

Regulations

regarding the organization and functioning of undergraduate studies in the National University of Science and Technology POLITEHNICA Bucharest

The original and full version here: <https://fils.upb.ro/wp-content/uploads/2024/09/Regulament-privind-organizarea-si-functionarea-studiilor-universitare-de-licenta-final.pdf>

I. GENERAL PRINCIPLES

ART. 2. CREDITS

1. Undergraduate studies correspond to 180 credits for a 3-year program or 240 credits for a 4-year program.
2. The organization of student activities at POLITEHNICA Bucharest is based on the ECTS system.
3. Each semester includes at least 30 transferable credits (ECTS). A year of study consists of at least 60 ECTS. ECTS allocation ensures flexibility in the student's curriculum.
4. Obtaining the ECTS for a subject is conditioned by passing that subject.
5. Evaluation of learning outcomes for subjects in the curriculum are assessed at exams or verifications:
 - a) graded on a scale from 1 to 10, grade 5 certifying the acquisition of the results of the minimum learning related to a discipline and the granting of the study credits related to it;
 - b) with grades, as the case may be. The admitted grade certifies the acquisition of the results of the minimum learning related to a discipline and the granting of the study credits related to it.

ART. 3. STUDY PROGRAMS

1. POLITEHNICA Bucharest provides the legal framework for the organization of bachelor's degree studies for the fields and specializations/programs of university studies, authorized to operate provisionally and accredited, under the conditions of the law, published in the Nomenclature of fields and specializations/programs of university studies, approved by Government decision at the proposal of the Ministry of Education, as well as the legal framework for quality assurance.
2. POLITEHNICA Bucharest organizes, under the law, the following forms of education:
 - a) full-time (IF);
 - b) part-time (IFR).

ART. 4. STRUCTURE OF THE ACADEMIC YEAR

1. The structure of the academic year is approved by the University Senate in accordance with the provisions of Article 27 of Law 199/2023.
2. At the beginning of each academic year, faculties are required to post the structure of the academic year and curriculum for each program on their website. The course description is made available to students by the course coordinator during the first class/seminar of the semester and is published on the Moodle platform.

ART. 5. STUDENT STATUS

1. Student status at POLITEHNICA Bucharest can be obtained or regained through the following ways:
 - a) through admission exams;
 - b) through permanent academic mobility from another accredited higher education institution, either in the country or abroad;
 - c) through temporary academic mobility for a limited period from another higher education institution, either in the country or abroad;
 - d) through re-enrollment in the same faculty/field/specialization for individuals who were expelled from POLITEHNICA Bucharest (within a maximum of 5 years from expulsion);
 - e) through the resumption of studies at the same faculty/field/specialization for students who have interrupted their studies (1 or 2 academic years);
 - f) through admission for continuing studies;
 - g) according to legal procedures for foreign students..
2. Student enrollment is based on the existence of a study contract signed by both parties (student and university).
3. Student status can be lost in the following cases:
 - a) upon graduation;
 - b) through withdrawal from studies;
 - c) through expulsion;
 - d) during an interruption of studies.

ART. 6. CURRICULUM

Curricula include subjects classified according to various criteria:

- a) by type of subject: mandatory, optional, and elective;
- b) by formative category: foundational, specialized, and complementary.

Art. 7. INTERNSHIPS

1. The curriculum for each undergraduate and postgraduate program falls under the responsibility of the higher education institution organizing the program. The curriculum

is designed to maximize the chances of obtaining the identified qualification and is approved by the University Senate.

2. Practical training internships are organized to emphasize the practical education of students.
3. The types of internships, the minimum number of hours required, and the minimum number of ECTS awarded are regulated by current legislation.

ART. 8. STUDY CONTRACT

1. At the beginning of the academic year (within the first 15 working days), students are required to complete and sign the annual study contract/additional act (regardless of whether they are studying under a tuition fee regime or not). This document certifies the student's enrollment and inclusion in a study group.
2. The basic elements of the content of the annual study contract are detailed in Annex 1, which is an integral part of these Regulations.

ART. 9. OTHER SUBJECTS

1. With the approval of the Faculty Executive Board (BExF), students can choose subjects during their studies that total a maximum of 25 ECTS from the curriculum of another study program at the university, which will replace a similar number of ECTS for subjects from their own curriculum. The student's option is expressed by request at the end of the second semester of the previous academic year.
2. These subjects will be included in the annual study contract, and the associated ECTS will be included in the mandatory ECTS required for graduation.
3. Students may also take elective subjects (on a tuition basis, except for the psychopedagogical module) included in the curriculum, for which additional ECTS are awarded.

ART. 10. MOBILITIES

1. Students can benefit from temporary mobility to other universities in the country or abroad for a cumulative period of up to 2 academic years, except for integrated programs.
2. Academic mobility between faculties/universities is possible with the agreement of both faculties/universities involved.
3. If academic mobility involves only the faculties of POLITEHNICA Bucharest, the financing status does not change, as the student is transferred along with the allocated budget for their education.
4. Upon the enrollment of a transferred, re-enrolled, or continuing student, BExF analyzes the situation and determines which subjects can be recognized and which need to be repeated due to discrepancies. Passing these subjects constitutes additional requirements.

ART. 11. STUDENT TEACHING ACTIVITIES

1. The teaching activities of students for each subject in the curriculum are continuously assessed and recorded for each type of activity related to that subject, according to the course description provided by the applicable legislation.
2. For subjects with an exam, between 50% and 60% of the evaluation is allocated to activities during the semester, with the rest assigned to the final exam.
3. For subjects with verification (assessments), at least 80% of the evaluation is allocated to activities during the semester, with the rest assigned to the final assessment.
4. The final assessment of students' knowledge is conducted in two exam sessions scheduled at the end of the two semesters (winter and summer), each lasting 3 weeks. For subjects with final assessments or continuous evaluation, there are 2 weeks at the end of the academic year for either grade improvement or final assessment.
5. For written exams, the professor must keep the students' papers for at least 14 days to resolve any potential appeals.
6. All subjects aim to evaluate students' knowledge throughout the semester through assignments, homework, projects, lab work, tests, etc.
7. The course coordinator can schedule in-semester assessments with a reduction in the final material, provided these are approved in the course description. The points awarded for these assessments are part of the overall points allocated for semester activities.
8. The use of Artificial Intelligence (AI) is permitted as a learning and teaching support, with adherence to academic ethics, both by professors and students.

ART. 12. STUDY FINANCING

1. A person may benefit from state-funded education for only one study program within each cycle of higher education (short cycle, undergraduate, master's, and doctoral).
2. A student can be enrolled in up to two programs within the same cycle of studies, regardless of the educational institutions providing the education. The original study documents must be submitted to the faculty/program where the student benefits from state funding, while for programs where the student is enrolled on a fee-paying basis, the documents must be submitted as copies, certified as true to the original, accompanied by a document proving where the originals are held.
3. POLITEHNICA Bucharest charges fees, in addition to those covering tuition, in the following situations:
 - a) when exceeding the scheduled duration of the program;
 - b) when retaking subjects and for organizing additional educational activities outside the planned program, upon student request.

ART. 13. TUTORS

1. BExF appoints a tutor for each class/group of students, who may be a faculty member, a master's student, or a final-year undergraduate student. The tutor has the following responsibilities:
 - a) assisting the student in completing the study contract, as agreed at the university level, and subsequently any additional acts;
 - b) assisting the student in selecting optional and elective subjects, as well as integrating them into the university environment;
 - c) explaining to the student the relevant legal provisions invoked in the current Regulations.
2. To monitor learning activities conducted at economic operators, in dual-system study programs for professional qualifications, BExF appoints a coordinating faculty member for each study group, ensuring compliance with the individual practical training contract.

II. RULES FOR THE ORGANIZATION AND CONDUCT OF THE TEACHING PROCESS

II.1. GRADING RULES

ART. 14. ASSESSMENTS AND SCORES

1. a) The final result for a subject is determined by considering the assessments of each activity within the subject. This is calculated by summing the points (whole numbers) allocated to each activity (the total points must add up to 100), and the total score is converted into a final grade (from 1 to 10) by dividing by 10 and rounding. The minimum score required to pass a subject is 50 points.
b) The final result for a subject may also be assessed with a pass/fail grade, as applicable.
2. Faculty councils may introduce additional standardized conditions for passing subjects, in accordance with the law, without imposing a minimum score for the final exam/assessment.
3. Students must participate in the final assessment, in person, within the scheduled time frame to have their grade recorded. Failure to attend the final assessment will result in a grade of "Absent," regardless of the points accumulated during the semester.
4. These specific conditions will be communicated to students at the beginning of the academic year and, where applicable, will be included in the annual study contract. They will also be communicated to the Joint Executive Boards of the Senate and the Administration Council.
5. BExF, through Department Directors, ensures that each subject coordinator informs students of the types of activities to be evaluated and how the final grade will be calculated.
6. A subject takes place over the course of a single semester and has one final grade.
7. For subjects with "continuous evaluation" (without an exam), the last assessment will take place during the last 2 weeks of the semester.

8. In the case of retaking the final assessment, during the retake session, the partial scores obtained from activities conducted during the semester are preserved.
9. When retaking a subject, the student has the right to have their previous scores for seminars, labs, or projects automatically recognized. If the student wishes to redo these scores, they must request this from the subject coordinator within the first two weeks of the semester.
10. Retaking a subject involves a retake fee, according to the rules set forth in these Regulations. There is only one type of fee for retaking subjects.
11. In well-justified cases, students may request to redo practical activities (seminars, labs, projects) with the approval of the subject coordinator, based on procedures approved by BExF. Redoing activities does not involve additional charges.
12. The fee for retaking failed subjects grants the student both the right and obligation to participate in all activities related to that subject.
13. If a student is unable to participate, for valid reasons, in any of the activities related to the subject for which they have paid the retake fee, BExF may decide to allow the student to retake the subject in the next academic year without paying another fee.
14. Students who need to retake subjects due to mobility, re-enrollment, continuation of studies, or curriculum changes will pay a subject fee for each difference.
15. At the students' request, additional formative activities may be provided that are not included in the curriculum or not required by the faculty. These activities are offered on a tuition basis, and the fee is determined based on the funding conditions for the respective activity (covering the associated costs).
16. Students may retake the final assessment, in the retake session, to improve their grade. The number of subjects for which a student can request a grade improvement is unlimited.
17. To protect students' personal data, in accordance with current legislation, teaching staff must ensure confidentiality during the communication of evaluation results.
18. Grades/results are personal data obtained during the teaching process, and their processing must comply with Regulation (EU) 2016/679 (GDPR). The communication of evaluation results is done directly and exclusively to the evaluated student, confidentially, through the student's grade book or the student management platform. Grades are not publicly posted unless they are anonymized.
19. The grade register with evaluation results is a strictly confidential document. Disclosure of this information to third parties is prohibited, except in cases where communication is part of job duties or has been authorized by a superior, based on a legal basis, such as fulfilling a legal obligation or performing a public service task that the university, as a personal data controller, is entrusted with.

ART. 15. GRADE AVERAGE

1. The grade point average (GPA) for an academic year is calculated by taking into account the subjects in the curriculum for that year, including those replaced in accordance with Article 9.

2. The semester or annual GPA for each student is calculated as a weighted average of the grades and credits (ECTS) for each subject, with two decimal places, without rounding. The weighted average is calculated by summing all the results obtained from multiplying the grade by the number of credits for each subject and dividing this by the total number of ECTS in the respective semester or academic year. If a subject is not passed (the grade obtained is less than 5), the credit points will be considered as 0 in the GPA calculation, regardless of the grade obtained.
3. Grades obtained for elective subjects are included in the annual GPA calculation.
4. The GPA for all years of study is calculated as the arithmetic average of the annual GPAs, with two decimal places, without rounding.
5. The student's annual academic record contains personal data, and its processing, including communication, must be carried out confidentially, in accordance with GDPR provisions.

II.2. REGULI DE PROMOVARE/TRECERE

ART. 16. PROMOTION

1. Promotion to the next year of study requires the accumulation of 60 ECTS for mandatory and optional subjects, in accordance with these Regulations.
2. Advancement to the next academic year can also occur with the following minimum ECTS: 35 ECTS for advancement to the second year, 95 ECTS for advancement to the third year, and 155 ECTS for advancement to the fourth year.
3. In well-justified situations, Faculty Councils, at the proposal of BExF, can modify these numbers of ECTS (thresholds).
4. The modified thresholds for advancement set by each faculty will be approved annually by the Joint Executive Boards of the Senate and the Administrative Council.
5. Students who have not accumulated the required number of ECTS for advancement to the next year of study may retake the year, paying a fee for each subject not passed.

ART. 17. DIPLOMA/LICENCE EXAM

1. Eligibility for the Diploma/Licence Exam is conditional on obtaining at least 180 ECTS or 240 ECTS, depending on the duration of the program, in both mandatory and optional subjects.
2. If students do not accumulate the minimum number of ECTS required to take the Diploma/Licence Exam, they may request to complete an additional third/fourth year on a fee-paying basis.
3. Enrollment in the additional third/fourth year, with a fee per subject, is only allowed once; afterward, the student will pay the full annual tuition fee.
4. Students who do not enroll or who fail the additional year will be expelled.
5. During the additional third/fourth year, students cannot benefit from a break in studies.

II.3. RULES FOR INTERRUPTION/REENROLLMENT/WITHDRAWAL

ART. 18. INTERRUPTION OF STUDIES

1. Interruption of studies can be requested only at the beginning of the academic year, during the period when study contracts/additional agreements are signed, and is allowed for a maximum duration of 2 academic years.
2. In well-justified cases, BExF may approve an interruption of studies starting with the second semester. Re-enrollment will be done under the same conditions.
3. The interruption of studies entails:
 - a) the termination of the study contract and the signing of a new study contract if the student has interrupted their studies for at least two consecutive semesters. The new study contract will be signed based on the changes in the curriculum, including any modifications related to fees;
 - b) the suspension of the study contract. The student will continue their studies with their cohort in the case of a semester-long interruption. When the student resumes studies, an additional agreement will be signed.
 - c) if the studies are interrupted for one semester, and the interruption occurs in the first semester of the academic year, the student will continue their studies with their cohort. If the interruption takes place in the second semester of the academic year, the student can continue their studies with their cohort only if they meet the requirements for promotion to the next academic year.

ART. 19. EXPULSION OF STUDENTS

1. Expelled students may be re-enrolled upon request, with the recognition of ECTS earned prior to expulsion.
2. A transferred, re-enrolled, or continuing student, or a student who resumes studies, will be placed in a study year according to the provisions of Article 2(2) and Article 5(d) and (e).
3. Students expelled due to violations of the University Code of Ethics and Conduct will not have the ECTS earned during the expulsion year recognized.
4. Expulsion occurs in the following situations:
 - a) the student has not signed the study contract/additional agreement;
 - b) the student has not paid the tuition fees within the set deadlines;
 - c) the student has been recommended for expulsion as a sanction for academic fraud, in accordance with the Senate's decision;
 - d) the student has been recommended for expulsion as a sanction for serious violations of university discipline, in accordance with the Senate's decision;
 - e) the student has withdrawn from studies; in this case, the student does not have the right to be re-enrolled. The student may rejoin the program only through a new admission process;

- f) school abandonment (unjustified absences for more than 120 days). This will be considered only after the examination session;
 - g) the student has not submitted a request to resume studies or has exceeded the maximum duration of the study interruption, as per these regulations;
 - h) the student violates professional discipline rules: exam fraud or attempted fraud through impersonation – expulsion without the right to re-enroll in the university;
 - i) for a second offense of fraud/attempted fraud;
 - j) the student seriously violates social coexistence rules, either within or outside the university – expulsion without the right to re-enroll in the university;
 - k) the student exceeds twice the normal duration of schooling for the specialization they were enrolled in – expulsion without the possibility of re-enrollment in the year of study from which they were expelled;
 - l) the student is enrolled for the fourth time in a supplementary year – expulsion without the possibility of re-enrollment in the year of study from which they were expelled;
 - m) the student consumes narcotics or drugs of medium or high risk, as proven by toxicology tests;
 - n) serious defamation of the institution in the media and on social networks, spreading false information that damages the institution and the academic community;
 - o) final criminal conviction for serious offenses: drug trafficking, robbery, murder, etc.
5. The expulsion procedure is initiated by the faculty management and is finalized by the rector's decision.
 6. The expulsion decision is communicated to the student via the studenti.pub.ro platform and publicly. Public communication is made by posting an announcement stating that the expulsion decision has been issued, displayed at the faculty secretariat and/or on the faculty's website. To ensure confidentiality, the announcement will include the student's registration number, the expulsion decision number, and date, and the date of posting. The student will be identified by their registration number. The announcement will remain posted for 60 days from the date of posting.

ART. 20. WITHDRAWAL FROM STUDIES

1. Withdrawal from studies is done at the student's request, recorded in the registry of POLITEHNICA Bucharest, which terminates the study contract. A student who has withdrawn from studies can only be re-enrolled through a new admission process. The request will be forwarded to the dean's office of the faculty where the student was enrolled to initiate the necessary legal procedures.
2. The student requesting withdrawal from studies is required to pay all outstanding tuition fees up to the date of withdrawal. Documents from the student's personal file will only be released upon presentation of the signed clearance note at the dean's office.

III. TUITION FEES FOR RETAKING COURSES

ART. 21. DEFINITION OF FEES

1. The following types of fees are defined:
 - a) retake fee for a course (TD1) for students who have up to 2 courses to retake;
 - b) retake fee for a course (TD2) for students who have more than 2 courses to retake, if they pass the academic year;
 - c) retake fee for a course (TD3) for students who do not pass the academic year.
2. The amount of this fee is established and approved annually by the Senate of POLITEHNICA Bucharest.
3. The fee for retaking a course must be paid within the first two weeks of the semester in which the course is retaken or according to other decisions made by the University Administrative Council.
4. Students who do not pay the fee for retaking a course cannot participate in partial or final assessments for that course.
5. Students who are considered "social cases" may be exempted from paying the fee for retaking a course, with the approval of BExF and the coverage of costs from faculty funds.
6. Fee exemptions for retaking courses are validated only by the University Administrative Council.

PART II

STUDENT ACADEMIC ACTIVITIES

I. GENERAL PROVISIONS

II. ADMISSION TO FACULTY AND REQUIRED DOCUMENTS

ART. 22. ENROLLMENT OF ADMITTED STUDENTS AND ADVANCEMENT TO THE NEXT YEAR

1. The enrollment of students admitted through the admission exam in the first year of studies, transferred students from other universities or faculties, students who have been approved to resume their studies, as well as students from "continuation of studies" programs, is done by decision of the Rector of POLITEHNICA Bucharest.
2. After enrollment, students are registered in the faculty's matriculation register under a unique number valid for the entire period of their studies in the program they were admitted to; matriculation numbers are assigned consecutively for each new series of students.
3. The student's registration in the matriculation register is done based on their personal file, which includes a series of documents listed in Annex 2, an integral part of this Regulation, and after the student has signed the annual study contract.
4. Enrollment in a study year (II – IV) is done by decision of BExF, through the faculty secretariat, at the start of the academic year, after the student has signed the annual study contract/additional act and, if applicable, paid the required fees.

5. After the student is enrolled in a study year, the annual visa will be applied to the student's ID card and grade book, and the student must report any changes that occurred compared to the previous year.

III. STUDENT RIGHTS AND OBLIGATIONS

ART. 23. STUDENT RIGHTS

Students have the following rights:

- a) the right to quality education;
- b) the right to free education, for the number of state-funded places and the normal duration of studies for the program they are enrolled in;
- c) the right to participate in all forms of academic activities provided in the curriculum and additional academic activities organized (upon request, in accordance with the University Charter and Senate regulations of POLITEHNICA Bucharest);
- d) the right to use the university's facilities (lecture halls, laboratories, project and seminar rooms, reading rooms, libraries, sports facilities) and other resources made available by the university;
- e) the right to have representatives in the University Senate and Faculty Council in a proportion of at least 25%, and to be elected for this purpose;
- f) the right to participate in formative activities at universities or faculties within the country, under the transferable credits system, or abroad through ERASMUS, ATHENS, EELISA programs, or other international programs;
- g) the right to participate, at the request of the faculty or on their own initiative, in the organization of the activities of their group or year (scheduling, planning of assessments and assignments, student scientific circles, internal/external events);
- h) the right to be a member of student professional associations that represent and support their rights in the university environment, and to request the recognition of these rights by the University, as long as these associations do not violate the Charter and regulations of POLITEHNICA Bucharest;
- i) the right to participate in volunteer actions organized by the university or other organizations;
- j) the right to access internal and external mobility programs, with the recognition, according to the law, of credits earned in this way;
- k) the right to mobility from one university to another, according to current legislation and university charters;
- l) the right to the protection of personal data;
- m) the right to be informed, within the first two weeks of the semester, about the course outline, structure, and objectives, as well as the evaluation and examination methods. Any subsequent changes to the evaluation and examination methods can only be made with the students' consent;

- n) the right to choose, according to the curriculum, the optional subjects or subject packages to study;
- o) the right to benefit from a year/series/group advisor, depending on the size of these structures, from among the faculty members of the department they belong to;
- p) the right to free services for academic, professional, psychological, and social counseling, related to educational activities, provided by the higher education institution in accordance with the University Charter;
- q) the right to an objective and non-discriminatory assessment of the competencies acquired during a course, in accordance with the curriculum, and the right to know the criteria by which they were evaluated;
- r) the right to benefit from merit scholarships, study grants, or social aid and other forms of material support, in accordance with legal norms and University regulations;
- s) the right to medical assistance within the medical offices available in the university campus;
- t) the right to receive tickets for student camps, within the available spots, according to current regulations;
- u) the right to participate in scientific activities, artistic ensembles, literary circles, clubs, and university sports activities;
- v) the right to have all their written and signed requests registered or sent to the official email addresses of the university, and to receive written or electronic responses to these requests, as established by law and university regulations;
- w) the right to benefit from mobility scholarships for studies at other universities in the country and abroad, within the law and available spots;
- x) the right to participate, through free expression of opinions, following a procedure approved by the Senate, in evaluating the activity of the teaching staff for the attended courses;
- y) the right to receive protective equipment during internships in production and practical work in toxic environments, according to occupational safety regulations;
- z) the right to use email and internet access solely for academic preparation and educational purposes, in accordance with regulations and security procedures;
- aa) the right to use the University's scientific research facilities;
- bb) for outstanding achievements in academic and scientific activities, students may be rewarded with: merit diplomas, annual or occasional awards, special scholarships, and other forms of recognition. The decision to award such recognitions is made by the Faculty Council, from its own funds generated by self-financing, in accordance with current legal regulations;
- cc) fee-paying students can benefit from scholarships and accommodation, depending on available spots and academic performance;

- dd) original study documents will only be released when the student has settled their debts with the National University of Science and Technology POLITEHNICA Bucharest (tuition fees and other obligations).

ART. 24. STUDENT OBLIGATIONS

During the academic process, the student has the following obligations:

- a) to comply with the current legislation and all regulations of the National University of Science and Technology POLITEHNICA Bucharest;
- b) to fulfill all tasks assigned according to the curriculum and subject outlines, as per the study contract and Regulations regarding student academic activities;
- c) to observe the rules of discipline and academic ethics, in accordance with the university's own regulations;
- d) to handle with care the material assets available in educational spaces, dormitories, canteens, etc., and to maintain them in good condition. Damages due to degradation or destruction of these assets will be recovered, according to legal procedures, from the person responsible;
- e) to pay the fees set by the University Senate in the amount, manner, and within the deadlines established and announced by posting at each faculty;
- f) if the study contract arises from the express request and financial support provided by a legal entity/individual, the student is obligated to fulfill their specific commitments towards the mentioned entity, which will be responsible for paying the fees to the University. If the contractual relationship between the student and the legal entity/individual ends, the student remains responsible for paying the study fees associated with the contracted educational process and must notify the University of the termination of the contractual relationship;
- g) to open a bank account for the payment of scholarships and other financial benefits at a bank with which the university has an agreement;
- h) to provide all requested personal identification data to the faculty management at the faculty secretariat within 7 working days, as well as to update any changes in address or personal data;
- i) to be informed about the content of the regulations regarding student academic activities and to stay promptly informed about the announcements made on the faculty notice board, the university/faculty webpage/portal;
- j) to participate in meetings of the governing bodies within the higher education institutions as an elected student representative;
- k) to respect the intellectual property rights of others and to acknowledge the sources of information presented in their work;
- l) to prepare and defend original coursework at the subject level and final year papers;
- m) to respect the study schedule/schedule;

- n) to use all received facilities and subsidies appropriately, according to their intended purpose;
- o) to fulfill the obligations stipulated in the individual study and practical training contract concluded with the higher education institution and the economic operator in the case of dual education;
- p) to keep the student ID and student record book in good condition;
- q) to respond to the faculty secretariat's requests regarding professional or group/year organizational activities;
- r) to participate in academic activities without being under the influence of alcohol or other prohibited substances;
- s) to behave appropriately in the university environment and avoid using inappropriate language;
- t) to respect cleanliness, tranquility and order in the university space;
- u) to maintain the confidentiality of personal data they come into contact with either directly, through their student duties, or accidentally during their studies;
- v) to sign the study contract/additional act within the first 15 days of the academic year.

IV. ASSESSMENT AND PROMOTION

ART. 25. SCHEDULING OF FINAL ASSESSMENTS

1. The scheduling of final assessments (exams) and partial assessments with reduced material (mid-term exams) is approved by BExF, at the students' proposal and in prior consultation with the course coordinator.
2. The course coordinator must inform students of the results of all evaluations during the semester before the start of the exam session.
3. Final assessments are conducted in the presence of at least two faculty members: the course coordinator and another faculty member who supervised the practical work or another specialist in the subject area.
4. In the absence of the course coordinator, BExF will establish an examination committee composed of two faculty members specialized in the subject, including those who supervised the practical work.

ART. 26. FRAUD

1. Students who attempt to pass subjects through fraudulent means will be penalized in accordance with this article and the provisions of Art. 19(4)(h) and Art. 31.
2. Attempted fraud will be penalized by:
 - a) removal from the exam;
 - b) cancellation of the scores obtained in the current academic year for that subject;
 - c) failing the exam and written notification to the dean's office of the misconduct, so the student can be monitored.

3. Exam fraud, regardless of the form it takes, except for impersonation, will be penalized (at the proposal of BExF) as follows, depending on the severity of the offense, recurrence, and the student's attitude towards the offense:
 - a) suspension of the student's schooling for the current academic year;
 - b) enrollment of the student in a supplementary year, with tuition fees, in the academic year following the one in which the offense occurred, regardless of their academic standing at the time of the offense. The student will be enrolled in a supplementary year with recognition of the credits obtained up to the moment of the fraud;
 - c) permanent loss of the right to benefit from state-funded places for the entire duration of schooling at the university;
 - d) permanent loss of the right to receive scholarships and accommodation in university dormitories;
 - e) expulsion from the university.
4. Exam fraud by impersonation will be penalized with expulsion without the right to re-enroll.

ART. 27. APPEALS

1. Appeals against received penalties must be submitted within 48 hours of notification to BExF, which will resolve them within 5 working days.
2. Appeals against expulsion from POLITEHNICA Bucharest must be submitted within 48 hours of penalty notification to the University's Registry and will be resolved within 5 working day.
3. A student who has been penalized with a written warning or a written warning with notice will lose the following rights:
 - a) the right to participate in recreational camps;
 - b) the right to receive scholarships;
 - c) the rights granted under Art. 23(f).

V. ALLOCATION OF STATE-FUNDED PLACES BASED ON ACADEMIC PERFORMANCE

ART. 28. ALLOCATION OF STATE-FUNDED PLACES

1. During their undergraduate studies (starting from the second year), students may be eligible for state-funded places at the beginning of each academic year, in accordance with legal provisions and internal regulations, within the limits of available places for each year of study at each university center.
2. At the beginning of each academic year, available state-funded places are redistributed in descending order of the grades obtained by students in the previous year. Students who do not secure a state-funded place after the redistribution process will continue their studies on a fee-paying basis.

3. If multiple students with the same average are eligible for the last state-funded place in the redistribution process, additional criteria will be applied in the following order: the number of accumulated ECTS credits, the general average for all years of study up to the time of redistribution, or the admission average (for students promoted from the first year). If the tie persists, BExF will establish other specific tie-breaking criteria.
4. If a student requests to withdraw from a state-funded place after the academic year has begun but before the end of the calendar year, the place will be redistributed to the next student on the list for that year of study, starting from the second semester of the academic year.
5. The allocation of state-funded places is carried out within each faculty's branches of science, allowing internal redistribution within each faculty without negatively impacting funding. If the number of state-funded places exceeds the number of enrolled students in a particular year of study (II, III, or IV) and cannot be redistributed within that faculty, the University's Administrative Council may decide to redistribute the state-funded places between faculties, within each academic year.

VI. COMPLETION OF STUDIES

ART. 29. COMPLETION OF STUDIES

1. The completion of undergraduate studies at POLITEHNICA Bucharest is done through the Diploma Exam/Licence Exam.
2. Enrollment in the Diploma Exam/Licence Exam is conditioned upon the accumulation of ECTS credits corresponding to the mandatory and optional subjects in the student's curriculum.
3. The minimum passing grade for the Diploma Exam/Licence Exam is 6.
4. Departments are required to establish the titles of the Diploma Project/Licence Paper topics and assign scientific supervisors, distributing them according to students' preferences, no later than the fourth week of the penultimate semester, based on criteria established at the faculty level.
5. The organization and conduct of the Diploma Exam/Licence Exam are carried out in accordance with the regulations for the organization and conduct of graduation exams, approved by the Senate of POLITEHNICA Bucharest.
6. Graduates who pass the Diploma/Licence Exam receive the Diploma of Engineer/Licence Diploma.

VII. REWARDS AND PENALTIES

ART. 30. REWARDS

For outstanding results in academic, scientific, and research activities, and for involvement in community activities, the university may grant the following rewards to students:

- a) performance scholarships;
- b) volunteer scholarships;
- c) merit diplomas;
- d) special diplomas and scholarships for valedictorians;
- e) excellence diplomas for students who have achieved outstanding academic or scientific results at the national and/or international level;
- f) scholarships for mobility in international programs;
- g) other diplomas or awards.

ART. 31. PENALTIES

For violations of university conduct regulations, students may receive the following penalties:

- a) written warning;
- b) written warning with caution;
- c) suspension of the scholarship for a period of 10-30 days;
- d) suspension or withdrawal of some facilities granted to the student (dormitory accommodation, student ID, etc.);
- e) expulsion.

VIII. FINAL PROVISIONS

ART. 32. REGULATIONS OF FACULTY COUNCILS

Faculty Councils may introduce specific regulations and clarifications regarding students' academic activities, provided they do not contradict these Regulations and current legislation, with the approval of the University Senate.

ART. 33. APPROVAL OF REGULATIONS

These Regulations were endorsed by the University Administrative Council on 26.09.2024 and approved in the Senate meeting of POLITEHNICA Bucharest on 27.09.2024, and will take effect at the start of the 2024-2025 academic year.

ART. 34. AMENDMENTS TO REGULATIONS

Amendments to these Regulations may be made by the Senate of POLITEHNICA Bucharest, at the proposal of the Executive Board of the University Senate, the Rector, the Administrative Council, the leadership of legally constituted student organizations at POLITEHNICA Bucharest, or one-third of the members of the POLITEHNICA Bucharest Senate.

ART. 35. MANDATORY REGULATION

This regulation is mandatory for the entire academic community (teachers and students).

Basic elements of the annual study contract

1. At the beginning of the academic year (within the first 15 days), the student is required to complete and sign the annual study contract/additional act (regardless of the study regime—tuition or non-tuition), a document certifying their enrollment in the educational process and inclusion in a study group.
2. By signing the annual study contract, the student agrees to attend and pass the subjects they have committed to.
3. The annual study contract cannot be changed during the academic year.
4. A student who does not sign the annual study contract during the designated period will not be enrolled for that academic year.
5. All failed subjects will also be included in the annual study contract.
6. For optional and elective subjects, students must make their selections no later than the first week of the academic year.
7. Elective subjects are offered on a tuition basis at the request of students, except for subjects included in the psycho-pedagogical training program.
8. There is no upper limit on the total number of ECTS in the annual study contract.
9. The faculty-appointed tutor will assist the student in completing the annual study contract/additional act.

Student's personal file

1. The student's enrollment in the matriculation register is based on their personal file, which will include the following documents:
 - registration form from the admission exam;
 - admission exam papers (if applicable);
 - original high school diploma and transcript;
 - graduation diploma and its annex for students continuing their studies;
 - equivalent diploma (high school diploma issued by another country and equivalence certificate issued by CNRED/letter of acceptance for foreign students);
 - copy of birth certificate, certified as true to the original;
 - 2 photographs;
 - medical certificate;
 - copy of diploma obtained as a prize in national and/or international;
 - copy of ID card or passport;
 - documents attesting name change, certified as true to the original or notarized copy (if applicable).
2. During the course of studies, the personal file will be updated with the following documents:
 - rector's or Faculty Executive Board (BExF) decisions (if applicable);
 - academic record, in case of transfer;
 - documents required for scholarship grants (for each semester in which a scholarship was awarded);
 - documents granting certain rights (study breaks, extended schooling, transfer, retaking courses, differences—if applicable);
 - proof of payment of fees set by the Senate of POLITEHNICA Bucharest;
 - rewards and penalties received during faculty studies;
 - study contract and subsequent documents;
 - requests resulting in the student being granted extended sessions;
 - medical certificates (if applicable);
 - private scholarship contracts;
 - volunteer contracts/certificates;
 - documents related to mobility programs during studies.
3. After graduation, some of the documents are submitted to the Diploma Office for the issuance of study documents, while the rest remain in the personal file, which is archived.
4. a) The faculty secretariat issues the enrolled student a student ID and a student student ID card, in which the grades from exams or other forms of knowledge assessment are recorded throughout the course of studies. At the beginning of each academic year, after enrollment in that year of study, the student must present these documents for validation and report

any changes from the previous year. Additionally, at the beginning of the academic year, any differences or retakes of subjects will be established.

b) Corrections, erasures, or entries of false data in the student's documents are not allowed, as these constitute falsification of public documents and are subject to criminal penalties, in accordance with the law.

c) All documents in the student's personal file are confidential, and their processing is carried out in compliance with the provisions of Regulation (EU) 2016/679 GDPR.

d) In the event that the student loses their personal documents (student ID card, student ID, etc.), duplicates are issued after the publication of a notice in the press regarding the loss of the documents, based on a signed request and proof of payment of the corresponding fees.

e) In the case of permanent mobility (transfer), interruption of studies, permanent withdrawal, or expulsion, the faculty secretariat will withdraw the student ID and student ID card, which will be kept in the student's personal file, and the submission of the fully completed clearance form is mandatory.

f) Students may only collect documents from their personal file after presenting the Clearance Form to the Faculty Secretariat. Copies of the collected documents will be kept in the student's file.