

NATIONAL UNIVERSITY OF ARTS, BUCHAREST

EUROPEAN CREDIT TRANSFER SYSTEM RULES FOR EDUCATIONAL PROCESS ORGANIZATION

Chapter 1. GENERAL DISPOSITIONS

Art. 1. The National University of Arts from Bucharest organizes research and educational activities with reference to the performances acquired in the development and transfer of knowledge and technology. This

domain of quality evaluation at academic level has in view the teaching, learning and research processes, as well as the results required by the educational efficiency standards.

Art. 2. The present regulations include a set of rules on the professional activity of students matriculated in The National University of Arts from Bucharest. The main objective of these regulations is organization and running of the educational process in the European Credit Transfer System (ECTS).

Art. 3. The following legal documents in force lie at the basis of the present regulations:

- a. Law of National Education no. 1/2011;
- b. Law no. 288/2004 on the organization of BA academic studies – Order no. 3617/16.03.2005 of the minister of Education, Research, Youth and Sports on the general implementation of the European Credit Transfer System;
- c. Provisions of the Governmental Decision (G.D.) no. 3235/2005 on the organization of the BA academic studies cycle;
- d. Charter of the National University of Arts from Bucharest.

Art. 4. According to the legislation in force, the higher-education process is organized as follows:

- a. Cycle I – BA academic studies, lasting six semesters (180 credit transfers), finalized with a BA Examination;
- b. Cycle II – MA academic studies, lasting four semesters (120 credit transfers), finalized with a dissertation Examination;
- c. Cycle III – PhD academic studies, lasting six semesters (180 credit transfers), finalized with a PhD Thesis. Access to cycle III observes G.D. 567/2005.
- d. The academic year has two semesters of 14 weeks, except the 2nd semester of the last year of study, which has 12 weeks, two sessions of exams and verifications (one in winter and one in summer), as well as one session for the students who are either behind in their exams or request re-examinations, organized in autumn.

Art. 5. The students of The National University of Arts belong to the academic community and benefit of the rights and duties put down in the present Charter.

Art. 6. The students of The National University of Arts enjoy academic liberties and can study, investigate and create, participate in exhibitions, organize and lead cultural-artistic events.

Chapter II. STUDENTS' RIGHTS AND DUTIES

Art. 7. During their academic studies, the students have the following rights:

- a. To use the studios, the laboratories, the offices, the amphitheatres, the library, the reading rooms and the otherspaces The National University of Arts puts at their disposal for professional training, according to the present regulations;
- b. To use the equipments, the installations and all the required tools The National University of Arts puts at their disposal, according to the Educational Plan and the programming settled by the professors in charge.
- c. To participate in students' artistic and scientific activity, in the artistic, cultural and scientific activities the faculties and chairs organize, as well as in the activities other institutions and organizations develop;
- d. To receive merit grants, study fellowships and social supports according to the provisions of the Ministry of Education, Research, Youth and Sports and to the criteria settled by the Senate;
- e. To benefit of free medical assistance;
- f. To be accommodated in the hostel, taking into account the available beds and the priority criteria, according to the Accommodation Rule;
- g. To elect and be elected in the Professorial Council of the faculties, in the Senate and in the Council for Students' Social Problems, active in The National University of Arts;
- h. To have free access in the university spaces, if their internal regulations are observed;
- i. To organize their own structures on artistic, cultural, scientific, trade-union profile or to be members of the already existent structures.

Art. 8. During the academic years, the students have the following duties:

- a. To observe the internal regulations of the studios, of the laboratories and of the other educational spaces the institution disposes of;
- b. To observe the Charter of The National University of Arts, the university programs and rules of all faculties and chairs;
- c. To observe the standards of university moral discipline;
- d. To take care of the intangible assets of The National University of Arts from Bucharest. The student who is responsible with their damage or degradation is obliged to support the costs of the harm he/she has caused;
- e. To observe the standards of security, utilization and protection required by the equipments, installations and tools;
- f. To observe the provisions of the present regulations;
- g. The students matriculated on taxable places enjoy the same rights (except the right of being granted social support) and duties as the other students.

Chapter III. MATRICULATION

Art. 9. Entrance examination competition in The National University of Arts observes the regulations the chairs propose and the Senate approves; these regulations are annually updated according to the provisions of the Ministry of Education, Research, Youth and Sports and to the legislative changes.

Chapter IV. STUDENT'S ENROLLING IN THE FACULTY AND MATRICULATION

Art. 10. After the entrance examination, matriculation of the admitted candidates is carried on according to the personal record/documents handed over on enrolling, to the signed study contract and tax contract (in case the candidates were admitted on taxable places). On matriculation in the 1st year of study, student's personal record must include:

- a. The standard application for the 1st year of study;
- b. The high-school diploma (or its equivalent), in the original;
- c. The birth certificate, in certified true copy;
- d. Documents attesting any change of name, in certified true copy (if need be);
- e. The health certificate signed by the family physician, which should confirm that he/she is able to attend the specializations of The National University of Arts from Bucharest;
- f. The higher-education diploma, in certified true copy (for those who have already graduated a higher-education institution);
- g. Other documents the faculty secretariats require for special situations;
- h. Four colour photos (3/4 cm) for student's documents;
- i. A copy of the identity card/passport;
- j. A certified true copy of each diploma granted at the national and/or international (for Olympiad winners) competitions.

Art. 11. After matriculation, the student is enrolled in the matriculation register under a unique number, valid for the whole period of study in that faculty.

Art. 12. During his/her studies, student's personal record is filled in with: a card the candidate receives on enrolling in the entrance examination competition; the study contracts for each academic year; the tax contracts of those who study on tax places; the documents granting of social support require (for tax-free students only); the documents attesting granting of some rights, of excellence prizes or of sanctions; the accommodation contracts, for the students who live in the hostel; students' applications/demands; the documents attesting the studies performed in other universities from Romania and abroad and their subsequent results; the rewards received in the faculty; the sanctions received in the faculty; withdrawal of the personal record prevents study continuation.

Art. 13. On enrolling, each student receives the following nominal documents: a student's card; a card allowing him/her to pay less for railway and surface transportation (if the Ministry of Education, Research, Youth and Sports allots the required funds). The student's card contains all the marks he/she got on evaluation tests. It is compulsory to present student's card to the examining professor. These documents must not include corrections/modifications or unreal data (considered fakes) and are not transmissible. In case these documents are lost, a duplicate is released after the loss was acknowledged in mass media and the tax their release requires is paid. In case of transfer, of study interruption or expulsion, the dean withdraws these documents. Student's card is stamped by the faculty secretariat at the beginning of each academic year.

Art. 14. Matriculation of the students admitted at the entrance examination competition in the 1st year of study, of the students transferred from other universities

or from other faculties of the same university, of the students who can resume, through re-matriculation, their studies, as well as of the students who wish to be trained in a different specialization (study completion) requires dean's approval and observes the list of students the rector of the university approved at the entrance examination competition – rector's decision.

Art. 15. Students' matriculation in the 2nd and 3rd years of study (the 2nd year for the students attending MA courses) is done at the beginning of the academic year, on the basis of the previous year's promotion and signing the study contract and the tax contract (in case of students occupying taxable places) and is ended at the latest on the 15th day after the academic year has started. The student who does not conclude the study contract and the tax contract within the above-mentioned period loses his/her student's quality with all the subsequent consequences.

Chapter V. GENERAL RULES

Art. 16. Each student is obliged to fill in and sign every year **the study contract** and **the tax contract** (in case of students occupying tax places). This certifies student's affiliation to the educational process. The study contract specifies the compulsory special and theoretic basic disciplines, as well as the route and complementary optional disciplines, which, summed up, represent 60 credits per year. The maximum number and the minimum number of students at a complementary optional discipline is related to the number of students trained in that specialization (10% of the total students from that specialization or minimum 15 students). Otherwise, the student is obliged to change his/her option by modifying the study contract within 10 days since expiration of the above mentioned period. The Managing Council can approve a different number of students in one group.

Art. 17. The faculties decide the correlations and circumstances among educational plan disciplines, according to the year of study, the disciplines which must be previously studied and the discipline packs for whose option is done in block.

Art. 18. The disciplines of the educational plan are attributed identification codes which should define their parameters and credit points. The number of credits attributed to a discipline is indivisible. No partial credit attributions on activity components are admitted. The minimum number of credits attributed to a discipline is one per semester, except the discipline called "Sports", which is not credited.

Art. 19. 20 credits are attributed for the BA Examination, 10 credits for each of the two tests, and 10 credits for the Dissertation Examination.

Art. 20. The credits attributed to a discipline are conditioned by that discipline promotion. A discipline is

considered promoted if the student gets at least the mark 5. Promotion is acquired by exam, by tests organized during the semester or by the colloquium.

Chapter VI. RULES ON ATTENDANCE

Art. 21. The student is obliged to observe the attendance rules required by the faculty according to the educational plan. Any absence is considered an infringement of the university discipline. The presence at the theoretical courses is optional, but the attendance of seminars and of the practicum classes is compulsory. At the History and Theory of Art specialization, attendance of courses and seminars is compulsory. The studio requires for corrections three days per week – made known by the professor at

the beginning of the academic year – and two days for individual study, coordinated by the professor, the assistant lecturer or the university tutor.

Art. 22. Absence motivation has to do with dean's competence; the student puts down a demand to which he/she attaches the certifying documents, within the three days following resumption of the university activity. The demands presented after the above-mentioned period are not taken into consideration. The following circumstances can motivate absences:

- a. Cases of sickness proved by the health certificates released or approved by the consulting room of The National University of Arts;
- b. Artistic events organized by The National University of Arts or by other institutions, which received the accept the student demanded from his/her coordinator and were approved by the dean of the faculty;
- c. Exceptional situations, according to a motivation demand (see Art. 33).

Art. 23. For the above b and c cases, the dean will consult student's coordinator. The way the absence motivation demands have been solved is acknowledged to the student through the secretariat of the faculty. The motivated absences are re-programmed by the professor and are not taxed. The unauthorized absences, considered supplementary time, are re-programmed and taxed according to a quantum established by the Senate. The theoretical courses are not re-programmed. Temporal leave from professional activity and attendance exemption for (sporting) competitions and other official artistic or scientific events is approved, for each case separately, by the rector of The National University of Arts.

Art. 24. a) The student who is absent from the laboratory works or from other practical activities has to accomplish his/her professional tasks according to the program settled by the coordinating professor, etc. in ordinary and approved by the leading staff of the chair and by the dean. In case absences cumulate more than 1/3 of the number of hours allotted to that discipline, recovery must be achieved until the end of the university courses. In case of exceptional situations (hospitalization, a.s.o.), recovery of student's professional activity can be approved after the mentioned date limit. b) In case of the theoretical courses the educational plan stipulates for the History and Theory of Art, when the motivated absences cumulate more than 1/3 of the total number of allotted hours, the exams for those disciplines are postponed until the next session.

Art. 25. If the unauthorized absences cumulate more than 1/3 of the time allotted to a discipline, the student loses the right to be present at the exam in that session, but can recover the lost themes during the following semester, by re-programming them and the corresponding exam and paying a tax per hour for the achievement of the extra obligations.

Art. 26. The student can take a job according to the rules in force, but has to accomplish all the duties his/her academic studies require and observe the educational plans. At demand, the secretariat of the faculty can hand him/her a paper certifying the status of his/her studies, to be used for engagement.

Chapter VII. RULES FOR TRAJECTORY CHOICE

Art. 27. The rules for trajectory choice occur when the complementary optional disciplines (of the 1st, 2nd and 3rd years of the BA studies and the 1st and 2nd years of the MA studies) and the (route) optional disciplines must be chosen.

- a. The route optional disciplines represent a pack of theoretical and practical disciplines of a speciality for which the option is made in block.
 - a) The choice of the desired route begins on the entrance examination.
 - b) The number of supplementary places for a route is approved by the chair in the limit of the space and of the material endowments.
 - c) In case the initial option is changed within the same faculty, the student equalizes the differences due to the new specialization observing the transfer rules (see below).
 - d) In case of a double specialization, the student is obliged to go over all the subject matters that specialization requires and is allowed, at demand, to prolong the period of studies with 2–4 semesters, at chair's proposal and after receiving Senate's approval.
- b. The complementary optional disciplines represent a pack of theoretical and practical disciplines meant to complete student's knowledge and from which he/she is obliged to choose in order to complete the required credits per semester.
 - a) The complementary optional disciplines can neither replace the compulsory disciplines, nor the route optional ones.
 - b) The student is free to choose out of the list of complementary optional disciplines at his/her disposal the disciplines he/she desires to attend and the order in which he/she desires to attend them.
 - c) In case the obtained credits for the complementary optional disciplines exceed the required number of credits per semester, the extra credits are reported in the following semester.
- c. The optional disciplines represent a pack of disciplines at student's disposal, meant to complete his/her knowledge according to his/her desired professional direction.
 - a) The optional disciplines are credited separately.
 - b) The credits obtained at the optional disciplines are not considered in the calculus of credits required per semester.

Chapter VIII. TRANSFER RULES

Art. 28. Transfer rules occur when the route is changed. Transfers cannot be done during the academic year.

Transfers are conditioned by the credits obtained for the compulsory disciplines and by equalization, in the year he/she transferred, of all differences, due to the change of specialization, included in the educational plan; transfers are done within the limit of available places. In case the student does not promote these differences, he/she must return to the old specialization, missing an academic year. In The National University of Arts, transfers can be done after promoting the 1st year of study. The obtained credits are transferable 100% within the faculty or, in the limit of their equalization, to other faculties or educational institutions. The uncovered credits by discipline equalization are not lost, they are transferred to the (complementary) optional disciplines.

Art. 29. The student can put down a transfer demand from a faculty (specialization) to another one after getting the agreement of his/her didactic coordinator and of the head of the specialization department he/she transfers from, as well as from the didactic coordinator and from the head of the study program responsible with the

specialization he/she transfers to. The transfer demand is presented to the dean's office of the faculty which is going to receive the student 10 days before the beginning of the academic year at the latest, after the transfer tax settled by the Senate was paid.

Art. 30. Transfer approval is in the competence of:

- a. The professorial Council of the faculty, when the student desires a transfer to a different specialization of the same faculty;
- b. The professorial Councils of the implied faculties, with Senate's approval, when the student desires a transfer from one faculty to another within The National University of Arts from Bucharest;
- c. The rector of the higher-education institution the student desires to leave and the rector of the higher-education institution he/she desires to be matriculated in, in case the transfer takes place between different state higher education institutions.

Art. 31. The leading staff of the faculty which receives the transferred student have to establish, after he/she was matriculated, signed the study contract and paid the transfer tax, the plan differences and the tax the student must pay for the exams and the subsequent verifications, if need be.

Chapter IX. GRADUATION RULES

Referring to the graduation of an academic year and promotion into the next one

Art. 32. Graduation of one academic year and promotion into the next one belonging to the same study cycle is conditioned by getting the mark 5 (at least) at the examinations, at the verifications organized during the semesters and at the colloquia stipulated in the educational plan, as well as minimum 30 annual credits. The student can promote the 1st and the 2nd academic years having behind examinations and verifications within the limit of 10 annual credits. At the end of the 3rd year, in order to be allowed to enrol for the BA examination, the student must graduate all examinations and verifications included in the individual annual contracts, cumulating minimum 180 credits.

YEAR GRADUATION IS CONDITIONED BY OBTAINING (ACCUMULATION OF) AT LEAST 180 CREDIT POINTS.

THE NON-GRADUATED DISCIPLINES CAN BE RE-EXAMINED IN THE SEPTEMBER (AUTUMN) SESSION, ON CONDITION THAT AT LEAST 40 CREDIT POINTS HAVE BEEN PREVIOUSLY ACCUMULATED.

- a. The credits allotted to cycle I (at least 180) must be obtained in four study years at the most, the fourth year being called the supplementary year of cycle I. The student who, due to exceptional conditions, did not get the required credits in the three years of the cycle I, can benefit of the supplementary year.
- b. The credits allotted to cycle II (at least 120) must be obtained in three study years at the most, the third year being also called a supplementary year. The student who, due to exceptional conditions, did not get the required credits in the two years of the cycle II, can benefit of the supplementary year.

Art. 33. The exceptional situations are defined by the Senate and include the sick leaves longer than 30 days, the maternity leave, the foreign grants, the official trips or other activities organized by the university, the special family circumstances or the cases of force majeure.

Art. 34. The access during training and taking of the BA Examination is possible after getting all the due credits for the cycle I of studies. After promoting the BA Examination, the graduate receives a BA Diploma accompanied by the diploma supplement.

Art. 35. The access during training and taking the Dissertation Examination is possible after getting all the due credits for the cycle II of studies. After promoting the Dissertation Examination, the graduate receives a MA Diploma accompanied by the diploma supplement.

Chapter X. GRADING RULES

Art. 36. The artistic disciplines can include more themes. In order to get the right to stand for the examination, the student must hand each theme on the day settled by the coordinating professor. In case the student lost the right to stand for the examination due to the fact that he/she had not handed the theme, he/she is obliged to reprogram for a fee that theme, either during the semester, in case time permits, or until the end of that academic year, according to Art. 32.

Art. 37. A discipline has a unique final mark, rendered in figures without decimals. In case the thematic plan stipulates explicitly a project or other types of specific works, their mark is included in the discipline mark. The members of the didactic staff in ordinary for each discipline decide and program the evaluations done during the semester (papers, colloquia, verifications).

Art. 38. Verification of student's knowledge is achieved during each academic year in the seminar and practicum classes, as well as in the other activities the educational plans stipulate, in examinations stood for in the settled sessions, according to the structure of the university year. The final verification of student's knowledge is done during the session programmed in the end of each semester (the winter session lasts three weeks and the summer session, four weeks).

Art. 39. The coordinator in ordinary of a discipline decides, according to the discipline file confirmed by chair's authority, the importance of each activity related to that discipline, as well as the volume and level of knowledge the examination requires.

Art. 40. In case of upgrading, when the student repeats but the final examination (two exams at the most), the estimates previously obtained for all discipline activities are taken into consideration and are cumulated to the reexamination mark, so that only the mark for which re-examination was requested is modified.

Art. 41. The day and hour the examinations take place are settled by the secretariat according to the proposals made by the professor in ordinary after consulting the groups of students. The program is drawn up per groups, and the secretariat acknowledges the students with at least one week before the session of examinations begins.

The autumn session exams are programmed after the end of the summer session. The behind exams of the previous sessions will be inserted among the exams planned in the present session. In exceptional, sound motivated cases, the dean can approve the change of the initial programming. Outside the sessions, exams can be stood for with Senate's approval only. The student who performed the practicum, the studio works, the projects, the homework and the documentary themes the coordinator settled following the thematic plan of those disciplines has the right to attend examination (see Art. 36.).

Art. 42. The student who was absent or who did not perform and get the approval for the stipulated activities is obliged to pay a tax for resuming them; he/she ought to resume them before the exam, following a program approved by the coordinating professor – otherwise he/she loses the right to stand for that examination.

Art. 43. Exams are stood for in front of the professor who taught that discipline, assisted by the member of the didactic staff who coordinated that group's seminars or practicum. Examiner's substitution can be done at dean's proposal and with rector's approval. The student who, due to objective reasons, cannot attend the exam with his/her group, can ask its re-programming with another group who has the same examiner. The demand must be put down until the day before the date of the initial exam.

Art. 44. Examinations take place according to each chair's specific and specialization.

Art. 45. Promotion of any discipline requires standing for examinations, verifications or other forms of knowledge checking. The examiner registers the results in the catalogue and, compulsorily, in the student's card.

Art. 46. Grading consider marks from 10 to 1, the minimal promotion mark being 5.

Art. 47. The student who tries to promote an examination by fraud will be expelled. Expulsion will be decided, in this case, by the rector at the proposal of the professorial Council Board of the faculty.

Art. 48. For the student missing the exams planned in the respective session, the examiner puts down in the catalogue: "absent".

Art. 49. Student's professional situation is concluded after the autumn session, three days prior to the beginning of the next academic year, at the latest. The student is considered promoted if he/she got promotion marks at all disciplines stipulated in the annual study contract. The professional situation of the student attending the last academic year is concluded one week before his/her standing for the BA Examination.

Art. 50. In one academic year, a student can promote only one study year.

Chapter XI. RESUMPTION RULES

Art. 51. PARTIAL RESUMPTION occurs when the student missed less than 1/3 of the time attributed to that discipline or did not achieve less than 1/3 of the discipline themes. Partial resumption is granted by the member of the academic staff in charge of the discipline after the student paid the resumption tax. In case resumption can be achieved during the semester, the student can attend the semestral exam of that discipline. In case resumption cannot be achieved during the semester, the student loses the right to attend the examination and is re-programmed in the next semester or in the autumn pre-session.

Art. 52. TOTAL RESUMPTION occurs when the student missed more than 1/3 of the time attributed to that discipline or did not achieve more than 1/3 of the discipline themes. In this case, the discipline, all its due activities included, is resumed. Total resumption is granted by the member of the academic staff in charge with that discipline after the student paid the resumption tax. Total resumption is programmed in the following semester or in the autumn pre-session. **EXCEPTIONAL RESUMPTION** occurs when the student interrupts one of the two above-mentioned types of resumption due to special situations (see Art. 22, points a, b, c, and Art. 33).

Exceptional resumption is granted by the rector of the university without paying the resumption tax.

Art. 53. The students who, at the end of the summer session, have promoted all disciplines, can put down an upgrading demand for maximum three exams to be attended in the autumn session. Upgrading has a reexamination statute and requires dean's approval, after paying the tax.

Art. 54. The behind examination is the test the student stood for in case he/she fell at or missed the semestral examination. **RE-EXAMINATION** is the exam the student attended in case he/she did not promote the behind examination. **RE-RE-EXAMINATION** is the exam the student stood for in case he/she did not promote reexamination and is attended, with dean's agreement, after paying the re-re-examination tax.

Art. 55. The student who, out of solidly justified reasons (serious sickness, cases of force majeure) has, after the last session, maximum two non-promoted exams due to absence, can stand for them but once, within the 15 days following his/her resumption of activity, only if resumption takes place within the 30 days following the beginning of the academic year. At the end of this period, the student is considered promoted. In this case, only the rector of the university, at the professorial Council's proposal, can sign the approval.

Art. 56. The maximum number of behind exams, verifications and colloquia to be stood for in the autumn session cannot surpass 10 credits at the level of each study year.

Art. 57. In case of non-promotion, the BA and Dissertation Examinations can be resumed according to the legal regulations in force.

Chapter XII. INTERRUPTION RULES

Art. 58. Study interruption can be done only at the beginning of the academic year, when the study contract is signed. After expiration of the interruption period, the student must matriculate in the interrupted academic year – otherwise, he/she will be expelled. The number and the length of interruptions observe the legal provisions in force. Studies can also be interrupted during the academic year, if the interruption reasons are independent of student's will (prolonged health certificate, case of force majeure), but in this circumstance, the year, begun and interrupted, is taken into consideration in the calculus of the maximal length of the study cycles. In the preparation stage of the BA and Dissertation Examinations, studies can be interrupted according to the legal provisions in force. Study interruption is under dean's competence.

Art 59. The dean of the faculty can approve, after consulting the coordinating member of the didactic staff, partial exemption from frequency due to health reasons only if the student presents the medical documents expressly recommending exemption, or for the other reasons, considered exceptional by the dean. Exemption from frequency cannot exceed the equivalent of two months from the annual obligations stipulated in the educational plan. By way of exception, in case of students whose mark mean is above 7.00 (in the previous academic year or at the entrance examination competition) and who are not accused of misbehaviour, the rector can approve, according to the proposal made by the professorial Council Board of the faculty, the prolongation of the exemption from frequency until three months at the most. If the number of motivated absences at courses, seminars and practicum – exemptions from frequency included – exceeds these equivalences, the student loses

the right to stand for examinations, and the dean decides the interruption of studies in that academic year. The dean of the faculty can approve to the pregnant student partial exemption from frequency, on the basis of the health documents released by the expert physician and stamped by students' health unit. Concomitantly, the dean of the faculty will decide concretely what this partial exemption from frequency consists in (the calendar interval, the hours per working day, etc.). During pregnancy or maternal leave, no restriction related to the period of exemption from frequency and mark mean is applied.

Art. 60. The Senate of The National University of Arts from Bucharest approves study interruption in the following circumstances:

- a. Cases of sickness or pregnancy, certified by health documents attesting the impossibility to continue the studies;
- b. Studies attended abroad;
- c. Absence from town in institution's interest or in view to cooperate at research projects;
- d. Personal problems.

Art. 61. The student who interrupts studies out of pregnancy reasons has the right to be matriculated in the interrupted academic year after paying the re-matriculation tax within the following three years; the semesters she frequented integrally and the university tasks she achieved are taken into consideration.

Art. 62. The students who interrupted the studies are obliged, on their resumption, to accomplish the academic duties that occurred due to the modification of the educational plans and programs and pay the subsequent taxes.

Chapter XIII. RULES ON SHIFTING FROM “TAX” TO “TAX-FREE” STUDIES

Art. 63.

- 1) The statute of the student who pays a tax does not change in the conditions established by the university Senate. The tax quantum for each year of study is made known with at least 15 days before the beginning of the academic year.
- 2) The National University of Arts from Bucharest evaluates, at the beginning of each academic year, the number of available places financed from the state budget, which can be occupied by the tax-matriculated students.
- 3) Students who do not qualify for the budget places will occupy the taxable places.
- 4) Students who pay taxes, but got good marks (see Art. 59) can benefit of study grants, but cannot receive social support.
- 5) Students who lost the places financed from the state budget, due to interruptions or expulsions, can continue their studies after paying the tax.
- 6) The available places are occupied according to the classification of the students who pay the tax, by taking into account the general mark mean they got at the end of the previous academic year.
- 7) In case of transfer, the student who occupies a place financed from the state budget will have the same statute if he/she accomplishes the criteria and performance standards the university he/she transfers to require. Both institutions will communicate to the Ministry of Education, Research, Youth and Sports the change, in

view to operate the transfer of the due financial resources.

- 8) Organization of the study system will make no distinction between the two categories of students.
- 9) At the beginning of each university year, the students are re-classified according to the places financed by the state budget.

Chapter XIV. THE STUDY DOCUMENTS

Art. 64. The graduate who promoted the BA Examination receives the BA Diploma accompanied by the diploma supplement. The graduate who promoted the Dissertation Examination receives the MA Diploma accompanied by the diploma supplement. The graduate who promoted the PhD Examination receives the PhD Diploma. The graduate who did not stand for the BA or for the Dissertation Examination or who did not promote it receives, at request, the graduation Certificate accompanied by the diploma supplement.

Art. 65. In case the study documents are lost, the graduate will acknowledge the fact in Romania's Official Gazette; he/she can therefore ask the secretariat to release a duplicate, after paying the due tax.

Chapter XV. THE ATTRIBUTIONS AND DUTIES OF THE COORDINATING PROFESSOR

Art. 66. The attributions of the coordinating professor (who is responsible with a students' group) are as follows:

- a. To explain the students the structure and organization of the educational process and to introduce the professors implied in the main research directions;
- b. To inform and guide the students as far as the ECTS program is concerned;
- c. To inform the students about the study facilities the faculty offers: libraries, computers, laboratories, studios, other educational spaces;
- d. To inform the students about the specific themes of the specializations they made options for, about the research themes they can participate in, about the exhibitions and other events the professors, the sections/chairs, the faculty or the university organize;
- e. To coordinate the program drawn up for resumption of the non-promoted disciplines or for upgrading. To coordinate the assistance the students require when drawing up their study contracts;
- f. To propose the Senate, at the end of each semester, to analyse the situation of the students who did not accomplish their duties;
- g. To make public, at the beginning of each semester, the thematic plan.

Chapter XVI. REWARDS AND SANCTIONS

Art. 68. In case of exquisite professional achievements, the student can be rewarded with:

- certificates/diplomas of merit;

- occasional prizes;
- special grants.

Art. 69. Granting of diplomas and of material and cash rewards is decided by the Senate following the proposals made by the professorial Councils of the faculties, according to the Charter of The National University of Arts from Bucharest.

Art. 70. If student's professional duties were not accomplished and the behavioural standards of the university were infringed, the following sanctions may be enforced:

- **written warning** (for 30 hours of unauthorized absences);
- **loss of the right to stand for the examination** of the discipline he/she was absent at (if the absences accumulate more than 30% of the total number of hours allotted to that discipline) in the next session and of resuming his/her professional duties;
- **loss of the merit grant, of the study grant or of the social support** if a number of 45 hours of unauthorized absences were accumulated;
- **expulsion** from The National University of Arts from Bucharest in case of 60 hours of unauthorized absences or very serious misbehaviour.

Art. 71. The sanctions will be enforced according to the gravity of the misbehaviour, taking into account student's professional activity (the marks he/she got), his/her condition (whether he/she has been already sanctioned or whether the misbehaviour infringes the regulations of The National University of Arts from Bucharest as far as the activity of the faculties, chairs, laboratories, students' hostel are concerned). The sanctions are as follows:

- a. **written warning**, decided and enforced by the dean of the faculty following the written proposal of the group coordinator and the approval of the chair head of the student who accumulated unauthorized absences from his/her professional programmed activities, who has an unsuitable behaviour vs. the members of the didactic staff, of the managing and secretariat personnel, vs. his/her colleagues, or accumulated 30 hours of unauthorized absences;
- b. **loss of the right to stand for the examination** of the discipline he/she was absent at (if the absences accumulate more than 30% of the total number of hours allotted to that discipline) in the next session and of resuming of his/her professional duties. The sanction is decided by the professor in charge with the discipline;
- c. **grant cancelling** after accumulation of 45 hours of unauthorized absences during the academic year or for showing no interest for the university studies. The sanction is decided by the dean of the faculty after consulting the coordinating professor;
- d. **expulsion** is enforced in case of serious misbehaviour, in case the student infringed the provisions of the present regulations or caused serious damages to the university, in case he/she did not observe the study contract, or for 60 hours of unauthorized absences. Expulsion from The University of Arts from Bucharest is decided by the rector, following the proposal of the professorial Council Board of the faculty.

Chapter XVII. THE ANNUAL CONTRACT OF STUDY

Art. 72. At the beginning of each academic year, the student is obliged to notify the list of disciplines he/she desires to attend during that academic year, according to the rules permitting the choice of the route optional disciplines and of the complementary optional disciplines. The student puts down in the study contract the chosen disciplines and signs the document; the signature on the contract validates student's

official engagement that he/she will attend all the chosen disciplines, according to the above regulations. Therefore, the study contract is an official engaging document; in case this document, after being signed, is not observed, it can cause expulsion with all the subsequent consequences.

Chapter XVIII. THE BA, THE DISSERTATION AND THE PhD EXAMINATION

Art. 73. The BA higher-education studies end with a BA Examination, organized according to Law of National Education, to its further additions and modifications, taking into account the criteria established by the Ministry of Education, Research, Youth and Sports and the Regulations approved by the Senate of the National University of Arts from Bucharest. The graduates receive the BA DIPLOMA and the diploma supplement, the minimal promotion mark mean being 6 (six). The MA university studies end with a Dissertation Examination, and the graduates receive the MA DIPLOMA. The PhD university studies end with the PhD Thesis, and the graduates receive the PhD DIPLOMA.

Art. 74. The BA graduate who did not promote the BA examination can receive, at request, the graduation Certificate and the diploma supplement, left unqualified at the level of the “Study Finalization” heading.

Art. 75. The themes of the BA Examination are made known with at least three months before the session. The commissions for the BA Examinations are proposed by the specializations and approved by the faculty Council and the rector of the university.

Chapter XIX. FINAL DISPOSITIONS

Art. 76. The present Regulations becomes valid for the students matriculated in the 2011–2012 academic year and afterwards.

Art. 77. Any modification operated in the present Regulations must be approved by the Senate of The National University of Arts from Bucharest and enters in force at the beginning of the following academic year.

Art. 78. The present Regulations were approved in the Senate meeting of June 30, 2011.

NOTE: All taxes perceived for the academic studies (in case of students occupying the taxable places), matriculations, re-matriculations, transfers, plan differences, re-examinations, re-re-examinations, for other didactic activities non-included in the educational plan, a.s.o. are subject to inflation dynamics and indexing.

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