

POLITEHNICA University of Bucharest

R E G U L A T I O N

**on the organization and functioning of the education process
within the Academic MASTER Studies at POLITEHNICA
UNIVERSITY of Bucharest**

Valid starting from academic year 2010/2011

BUCHAREST 2010

PART I ORGANIZATION OF ACADEMIC MASTER STUDIES

1. GENERAL PRINCIPLES

Article 1. (1) The Regulation on the organization and functioning of the education process at POLITEHNICA University of Bucharest (UPB) defines the principles and the rules underlying the organization and the functioning of the educational process for the academic master studies (cycle II – Master’s Degree), using the credit systems, pursuant to the following laws: Law 288/2004 regarding the organization of academic studies, as further amended and supplemented, the EGO no. 75/2005 regarding education quality assurance, the Order no. 3617/2005 of the Ministry of Education and Culture on the application of the European Credit Transfer System, and the GD no. 404/2006 regarding the organization and implementation of academic master studies.

(2) This Regulation was prepared by the Education Commission of the UPB Senate and approved by the University Senate, in a first version, in its meeting of 25.06.2009. The current version, modified, was approved by the University Senate in 2010. This Regulation shall come in effect starting from the academic year 2010/2011 and shall apply to the academic master studies organized as per Law 288/2004.

(3) In the case of master’s degree programs approved pursuant to previous regulations and currently ongoing, the legislation at the date of their approval shall also apply, such programs to enter liquidation as of academic year 2009/2010.

(4) This Regulation contains general principles, graduation, grade award / revision and suspension/re-enrollment /transfer rules.

Article 2. The academic master studies (cycle II) are organized in 4 types of programs, all with duration of 4 semesters (120 transferable study credits – **tsc**), as follows:

- **Post-graduate master program** designed to ensure the deepening of the knowledge in the field of bachelor’s degree study or a related field.
- **Interdisciplinary master program** designed to encourage cooperation between training fields within UPB or between similar technical universities.
- **Complementary master program** designed to build skills complementary to those acquired during cycle I, covering different other fields (medicine, biology, economy, etc.). The candidates enrolled in this program may be recruited also from other universities than technical universities.
- **Research master program** designed to build scientific research skills in specific fields.

Article 3. The person admitted in an academic master program shall have the status and be generically called **master’s degree student** through the entire duration of cycle II of such academic studies.

Article 4. Admission of students to academic master studies may be granted:

- Following an admission exam organized by each faculty for the master studies it offers (faculties should post the types and names of master programs for which they organize admission exams, the target-groups envisaged by these studies, the objectives, skills, syllabus and details regarding admission, the methodology of examination, content of the examination tests, the examination date, time, place, topics and bibliography, number of accepted students financed from the budget and number of admitted students with tuition fee, etc.);
- By transfer from other universities;
- By re-enrollment of expelled master's degree candidates.

Article 5. Upon re-registration of a transferred or expelled master's degree student, the Faculty Council Office (BCF) shall analyze each case in part and establish the disciplines that can be recognized and those that have to be re-studied, graduation of the subjects concerned becoming additional duties for the candidate.

Article 6. Upon start of the academic year (within the first 15 days), the master degree student admitted in a paid or a budgeted master's degree program shall have to fill in and sign the *Yearly Study Agreement*. This Agreement may not be amended in the course of any current academic year.

- The Agreement shall specify the disciplines which the candidate undertakes to study in current academic year. The *Study Agreement* may be modified in the first 15 calendar days of the current academic year.
- The master's degree candidate failing to sign the *Study Agreement* within the term specified above shall lose his /her student status.
- The master's degree student enrolled in a paid tuition master's degree program shall sign within the 15 days term specified herein the *Paid Tuition Agreement*.

Article 7. (1) The master degree's program shall end with a public presentation of a **Dissertation**. The master's degree student fulfilling all the requirements specified in the master's degree program and obtaining at least mark 7 in the public presentation of his /her Dissertation shall be issued the Master's Degree Diploma, accompanied by the appendix to the diploma drafted in compliance with the law.

(2) After 2 semesters of studies (60 tsc) the master's degree student may obtain an intermediate diploma.

Article 8. Each master's degree program shall have a **Program Coordinator**, appointed by the Faculty, in charge with coordinating the educational program in accordance with the rules and exigencies of UPB. The Program coordinator shall promote the master's degree program before the admission exam and shall handle the organization and implementation of the admission exam, the monitoring of the didactic and research activities, coordinating the allocation of semester research topics and of the topics of Dissertations. The Program Coordinator shall also lead the commission for the evaluation of the public presentation of the semester research reports, as well as the commission appointed for the public hearing of Dissertations.

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Article 9. (1) The Education Curricula (EC) contain *mandatory* and *optional* (choice) disciplines.

(2) The faculty councils may decide to impose conditionalities for certain disciplines (a student may not contract a discipline, unless he/she has obtained credits at disciplines that are conditional for the target-discipline); if such conditionalities are imposed, the list of the disciplines subject to conditionalities shall be attached as appendix to the syllabus of each faculty.

Article 10. The disciplines in the educational curriculum (EC) shall be assigned identification codes as shown in the sample in Annex 1 attached herewith as an integral part of this Regulation.

Article 11. (1) The number of transferable study credits assigned to mandatory and optional disciplines for a semester of study shall be **30** and corresponds to 28 hours of teaching / week.

(2) For all the types of master's degree programs, the 30 **tsc** awarded each semester shall be distributed as follows:

- For semester 1: **20 tsc** for didactic activities (totaling 18 hours/week) and **10 tsc** (totaling 10 hours/week).
- For semester 2: **12 tsc** for research activities (totaling 18 hours/week). Research activity in this semester shall conclude with the presentation of a *Project*.
- For semester 3: **20 tsc** for didactic activities (totaling 18 hours/week) and **10 tsc** for research activities (totaling 10 hours/week).
- For semester 4: **30 tsc** for research activities (totaling 28 hours/week) dedicated exclusively to preparation of the *Dissertation*.

Article 12. (1) Obtaining the **tsc** assigned to a course in a given subject is conditioned by the graduation of the course concerned.

(2) Evaluation of the knowledge in a discipline included in the EC shall be in the form of marks awarded on a scale from 1 to 10.

(3) A discipline shall be deemed graduated, if the mark obtained is at least 5. Partial obtaining of **tsc** per components of activities related to a discipline is not acceptable.

Article 13. The public presentation of the *Dissertation* is conditioned on the obtaining of all the 120 tsc associated with the mandatory and optional disciplines included in the EC.

Article 14. Master's degree students admitted in the master study programs shall be given research assignments and shall be included into a research team, which may include PhD student's degree candidates, professors and researchers.

Article 15. (1) The research activity shall be coordinated by a professor.

(2) The master's degree candidate shall prepare each semester a research report (related to the research activity specified in the education curriculum), to be orally presented before an evaluation commission, ending with a mark; the mark obtained shall be written down in a marks register and shall be specified in an attachment to the appendix to the graduation diploma.

Article 16. (1) The didactic activity of the master's degree candidates in each discipline in the EC shall be assessed continuously, in the form of points allocated to the various activities, with a total of maximum 100 such points.

(2) For the disciplines subjected to an exam, at least 50% of these points shall be allocated for the student's performance during current semester, with the remaining points to be allocated for the final assessment (exam).

Article 17. The training activities shall be scheduled as follows:

- the academic year shall have two equal semesters of 14 weeks each;
- the final examination of the knowledge acquired by the master's degree students shall take the form of two examination sessions scheduled for the end of each of the two semesters (winter session and summer session), each with a duration of 3 weeks;
- didactic and research activities shall take the form of **full-time courses (with attendance)**;
- 2 reexamination sessions shall be held in September, for the disciplines specified in the *Yearly Study Agreement* or in the current academic year, for graduation purposes or for increase of the mark obtained during the academic year.

Article 18. (1) Education is free of charge for a definite period of time during which the educational curriculum and the specific regulations shall be complied with.

(2) Tuition fees who will be paid by master's degree students shall be charged in the following cases: excess in the scheduled schooling duration, repetition of the studied disciplines, exams modification in the school curricula, and for additional training activities organized upon request of the master's degree students outside the scheduled program.

Article 19. As per art. 7 of GD 404/2006, the academic master's degree studies shall be organized in accordance with the internal and external quality assurance procedures. The main responsible entities for the quality of the master's degree programs are the university, the faculties/departments/ specialties organizing the master's degree programs and the master's degree student.

Article 20. Recognition of the **tsc** obtained by the master's degree students in other universities in the country or abroad shall be the responsibility of the BCF, based on the study program already attended by the student, the time allocated to advanced studies in the target discipline and the score obtained. This recognition shall be granted even where the name or the content of the discipline studied differs, provided that, following the study of the discipline concerned, the skills and abilities to be acquired are identical with those acquired under the discipline to be recognized.

2. RULES REGARDING THE ORGANIZATION AND FUNCTIONING OF THE EDUCATIONAL PROCESS

Article 21. Organization and functioning of the educational process at POLITEHNICA University of Bucharest is based on credits accumulation principle, with the following three rules being applicable: **scoring / reexamination** rules, **graduation** rules and **suspension/re-enrollment / transfer** rules.

2.1. SCORING /REEXAMINATION RULES

Article 22. (1) The final mark obtained in a discipline studied (integers from 1 to 10) results from the summing up of the points awarded for each activity within that discipline (a maximum of 100 points) divided by 10 and rounded up.

(2) The minimum graduation score in any discipline is 50 points.

Article 23. The share of each activity within a discipline shall be established by the titular of the discipline and confirmed by BCF, with focus on the continuity of the student's training during the entire semester.

Article 24. The types of activities within a discipline subjected to performance assessment by scores, and the manner of distribution of the 100 points associated with all the activities of the discipline taught, shall be communicated to the master's degree students at start of each academic year, upon the signing of the *Study Agreement*, and confirmed by each titular of discipline at the beginning of the semester.

Article 25. The score obtained in the final evaluation (exam) shall have to represent at the most 50% of the final mark.

Article 26. A discipline is assigned one single final mark.

Article 27. The points obtained in interim test papers shall be reallocated during examination sessions in the current academic year.

Article 28. For the disciplines subjected to assessment continuously (without exam), the results shall be finalized in the weeks 13 and 14 of each semester, before the start of the examination session; no ongoing evaluation shall be allocated more than 20 points for the final evaluation.

Article 29. (1) Continuously revision of the final evaluation during the reexamination session in fall, the partial scores obtained in the activities carried out during the semesters (I and II) shall be maintained, the only score to be cancelled being that obtained in the final evaluation conducted during the sessions held at end of each semester.

(2) In the case of repetition of a discipline of study in the next academic year, the partial scores obtained in the previous year shall be cancelled. The titular of the discipline concerned may decide to maintain the previous scores obtained by the student in the evaluation of his/her lab activities and of his /her project.

2.2. GRADUATION RULES

Article 30. (1) Graduation to second year of study is granted only if the master's degree student obtains all the 20 tsc related to the research activities and at least 30 tsc of the credits related to didactic activities.

(2) Master's degree students failing to accumulate the graduation tsc in second year, are allowed to repeat the year subject by paying the tuition fee.

Article 31. Candidates who, before presentation of their Dissertation, still have failed, may resume the study of those disciplines in the next session of the current academic year and present their Dissertation in a later session.

2.3. SUSPENSION/RE-ENROLLMENT RULES

Article 32. Studies may be interrupted only at the start of the academic year, within the period of time allowed for the signing of the study agreements, and shall be permitted for one or two academic years only. Re-enrollment of the master's degree students after suspension of his/her studies shall be allowed in the year of study in which they are entitled to re-enroll, as stipulated by the graduation rules of this Regulation, being granted recognition of the marks obtained before the interruption of the studies.

Article 33. In well-justified cases, the Dean of the faculty may approve the suspension of the student's studies starting with semester II. In this case, the re-enrollment is allowed by paying by the student of half of the annual tuition fee.

Article 34. Expelled master's degree students or the students who have waived their master's degree student status may be re-enrolled upon request, under the terms of this Regulation.

3. TUITION FEES FOR REPETITION OF ACADEMIC YEAR OR RESUME OF DISCIPLINES

Article 35. The following tuition fees shall apply:

- *Yearly tuition fee (YF)*, equal with the sum allocated by the Ministry of Education for the budgetary funding of the yearly schooling of a master's degree candidate;
- *Discipline repetition fee (DF)* is the fee charged to cover any occasional costs of the training of the master's degree candidate in a discipline. The amount of this fee shall be established each year by the UPB Senate.

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Article 36. A re-enrolled master's degree student benefiting from funding from the Ministry of Education, who exceeds the scheduled duration of 4 semesters of master's degrees studies, may continue the academic master studies by paying the yearly tuition fee (YF), if he/she exceeds the said duration by two semesters, or of a half of the yearly tuition fee, if the said duration is exceeded by one semester only.

Article 37. Upon resuming the study of a discipline for graduation purpose or for improving the mark obtained, the student shall pay a *discipline repetition fee*.

Article 38. Master's degree students, who have to go through further evaluations as results of re-enrollment or changes in the education curricula, shall pay the discipline repetition fee for each such further evaluation.

Article 39. Upon demand of the master's degree students, additional training activities may be provided, which are not included in the curriculum or ordered by the faculties. Organization of such additional courses shall be the responsibility of the faculty or of the institution providing them, and shall be delivered subject to payment of a fee, whose amount shall be calculated on account of the financing conditions applicable to the training activity concerned (covering the related costs), in the limits of the laws in force.

Article 40. (1) *The yearly tuition fee* may be paid in two parts: half at the start of semester I, and half at the start of semester II. *The discipline repetition fee* shall be paid at start of the semester of discipline repetition.

(2) Master's degree students failing to pay the *yearly tuition fee* in accordance with the payment schedule specified above shall not be enrolled in the next academic year. Those failing to pay the *discipline repetition fee* will not be allowed to participate for partial or final evaluations in the disciplines they are repeating.

Article 41. Complying with EGO no. 133/2000 regarding paid state university and post-university education, as further amended and supplemented, state master's degree programs may also be provided against a tuition fee. The number of admitted students with tuition fee and the amount of such fee shall be established by the UPB Senate depending on the specific schooling costs, within the limits provided by the law.

PART II

ORGANIZATION OF PROFESSIONAL ACTIVITY OF MASTER'S DEGREE STUDENTS

1. GENERAL PRINCIPLES

Article 42. Organization of the professional activity of the master's degree students enrolled in the academic master's degree studies at the POLITEHNICA University of Bucharest is based on ECTS.

2. ENROLLMENT AND ENROLLMENT DOCUMENTS

Article 43. (1) Enrolment of master's degree candidates admitted following the admission exam to the master's degree studies (the admission exam to be held in accordance with the "Methodology regarding the organization and implementation of the admission exam for university and post-university studies", approved by vote by the UPB Senate) shall be subjected to approval of the Faculty Dean, based on the lists drawn up following the admission exam.

(2) Enrollment shall consist of registration of the student in the faculty register under a single registration number to be valid for the entire schooling period.

(3) The numbers in the school register shall be assigned in successive order for each new schooling series.

Article 44. (1) Registration of the master's degree student in the school register shall be based on his/her personal dossier containing the following documents:

- Registration application as per UPB form (where appropriate)
- Papers produced for the admission exam (where appropriate)
- Baccalaureate diploma in original or equivalent;
- Bachelor's degree diploma in original or equivalent;
- Certified copy of birth certificate;
- 2 photos;
- Medical certificate (if specified for the admission exam);
- Identification documents (ID) in copies;
- Receipt of payment of the admission fee

(2) During the learning period, the following documents shall be added to the student's personal dossier:

- Documents for the granting of scholarships (for each semester of scholarship)
- Documents conferring various rights (suspension of studies, repetition of disciplines, reexaminations - as appropriate);

- Proof of payment of the fees established by the UPB Senate;
- Rewards received during the studies;
- Sanctions applied during the studies.

(3) Upon completion of the studies, part of the documents shall be sent to the Office of Diplomas, and the rest of the documents shall remain in the student's personal dossier kept in the UPB Archives.

Article 45. (1) The Secretariat of the faculty shall issue to the enrolled master's degree student a master's degree student ID card and a mark notebook for evidence of all the marks obtained in the exams or other forms of performance evaluations held during the schooling period.

(2) The documents of the master's degree student shall be free of corrections, deletions and false data, as these shall be deemed as falsified public documents and punished accordingly. In the event of loss by the master's degree student of any of his /her personal documents, duplicates shall be issued, following public announcement in the press of such loss.

(3) In case of transfer, interruption of schooling, final withdrawal or expelling, the Secretariat of the relevant faculty shall retrieve the master student's ID card and mark notebook and file them in the student's personal dossier, subject only to prior presentation by the student concerned of the leave clearance form with all the headings fully checked out.

Article 46. (1) Enrollment of the master's degree student in a year of studies shall be subject to an order issued by the Dean and handled by the faculty Secretariat, at the start of the academic year, after the master's degree student has signed the *Yearly Study Agreement* (defined in art. 6 of this **Regulation**) and paid, where appropriate, the required fees (yearly fees or discipline repetition fees).

(2) After enrollment of the master's degree student in any year of study, his /her master's degree student's ID card and notebook shall be stamped for the current year. In the same time, he/she shall be established the disciplines to be repeated and the reexaminations he/she should sit for (if any).

Article 47. The attendance of the master's degree students to learning activities shall be recorded in a team attendance log, to be signed by the professors for each didactic activity and centralized twice a month by the faculty Secretariat. The team attendance log shall be managed by the team leader appointed by the BCF.

3. RIGHTS AND OBLIGATIONS OF MASTER DEGREE STUDENTS

Article 48. Master degree students shall have the following rights:

- a. to receive free education for the number of places financed from the budget and during normal master studies (four semesters);
- b. to participate in all forms of didactic activities stipulated in the curriculum and in supplementary educational activities organized (on request, in accordance with the provisions of the University Charter and of UPB Senate), use university premises (training rooms, laboratories, project and seminar rooms, reading halls, libraries, sports grounds) and any other means provided by the university;

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c. to participate in the student scientific activities or in the cultural, sporting, vocational guidance and career counseling activities in UPB or in other universities;

d. to be elected representatives of the master students in the University Senate and / or the Faculty Council based on the University Charter and this Regulation on the organization and functioning of the education process;

e. to participate by free expression of opinion in the evaluation of his/her performance in the subjects studied, as well as in the assessment of university teachers' performance in accordance with rules established by the UPB;

f. to participate, at the request of the relevant faculty or on their own initiative, in the organization of their group of students (timetables, scheduling of evaluations and works, scientific students' research etc.);

g. to participate in the training activities at universities or faculties in the country, based on credit transfer system, or in international training programs abroad;

h. to be members in professional associations that represent them and defend their rights in academia and to have these rights recognized by the University, to the extent that such associations do not violate the regulations UPB;

i. to obtain training, merit and outstanding performance scholarships and social benefits in accordance with the provisions of the law and of the UPB Senate;

j. to participate in the scientific research of the university;

k. to participate in volunteering activities organized by the university;

Article 49. Master students shall have the following obligations during the educational process:

a. to meet all their obligations according to the educational curriculum and comply with the syllabus;

b. to attend all teaching and research activities;

c. to comply with the regulations and specific legislation and to comply with decisions of the faculty or of the university regarding the attendance to all learning and research activities;

d. to comply with the provisions of the University Charter and with UPB regulations;

e. to pay, if applicable, the fees provided for in this Regulation (**Art. 35-41**) on time;

f. to keep in good condition the MA student's ID card and notebook;

g. to respond to the requests of the faculty Secretariat on issues dealing with their professional activity or with the organization of their group of students;

h. to show respect for university community members, have a civilized behavior and comply with the common rules of coexistence of the community to which they belongs;

i. to produce during the continuous performance assessment and in the final examinations the master student notebook and / or, at the request of the professor, ID papers;

k. to keep in good order all the proprietary assets of the University and faculty as found on the educational premises, accommodation and recreational grounds of the University. The value of any loss arising from damage or destruction of such properties shall be recovered from the author of such damages.

4. EVALUATION AND GRADUATION

Article 50. The assessment consists of verification of student's knowledge acquired in a discipline. Knowledge taught are listed in the syllabus of the course, as established by the course titular and approved by the department's leadership.

Article 51. Assessment of student's acquired knowledge and the graduation of the master student are based on the rules of scoring and graduation specified by this Regulation. Assessment and scoring rules are announced by the professor in the presentation of the subject during the first class taught.

In assessing master student's activities the following principles apply:

- all activities relating to subjects, which are assessed, are allocated points out of the 100 points assigned to the relevant discipline;
- any point awarded in assessing each discipline-related activity should represent the percentage of knowledge acquired from the discipline-related knowledge;
- distribution of the points per discipline-related activities shall be done by the relevant professor, endorsed by the Program Coordinator and approved by the BCF;
- the total score obtained shall be calculated by summing up the points awarded for activities developed during the year and in the final evaluation;
- the total score shall be converted into a mark (integers from 1 to 10) by dividing by 10 and rounding up, in accordance with **Article 22** of this Regulation;
- absence from a performance evaluation in any activity means zero points for that activity.

Article 52. Performing discipline-related applied works (seminar, project and / or laboratory) may be a precondition for admission of students for the final verification, according to the conditions established by the titular of the discipline, endorsed by Program Coordinator and approved by the BCF.

Article 53. Final verification and registration of the mark in the relevant catalog shall be performed only during the examination sessions.

Article 54. The manner of sitting for the final exams - written, oral, written and oral – shall be established for each and every subject by the Dean of the faculty or by the Program Coordinator, on a proposal from the teacher, and shall be communicated at the beginning of the semester to the master's degree student.

Article 55. (1) Scheduling of the final evaluations (examinations) shall be approved by the Faculty Dean, on the proposal of the master's degree student and subject to the prior approval by the titular of the discipline and by the Program Coordinator.

(2) The scheduling shall be established for each group separately and shall be communicated at least seven days before the start of the session. A time interval of at least two days shall be allowed between two successive final evaluations.

Article 56. The titular of the discipline shall communicate to the master's degree students the results of all evaluations during the semester exams, before the beginning of the examination session.

Article 57. (1) Final assessments shall be held by the professor who taught that discipline, assisted by a professor who led the practical applications or by another specialised teacher.

(2) In case of absence of the discipline professor, the faculty Dean shall establish a review committee composed of three professors specialised in the relevant discipline.

(3) The results of the final evaluations shall be communicated to the master's degree student on the day of evaluation.

(4) If, at the final examination, the master's degree student wishes to see his /her written paper, the professor shall have to make the paper available to the student for together.

Article 58. (1) The appeal against the result of an evaluation of the knowledge acquired by the student may be filed in writing within 48 hours from communication of the result of the evaluation and shall be addressed to the Dean of faculty.

(2) The answer to the appeal filed shall be communicated to the student within no later than 7 days.

Article 59. The master's degree student must have on him /her student mark notebook, for registration of the mark awarded in the examination.

Article 60. (1) Master's degree student who fraudulently attempts to pass the examination will be expelled from the university on the basis of a report drawn up by professors who participated in the examination.

(2) Expelling of the student shall be approved by the Rector, on a proposal from the Dean of the relevant faculty.

(3) Expelled master's degree student may request resumption of the studies starting from the next year of study. Re-enrollment shall be subject to approval by the UPB Rector, on a proposal by the Dean of relevant faculty.

5. COMPLETION OF THE STUDIES

Article 61. (1) Completion of studies at UPB is subject to obtaining the **tsc** related to mandatory and optional disciplines within the master's degree student's training program and to the presentation of the Dissertation.

(2) Graduates of academic master's degree studies, who have obtained at least the average mark 7 for their Dissertation, shall be awarded the Master's Degree Diploma.

Article 62. (1) The Dissertation shall be presented in accordance with the methodology for completion of the master studies, approved by the University Senate.

(2) Graduates of academic master's degree studies shall post on the relevant department's web page a summary in English of their Dissertation.

Article 63. University Departments are required to establish the topics of the Dissertations and the appointed scientific advisors and communicate them to the master degree's students before the start of the terminal academic year (or semester).

6. REWARDS AND PENALTIES

Article 64. For outstanding professional and scientific research performance the University grants special awards for the best students.

Article 65. (1) For school failure and breach of academic disciplinary rules, master student may be punished by a *reprimand*, a *written warning* or by *expulsion* from the university.

(2) Reprimands and written warnings are subject to decision and application by the Dean, while the expulsion is subject to decision by the Rector, at the Dean's proposal.

Article 66. (1) Master degree students who have not attended one semester of learning activities and have not got any credit point shall be expelled.

(2) Reprimand shall be applied on master students who were absent for more than 50 hours from the educational activities in a semester. Written warning shall be applied on master students who were absent for more than 80 hours from the educational activities.

(3) Master degree students who were absent for more than 130 hours in a semester shall pay, in the next academic year, the yearly tuition fee (YF).

Article 67. (1) Appeal against a written warning or a reprimand decision shall be filed within 3 days of communication thereof, to the Faculty Council Office, which shall settle the appeal within 7 days.

(2) Appeals against decision of expulsion from the UPB shall be filed within 3 days from notification of the decision, with the General Registrar's Office of UPB, and shall be settled within the timeframe established by the law.

Article 68. Master's degree student who is punished by a reprimand or a written warning shall lose:

- the right to receive merit scholarships;
- the rights granted under **article 48**, paragraphs **d** and **g**;
- the right to go on relaxation camps.

Article 69. Faculty Council, on a proposal by BCF, may establish penalties for violations other than those stipulated in **Article 60** and **Article 64**.

7. TRANSFERS

Article 70. Transfers are allowed only after full graduation of one year, between faculties within UPB or of other universities in the country and only in the same area of Master studies.

Article 71. (1) Master's degree student may be transferred within the same type of master program, if he / she has good reasons for the transfer and only after completion of his /her current year of studies.

(2) Applications for transfer shall be submitted to the Dean's Office of the faculty to which the student transfers, at least 10 days before the start of the academic year.

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(3) Applications shall be submitted in duplicate, with endorsement of the transfer by the Dean of the Faculty of departure and by the higher education institution.

Article 72. (1) After endorsement of the transfer by the Dean of the faculty receiving the transferred student, the University Rector shall approve the transfer, following approval given by the two Deans.

(2) Within a faculty, the request for transfer from one master program to another shall be resolved by the Dean of the faculty.

(3) The leadership of the faculty receiving the transferred master student shall determine, upon enrollment of the transferee, any reexaminations that the transferred student may be required for the current academic year.

(4) Faculties may set specific criteria regarding the conditions of transfer (number of reexaminations, minimum graduation marks etc.).

Article 73. After expiry of the standard duration of the master studies, such duration to include also the years of studies spent with the university from which the student is transferred, the transferred master student may continue his /her master studies, provided that he/she pays the yearly tuition fees.

8. FINAL PROVISIONS

Article 74. Faculties may introduce specific regulations and clarifications regarding the professional activity of master students enrolled in academic master studies, unless such regulations and clarifications are contrary to this Regulation.

Article 75. Amendment of this **Regulation** may be made by Senate UPB, on the proposal of the Senate, of the leadership of UPB student organizations legally constituted or of 1 / 3 of the members of UPB Senate.

Article 76. This Regulation shall be binding for the entire academic community (professors and master's degree students).

Annex 1

Assignment of identification codes for the subjects in school curriculum

Field	Content	Type	No. Of characters	Example
1	University	Alphanumeric	3	UPB
2	Faculty	Numeric	2	04
3	Semester	Alphanumeric	2	M3
5	Type of discipline	Alphanumeric	1	<ul style="list-style-type: none"> • O: mandatory • A: optional
6	Identification of discipline	Numeric	5 mn-pq	<ul style="list-style-type: none"> • mn = 0,1,2 9 = number of master program of the faculty • pq = number of discipline in the EC

*Example: **UPB.04.03.O.07-09** = discipline of **UPB**, Faculty of **Electronics, Telecommunications and Information Technology**, taught under **Master's Degree** program, semester **3**, **mandatory**, part of master program no. **7** with serial number **9** in the educational curriculum.*