Article 20 (Student Attendance)

(1) The bachelor's degree programs organized in the form of full-time education shall involve the systematic meeting, throughout the semester, of students with teaching and research staff, in the university space, according to the schedule.

(2) Monitoring of student attendance at educational activities is carried out by the faculties organizing the study programs and by the faculty members responsible for the courses included in the program. Records of student attendance at educational activities for the categories specified at [Error! Reference source not found.](#), [Error! Reference source not found.](#), [Error! Reference source not found.](#) are compiled weekly by the administrative offices of the faculties organizing the study program. The administrative offices forward the attendance information collected in this manner to the Center for International Relations on a weekly basis.

(3) The students of the first or second year of the bachelor's degree programs who participate in less than 50% of the total number of hours of teaching activities fully assisted in a discipline cannot participate in the summative evaluation activities, such as exams, in the first session in which the discipline is scheduled. In the case of disciplines provided with continuous assessment activities, such as colloquiums, these students cannot participate in the assessment in the semester in which the discipline is scheduled.

(4) For the disciplines provided with seminar-type applied activity, third-year or fourth-year students who do not participate in at least 50% of the number of seminar hours cannot participate in the evaluation activity scheduled in the session at the end of the semester in which the discipline is scheduled.

(5) For the disciplines that involve project work, students who do not participate in at least 50% of the number of hours of project-type assisted teaching activity cannot participate in the project evaluation activity and must fully redo the project activity in the following academic year.

(6) In the disciplines provided with applied activity of the laboratory work type, students who do not participate in at least 75% of the number of laboratory hours cannot participate in the laboratory work evaluation activity and must redo the remaining laboratory work in the following academic year.

(7) Students can redo the applied activities such as laboratory work in other groups of the same study program, in the semester in which the discipline is scheduled, with the agreement of the tenured academic staff member in charge of the discipline.

(8) For subjects with partially assisted teaching activity such as internships, students who do not participate in at least 75% of the allocated hours cannot participate in the evaluation activity and must retake the practice activity in the following academic year.

(9) In the case of students temporarily unavailable to participate in teaching activities

due to a health problem, supported by medical documents specifying the unavailability, the Dean of the faculty organizing the study program may decide to derogate from the application of the provisions of art. [\(3\)](#), [\(4\)](#), [\(5\)](#), [\(6\)](#) and [\(8\)](#), depending on the specifics of the situation.

(10) The presence of the members of the teaching staff at fully assisted teaching activities, according to the programming made by the faculty organizing the study program, is mandatory.

(11) The monitoring of the presence of the members of the teaching staff at fully assisted teaching activities shall be done by the faculties organizing the study program and by the teaching departments to which the teaching staff belong.

(12) If, for good reasons, part of the teaching activity in a subject cannot be carried out according to the timetable, the respective teaching activity shall be rescheduled or may be carried out synchronously, at the proposal of the tenured teacher, with the approval of the director of the department in charge of the discipline and with the agreement of the dean of the faculty organizing the study program.

(13) In the event that the non-performance of teaching activities on the scheduled dates is caused by the unavailability of the teacher, the exceptions indicated in [\(12\)](#) it must not cover more than 15% of the total number of teaching hours in the discipline taught by the respective teacher.

Article 21 (The Conduct of Teaching Activities by Electronic Communication)

(1) At the bachelor's degree programs, teaching activities may be carried out synchronously, through the use of specific electronic, computer and communication resources, according to the provision of [Article 4, \(3\)](#).

(2) The teaching activities of a discipline can also be carried out in a mixed manner, with part of the activities being carried out synchronously.

(3) The disciplines that take place online are selected so that the ratio between the total number of hours of fully assisted teaching activities carried out online and the total number of hours of fully assisted teaching activities in the academic year shall be less than 0.30, for teaching activities, and 0.20, for applied activities.

(4) In the evaluation of the total number of hours of fully assisted teaching activities in the semester indicated at [\(3\)](#) the hours allocated to optional subjects shall not be included.

(5) The manner of organizing the disciplines that take place online or in a blended format shall be specified in the timetable of the study program, at the beginning of the semester.

Chapter VI Verification of the Acquisition of Expected Learning Outcomes

Article 22 (Types of Assessment)

(1) The verification of the acquisition of the expected results of learning in a subject shall be made in accordance with the provisions of the course syllabus, by:

(a) summative assessments, such as exams;

or

(b) continuous evaluations throughout the semester.

(2) The verification of the acquisition of the expected learning results in a subject shall be carried out in accordance with the provisions of the course syllabus, with the strict supervision of the subject holder who is responsible for the correctness of the evaluation.

(3) The exam-type evaluation can be carried out, in accordance with the provisions of the course syllabus, based on:

(a) grid-type tests;

(b) written tests;

or

(c) oral tests.

(4) The learning outcomes shall be assessed by whole grades from 10 to 1, any grade greater than or equal to 5 certifying the achievement of the minimum learning results related to the discipline and the granting of the related study credits.

(5) By exception to [\(4\)](#), in accordance with the provisions of the curriculum, the learning results in the case of continuous assessment can be assessed by the qualification "admitted" or the qualification "rejected", the qualification "admitted" certifying the acquisition of the results of the minimum learning related to the discipline and the granting of the study credits related to it.

(6) The verification of the acquisition of the expected learning results in a subject is carried out by awarding a single grade. Exceptions are the disciplines that include project-type applied activities with separate evaluation, according to the provisions of the curriculum, in which case a distinct grade or qualification is awarded for it.

(7) For the disciplines provided with continuous assessment throughout the semester, if a student does not participate in one of the partial assessment sessions during the semester, he/she may be evaluated in a subsequent session.

(8) For the disciplines provided with project work, the continuous evaluation through the semester shall take into account the verification of the quality of the project, in relation to the requirements specified in the course syllabus, the solving stage and the teacher's guidance, and the way of participation and involvement of the student in solving the project .

(9) For the subjects provided with project work, the conclusion of the continuous evaluation of the project can be done only if it is drawn up in compliance with the minimum conditions regarding content and quality, specified in the course syllabus. If these conditions are not met at the end of the period of fully assisted teaching activities of the semester, the project may be evaluated in the exam session after its revision and/or completion, if the student meets the minimum attendance conditions provided in [Article 20, \(5\)](#), in compliance with the grades/marks awarded during the activity.

(10) In the case of disciplines provided with applied activities, when verifying the acquisition of the expected learning results through summative assessment, such as exams, the assessment of the knowledge acquired during the applied activities shall be taken into account. The weight of the evaluation throughout the semester with respect to the summative evaluation shall be between 20% and 50%, according to the provisions of the course syllabus. If a student does not attend one of the midterm assessment sessions throughout the semester, they may be assessed in a subsequent session.

(11) The grade or mark acquired through the evaluation of the knowledge acquired in the applied activities shall be recognized in the current academic year and at least in the following academic year. The record of the grades awarded through the evaluation during the semester shall be kept by the teaching department in charge of the discipline.

(12) Obtaining the minimum grade of 5 in the summative exam-type evaluation cannot be conditioned by obtaining the minimum mark or the „admitted“ qualification in the evaluation throughout the semester, except for the subjects provided by project or laboratory.

(13) Obtaining the minimum grade of 5 in the summative exam evaluation cannot be conditioned by obtaining the minimum mark for part of the content of the discipline.

(14) The verification of the learning outcomes acquired in the internships shall be carried out through continuous evaluation throughout the semester, assessed by the qualifications „admitted“ or „rejected“.

(15) Students who, for objective reasons, cannot attend the exam on a scheduled date may request the dean of the faculty to approve participation in the exam on another date, if this is available in the exam schedule for the respective discipline, with the consent of the course instructor.

(16) A student can participate in a maximum of three exams or colloquiums in a discipline in an academic year.

(17) In the case of a discipline provided with a summative exam-type assessment, a student who has obtained a grade greater than or equal to 5 may request only once the repetition of the assessment for that discipline, at a later date, in compliance with the provision of [\(16\)](#), by a formal request addressed to the Dean. The repetition of the evaluation can be done strictly on the dates scheduled for that discipline during the exam sessions. If, following the repetition of the evaluation, the grade received is lower than the initial grade, the initial grade shall be kept. A student can request the repetition of the evaluation for a maximum of two disciplines in an academic year. The repetition of the evaluation for a discipline based on the student's request shall be carried out on condition of the payment of the fee provided for in [Article 9](#), paragraph [\(13\)](#) point [\(d\)](#).

(18) The assessment of learning outcomes is conducted through face-to-face meetings on campus between students and tenured faculty members.

(19) By exception to0, for courses in which instruction is conducted synchronously using specific electronic, IT, and communication resources and which include

ongoing assessment, assessment during the semester in which the course is scheduled may be conducted online, in accordance with the provisions of the course syllabus.

(20) By exception to 0, for courses that were conducted entirely by a visiting lecturer from abroad, assessment may be conducted online, in accordance with the provisions of the course description.

(21) For students participating in temporary mobility programs at the Technical University of Civil Engineering Bucharest, as the host institution, in accordance with the provisions at **Error! Reference source not found.**, who, for objective reasons, are unable to complete their assessment during the actual mobility period, the assessment may be conducted online with the support of their home institution.

(22) During the conduct of exams, students may leave the exam room only after submitting their written papers, their multiple-choice answer sheets, or upon completion of the oral examination.

Article 23 (Scheduling of Examinations)

(1) The scheduling of exams is carried out by the faculty organizing the study program, in consultation with students and teaching staff.

(2) Exam scheduling shall be organized to ensure a balanced distribution throughout the exam session, aiming to maximize student learning outcomes while taking into account the available educational infrastructure.

(3) Summative evaluations (exams) are strictly held during the official exam periods, as defined by the academic year structure.

(4) Exams are scheduled as follows:

(a) for courses scheduled in the first semester: one exam date in the first session, one in the second session, and one in the third session.

(b) for courses scheduled in the second semester: one exam date in the second session and two in the third session.

(5) The scheduling of exams is based on the number of students to be examined and the duration of the tests, established as follows:

(a) for multiple-choice tests: a maximum of 90 minutes, with at least 45 seconds per question.

(b) for written exams: a maximum of 180 minutes and a minimum of 30 minutes.

(c) for oral presentations: a maximum of 60 minutes and a minimum of 10 minutes.

(6) During the exam session at the end of the semester in which the course is scheduled, exams can be organized by study groups or series, depending on the number of students to be examined, the type of exam, and the available educational infrastructure. For exams scheduled in sessions outside the semester in which the course is taught, exams shall be scheduled by series.

(7) If a course is shared across multiple study programs within the same field of study and has the same course instructor, the exam may be organized jointly for one or

more programs, depending on the number of students to be examined and the available educational infrastructure.

(8) Continuous assessments shall be completed by the end of the last teaching week of the semester in which the course is scheduled. These assessments shall be conducted within the total number of hours allocated to the course in the curriculum.

(9) By exception to (8), the assessment of practical activities, such as projects with a separate grade, shall be completed by the end of the last week of the exam session for the semester in which the course is scheduled.

(10) By exception to [Error! Reference source not found.](#), a summative assessment may be organized for a portion of the course content, typically midway through the semester in which the course is scheduled, in the form of a midterm exam, in accordance with the provisions of the course syllabus. The grade or evaluation obtained on the midterm exam is valid for the current academic year and the following academic year. Records of grades awarded on midterm exams are maintained by the academic department responsible for the course. For a degree program, all midterm exams are scheduled over two consecutive weeks of the semester by the faculty organizing the degree program, in consultation with students and faculty members.

(11) Formative assessments may be retaken and/or supplemented during exam sessions following the semester in which the course was scheduled within the current academic year.

(12) The dates for retaking and/or completing ongoing assessments during exam sessions, in accordance with the provisions at (10), are set as follows:

- (a) for courses scheduled in the first semester: once each in the second and third exam sessions;
 - (b) for courses scheduled in the second semester: twice during the third exam session.
- (13) Summative exam-based assessments that were not administered due to force majeure shall be rescheduled with the dean's approval after consulting with the students.

Article 24 (Preventing and Combating Fraud)

(1) The faculty organizing the study program and the course instructor are shall exercise due diligence in organizing assessments to limit the possibility of fraud.

(2) Exams are conducted with at least the course coordinator, assisted by another teaching or auxiliary staff member from the department responsible for the course.

(3) The identity of students participating in the exam shall be verified based on their ID card or driver's license and a student ID card stamped for the current academic year.

(4) During exams, students are not allowed to bring mobile phones, electronic or computing devices, communication equipment, headphones, smartwatches, programmable calculators, or any written materials, except in cases where the course

coordinator explicitly requests otherwise.

(5) During exams, students are prohibited from:

(a) communicating with each other or with external individuals;

(b) copying information from various physical or digital sources;

(c) transmitting information to peers through direct communication, in physical or digital formats unless explicitly requested by the course coordinator through the exam topics;

(6) Submitting assignments prepared by another person for continuous assessment constitutes fraud in the evaluation process.

(7) Submitting plagiarized assignments for continuous assessment constitutes fraud in the evaluation process.

(8) The departments responsible for the course and the course coordinator shall exercise due diligence in organizing continuous assessments to limit the possibility of fraud and to prevent plagiarism in student-prepared assignments.

(9) For the purposes of this regulation, plagiarism is defined as the complete or partial appropriation of ideas, methods, procedures, technologies, results, or texts of another author, regardless of how they were obtained, and presenting them as one's own.

(10) A student's use of artificial intelligence-augmented technologies to complete assignments, reports, practical work, or projects constitutes fraud, except in cases where the use of such technologies is specified in the course syllabus or explicitly requested by the academic staff member responsible for the respective applied activities. Students are required to explicitly state the use of artificial intelligence tools and the part or parts of the work produced with their help, assuming full responsibility for the content presented.

(11) A student who attempts to commit fraud in a summative or continuous assessment shall be subject to the following sanctions:

(a) a written reprimand with a warning for the first offense;

(b) revocation of the recognition of grades, evaluations, and credits earned for courses in the current academic year for the second offense;

(c) expulsion for the third offense.

(12) If a student's actions aim to facilitate exam fraud by two or more other students, the sanction corresponding to the second offense, as provided in [\(11\)](#), shall be directly applied.

(13) The sanctions outlined in [\(11\)](#) and [\(12\)](#) shall be determined by the Dean with the approval of the faculty council of the faculty organizing the study program, based on the report documenting the offense, prepared by the course instructor and co-signed by the assisting academic staff member present at the exam.

Article 25 (Recording of Assessment Results)

(1) Grades or evaluation ratings are communicated to students individually.

(2) The course instructor is required to record the grade or evaluation awarded in the

student's transcript for each session, in accordance with the records in the course catalogue, upon the student's request.

(3) Grades or ratings are recorded by the course instructor in the course's electronic catalogue on the academic.utcb.ro platform.

(4) The faculty secretariat makes the electronic course catalogue available to the instructor at least two weeks before the start of the exam session.

(5) The course instructor is required to record all grades or evaluations awarded, as well as absences, in the electronic catalogue for each scheduled session.

(6) Grades or evaluations must be entered into the electronic catalogue no later than two business days after the completion of the exam.

(7) By exception to [\(5\)](#), the entry of grades or evaluations into the electronic catalogue may be postponed by a maximum of two business days, upon request by the tenured faculty member and approval by the dean of the faculty organizing the study program.

(8) By exception to [\(5\)](#) and [\(6\)](#), for assessments scheduled during the last two days of the exam session, the grades or evaluations of all students who took the exam must be entered into the electronic catalogue on the day of the exam.

(9) On the second business day following the end of the exam session, the electronic catalogue is locked for editing by the chief registrar of the faculty organizing the study program.

(10) Before the registers are locked for editing, in the event of a clerical error, a grade or evaluation recorded in the electronic register may be modified only by the course instructor.

(11) After the electronic catalogue is locked for editing, changes to one or more grades may be made only in exceptional circumstances, based on a justified request submitted by the course instructor and approved by the dean of the faculty organizing the study program.

(12) At the end of each exam session, the electronic catalogue is printed by the registrar's office of the faculty organizing the study program within three business days of being locked, in accordance with the provisions at [\(8\)](#).

(13) The printed transcript is verified and signed by the tenured faculty member, the chief secretary, and the Dean of the faculty organizing the study program, and is archived at the secretariat of that faculty within five business days of its printing.

(14) If a grade is changed after the electronic catalogue has been finalized and the physical catalogues have been printed and signed, a new catalogue containing only the changed grade is printed and follows the verification and signing procedure described at [\(12\)](#) immediately after the grade is changed.

(15) If, following an appeal, the grade has been changed by decision of the committee responsible for reviewing and resolving appeals, the revised grade shall be recorded in a separate electronic catalogue by the dean of the faculty. In this case, the catalogue shall be printed and signed by the dean and the chief secretary of the faculty organizing the study program. A copy of the minutes prepared by the

appeals review and resolution committee is attached to the register.

Article 26 (Settlement of Appeals)

(1) Students have the right to appeal a grade or evaluation result recorded in the electronic catalogue. Exercising the right to appeal is a legitimate right of the student and cannot result in negative consequences for their academic standing.

(2) The resolution of the appeal is the exclusive competence of the Technical University of Civil Engineering Bucharest, in accordance with the provisions of this regulation.

(3) The deadline for submitting an appeal is one working day from the communication of results.

(4) Appeals must be submitted in writing and addressed to the dean of the faculty organizing the study program.

(5) An appeal may concern one or more of the following:

(a) the method of grading and the allocation of points;

(b) the alignment between the exam questions and the course content, as outlined in the course syllabus;

(c) compliance with this regulation regarding the verification of the expected learning outcomes, if a violation could decisively influence the evaluation result.

(6) Oral exams cannot be appealed against, except in cases indicated in (5), (b) and (5), (c).

(7) If an appeal concerns both (5), (a) and (5), (b) and/or (5), (c), the latter will be analyzed and resolved as a priority.

(8) Appeals are analyzed and resolved by a committee appointed by the Dean of the faculty organizing the study program, consisting of:

(9) the Dean or the Vice-Dean responsible for the quality of teaching activities within the faculty organising the study program;

(a) the director of the department responsible for the course;

(b) a faculty member from the department responsible for the course, other than the course coordinator.

(c) By exception to (8), if an appeal concerns (5)(b) and (5)(c), the appeal shall be analyzed and resolved by a committee appointed by the Dean, consisting of:

(d) the Dean or the Vice-Dean responsible for the quality of teaching activities within the faculty organising the study program;

(e) the director of the department responsible for the course;

(f) a student representative who is member of the faculty council.

(10) If the course instructor is also the director of the department responsible for the course, he/she shall be replaced on the appeals committee by a member of the department council.

(11) If an appeal concerns (5), (a), the papers shall be regraded in accordance with the course syllabus, the formulated exam questions, and the grading scale. Regrading does not constitute a reevaluation of the student.

(12) If an appeal concerns (5), (b) and (5), (c), the Dean may decide, depending on

the severity of the situation, to cancel the evaluation results and reorganize the assessment for the student(s) who has submitted the appeal. Reorganizing the exam does not constitute a reevaluation of the student.

(13) If an appeal filed by a student also contains allegations regarding violations of ethical and professional conduct standards by faculty members teaching the course, which are likely to influence the student's performance and/or the assessment result, the Dean of the faculty organizing the degree program shall review the circumstances and, if substantial evidence of such violations is identified, may decide to have the student retake the examination before a committee composed of two faculty members specializing in the same field of study as the course instructor, from the departments involved in teaching the study program, chaired by the Dean or the associate dean responsible for the quality of teaching. The retake of the examination is conducted in accordance with the provisions of the course syllabus. The grade awarded is final and is recorded in accordance with the provisions at **Error! Reference source not found.**, (15). The examination committee verifies exclusively whether the expected learning outcomes have been achieved. The decision to form the examination committee does not constitute a direct or indirect confirmation of a violation of professional ethics and conduct by faculty members.

(14) The tenured faculty member is required to provide the committee responsible for reviewing and resolving the appeal, upon its request, with the following documents:

- (a) the exam questions and grading rubric;
- (b) the paper(s) written by the student(s) who filed the appeal;
- (c) course notes and other bibliographic resources made available to students;
- (d) the results of the student's ongoing assessment, if applicable.

(16) As part of the process of reviewing and resolving the appeal, the committee may request the opinion of the course instructor and/or the student(s) who filed the appeal, as appropriate.

(17) The deadline for resolving an appeal is 5 business days from the date of its submission.

(18) By exception to [0](#), in the case of students in their final year of study, if the final graduation exam session follows immediately after the regular exam session, the deadline for resolving an appeal shall be adjusted, as appropriate, so as to allow for the completion of their course evaluation by the start date of the final graduation exam.

(19) Faculty members may not intervene in the process of reviewing and resolving appeals, except at the express request of the appeals review and resolution committee. Faculty members may not exert pressure on students who have filed appeals or intend to file appeals, nor may they impose any conditions or retaliate, directly or indirectly, in connection with the filing or pursuit of an appeal.

Article 27 (Rewards)

(1) Students with good academic results can be rewarded through performance scholarships in accordance with the provisions of the Regulation on the granting of scholarships and other forms of social protection for students.

(2) Students with good academic results, with increased participation and good results in scientific activities or professional competitions organized by higher

education institutions or professional associations, in the country or abroad, and the valedictorians may also be rewarded by:

- (a) recognition within the university community;
- (b) occasional awards;
- (c) certificates of excellence.

(3) The granting of the rewards provided for in (2) shall be made at the proposal of the dean of the faculty organizing the study program in which the student is enrolled, with the approval of the Administrative Council.

(4) The „Student of the Year" award is granted annually at the level of each faculty and at the university level, in accordance with the provisions of the [Regulation for awarding the "Student of the Year" award in the Technical University of Civil Engineering Bucharest](#), endorsed by the decision of the University Senate

(5) The „Professor of the Year" award is granted annually, at the level of each faculty and at the level of the university, to members of the teaching staff with outstanding results in the process of carrying out and administering the teaching.

(6) The evaluation of teaching staff takes into account the following:

- (a) quality of teaching: pedagogical competence, use of innovative teaching methods;
- (b) the quality of the assessment of students' professional performance: the use of relevant and fair assessment tools, providing feedback to students after each assessment;
- (c) updating one's own knowledge and curriculum to take into account scientific and technological developments;
- (d) participation in the evaluation and quality assurance activities of the teaching process, revision of curricula and teaching materials;
- (e) participation in mentoring and student guidance activities;
- (f) the availability of the teaching staff for guidance of the graduation papers;
- (g) participation in extra-curricular activities for the professional training of students, outside the minimum requirements contained in the curriculum;
- (h) involvement in the university community by participating in administrative and academic development activities;
- (i) continuous professional development by participating in courses, workshops, conferences, developing practical works/projects in cooperation with the industry, acquiring certifications in university teaching;
- (j) transparency and openness to adjust one's own teaching activity based on the opinion of the partners in the university community.

(7) The granting of the reward provided for in (5) shall be made at the proposal of the Dean of the Faculty, with the approval of the Administrative Council.

Chapter VII The System of Transferable Study Credits

Article 28 (General Aspects)

(1) Transferable study credits represent the workload required to accumulate a coherent set of learning outcomes. Study credits are quantified in integer numerical values.

(2) The credits shall be allocated for each discipline included in the curriculum of the

study program, based on the total volume of study hours necessary for its completion, which includes the student's participation in fully assisted teaching activities, partially assisted teaching activities and non-assisted teaching activities.

(3) The completion of a study program by a student requires the acquisition of the minimum number of credits specific to the program, as established by decision of the Government of Romania, in accordance with the provisions of the curriculum.

(4) For undergraduate study programs in the fields indicated in Article 3, (1), (a) to (g), the minimum number of credits is 240.

(5) For study programs in the field indicated in Article 3, (1 (h), the minimum number of credits is 180.

(6) Credits are distributed evenly across the duration of undergraduate study programs, as established in accordance with the provisions of [Article 6](#). The minimum total number of credits per semester is 30.

(7) In determining the number of credits allocated to a discipline, one credit is awarded for every 25–30 hours of student academic activity, consisting of:

(a) university-based preparation, comprising contact hours allocated to: teaching – lectures/courses; practical application – seminars, laboratories, projects, research, and field visits; assessment – dissertations, examinations. It is recommended that the volume of practical hours be at least equal to the volume of lecture hours;

(b) individual study/preparation, including: review of lecture notes; study of course materials, textbooks, and recommended literature; specific activities related to project or laboratory preparation; completion of assignments, papers, supplementary research in the library or online; preparation for presentations, assessments, or final examinations; participation in academic counselling.

(8) In the allocation of transferable study credits per semester, a semester is considered to consist of 17 weeks, including the examination period.

(9) An academic year, corresponding to a minimum of 60 ECTS credits, includes a total of 1,500–1,800 hours of teaching and individual study related to both compulsory and optional academic activities.

(10) The total number of credits allocated to all subjects in the curriculum complies with the provisions of paragraphs [\(6\)](#) and [\(7\)](#).

(11) The credits allocated to a subject are awarded to a student only after the student obtains a mark equal to or greater than 5, or the „pass” qualification, for that subject.

(12) The credits allocated to a subject are indivisible and cannot be earned partially.

(13) A subject included in the core curriculum of various study programs within the same undergraduate field is allocated the same number of credits.

(14) Students who have engaged in volunteer activities at the Technical University of Civil Engineering Bucharest, the University's Academic Foundation, or the university's legally constituted student organizations may receive transferable credits in recognition of their activities, under the system for credits awarded for elective courses, up to a maximum of two credits per semester. Credits for volunteer

activities are awarded based on a request approved by the dean of the faculty organizing the study program, submitted by name by each student volunteer prior to the start of the volunteer activity. Credits for volunteer activities are recorded in the diploma supplement issued upon completion of studies.

Article 29 (Recognition of Credits)

(1) The credits accumulated by a student remain valid for the entire duration of their studies.

(2) Credits obtained during a temporary mobility period shall be recognized in accordance with the provisions of [Article 35](#).

(3) For students simultaneously enrolled in two study programs within the same cycle, credit recognition is based on the academic transcripts issued at the end of the academic year by a committee established in accordance with the provisions of **Error! Reference source not found.** Article 35, **Error! Reference source not found.**, for each study program pursued.

(4) Upon the termination of studies, the former student retains all credits accumulated at the Technical University of Civil Engineering Bucharest, within the same undergraduate field in which the study program was pursued.

(5) Credit recognition is carried out strictly within the same cycle of university studies.

Article 30 (Advancement into the Following Year of Study)

(1) A student's advancement from one academic year to the next is conditional upon the accumulation of a minimum number of credits, as follows:

(a) For undergraduate study programs with a duration of four years:

- advancement from Year I to Year II: 30 credits;
- advancement from Year II to Year III: 90 credits;
- advancement from Year III to Year IV: 150 credits.

(b) For undergraduate study programs with a duration of three years:

- advancement from Year I to Year II: 30 credits;
- advancement from Year II to Year III: 90 credits.

(2) The Administrative Council may approve, at the end of the academic year, modifications to the minimum number of credits specified in paragraph [\(1\)](#) in order to balance student group distribution across academic years.

(3) Students who do not accumulate the minimum number of credits established in accordance with the provisions of paragraphs [\(1\)](#) and [\(2\)](#) by the end of the academic year shall be re-enrolled in the same academic year they have just completed. That year shall be counted within the total duration of studies. In such cases, the student must comply with the curriculum of the current cohort.

(4) By exception to paragraph (3), first-year students who do not accumulate the minimum number of credits established in accordance with the provisions of paragraphs (1) and (2) by the end of the academic year shall be expelled.

(5) By September 10 of each academic year, students must select the courses for which they have not earned the required credits and for which they intend to retake the coursework and complete the assessment of learning outcomes in the following academic year. These courses are selected using the specific features of the academic.utcb.ro platform.

Chapter VIII Students' Academic Mobility

Article 31 (Preamble)

(1) Student academic mobility is the right of students to be recognized for transferable credits acquired, under the conditions of the law, at other higher education institutions in the country or abroad.

(2) This chapter covers the academic mobility of:

(a) students of The Technical University of Civil Engineering Bucharest to other higher education institutions in the country or abroad;

(b) students from other higher education institutions in the country or abroad at The Technical University of Civil Engineering Bucharest.

(3) Technical University of Civil Engineering Bucharest develops institutional relations for academic mobility only with accredited or provisionally authorized higher education institutions.

(4) For the purposes of this Chapter, the higher education institution receiving an academically mobile student is called the receiving institution and the higher education institution from which an academically mobile student departs is called the sending institution.

(5) Student status is maintained throughout the period of internal or international academic mobility.

(6) The Technical University of Civil Engineering Bucharest ensures through the provisions of the institutional agreements concluded with partner educational institutions that its own students participating in academic mobility benefit from the same rights as students enrolled in the receiving educational institution.

(7) Technical University of Civil Engineering Bucharest provides students participating in academic mobility within its own study programs the same rights as its own students.

(8) The Technical University of Civil Engineering Bucharest, as the sending institution, recognizes transferable credits in the case of internal and international academic mobility for the student who proves the mobility period with documents issued by the receiving higher education institution.

(9) The Technical University of Civil Engineering Bucharest does not impose eligibility

criteria aimed at the academic performance of students receiving a social scholarship for participation in temporary student academic mobility.

(10) The equivalence at the Technical University of Civil Engineering Bucharest of grades or qualifications obtained during an international academic mobility is based on the conversion grid [Annex 9](#).

Article 32 (Types of Academic Mobility)

(1) Student academic mobility can be:

(a) internal, where the receiving and sending institutions are Romanian higher education institutions;

(b) international, where the receiving institution or the sending institution, as the case may be, is a higher education institution outside Romania.

(2) Student academic mobility can be:

(a) temporary, with the student returning to their home institution to complete and finalize their studies;

(b) definitive, without the student returning to their home institution to complete or finalize their studies.

(3) Academic mobility can be organized in physical, virtual or mixed format.

(4) Academic mobility covers all types of activities foreseen in the curriculum of the study program.

(5) The Technical University of Civil Engineering Bucharest may act as the home institution and/or the host institution within the framework of academic mobility.

Article 33 (Mobility Application and Institutional Agreement)

(1) Academic mobility can be carried out following a student's request under the following conditions:

(a) the existence of an institutional agreement between the Technical University of Civil Engineering Bucharest and, as the case may be, the receiving institution or the sending institution;

(b) the acceptance of the Technical University of Civil Engineering Bucharest and of the receiving institution or the institution of origin, as the case may be.

(2) The acceptance set out at [\(1\)](#), [\(b\)](#) consists in the completion and signature of the standard mobility application by the parties involved, as set out in [Annex 8](#), as follows:

(a) the student submits the mobility application to the receiving higher education institution in order to obtain acceptance for mobility;

(b) after obtaining the mobility acceptance, the student applies to the home higher education institution for mobility approval;

(c) the conditions under which the mobility takes place are also specified in the application.

(3) At the request of a student, the Technical University of Civil Engineering Bucharest

may conclude mobility agreements with another higher education institution in the country or abroad to facilitate their mobility, if there is no inter-institutional agreement between the two institutions at the time of the request, with the approval of the University Senate, after the opinion of the Administrative Council. In this case, the proposal for the conclusion of the institutional agreement is made by the dean of the faculty organizing the study program in which the student making the request is enrolled.

(4) The inter-institutional agreements for students' academic mobility establish the conditions for carrying out mobility between the Technical University of Civil Engineering Bucharest and the partner higher education institution, specifying:

- (a) type of mobility;
- (b) duration of mobility;
- (c) number of mobilities;
- (d) field of study and, where applicable, the program of study;
- (e) how temporary mobility is funded;
- (f) language of study;
- (g) accommodation conditions for physically mobile students;
- (h) how participating students are selected
- (i) support services offered to mobility participants, if any;
- (j) conditions for recognition of the results of academic mobility.

Article 34 (Accessing a Temporary Academic Mobility)

(1) The student can benefit from temporary academic mobility:

- (a) on the basis of existing inter-institutional agreements on academic mobility of students, to which the Technical University of Civil Engineering Bucharest is a party;
- (b) on their own, through the conclusion of a specific inter-institutional academic mobility agreement, as provided for in [Article 33, \(3\)](#).

(2) Temporary academic mobility on your own is at the request of the student who has identified a potential host institution.

(3) Temporary academic mobility on own-account is carried out in compliance with the provisions of [Article 33, \(2\)](#).

(4) Temporary academic mobility can take place after the first semester and until the end of the penultimate semester, with the exception of mobility within the framework of international programs such as Erasmus+, which can also take place in the last semester.

(5) Temporary academic mobility can only be carried out between study programs with the same total number of compulsory transferable study credits in the same branch of science.

(6) Curriculum compatibility for the recognition of transferable study credits shall be

established prior to the mobility period and the recognition of transferable study credits shall be carried out after the mobility is completed, in accordance with the regulations of the higher education institutions involved, as applicable, and in accordance with the provisions of the Recommendation of the Council of the European Union of 26 November 2018 on the promotion of automatic mutual recognition of qualifications acquired in higher education and those acquired as a result of the completion of an upper secondary cycle of education and training and of the results of learning periods spent abroad and the European Credit Transfer Credit System (ECTS) User's Guide.

(7) The Technical University of Civil Engineering Bucharest concludes a Learning Agreement with the receiving institution or the sending institution, as the case may be, which provides the details of the student's academic program, including the credits to be earned and which will be recognized by the sending institution. The model Study Agreement can be found at [Annex 11](#).

Article 35 (Recognition of Credits)

(1) In the case of temporary mobilities, the recognition of transferable study credits at the Technical University of Civil Engineering Bucharest, as the sending institution, is carried out after the end of the mobility, in accordance with the inter-institutional agreement and the provisions of this Regulation.

(2) The decision on the recognition of credits acquired at the receiving institution is issued by the Dean of the faculty organizing the study program at the sending institution within a maximum of 10 working days from the moment the recognition file was submitted by the student.

(3) The credits earned by the student during the period of temporary mobility, in accordance with the Study Agreement, as confirmed by the transcript of records sent by the host institution, are fully recognized without the need for further assessment of the student or additional work. These credits are taken into account in calculating the minimum number of credits required for graduation.

(4) In case a student on academic mobility does not accumulate all the credits stipulated in the Learning Agreement, the credits accumulated will be recognized according to the provisions of (3). The remaining credits are obtained by taking subjects in the semester in which the mobility took place from the curriculum of the study program in which the student is enrolled. The selection of subjects is made by a committee appointed by the Dean of the faculty composed of three members, as follows:

- (a) the Dean of the faculty or the Vice-Dean responsible for teaching;
- (b) two teachers from the faculty council.

(5) The subjects for which credits have been earned in the framework of temporary mobilities shall be included in the transcript of records and in the Diploma Supplement, with their original titles and their translation into the language(s) in which the Diploma Supplement is issued, mentioning the institution where they were followed and the credits and marks awarded. This also applies to traineeships.

Article 36 (Permanent Academic Mobility)

- (1) Permanent academic mobility may be carried out in compliance with the legal provisions on tuition capacity and higher education funding.
- (2) Internal permanent academic mobility between two higher education institutions in Romania is based on the „grants follow the student" principle.
- (3) Permanent academic mobility can only take place at the beginning of the semester, after the first semester and until the end of the penultimate semester.
- (4) Permanent academic mobility can only take place between study programs with the same total number of compulsory transferable study credits, in the same fundamental field.
- (5) The enrollment at the Technical University of Civil Engineering Bucharest as a receiving institution of a student in definitive academic mobility from another higher education institution is made in compliance with the provisions of this Regulation on the recognition of transferable study credits and the conditions for promotion of study years.
- (6) If the curricula of the study programs at the institution of origin and the Technical University of Civil Engineering Bucharest are substantially different, the possibility of recognizing the credits obtained shall be analyzed by a committee appointed by the dean of the faculty composed of:
 - (a) the Dean of the faculty or the Vice-Dean responsible for teaching;
 - (b) two teachers from the faculty council.
- (7) If the study program at the institution of origin has the same name as the one chosen at the Technical University of Civil Engineering Bucharest and is carried out within the same undergraduate field, the credits accumulated by the student are fully recognized without requiring additional assessment of the student or additional work. The subjects that the student must take in order to complete the credits at the Technical University of Civil Engineering Bucharest shall be determined by a committee constituted in accordance with the provisions of [\(6\)](#).
- (8) The enrollment of students on permanent academic mobility is carried out in accordance with the legal requirements for entering changes in the student register.
- (9) In the case of definitive academic mobility, the diploma is issued to the graduate by the higher education institution that organizes the final exam.
- (10) The provisions on permanent academic mobility also apply to students from Member States of the European Union, citizens of States belonging to the European Economic Area and the Swiss Confederation, as well as British citizens and members of their families, 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.
- (11) In the case of third countries, the provisions of the relevant bilateral agreements and international agreements in force at the time of the mobility will apply.

Article 37 (Promoting Academic Mobility)

(1) The Technical University of Civil Engineering Bucharest includes in its multi-annual strategic plan of institutional development a chapter on internationalization of the educational process and accessibility of student academic mobility.

(2) The Technical University of Civil Engineering Bucharest implements active measures regarding the accessibility of academic mobility opportunities for students, including students at risk, students with disabilities and non-traditional students, including by carrying out specific actions to digitize the process of enrollment to an academic mobility.

(3) The Technical University of Civil Engineering Bucharest may finance, co-finance and/or advance funds from its own revenues to support the implementation of mobility projects, with the approval of the Administrative Council.

(4) The Technical University of Civil Engineering Bucharest and the university consortia of which it is part may submit individual or group applications for the funding of mobility projects through an Erasmus+ grant, in compliance with the principles of the Erasmus University Charter and the calendar proposed by the national agency managing the Erasmus+ funds, with the approval of the Administrative Council.

(5) Technical University of Civil Engineering Bucharest can access funds to increase the number of academic mobility among students, granted by the National Program for University Internationalization „Study in Romania“, a program financed by the Ministry of Education, through funds allocated from the state budget, in accordance with art. 120 para. (1) of the Higher Education Law no. 199/2023, as amended and supplemented.

(6) The Centre for International Relations and the Centre for Career Guidance and Counselling organize for the students of each study program a public presentation on the national and international mobility programs available at the Technical University of Civil Engineering Bucharest, at least once every academic year.

(7) For students who are due to participate in academic mobility, faculties shall establish alternative methods and dates of assessment in certain subjects, if the mobility in which they are participating begins before the end of the examination session provided for by the structure of the academic year.

(8) The Technical University of Civil Engineering Bucharest may supplement, from its own funds, the amount of scholarships offered to students for temporary internal or international academic mobility, in accordance with the provisions of the [Regulation on the granting of scholarships and other forms of social protection for students of the Technical University of Civil Engineering Bucharest](#).

(9) The Technical University of Civil Engineering Bucharest may provide additional financial support measures for students who are beneficiaries of a social scholarship and who are to benefit from a temporary academic mobility, in accordance with the provisions of the [Regulation on the granting of scholarships and other forms of social protection for students of the Technical University of Civil Engineering Bucharest](#).

Article 38 (Monitoring Academic Mobility)

(1) The monitoring of student mobility placements is an integral part of the quality

assurance system at the Technical University of Civil Engineering Bucharest.

(2) The Center for Career Guidance and Counseling and the International Relations Service provide the student who has participated in an academic mobility with a feedback form to evaluate the quality of the academic mobility placement

(3) The Centre for Career Guidance and Counselling and the Centre for International Relations analyze the data collected through the feedback form and propose, where appropriate, to the Administrative Council the plan of measures to improve students' academic mobility.

(4) The Center for Evaluation and Quality Assurance of the Technical University of Civil Engineering Bucharest shall include in the annual report data on the process of carrying out internal or international academic mobilities, including the feedback evaluation process provided at [\(2\)](#), and the action plan.

(5) The Technical University of Civil Engineering Bucharest reports in the national platforms the international physical, virtual, mixed mobilities, as well as collaborations in integrated or joint programs, for monitoring and evaluation purposes and to facilitate evidence-based policies.

Chapter IX Student's Academic Status and Graduation

Article 39 (Annual Grade Average)

(1) The average grade point average of a student can be calculated as:

(a) arithmetic average of the marks received;

(b) the weighted average of the marks received, considering the marks received and the weighting of each mark equal to the number of credits allocated to the subject.

(2) The grade point average is calculated at the end of the academic year or at the end of the first semester.

(3) The grade point average for the year of study recorded in the student's academic register is the weighted average of the grades received, calculated at the end of the academic year, for the subjects for which the student has earned credits.

Article 40 (Graduation)

(1) A student's graduation from a program of study is conditional on the minimum number of credits required under [Article 28](#), [\(4\)](#) and [\(5\)](#).

(2) The number of credits allocated to optional subjects is not included in the calculation of the total minimum number of credits required for graduation.

Article 41 (Student's Academic Status)

(1) The student's academic status can be:

(a) passed (P) - a student who has accumulated the number of credits specified at [Article 30](#), [\(1\)](#);

(b) re-enrolled in year of study (R) - student who has not accumulated the number of credits specified at [Article 30, \(1\)](#);

(c) interrupted studies (IS) - a student for whom the interruption of studies has been approved in accordance with [Article 15](#);

(d) temporarily mobile (TM) - a student who left the Technical University of Civil Engineering Bucharest on temporary mobility to a receiving higher education institution or a student who came to the Technical University of Civil Engineering Bucharest on temporary mobility from a sending higher education institution;

(2) A student is considered „fully passed" (IP) if he/she has accumulated all the credits stipulated in the study program for the compulsory and optional subjects he/she has taken up to the date of the analysis.

(3) The academic status is determined for each student at the end of the academic year by the faculty organizing the study program.

(4) The academic status of former students can be:

(a) graduate (G) - a student who has accumulated the minimum total number of credits specified in [Article 28, \(4\)](#) or [\(5\)](#), as applicable;

(b) transferred (T) - a student who has left the Technical University of Civil Engineering Bucharest on a permanent mobility to a receiving higher education institution;

(c) expelled (E) - a person who has lost the status of student of the Technical University of Civil Engineering Bucharest before graduation.

Chapter X Reimbursement of Tuition Fees Financed from the State Budget

Article 42 (Amount of Tuition Grant)

(1) The value of tuition services financed from the state budget, in whole or in part, to be reimbursed represents the amount of study grants for the years of tuition that he/she benefited from at the Technical University of Civil Engineering Bucharest.

(2) A study grant, which is the tuition fee for a student enrolled in a program of undergraduate studies for one year of study, is composed of:

(a) the basic funding allocation calculated on the basis of the average cost per equivalent student, per field, per study cycle and per language of instruction, to which an equivalence coefficient is applied, where appropriate (Table 1 of Annex no. 3 of the Methodology for the Allocation of Budgetary Funds for the Basic and Supplementary Financing of State Higher Education Institutions in Romania for the respective year, published by the Ministry of Education) and, respectively, a cost coefficient (from Annex no. 3 of the Methodology for the Allocation of Budgetary Funds for the Basic and Supplementary Financing of State Higher Education Institutions in Romania for the respective year, published by the Ministry of Education)

(b) the grant received during the period of studies, if he/she received a grant from the state budget;

(c) funds reimbursed to the student for local transportation facilities during the period of study, if the student has received transportation reimbursement;

(d) the canteen allowance which the student received during his/her studies, if he/she received a canteen allowance during his/her studies.

Article 43 (Refunding of Amounts to the University)

(1) The student or graduate who wishes to reimburse the tuition fees financed from the state budget in accordance with the provisions of Art. 35 para. (8) lit. b) of the Higher Education Law no. 199/2023, with subsequent amendments and additions, to the Technical University of Civil Engineering Bucharest shall make a written request to the university, stating the name of the program of university studies in which he/she was enrolled, the period and form of education.

(2) The Secretariat of the Technical University of Civil Engineering Bucharest, with the support of the Services of the General Administrative Directorate, establishes the tuition fee for each applicant, with financing from the state budget, in compliance with the provisions of [Article 42](#).

(3) The tuition fees are indexed to inflation.

(4) The Secretariat of the Technical University of Civil Engineering Bucharest will send in writing to the applicant the amount to be refunded and the account to which it should be transferred, within a maximum of 5 working days from the registration of the application.

(5) After the recovery, by the Technical University of Civil Engineering Bucharest, of the amount constituting the tuition fees for the tuition services for the university studies followed by the applicant at the university, a document is issued to the applicant to certify the proof that the amount has been refunded in accordance with the provisions of art. (8) letter b) of the Law on Higher Education No. 199/2023, as amended and supplemented. It shall be drawn up according to the model in [Annex 11](#), and shall be sent to the applicant by letter and/or electronically, as appropriate, with a qualified signature in the case of electronic transmission.

Article 44 (Refunding of Amounts to the Ministry of Education)

(1) Amounts recovered for tuition fees shall be returned to the Ministry of Education.

(2) Within a maximum of 15 working days from the recovery of the tuition fees, the secretariat of the Technical University of Civil Engineering Bucharest shall make the changes regarding the student's status in the Single National Register of Romania / Single National Integrated Register of Diplomas and Study Documents.

Chapter XI Other Provisions

Article 45 (Final Provisions)

(1) This regulation may be amended by decision of the University Senate at least 3 months before the beginning of the academic year to which it will apply.

(2) By exception to **Error! Reference source not found., Error! Reference source not found.**, until the end of the 2026–2027 academic year, the weighted average based on credit points shall be used in university documents for all students enrolled in the 2022–2023 academic year.

(3) In applying this regulation, learning outcomes for courses that include a colloquium as specified in the current curriculum shall be assessed through formative assessment.

(4) As from the date of entry into force of this Regulation, the following methodologies and regulations are annulled:

(a) Regulation regarding the students' activity in the Technical University of Civil Engineering Bucharest adopted by the University Senate resolution no. 11557/31.10.2022;

(b) Regulation on the organization of study programs in the system of transferable credits approved by the decision of the University Senate no. 1581/18.02.2021

(c) UTCB Methodology on the development of teaching, learning, research and practical applications through the use of specific electronic, IT and synchronous communication resources approved by the Senate decision no. 9522/20.09.2022.

Annex 1 List of university study programs organized by the Technical University of Civil Engineering Bucharest:

Level of Study	Organizing Faculty	Field of study	Program	Language	Mode of Study	Credits	Enrollment Capacity	Notes
1	Faculty of Civil, Industrial, and Agricultural Buildings	Civil Engineering	Civil, Industrial, and Agricultural Buildings	Romanian	IF	240	500	Accredited
1	Faculty of Civil, Industrial, and Agricultural Buildings	Civil Engineering	Urban Engineering and Regional Development	Romanian	IF	240	100	Accredited
1	Faculty of Civil, Industrial, and Agricultural Buildings	Engineering and Management	Engineering and Management in Construction	Romanian	IF	240	75	Accredited
1	Faculty of Hydrotechnical Engineering and Water Resources Management	Systems Engineering	Automation and Applied Computer Science	Romanian	IF	240	60	Accredited
1	Faculty of Hydrotechnical Engineering and Water Resources Management	Civil Engineering	Hydrotechnical Planning and Construction	Romanian	IF	240	80	Accredited
1	Faculty of Hydrotechnical Engineering and Water Resources Management	Civil Engineering	Water Supply and Sewer Systems Construction	Romanian	IF	240	60	Accredited

1	Faculty of Hydrotechnical Engineering and Water Resources Management	Civil Engineering	Water Engineering	Romanian	IF	240	180	Provisionally Accredited
1	Faculty of Railways, Roads, and Bridges	Civil Engineering	Railways, Roads, and Bridges	Romanian	IF	240	225	Accredited
1	Faculty of Plant Engineering	Facilities Engineering	Building Systems	Romanian	IF	240	350	Accredited
1	Faculty of Building Services Engineering	Building services engineering	Building Systems (in French)	French	IF	240	75	Accredited
1	Faculty of Plant Engineering	Building services engineering	Atmospheric Protection Systems and Equipment	Romanian	IF	240	50	Accredited
1	Faculty of Mechanical Engineering and Robotics in Construction	Mechanical Engineering	Construction Technology Equipment	Romanian	IF	240	125	Accredited
1	Faculty of Mechanical Engineering and Robotics in Construction	Mechatronics and Robotics	Mechatronics	Romanian	IF	240	60	Accredited
1	Faculty of Geodesy	Geodetic Engineering	Land Surveying and Cadastre	Romanian	IF	240	250	Accredited
1	Faculty of Engineering in Foreign Languages	Civil Engineering	Civil Engineering (in English)	English	IF	240	100	Accredited
1	Faculty of Engineering in Foreign Languages	Civil Engineering	Civil Engineering (in French)	French	IF	240	60	Accredited

1	Faculty of Engineering in Foreign Languages	Applied Modern Languages	Translation and Interpretation (English – French/German/Spanish)	Romanian	IF	180	100	Accredited
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Annex 2 Enrollment Application Form (Online Form)

Introduction

According to the regulation on the organization of teaching activities, the deadline for completion of all the above-mentioned registration and enrollment formalities is 5 working days from the beginning of the academic year, i.e. the period from 30 September to 4 October 2024. The above steps can be completed in any order provided the deadline is respected. Failure to meet the deadline will result in non-registration at the Technical University of Civil Engineering Bucharest.

Section 1 - Declaration

I hereby declare that I am aware of and will comply with the Regulations regarding the professional activity of students, as well as those regarding the behavior of students in the educational and accommodation facilities of UTCB.

I am also aware that the Technical University of Civil Engineering Bucharest collects and processes personal data of individuals who wish to enroll for university studies at the University, or who are admitted to university studies at the University and ensures the rights of data subjects as provided for in Regulation (EU) 679/2016 with subsequent amendments and additions to national legislation. The information notice on the processing of personal data for students is publicly displayed at the secretariats of the University. Detailed and updated information on the processing of personal data within the University can also be found on the website: <https://utcb.ro>. The Personal Data Protection Officer at the Technical University of Civil Engineering Bucharest can be contacted using the contact details on the website: <https://utcb.ro>.

Section 2 - Reason for completing the form

Fill in the questionnaire for

- enrollment
- re-enrollment

Section 3 - Student ID

Question regarding the issuing of the student ID card which also contains the ISIC card, the European student card and also the card that can be used for access control to different UTCB locations such as UTCB dormitories.

Personal data will be processed by the partner Association for the Support of Young People, Students and Teachers (ISIC) in order to issue the ISIC-UTCB academic ID card, which will serve as a service upon entering the dorm and will provide international recognition and access to a network of over 140,000 benefits in over 130 countries.

You want the UTCB academic ID card

- Yes and I agree to the processing of data by the Association for the Support of Young People, Students and Teachers
- No, I already have the badge
- No, I don't want

Section 4 - Student data

Surname

First name

Father's initials

Field of study

Faculty

Year of study

Personal numeric code

Date of birth

Place of birth

Identity card

Identity card series and number

Date of issue of the identity card

Expiry date of identity card

Marital status

Citizenship

Section 5 - Contact details

E-mail

Phone

Section 6 - Domicile

Country

County

Stable domicile

Residence while studying

Annex 3 University Study Contract

No.	Date:
-----	-------

University Study Contract

Between:

The Technical University of Civil Engineering Bucharest, with its headquarters at 122–124 Lacul Tei Blvd., Sector 2, represented by *Rector's Name*, in his capacity as rector, and *Dean's Name*, in his capacity as head of the institution of higher education, hereinafter referred to as UTCB, and

Student's Name, Personal Identification Number (*PIN*), identified by *ID Card No.*, mailing address: *country, city, street and number, building, apartment, phone number, email address*, as a student, this contract has been entered into.

Subject Matter of the Contract

- (1) The purpose of this contract is to conduct educational activities, governing the relationship between the Technical University of Civil Engineering Bucharest, hereinafter referred to as UTCB, and the student, and specifying the rights and obligations of the signatory parties.
- (2) Under this contract, the student is enrolled in *the undergraduate/master's degree program* organized by *the Faculty responsible for the program as a state-funded student or a tuition-paying student*, in the "full-time" mode of study.

Term of the Contract

- (3) This contract takes effect on *October 1, 2025*, and remains in force for the standard duration of study, as established in accordance with the provisions of the program's curriculum.
- (4) In the case of a student participating in permanent mobility programs, with UTCB serving as the host institution, the contract shall remain in effect for the remaining period of study, in accordance with the provisions of the study program's curriculum.
- (5) In the event of a leave of absence approved by UTCB at the student's request, the contract is suspended for the duration of the leave of absence.

Rights of UTCB

- (6) To fulfill the purpose of this contract, UTCB has the following rights: (a) to supervise and monitor the student's compliance with the obligations set forth in Law 199/2023, the University Charter, and the university's regulations; and (b) to implement and apply the quality assurance and evaluation system in all aspects of the educational activities conducted under this contract.

UTCB's Obligations

(7) To fulfill the purpose of this contract, UTCB has the following obligations: (a) UTCB ensures a high-quality educational process for the student's professional training; (b) UTCB informs the student of the regulations and resolutions approved by the University Senate regarding the conduct of teaching activities by publishing them on the website <https://utcb.ro/>; and (c) UTCB shall apply and comply with the legal provisions and its own regulations regarding activities on campus.

Student Rights

(8) To fulfill the purpose of this contract, the student has the following rights, based on the principles set forth in the UTCB Code of Student Rights and Obligations: (a) the right to a quality education; (b) the right to equitable access to learning opportunities offered by national and international mobility programs and to take active measures against obstacles to the physical or virtual mobility of at-risk students, students with disabilities, or non-traditional students; (c) the right to permanent mobility from one institution of higher education to another, in accordance with the provisions of applicable law; (d) the right to the protection of personal data, in accordance with Regulation (EU) 2016/679 on the protection of natural persons 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, such as lecture notes, presentations, or other materials summarizing the course content, in physical or electronic format, and access to all teaching materials available free of charge in university libraries or on the faculty's website. These are made available to students, in the language of instruction for the relevant course, within the first two weeks of the start of each semester; (f) the right to access major specialized books and scientific publications at university libraries and central university libraries; (g) the right to be informed, within the first two weeks of the semester, regarding the content of the syllabus for each course, which includes: the learning objectives/expected outcomes of the course, the content of the educational process for the course, and the topics covered in each instructional activity; teaching methods - learning, the required reading list and optional reading list, as well as the assessment and examination procedures, the minimum requirements for passing, and the weighting of different types of assessment and examination in the final grade; (h) the right to receive, at the beginning of the first year of study, a "Student Handbook" containing information regarding: the student's rights and obligations, the courses in the curriculum, the services provided by the institution of higher education, assessment procedures, tuition fees, the material resources of the institution of higher education and the faculty, information about legally established student associations, ways to access scholarships and other forms of funding, mobility programs, as well as other benefits and grants provided, etc. Higher education institutions may support student associations in carrying out this task; (i) the right to be assigned a mentor/advisor/tutor for their year, cohort, or group—depending on the size of these study groups—from among the faculty members of the department in which they are enrolled. Higher education institutions shall establish the procedures for accessing information regarding the list of mentors/advisors/tutors and their contact information, and shall develop regulations governing the tutoring system, as well as the activities and responsibilities of faculty tutors, to be approved by the university senate; (j) the right to participate in the semester-end evaluation of courses, seminars, practical work, faculty performance, and other educational and/or organizational aspects related to their program of study, in accordance with legal provisions; (k) the right to access regulations, resolutions, decisions, minutes, and other documents of the institution at which they study, in accordance with applicable law; (l) copyright and intellectual property rights for the results obtained through research and development, artistic creation, and innovation, in accordance with applicable law, institutional university 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 educational activities, provided by the institution of higher education, in accordance with applicable law and university regulations; (n) the right to interrupt and resume studies in accordance with applicable law and institutional regulations; (o) the right to study in their native language or in an internationally recognized language, if this option is

available at the institution of higher education, within the limits of the places allocated for this type of study program; (p) the right to receive, upon request, personalized feedback from faculty members following each assessment process in which they participate; (q) the right to an objective and non-discriminatory assessment of learning outcomes achieved upon completion of a course, in accordance with the course syllabus, and the right to know the grading criteria used to evaluate them; (r) the right to appeal grades received on written exams, in accordance with the internal regulations of the institution of higher education; (s) the right to access their personal academic record; (t) the right to be informed of the results obtained upon taking the final exams; (u) the right to be consulted by faculty members regarding the scheduling of exam dates; (v) the right to benefit from a student-centered educational process aimed at personal development, social integration, and the development of employability, job retention, and labor market mobility; (w) the right to benefit from flexible learning pathways, in accordance with applicable legal regulations; (x) the right to access specialized software for determining the degree of similarity, provided by the institution of higher education, when preparing academic papers, in accordance with institutional regulations; (y) the right to participate in extracurricular, scientific, technical, cultural-artistic, and athletic activities; (z) the right to free wireless internet access for all members of the university community throughout the entire university campus.

Student Obligations

To fulfill the purpose of this contract, the student has the following obligations: (a) to complete all assigned academic tasks in accordance with the curriculum and course descriptions; (b) to comply with the Charter, regulations, methodologies, and decisions of UTCB; (c) to comply with the quality standards established by UTCB; (d) to respect the copyrights of others and to acknowledge the original source of the information presented in their work; (e) to report to the competent authorities any irregularities in the educational process and in activities related thereto; (f) to comply with the provisions of UTCB's code of academic ethics and professional conduct; (g) to prepare and defend course-level assessment papers and original final theses; (h) to participate in academic activities without being under the influence of alcohol or other prohibited substances; (i) to refrain from using language or engaging in behavior inappropriate for the university environment; (j) to use all facilities and grants received appropriately and in accordance with their intended purpose; (k) to maintain cleanliness, quiet, and order on campus; (l) to preserve the integrity and proper functioning of the facilities made available to them by UTCB; (m) to use the university's facilities strictly in accordance with their intended purpose and specific rules so as not to endanger their own safety or that of other members of the university community; (n) to bear the cost of any damage caused to the facilities made available to them by UTCB; (o) to fulfill the financial obligations imposed by UTCB, under the terms established in this contract; (p) to comply with the provisions of the university study contract; (q) to notify the faculty secretariat in writing of any changes in their personal status (address, name, etc.) during the course of their university studies; (r) not to harm, in any way, the image and prestige of UTCB, as established within the national and European academic community and in society at large.

Funding for Studies

(9) A student enrolled in a „tuition-free” position, for studies funded by the state budget, may benefit from this funding status only for a period of study equal to the duration of the academic program, in accordance with the provisions of the curriculum. If this period is exceeded, the student may continue their studies under „tuition-paying” funding status.

(10) The duration of studies considered for the application of the provision at (9) also includes the years of university study within the same cycle of studies that the student completed at other institutions of higher education in Romania, in state-funded places.

(11) If, due to fluctuations in student enrollment, state-funded places become available in a degree program during an academic year, a student enrolled in that program under the „tuition-paying” funding status may request a change to „tuition-free” funding status. The request and its resolution are handled in accordance with the provisions of UTCB regulations.

(12) The method of funding established by this contract may be modified only at the beginning of each academic year.

(13) UTCB charges fees for retaking exams or other forms of assessment in accordance with the provisions of these regulations; for participation in optional extracurricular activities not included in the curriculum, at the student’s request; and for issuing duplicates of academic transcripts, at the student’s request.

(14) For students enrolled in the „tuition-paying” program, UTCB charges tuition. Tuition is determined based on the number of credits specified in the curriculum for the academic year in which the student is enrolled—which the student must earn—and the value of each credit point.

(15) The amount of the tuition fees is approved by the university senate. The announced tuition fees remain in effect for the entire duration of the study program and may be adjusted by no more than the inflation rate.

(16) If a student’s period of study exceeds the duration of the program, the student is enrolled in the „tuition-paying” funding category, upon their request, or is dismissed.

(17) Students must pay the equivalent value of the credits not earned for courses from academic years prior to the year in which the student is enrolled, for which the student expresses the intention to retake the coursework and be evaluated on the expected learning outcomes.

(18) A student’s withdrawal from the program is based on a written request approved by the dean of the faculty organizing the study program. The academic year during in which the request for withdrawal was submitted is counted toward the student’s duration of study, unless the request is submitted within 30 calendar days of the start of the academic year.

(19) Students enrolled in the „tuition-paying” program shall sign an addendum to this contract with UTCB at the beginning of each academic year, which includes provisions regarding the tuition fees and payment deadlines for the respective academic year.

(20) Tuition fees collected by UTCB are non-refundable to the student. The only exception is tuition fees collected by UTCB without justification, outside the provisions of its own regulations.

Termination of the Contract

(21) The contract terminates: (a) upon completion of the standard duration of study specified in the curriculum, (b) on the date the student’s permanent mobility is activated, if the student is participating in a permanent mobility program, with UTCB serving as the home institution, (c) within 30 days of UTCB’s registration of the student’s request to withdraw from the study program, or (d) on the date UTCB issues a decision to expel the student, in the event of misconduct committed by the student as provided for in UTCB’s regulations, and in the event of non-payment of tuition fees, as provided for in UTCB regulations.

(22) Upon termination of the contract, the former student loses all academic and social rights arising from student status and is required to return the student ID card and student pass to the registrar’s office of the faculty organizing the study program.

(23) The original high school diploma shall be returned to the former student only after the return of all instructional materials that the individual received from the university on loan and the settlement of all financial obligations to the university.

Amendment of the Contract

(24) Any amendment to the contract regarding the study program, form of funding, or mode of instruction shall be made by means of an addendum, with the agreement of the parties. The term of the contract shall not be extended.

(25) In the event of an amendment to the contract via a supplementary agreement, the conditions governing the organization of academic activities in effect at UTCB as of the date of the supplementary agreement's execution shall apply.

(26) The university study contract may be amended by an addendum concluded with the agreement of the parties at the beginning of the academic year. The university study contract shall not be amended during the academic year.

Processing of Personal Data

(27) UTCB processes the personal data of individuals admitted to university studies and ensures the rights of data subjects in accordance with the provisions of Regulation (EU) 2016/679, as amended and supplemented, and in accordance with relevant national legislation. The privacy notice regarding the processing of personal data for students is publicly displayed at the UTCB administrative offices and published on the website <https://utcb.ro>. The Data Protection Officer at UTCB can be contacted using the contact information on our website <https://utcb.ro>. By signing this contract, the student acknowledges that they have read and understood the Information Notice on the Processing of Personal Data for Students.

Dispute Resolution

(28) The parties agree that all disputes regarding the application of this contract or arising from its interpretation, performance, or termination shall be resolved amicably.

(29) If it is not possible to resolve disputes amicably, the parties shall bring the matter before the competent courts.

Final Provisions

(30) The Dean of the faculty organizing the study program, by delegation, based on UTCB Rector's Decision No. [*decision number*] dated [*date of decision*], signs this university study contract.

(31) This contract is completed and executed in two copies: one for the student and one for UTCB.

Dean,
Surname and Name
Faculty Chief Secretary,
Surname and Name

Student,

Annex 4 Addendum to the University Study Contract

	No.	Date:
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Addendum to the University Study Contract

Between:

The Technical University of Civil Engineering Bucharest, located at 122–124 Lacul Tei Blvd., Sector 2, Bucharest, represented by *[Name]* as Rector,

and the student:

Surname		Father's Initial	
Name			
ID Number		Series	Number
Personal Identification Number		Student ID number	

The student is enrolled in

	a preparatory year in Romanian
	Bachelor's degree program
	Master's degree program

and is enrolled in a tuition-based program for the following reason:

	enrollment
	enrollment, but with a scholarship offered by UTCB
	enrolled during the period of study but has exceeded the subsidized duration of studies
	has completed the period of study
	request for advance tuition payments

With regard to the student contract no. _____, the following addendum is hereby concluded.

Art. 1 The student agrees to pay the following financial obligations for the academic year _____, in accordance with the payment deadlines specified in UTCB regulations.

(to be completed by the registrar's office)

Fee Type	Amount (lei)
Tuition	
Unearned credits	
Total fee	

Art. 2 The Dean of the faculty organizing the study program, by delegation, based on UTCB Rector's Decision No. *[decision number]* dated *[date of decision]*, signs this addendum.

Art. 3 This addendum is completed and signed in two copies: one for the student and one for UTCB.

Dean,

Student,

Faculty Chief Secretary,

Annex 5 Application Form for Interruption of Studies

The undersigned

Surname and Name	<i>[full name]</i>		
Date of birth	<i>[year]</i>	<i>[month]</i>	<i>[day]</i>
Personal Identification Number	<i>[CNP]</i>	Student ID number	

student at the Technical University of Civil Engineering Bucharest

Study program	<i>[name of study program]</i>			
	Study cycle	bachelor		master
	<i>[study program]</i>			<i>[language of instruction]</i>
	Academic year		Year of study	

I kindly request approval to interrupt my studies as of:

--

Reason for interruption of studies

--

<i>[application completion date]</i>	<i>[student's signature]</i>

To the Dean of the Faculty of

--

Annex 6 Application Form for Appealing Examination Results

The undersigned

Surname and Name	<i>[full name]</i>		
Date of birth	<i>[year]</i>	<i>[month]</i>	<i>[day]</i>
Personal Identification Number	<i>[CNP]</i>	Student ID number	

student at the Technical University of Civil Engineering Bucharest

Study program	<i>[name of study program]</i>			
	Study cycle	bachelor		master
	<i>[study program]</i>			<i>[language of instruction]</i>
	Academic year		Year of study	

I hereby appeal the examination results for the course

--

taken on

--

Reason for appeal

--

<i>[application completion date]</i>	<i>[student's signature]</i>
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To the Dean of the Faculty of

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Annex 7 Application for Resumption of Studies

The undersigned

Surname and Name	<i>[full name]</i>		
Date of birth	<i>[year]</i>	<i>[month]</i>	<i>[day]</i>
Personal Identification Number	<i>[CNP]</i>	Student ID number	

Enrolled in the academic year

--

student at the Technical University of Civil Engineering Bucharest

Study program	<i>[name of study program]</i>			
	Study cycle	bachelor		master
	<i>[study program]</i>			<i>[language of instruction]</i>
	Academic year		Year of study	

I kindly request to resume my studies as of

--

<i>[application completion date]</i>	<i>[student's signature]</i>

To the Dean of the Faculty of

--

Annex 8 Mobility Application Form

Mobility Application

Higher Education Institution/ Institution organizing doctoral studies (IOSUD) (home institution) Approved. Rector,	Higher Education Institution/ Institution organizing doctoral studies (IOSUD) (receiving institution) Approved. Rector,
--	---

I, the undersigned,
 student/doctoral student in the academic year..... at the University
Faculty/Doctoral
 School, program/field of study

 organized in the form of study (IF/IFR/ID), year of study....., form of financing
 (budget/fee), I hereby request you the approval of my mobility as a student /
 doctoral student in the academic year
 at the University.....,
 Faculty/Doctoral School.....,
 study program/field of study
 organized at educational form (IF/IFR/ID), year of study.....,
 form of funding (budget/fee).

I request this mobility for the following reasons:

.....

I hereby attach the following documents:

.....

.....

.....

.....

.....

.....

Date:/...../.....

Approval Dean of Faculty/ Director of the Doctoral School, (Faculty/Doctoral School of origin) Signature	Approval Dean of Faculty/ Director of the Doctoral School, (receiving Faculty/Doctoral School) Signature
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Annex 9 Conversion grid for the recognition of grades/evaluations obtained by students during international academic mobility programs

Romania	1 – 4	5	6	7	8	9	10
ECTS Scale	FX, F Fail	E Sufficient	D Satisfactory	C Good	C Good	B Very Good	A Excellent
Austria	5	-	4	-	3	2	1
Bulgaria	2 Слаб	3 Среден	-	-	4 Добър	5 Много добър	6 Отличен
Belgium	7, 8, 9	10	11	12	13, 14	15, 16, 17	18, 19, 20
Czech Republic	> 3 nevyhověl	-	-	-	3 dobře	2 velmi dobře	1 výborně
Croatia	1 nedovoljan	2 dovoljan	-	-	3 dobar	4 vrlo dobar	5 izvrsan
Denmark	0, 3, 5	6	7	8	9	10	11, 13
Switzerland	< 3,5	3,5 – 3,99	4,0 – 4,49	4,5 – 4,99	5,0 – 5,49	5,5	5,51 – 6,0
Estonia	0 puudulik	1 kasin	2 rahuldav	-	3 hea	4 väga hea	5 suurepärase
Finland	-	1	1½	-	2	2½	3
France	Insuffisant (< 10)	Passable (10–10,49)	Passable (10,5 – 10,99)	Assez bien (11,0–11,49)	Assez bien(11,5–12,49)	Bien (12,5–14,49)	Très bien (14,5–20,0)
Germany	> 4,01	4,00 – 3,51	3,5 – 3,01	3,00 – 2,51	2,50 – 2,01	2,00 – 1,51	1,50 – 1,00
Greece	2, 3, 4	5	6	-	7	8, 9	10
Ireland	< 25% Fail	25% – 39% Pass	40% – 44% 3 rd pass	45% – 54% -	55% - 69% 2 nd / II	70% - 84% 2 nd / I	85%-100% I
Iceland	Fail	5	-	6	7	8	9, 10
Italy	≤ 17	18, 19	20 – 22	23-24	25-26	27, 28	29,30, 30+
Latvia	< 4	4	5	6	7	8	9, 10
Lithuania	< 4	5	6	7	8	9	10
United Kingdom	0 – 39% (Fail)	40 – 49% (3 rd)	50 – 54% (2ii)	55 – 59% (2ii)	60 – 64% (2i)	65 – 69% (Upper 2i)	70 – 100% (First)
Norway	6 - 4,1	4 - 3,5	3,5 - 3	2,9 - 2,4	2,3 - 2	1,9 - 1,2	1,1 - 1,0
Netherlands	1 – 4	5 – 5,49	5,5 – 6,49	-	6,5 – 7,49	7,5 – 8,49	8,5 - 10
Poland	< 3,00	3,00	3,01 – 3,49	-	3,50 – 3,99	4,00 – 4,49	4,50 - 5,00
Portugal	1 - 9	10	11, 12	13	14, 15	16, 17	18, 19, 20
Slovakia	5	-	4	-	3	2	1
Slovenia	1 - 5,9	6	6,1 - 6,9	7 - 7,5	7,6 - 7,9	8 - 9,9	10
Spain	< 5 Suspenso	5,0 – 5,49 Aprobado	5,5 – 6,49 Aprobado	6,5 – 7,49 Notable	7,5 – 8,49 Notable	8,5–9,49 Sobresaliente Excellent	9,5 - 10 Matricula de Honor
Sweden	U	-	-	G	-	-	VG

Hungary	1,00 -1,99 elégtelen	-	2,00 – 2,50 elégséges	-	2,51 – 3,50 közepes	3,51 – 4,50 jó	4,51 – 5,00 jeles, kiváló
Turkey	1 - 4 Noksan/ Pek Noksan	4,5 – 4,99	5,00 – 6,49 Orta	6,5 – 6,99 Orta	7,00 - 7,99 Lyi	8,00 – 8,99 Lyi	9,0 – 10,0 Pek iyi

Annex 10 Documents for the Equivalence and Recognition of Credits

Application Form for Equivalence and Recognition of Credits

Dean	Signature
Approved / Not Approved	

I, the undersigned:

Surname and Name	[surname and name]
Student ID number	[student ID number]

Student at the Technical University of Civil Engineering in Bucharest

Degree program	[name of study program]			
	Degree level	Bachelor's		Master's
	[Study Program]		[Language of Instruction]	
	Academic Year		Year of study	

in one of the following situations:

permanent transfer to UTCB	
admitted to UTCB after completing another undergraduate program at the same level at another institution of higher education	
re-enrolled at UTCB	
re-enrolled in the academic year	
resuming studies after an interruption	

who previously completed, at the same level of higher education:

the degree program	
at the institution of higher education	

I kindly request the approval of the equivalence and recognition:

partial	
full	

of the credits for the courses taken in my previous degree program.

In the case of partial equivalence and recognition of credits, I opt for the equivalence and recognition of credits for the following courses:

No.	Previous degree program:			
	Course Title	Year of study	Grade/ Assessment results	Number of credits
1	2	3	4	5
1				
2				
3				
4				
5				
Total credits (as per the academic transcript)				

[date the application was completed]	[student's signature]
--------------------------------------	-----------------------

Sheet for the Equivalence and Recognition of Credits

For:

Surname and Name	[Surname and Name]
Student ID number	[student ID number]

Student at the Technical University of Civil Engineering in Bucharest

Degree program	<i>[name of study program]</i>				
	Degree level	Bachelor's		Master's	
	<i>[Study Program]</i>			<i>[Language of Instruction]</i>	
	Academic Year		Year of study		

in one of the following situations:

permanent transfer to UTCB	
admitted to UTCB after completing another undergraduate program at the same level at another institution of higher education	
re-enrolled at UTCB	
re-registered in the academic year	
resuming studies after an interruption	

who previously completed, at the same level of higher education:

the degree program	
at the institution of higher education	

at the student's request, the Credit Equivalency and Recognition Committee decided to grant equivalency for the following credits and established the courses that must be taken to earn additional credits toward passing and/or graduating from the degree program, as follows:

[illegible]

Total credits (as per the official academic transcript)									

* The resolution may be: E – equivalence; for courses deemed equivalent, they are considered when calculating the minimum number of credits required for passing or graduating from the degree program, for which the student retains the grade/evaluation obtained in the previously completed degree program, R – courses from the previously completed study program that are not equivalent to courses in the study program in which the student is currently enrolled; these are not considered when calculating the minimum number of credits required for advancement or graduation from the study program, but are recognized by being listed in the diploma supplement as elective courses, at the student's request, A – courses that must be taken to earn credits for advancing through the academic years and graduating from the program of study.

For courses that are deemed equivalent, the total number of credits from the program the student previously attended must be greater than or equal to the total number of credits in the program in which the student is currently enrolled.

Courses with an "A" designation are selected from the curriculum of the program in which the student is enrolled so as to ensure the minimum number of credits for each academic year, in accordance with the provisions of the curriculum. For courses with an "A" designation, columns 2–5 are left blank.

When equivalating courses, the classification of courses into educational categories—foundational courses, field-specific courses, specialized courses, and complementary courses—is taken into account to the extent possible. A strict comparison of the course description's content is not mandatory; the equivalence of the concepts studied is determined by the committee.

When granting equivalency, the possibility of splitting or combining courses from the student's previous program of study may be considered. In the case of combining courses, the grade for the equivalent course in the program in which the student is enrolled is determined as the weighted average of the grades obtained in the courses being combined.

If, in the previously completed program of study, learning outcomes for a course were assessed using a pass/fail assessment, that course may be equivalated only with a course that is assessed using a pass/fail grade.

If, in the previously completed program of study, learning outcomes for a course were assessed with a numerical grade, that course may be equivalated with a course assessed on a pass/fail basis. In this situation, a "pass" corresponds to achieving the minimum passing grade in the program of study the student previously completed.

This results in the following summary of credits:

Summary of Credits:		Study program previously completed	Study program in which the student is currently enrolled	
Year of study	Credit type:	Total credits:	Total credits:	Academic status:
First Year	Equivalent credits (E):			
	Credits recognized (R):			
	Credits to be earned (A):			
Second Year	Equivalent credits (E):			
	Credits recognized (R):			
	Credits to be earned (A):			
Third Year	Equivalent credits (E):			
	Credits recognized (R):			
	Credits to be earned (A):			
Fourth year	Equivalent credits (E):			
	Credits recognized (R):			
	Credits to be earned (A):			
All years of study for which equivalence/recognition was granted	Equivalent credits (E):			
	Credits recognized (R):			
	Credits to be earned (A):			

The Credit Equivalence and Recognition Committee established by the Dean's Decision			Signature
No.	dated	:	
Chair, Dean			
Members (at least two, members of the Faculty Council)			

Date:

Annex 11 Learning Agreement for Temporary Academic Mobility

I, the undersigned

Surname and Name		<i>[surname and name]</i>	
Date of Birth		<i>[year]</i>	<i>[month]</i> <i>[day]</i>
Personal Identification Number	<i>[CNP]</i>	Student ID number	

student at the Technical University of Civil Engineering in Bucharest

Degree program	<i>[name of the study program]</i>		
	Degree level	Bachelor's	Master's
	<i>[Study Program]</i>		<i>[Language of Instruction]</i>
	Academic Year		Year of study

I kindly request the approval for a temporary academic mobility program at the following university:

University	
Faculty	
Degree Program	
Country	
City	
Address	

During my exchange, I would like to take the following courses

Course Name	Semester in which it is offered	Number of ECTS credits

Technical University of Civil Engineering Bucharest

Dean	
Faculty	
Date of Approval	
Signature	

Host University

Dean	
Faculty	
Date of Approval	
Signature	

Annex 12 Certificate of Reimbursement of Tuition Fees Funded from the State Budget

I, the undersigned

Surname and name	<i>[surname and name]</i>		
Date of Birth	<i>[year]</i>	<i>[month]</i>	<i>[day]</i>
Personal Identification Number	<i>[CNP]</i>	Student ID number	

student at the Technical University of Civil Engineering Bucharest

Degree program	<i>[name of the study program]</i>		
	Degree level	Bachelor's	Master's
	<i>[Study Program]</i>		<i>[Language of Instruction]</i>
	Academic Year		Year of study

I kindly request the approval of the reimbursement for state-funded tuition services in accordance with the Methodology for Reimbursement of State-Funded Tuition Services.

Field to be filled in by the university

a) the basic funding allocation calculated based on the average cost per equivalent student, by field of study, by level of study, and by language of instruction, to which is applied, as applicable, an equivalence coefficient (Table 1 of Annex No. 3 to the Methodology for the Allocation of Budgetary Funds for Basic Funding and Supplementary Funding of State Higher Education Institutions in Romania for the respective year) and, respectively, a cost coefficient (from Annex No. 3 to the Methodology for the Allocation of Budgetary Funds for the Basic and Supplementary Funding of State Higher Education Institutions in Romania for the respective year);

Accounting Department	<i>[Amount in figures and words]</i>	lei
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the amounts received shall be transferred to account RO22TREZ23A655000510102X, opened at ATPMB, tax identification number 13729380

b) the scholarship received during the studies, if the student received a scholarship from the state budget;

Social Services	<i>[Amount in figures and words]</i>	lei
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the amounts collected shall be transferred to account RO75TREZ23A655000590100X, held at ATPMB, tax ID 13729380

c) funds reimbursed to the student for local transportation during the course of their studies, if the student received transportation reimbursement;

Social Services	<i>[Amount in figures and words]</i>	lei
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the amounts collected shall be transferred to account RO61TREZ23A655000570202X, opened at ATPMB, tax ID 13729380;

d) the dormitory and cafeteria allowance the student received during their studies, if they received such an allowance during their studies.

Social Services	<i>[Amount in figures and words]</i>	lei
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the amounts collected shall be transferred to account RO28TREZ23A655000510163X, held at ATPMB, tax ID 13729380

To the Rector of the Technical University of Civil Engineering Bucharest