



BIOTERRA UNIVERSITY OF BUCHAREST

ACCREDITED BY LAW 480/2002

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Regulation

ON THE PROFESSIONAL ACTIVITY OF STUDENTS / MASTERANTS

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CHAPTER I GENERAL PROVISIONS

Art.01 – The rules governing the professional activity of students / master students include a set of rules regarding the organization, conduct and completion of studies at Bioterra University in Bucharest. The Regulation is based on the European Credit Transfer System, ECTS (*European Credit Transfer System*).

Art.02 – The provisions of this Regulation apply to all categories of students / master students and forms of education at Bioterra University in Bucharest.

CHAPTER II REGISTRATION TO THE FACULTY AND STUDENT / MASTERANTS DOCUMENTS

Art.03 – The registration of the students admitted to the admission contest in the first year of the students transferred from other universities / faculties, as well as of the masters, is done with the approval of the rector under the unique matricol number valid for the entire period of schooling in the faculty for which he / she was submitted the application for registration.

Art.04 – Organization of admission is the competence of the Senate of BUB and it is done in accordance with the general criteria established by the Order of the Ministry of National Education in force and its own annual methodology.

Art.05 - They shall be made public at least six months before the admission contest begins.

Art.06 – At the beginning of the first year of study, the student's file is to be compiled:

- enrollment form for the first year of study;
- the baccalaureate / license diploma (as the case may be) (or equivalent documents) in the original or in the copy, with the mention "according to the original";
- birth certificate in copy, bearing the statement "according to the original";
- marriage certificate / court decision to change the name (if necessary) in the copy, with the mention "according to the original";
- documents proving the change of the name in the copy with the mention "according to the original";
- 4 identity card photos (3/4);

- original medical certificate.

Art.07 - During the schooling period, the student's / master's dossier is complemented by the acts that granted him / her certain rights or some sanctions were applied. The study papers remain on the student's file throughout the schooling period and are issued with the bachelor's / master's degree (as the case may be).

Art.08 – Bioterra University of Bucharest has the obligation to release to each student the following documents:

- Student card and student card for frequency education (F.E.);
- Student's book for low frequency courses (L.F.);
- A copy of the annual study contract, registered and signed by both parties (rector / student);
- A copy of the full-time education contract, signed and signed by both parties (rector / student).

Art.09 - The student card serves as an identity document in all situations where it is required to prove the status of student. Student's notebook includes all grades for exams or other forms of knowledge verification. Presentation of the student's student certificate book is obligatory. The student card and the card are addressed by the faculty secretariat at the beginning of each academic year.

Art.10. - Student papers are not allowed to accept any corrections or false entries.

Art.11. - In case of loss of personal documents (student card, student card), a duplicate is issued after the announcement in the press of the loss and payment of the fees set by the senate.

Art.12 - In case of transfer, interruption of studies or expulsion, the Dean withdraws the said documents. In addition, these documents shall be withdrawn with the issue of the Bachelor's / Master's degree (as the case may be) or of the graduation certificate.

Art.13. - In order to maintain the quality of Bachelor's degree, the applicant must initiate and complete the following:

- a) the registration / re-enrollment / continuation of studies in a study program;
- b) the procedure for enrollment in one of the study groups of that program.

Art.14. - Both procedures can be completed before the beginning of the academic year.

Art.15. - *Enrollment / re-enrollment* in one year of study is the student's decision to carry out teaching activities related to one year of study in the study program in which he /

she was enrolled. This decision is made by completing the Annual Education Contracts, which will be signed by both parties. A copy of it will be handed over to the student.

Art.16 - Enrolling in a study group is an annual procedure that is mandatory both for obtaining or maintaining the quality of a student and for concluding or extending the validity of the Annual Education Contract.

Art.17. - Failure to comply with this procedure within the legal deadline (the first twenty days after the beginning of the academic year) indicates the student's lack of interest in further studies and allows the university to decide to cancel the annual study agreement and to expel it from the next academic year.

Art.18. - *Re-enrollment* is a procedure that runs identically to the registration procedure provided for in Article 3 of the Professional Regulations of Students / Masters, but refers to the person who lost his or her status as a student at the Bioterra University of Bucharest by expelling and requesting the continuation without an examination of admission, of the study program to which it was originally enrolled.

Art.19. - The Faculty Council approves the re-enrollment on the basis of the request for re-matriculation, the equivalence of examinations and the establishment of possible differences examinations (as the case may be) only if the applicant's prior academic studies include the promotion of at least one year of study according to the provisions of these Regulations.

CHAPTER III

RIGHTS AND DUTIES OF STUDENTS / MASTERANTS

Art.20. – For the best professional, cultural and educational training during the schooling period, the students have the following rights:

- to benefit from all the advantages laid down by the specific legislation on university education;
- to receive teaching and training services at national and international level, according to the curricula and the discipline sheets;
- to use laboratories, offices, amphitheatres, classrooms and seminars, library and reading rooms, sports facilities, as well as all background components designed to lead a quality educational process in order to train good specialists on the field of competence studied;

- to participate in the student's scientific activity; studentii de la cursurile invatamant cu frecventa (IF), cu rezultate foarte bune la invatatura (media peste 9,50) si frecventa integrala la activitatile didactice, beneficiaza de burse de merit;
- Orphan or special family students who will present proof of social status at the beginning of the academic year, benefit from social scholarships;
- 10% discount for students who pay the full study fee until 15.10.a.c.
- 25% reduction of the tuition fee for one of the students if attending the faculties at the University of Bioterra in Bucharest (brothers, sisters, husband and wife, parents and children);
- a 25% reduction in the annual fee for a specialization is granted, in the case where the students are attending at the same time courses for different university degree programs at the university.
- receive enrollment assistance;
- to be accommodated in the hostels and to dine at the university canteen, under the conditions set by the Senate;
- to elect and be elected as a student representative within the Departments, faculty councils and the Senate of the University.

Art.21. - The files for granting social scholarships are submitted to the faculty secretariats at the beginning of the academic year.

Art.22. - Students are required to pay the tuition fee in full or in installments as follows:

➤ **For the Bachelor Areas: Engineering and Management in Agriculture and Rural Development, Food and Law Engineering.**

- a) - year I, the first installment of the tuition fee and 40% of the annual study fee for the first 5 days from the signing of the Framework Contract for the Bachelor's degree program, and the difference of the fee, respectively 60%, is paid until the beginning of the semester II session;

➤ **For the License Field: Health.**

- b) - year I, the first installment of the tuition fee, respectively 50% of the annual fee for the first 10 days from the signing of the Framework Contract for the Bachelor's degree program, and the difference of the fee, respectively 50%, shall be paid until the beginning of the semester II session;

c) - the second rate is 40% until October 15, the second rate is 40% until the first session of the academic year, and the third rate is 20% until the summer session.

Master students are required to pay the tuition fee in full or in installments before the start of each semester.

Art.23. – During the schooling, the student has the following duties:

- a) to participate in all teaching activities related to the curriculum;
- b) to know and to observe all the provisions stipulated in the Regulation regarding the professional activity of the students / master students of the Bioterra University in Bucharest;
- c) to pay the tuition fees according to the terms stipulated in the annual study contracts;
- d) to have decent behavior and adequate attire within the campus;
- e) to consult and to receive all the advertisements displayed at the faculty / master's boards, at the General Inspectorate of the Bioterra University in Bucharest and on the official website of the UBdB;
- f) full non-payment of the tuition fee until the end of the academic year, mentioned in the annual contract concluded between the university and the student, results in the termination of the contract and consequently the expulsion of the student in the year in which he did not pay the fee, paid;
- g) to comply with all provisions of the Internal Regulations of the Bioterra University;
- h) make every effort to secure a professional knowledge base necessary for practicing the profession in which it is trained;
- i) to show respect for the teaching and administrative staff both in the academic area of the university and outside it;
- j) to use carefully the material assets made available to him by the university, to maintain them and to keep them in good condition. The student who has suffered the degradation or destruction of the student will be required to bear the costs of repairing the damage;
- k) to comply with the "Accommodation Rules in the Home" of the Bioterra University in Bucharest;
- l) comply with the rules of university discipline.

CHAPTER IV

REQUENCY, ORGANIZATION AND EVALUATION OF THE EDUCATION EDUCATION PROCESS

Art.24. – Frequency, organization and evaluation of the professional activity of students / master students in all forms of education is based on the European Credit Transfer System (ECTS).

Art.25. - Frequency of courses, seminars, laboratories and projects is mandatory.

Art.26. - Promotion requirements are provided in the discipline sheets and communicated to students / master students at the beginning of each semester by the subject holder.

Art.27. – The student / master student is required to participate in all forms of activity provided in the curriculum.

Art.28. - Unmotivated absenteeism is considered a deviation from academic discipline and leads to the impossibility of attending the scheduled examination session if they have not been recovered.

Art.29. - Evidence of frequency of activities in each discipline will be held by the teaching staff of that discipline. For well-founded reasons, partial attendance exemption may be approved with the obligation to restore the teaching activities provided in the curriculum.

Art.30 – Faculty leaders appointed by the faculty, respectively the teachers, have the competence to monitor the presence of the students in all the didactic activities stipulated in the curriculum. The frequency situation will be analyzed monthly at the Department of the Faculty and the necessary measures will be adopted.

Art.31 – Studentul care la o disciplină a absentat mai mult de 30% din obligațiile anuale prevăzute în planurile de învățământ, pierde dreptul de a se prezenta la examen sau colocviu în sesiunea în care acesta este programat.

Art.32 – A student who is absent from laboratory work or other activities may rework the work with another group within the same week or after a course by the course owner.

Art.33 - The student who absences up to the limit of 30% of the annual duties from a discipline is obliged to restore the didactic activities stipulated in the curriculum in the programming made by the respective discipline until the examination session, with the payment of the restoration fee established by the Senate of the University . Otherwise, those students will not attend the scheduled exams session.

Art.34 – ECTS study credits are full numerical values, ranging from 1 to 60, which are allocated to each study subject in the curriculum. Credits allocated to a discipline are not divisible, so they cannot be obtained in stages.

Art.35 - Credits measure the normal volume of work, in all its aspects, the student's claim for a course / discipline / discipline unit and its promotion, relative to the total amount of work required to promote an entire year of study.

Art.36 - The basic unit for assessing the amount of work requested by the student is the time required to complete all the study activities.

Art.37 - Credits do not measure the importance of disciplines, this being regulated by classifying disciplines in the curriculum, specifying them in compulsory, optional and facultative disciplines, as well as in the basic component of general and specialist skills and competencies training and other training cycle II, master.

Art.38 - Credits do not measure the degree of difficulty or the degree of deepening / detailing of a subject, these being reflected in the lectures and in the specifics of the required preliminary knowledge.

Art.39 - Credits do not measure the teacher's work, but only the student's work.

Art.40 – The basic unit in the curriculum is the semester of 14 weeks of didactic activity and 3 to 4 weeks of exams, which is completed with a 1 - 2 weeks exams session.

Art.41 - The number of credit points for a 14-week semester is 30.

Art.42 – Credit points awarded for the passing of the diploma / master / master exam are considered separate from the mandatory minimum credit points of 240 ECTS / 90 ECTS / 120 ECTS, regardless of the form of education, specialization and graduation year.

Art.43 – Curricula drafted according to ARACIS standards and specific legislation, according to the contribution of the disciplines to the training of the specialist and in the proportion established by the authorization / accreditation standards in different educational fields, comprise the following categories:

- fundamental disciplines (general or common trunk);
- Domain disciplines;
- Specialized disciplines;
- Complementary disciplines.

Art.44 - Each of the above-mentioned subject categories, in relation to the obligation to go through them, are mandatory, optional and optional.

Art.45 - The subjects included in the curricula have the following characteristics:

- Mandatory disciplines aim at acquiring students the basic knowledge of the field;
- Optional disciplines and optional specialized subject packages aim at deepening particular directions as well as student specialization;
- Optional subjects aim at broadening students' knowledge and general knowledge horizons, usually engaging in complementary fields.
- From the optional packages, at least one discipline is chosen; in addition, students can also choose facultative subjects related to the curriculum;
- For the optional / optional subjects, the study group is the group / subgroup that must be sufficiently dimensioned so that it can allow the teaching activities to be delivered in optimal teaching conditions.

Art.46 – The forms of verification in the curriculum are: examination, colloquium, project and verification.

Art.47 - At least half of the disciplines provided in the curriculum for one semester take the form of examination, exam.

Art.48 - Exams and colloquia are supported only in the scheduled sessions.

Art.49 – Credits allocated to a discipline through the curriculum are obtained by the student by promoting the respective discipline, ie by obtaining the minimum score of 5 (five) or 6 (six), as the case may be.

Art.50 – Credits cannot be awarded in stages.

Art.51 – Credits and assessments obtained in a discipline are valid throughout the schooling.

Art.52 - Recognition of credits is not affected by changes in the discipline records or curricula, according to the principle of credit sustainability.

CHAPTER V

PROMOTING THE UNIVERSITY YEAR

Art.53 – Verification of the student's training is carried out throughout the course of the studies, seminars, practical works and other forms of activity provided in the curricula, as well as through exams or colloquia, which are supported in the 3 sessions established according to the structure of the academic year.

Art.54 - The results obtained during the examinations during the semesters will be taken into account when giving the marks for the final examination or final colloquium of this subject.

Art.55 – The volume and level of knowledge required for exams or colloquia is established through the discipline records.

Art.56 – In exceptional cases, exams or colloquia may be held outside the sessions with the approval of the faculty dean.

Art.57 – The planning of exams and colloquia in the sessions provided in the structure of the academic year is carried out by the faculty leadership at the proposal of the student groups and the discipline holders at least four weeks before the starting date of the examination session.

Art.58 – He has the right to attend exams and colloquia, the student who did all the didactic activities related to the curriculum and obtained the mark for promotion to the professional obligations (practical papers, projects, seminars, etc.) at the respective disciplines.

Art.59 - The student who has not obtained the required minimum qualification for the respective activities is obliged to do it after a program established by the subject holder.

Art.60 – The examinations are supported in front of the teacher who taught the respective discipline, assisted by the teaching staff who held the seminars / practical works, at the respective group, on the day and the hall set between 8.00 and 21.00.

Art.61 - In single-subject disciplines for seminars / practical papers, assistant to the exam will be provided by a teacher appointed by the department manager.

Art.62 - The student who, for objective reasons, cannot attend the scheduled exam, may request that the exam be rescheduled with the opinion of the dean and the discipline holder until the end of the examination session.

Art.63 – Exam examinations (oral exam or written test) are offered by the discipline holders and endorsed on each discipline in part by the Department Director and the Dean of the Faculty at the beginning of September of each academic year.

Art.64 - The Department's decision is brought to the attention of the students at the beginning of the academic year in the first course of each discipline holder.

Art.65 – Oral exam is made on the basis of the student's excerpt from the total of the tickets prepared and signed by the holder of the discipline.

Art.66 - An exam note includes topics from the discipline sheet, including practical applications (problems, case solving, etc.).

Art.67 - The student cannot change the extraction ticket and is required to answer all the questions as well as the additional questions asked by the examiner.

Art.68 – Written examination can be conducted on the basis of a grid test or in the form of subject / application development established by the subject holder, from the examination subject included in the mandatory bibliography.

Art.69 – The examination or the colloquium, regardless of the form of support, will aim at establishing the accumulated knowledge of the whole subject of the orientation and synthesis capacity of the examiner and especially the examination of the possibilities of theoretical knowledge.

Art.70 – The provisions of the above articles apply to both optional and optional subjects.

Art.71 – Grading the student's answers to exams, colloquia and projects is done with grades from 1 to 10, expressed in full numbers, the minimum promotion being 5 or 6, as the case may be.

Art.72 - The promotion note to the project is a prerequisite for the examination of the subject.

Art.73 – The result obtained by the student exam is registered immediately after examination in the exam catalog and in the student's book. Admission to the examination is forbidden, regardless of the way it takes place, without presenting the student card and the proof of paying the tuition fee, in such cases the examiner passing it "absent" in the examination catalog.

In case of contesting the results obtained by the students, the applications for this purpose will be approved by the Dean and their solution will be finalized within 48 hours from their submission.

Art.74. - In the exam catalog, the examiner and the faculty dean may be admitted in special situations..

Art.75 – According to the provisions of Law no. 1/2011, art. 148, paragraph 3, the minimum number of credits required for the promotion of the academic year is established by the university senate.

Art.76 – Promotional credits in the next year are as follows:

a) BACHELOR:

a1) – M.A.T., I.P.A., C.E.P.A., LAW, P.C.M. AND BRANCHES:

- promotion from the first year in the second year of study, by obtaining at least 40 credits;

- promotion from the second year of the third year of studies by obtaining at least 40 credits from the second year and the cumulation with the first year of minimum 80 credits;
- Promotion from the 3rd year of the 4th year, by obtaining at least 40 credits and accumulated the 1st, 2nd and 3rd years, 120 credits;
- promotion of the fourth year of study and enrollment in the bachelor's examination is done by obtaining 240 credits.

a 2) – A.M.G.:

- promotion of the first year in the second year of studies, by obtaining at least 45 credits;
- promotion from the second year of the third year of studies by obtaining at least 50 credits from the II year and the cumulation with the 1st year of minimum 110 credits;
- Promotion from the 3rd year of the 4th year, by obtaining at least 50 credits and accumulated the 1st, 2nd and 3rd years, 170 credits;
- promotion of the fourth year of study and enrollment in the bachelor's examination is done by obtaining 240 credits.

MASTER:

- promotion of the first year of the second year of studies, by obtaining at least 30 credits;
- Promotion of the 2nd year of study and the enrollment in the dissertation exam is done by obtaining 90 credits for the specialization with a duration of 3 semesters, respectively 120 credits for the specializations lasting 4 semesters.

Art.77 – The dean of the faculty may approve the request for the students' grades who have passed their exams in the first 2 sessions, paying a fee set by the Senate of the University.

Art.78 – The student may repeat any year of studies except for the first year.

Art.79 - It is mandatory to pay the tuition fee corresponding to the current academic year under the annual study contracts. The Faculty Council may exempt from payment students repeating the academic year.

Art.80. – Students are exempt from attendance at the classes provided in the curriculum, only at exams that have been matched, following a request to do so. For any difference exams, this is mandatory at all hours provided in the curriculum.

Art.81 – The student who tries to promote the exams through fraud will be expelled from college.

Art.82 - A maximum of 5% of the number of students attending a bachelor's degree program may, with the approval of the faculty council, pass 2 years of study in one year, with the exception of medical education, the first and the last year of study .

Art.83 – I may choose two years of study in one year of study for students of the second year.

Art.84 - In the case where the requests for two years of study / combining in one year exceed the percentage of 5% of the number of students, the hierarchy of the applicants will be in descending order of the average of the first year, averaged over two decimal places.

Art.85 - If there are equal environments between two or more applicants, consideration should be given to student participation in other academic activities (scientific circles, participation in student symposiums, sports competitions, etc.);

Art.86 - Students requiring two years of study / joining in one year are required to comply with the following minimum:

- to apply personally to join two years of study at the faculty secretariat until the start of the academic year;

- the general promotion average for the 2nd year of education should be at least 8.00% (eight 00%);

- for the third year of study the classes of didactic activities in the curriculum are made starting with October of the year. where merge is required;

- full payment of the study fees corresponding to the 2nd and 3rd years at the beginning of the academic year in which the joining was requested;

- Exams related to the third year, including the difference exams, are supported in the exams held in the respective academic year;

- if the student accumulates absences from the teaching activities, he / she has the obligation to recover the hours not completed on the basis of a recovery chart established by the Faculty Council and the teaching staff involved in the teaching process;

CHAPTER VI

TRANSFERS

Art.87 – Students enrolled at the faculties of the Bioterra University in Bucharest may apply for transfer from one university to another from the University or from the education form with frequency to low-frequency education and vice versa except for the first and the last year of study.

Art.88 - Transfer for the 2nd and 3rd years is not done during the academic year.

Art.89 - The transfer request may be made only in accordance with the provisions of this Regulation, but not later than September of each academic year.

Art.90 - In this respect, the applicant is obliged to submit the following to the faculty deans:

- the agreement of the legal representatives of the faculty / university (where to leave);
- the school situation;
- the application for the examination equivalence and the possible difference examinations (as the case may be);
- the personal file (baccalaureate diploma in original, copy of the birth certificate / marriage certificate / court decision (if applicable) with the mention "according to the original", copy C.I./B.I., 4 photo color type $\frac{3}{4}$, medical certificate).

Art.91 – Requests for transfer from another university at Bioterra University in Bucharest will be approved by the rectors of the two universities.

Art.92 - Registration of transferred students is made by the rector of Bioterra University in Bucharest.

Art.93 – The transfer files analysis committee, based on the decision of the faculty councils, with the approval of the BUB Senate, establishes both the equivalent exams and the difference exams (as the case may be) for the students requesting the transfer. Students transferred, after the approval of the registration, based on the Rector's Decision, will be obliged to go through the hours of the curriculum related to disciplines set as differences. At the same time, the student has to participate both at the hours stipulated in the curriculum of the respective academic year and at the examinations set in the scheduled sessions.

CHAPTER VII STUDY INTERRUPTIONS

Art.94 – The professional activity of students cannot be interrupted.

Art.95 - Exceptionally and in duly motivated cases, the dean of the faculty may admit the request to interrupt the studies only once during the schooling.

Art.96 – Students who request interruption of studies on pregnancy are entitled to enroll in the interrupted study year.

Art.97 – The student who has interrupted the studies is obliged to submit to the faculty deans the application for resuming the studies, the application for the equivalence of the examinations and the establishment of the possible differences examinations (as the case may be), but not later than September each academic year;

CHAPTER VIII REWARD AND PENALTIES

Art.98 – For outstanding results in professional training and exemplary behavior, students can be rewarded by:

- holiday stays (6 days free accommodation) during the winter / summer holidays, for students who have fully promoted their study year, the form of education with frequency, in the tourist complexes owned by the University from: Trei Brazi, Busteni, Neptun (Comorova), Bestepe (Tulcea), Arrach (Germany);
- merit scholarship, equivalent to exempting the study fee;
- annual or occasional prizes (money, objects, books, etc.);
- highlights at the level of the study year, faculty or university;
- diplomas of merit, if during the entire studies it has obtained the average 10 (ten);
- granting social scholarships to students with special family situations (orphans, unemployed, sick, etc.), equivalent to the annual study fee.

Art.99 – Granting rewards (free stays, scholarships, etc.) is decided by the Faculty Council and approved by the Senate of Bioterra University in Bucharest.

Art.100 – For failure to comply with school obligations and violation of norms of conduct in the academic environment, the student may be subject to the following sanctions:

- a) warning;

- b) written reprimand;
- c) Expulsion from Bioterra University in Bucharest.

Art.101 - The sanctions provided by this regulation are proposed by the Faculty Council and approved by the Senate of the University.

Art.102 - The reason for expulsion shall be specified in the decision of the rector for expulsion.

Art.103 – Exmatriculated students may attend a new admission contest.

CHAPTER IX FINISHING STUDIES

Art.104 – Completion of the studies in the long-term higher education is done in accordance with the National Education Law no.1 / 2011 and the Framework Methodology for organizing and conducting the bachelor's / diploma and dissertation examinations.

Art.105 – Long-term education studies end with a bachelor's / diploma exam in accordance with the Order of the Minister of National Education in force regarding the approval of the Framework Methodology for organizing and conducting the examinations / diploma and dissertation examinations.

Art.106 – Completion of masters studies is carried out according to the National Education Law no. 1/2011 (through a dissertation paper) and the Order of the Minister of National Education in force regarding the approval of the Framework Methodology for organizing and conducting the examinations / diploma and dissertation examinations.

Art.107 – Bioterra University graduates who have passed the Bachelor's / Diploma / Dissertation Exam receive titles according to the Government Decision in force.

Art.108 – In the case of Bioterra University graduates who have been involved in international mobility, they will have a separate section in the Diploma Supplement, which will mention the name of the host university, the type and period of mobility, the subjects completed within the host university and the corresponding ECTS credit points.

CHAPTER X FINAL AND TRANSITORY PROVISIONS

Art.109 – This Regulation enters into force with its approval by the Bioterra University Senate and becomes mandatory for all specializations starting with the academic year in which it was approved.

Art.110 – Any amendment to this Regulation, depending on the appearance of new legislative acts, will apply from the date of approval in the Senate of the University.

This Regulation has been updated and approved at the Senate Meeting of Bioterra University, dated 15.01.2019.

RECTOR,
Prof. PHD Nicolae Floarea