

REGULATION ON THE ASSESSMENT, EXAMINATION AND GRADING OF STUDENTS AND MASTER STUDENTS

I. General Provisions

Art. 1

This Regulation has been drafted in compliance with the provisions and requirements of the following legal acts and internal regulations:

- Law no. 199/2023 – Higher Education Law, as subsequently amended and supplemented;
- Order of the Ministry of Education no. 4394/2024 of 7 May 2024 on the approval of the Code of Students' Rights and Obligations;
- The Charter of the “Vasile Goldiș” West University of Arad;
- The Regulation on the professional activity of students and master students.

Art. 2

In the assessment of students/master students, the following general principles shall be observed:

- a) the assessment of students/master students is fair, correct and reliable;
- b) the assessment of students/master students is carried out based on criteria describing the specific performances required for passing each study discipline;
- c) the assessment system is monitored in order to reduce curricular overload and encourage integrated learning;
- d) the establishment of clear provisions regarding attendance of courses and other activities that may influence the assessment of students/master students;
- e) students/master students have responsibilities as active participants in the assessment process; these responsibilities refer in particular to adopting appropriate conduct during assessment, reflecting the level of preparation during examination, and providing objective feedback;
- f) the objective of assessment is to encourage and recognize the individual achievements of the student/master student in the psycho-pedagogical and methodological field.

Art. 3

The assessment of the knowledge of students/master students within the “Vasile Goldiș” West University of Arad is carried out both through continuous assessment activities (papers and tests during seminars/practical works, projects and applications specific to the university study program) and through final assessments during knowledge assessment sessions (colloquia or examinations), in accordance with the curriculum and the provisions of the course syllabus.

Art. 4

(1) Assessment is the complex activity through which the level and quality of students'/master students' training throughout the study programs are determined, as well as the competencies held by graduates upon completion of studies. The set of methods, forms, types and criteria of assessment and grading constitutes the system for evaluating the professional and scientific performance of students/master students.

(2) The assessment of the professional and scientific performance of students/master students is part of the coherent and interdependent sequence of the main actions that make up the educational process, namely design–teaching–learning–assessment.

Art. 5

(1) The assessment of the professional and scientific performance of students/master students is an integral part of the pedagogical evaluation system of educational processes and structures. The results of student/master student assessment represent a relevant source of information for evaluating the curriculum, the efficiency of the educational process, and the functionality of academic structures.

(2) The results of assessing students'/master students' performance are integrated into the procedures for monitoring and periodic evaluation of study programs; at the same time, assessment results represent a synthetic indicator of learning outcomes.

Art. 6

Attendance of students/master students at practical activities (practical works, laboratory, project, internship placements) is mandatory. The program of practical activities must be completed in full by each student/master student.

II. Methods, Types and Criteria of Assessment

II.1. Assessment Methods

Art. 7

(1) Assessment methods describe the procedures, techniques and instruments through which the level and quality of students'/master students' training are verified and through which the information necessary for establishing grades or qualifications that certify and formalize this level is obtained. Assessment methods, which may also be defined as verification methods, are part of didactic methodology together with teaching and learning methods.

(2) Depending on the procedures and techniques used and the forms of examination in which they are integrated, assessment methods may be:

a) assessment methods based on oral examination: free presentation by the student/master student, assessment dialogue, oral questioning, interview;

b) assessment methods based on written examination: current written works (during seminars), final written assessment papers (during examination sessions), reports, portfolios, assessment questionnaires combined with essay-type subjects;

c) assessment methods based on practical examination: practical and laboratory works, projects, observation and analysis of practical activities carried out by students/master students;

d) assessment methods based on testing techniques or knowledge tests, on paper support or

in electronic format for IFR forms of education;

(3) The selection of assessment methods is made according to the objectives pursued, the particularities of the study disciplines, the type of assessment in which they are used and the form of education (IF, IFR).

II.2. Types of Assessment

Art. 8

Types of assessment are defined according to the objectives pursued, the functions they fulfill in the teaching–learning–assessment process, and the frequency and timing of assessments. The assessment system may include three main types:

- initial assessment;
- continuous (formative) assessment;
- final (summative) assessment.

(a) Initial assessment is a pre-design assessment carried out at the beginning of a new educational process (a semester, an academic year, a study program). Initial assessment is a diagnostic assessment through which the following are achieved:

- i) identification of the level of prior knowledge and skills held by students/master students at the beginning of a new learning process, which constitute the necessary basis for effective access to new knowledge and the development of new skills;
- ii) collection of information necessary for designing the new educational process, including the insertion of recovery or revision sequences, preventing the accumulation of gaps and ensuring continuity of the learning process;
- iii) establishment of initial reference points for evaluating academic progress by comparing final results with initial data.

(b) Continuous (formative) assessment is based on the progression of the study period of the discipline, during semesters or compact practice periods, through periodic written or oral examinations, practical and laboratory works, reports, project preparation, etc.

Continuous assessment is a formative assessment through which the following are achieved:

- i) obtaining operational feedback by the teaching staff for improving the educational process, oriented towards its subsequent sequence;
- ii) informing students/master students about the stage reached in knowledge acquisition and preventing failure in final assessments.

(c) Final assessment, also called summative assessment, is carried out at the end of a compact study period, namely at the end of the study period of the discipline (usually the semester), at the end of an academic year (for all study disciplines), or upon completion of a study program. Final assessment is carried out through examinations scheduled during examination sessions, final examinations of study programs, as well as through complex investigations and analyses regarding the final results of the educational process.

II.3. Assessment Criteria

Art. 9

(1) Assessment criteria refer to the system of competencies and indicators based on which the verification and evaluation of the professional and scientific performance of students/master students is carried out. Within examination and grading forms, assessment criteria ensure a

direct relationship between the performance levels demonstrated by students/master students and the levels of the grading scale expressed through grades or qualifications. Assessment criteria also standardize the grading system and allow optimal comparability between grades awarded for different disciplines, different forms of assessment, and/or by different teaching staff.

(2) Depending on the area of applicability, assessment criteria are grouped into two categories: general criteria and specific criteria.

a) General assessment criteria are broadly applicable to all study disciplines. They reflect the strategy of the “Vasile Goldiș” West University of Arad in education and guide students’ learning activities and teaching staff’s instructional activities.

The main general assessment criteria are:

- i) completeness and correctness of knowledge;
- ii) logical coherence, fluency, expressiveness, argumentative strength;
- iii) ability to operate with acquired knowledge in complex intellectual activities;
- iv) ability to apply acquired knowledge in practice, in different contexts;
- v) capacity for analysis, personal interpretation, originality, creativity;
- vi) level of mastery of specialized language and communication skills.

b) Specific assessment criteria derive from the particularities of each discipline and represent an application of general criteria to the specific nature of each discipline.

(3) In addition to the performance criteria mentioned above, criteria concerning attitudinal and motivational aspects of students’/master students’ activity may also be added, such as conscientiousness, interest in individual study, active participation in seminars, course attendance, etc.

III. Examination Scheduling

Art. 10

The scheduling of final assessment sessions is established through the general structure of the academic year, approved by the University Senate.

Art. 11

The structure of the academic year provides for the following examination sessions: two regular sessions (winter and summer) and a resit session, as well as a credit recovery session in July for all years of study in Health-related programs and in September for other non-medical study programs, except for the final year.

Art. 12

Within an academic year, semester examination sessions have a minimum duration of three weeks per session, and resit sessions a minimum duration of one week per session.

Art. 13

The time interval for conducting examinations is 08:00–21:00.

Art. 14

Written examinations may not last longer than two hours. Examination subjects must be structured so that students can fully answer all questions within the aforementioned time interval.

Art. 15

(1) The dates and times of examinations in the winter and summer sessions are established at the proposal of students, with the agreement of the course coordinators and subject to the

approval of the Dean. Examinations are scheduled within the examination session.

(2) Colloquia are completed during the last week of teaching activity of the semester in which the discipline is delivered. The scheduling of colloquia must not overlap with classes of other disciplines.

(3) A minimum of 24 hours between examinations is mandatory for review and study.

(4) The scheduling of examinations for the entire session, by days and rooms, is approved by the Dean at least one week before the examination session. Any changes to scheduled examination dates must be requested in writing by teaching staff or students. The Dean shall analyze and decide on the opportunity and feasibility of modifying the scheduled examination date.

(5) The examination session schedule approved and signed by the Dean shall be communicated by the faculty secretariat to students and teaching staff at least seven days before the first examination day.

(6) Faculty management approves the examination session schedule considering the following requirements:

a) all forms of assessment of students'/master students' knowledge, skills and abilities shall be conducted on the approved dates, times and in the assigned rooms;

b) changes to the examination schedule are not allowed except in justified situations and with the approval of faculty management.

(7) If a teaching staff member has not scheduled the final assessment, the examination shall be scheduled by the secretariat with the Dean's approval, and the established dates may not be subsequently modified.

(8) The Dean coordinates and verifies the correctness of the planning process and the examination schedule.

IV. Forms of Examination and Grading

IV.1. Forms of Examination

Art. 16

It is prohibited to conduct assessments in the presence of persons with whom the "Vasile Goldiș" West University of Arad has no contractual relations and who do not hold the status of academic staff.

Art. 17

(1) Forms of examination represent the formal, official aspect of assessment and are defined by the fact that they are finalized through the awarding of grades (or qualifications, where applicable) which are recorded in the official documents regarding students' academic results. In this respect, the assessment system includes:

a) written examinations scheduled during examination sessions, based on written papers and assessment questionnaires combined with essay-type subjects;

b) oral examinations based on individual examination tickets, conducted through the student's free presentation, oral questioning and/or assessment dialogue;

c) colloquia scheduled before examination sessions, during the last week of teaching activity of each semester, conducted through assessment dialogue, interview or through the presentation and analysis of practical tasks or works, depending on the specifics of the discipline.

- (2) The teaching staff member shall opt for only one form of examination. An examination not passed, regardless of the form of examination, may be retaken only during the resit session.
- (3) Where taken into account, in different proportions, in establishing the final passing grade of the discipline, the percentages allocated to all forms of continuous assessment shall be considered. Continuous assessment forms include:
- a) reports, projects, practical and laboratory works carried out during seminar (laboratory) activities and compact practice periods;
 - b) assessment portfolios consisting of sets (files) of materials grouped around a topic or field within the discipline, addressed both theoretically and practically, developed through independent activity by students/master students during semesters or practice periods;
 - c) assessment based on students' activity during seminars, laboratories and practice, consisting of active and qualitative participation in these activities.
- (4) For disciplines that include a practical/project component, the colloquium/practical examination/project is mandatory, and passing it conditions participation in the theoretical examination; these provisions are specified in the course syllabus.
- (5) The forms of examination and their weight in determining the final grade are specified in the course syllabus.
- (6) The examination of students/master students is carried out only face-to-face. Continuous assessment activities and summative assessment of examination type are conducted under conditions of direct interaction within the university premises between students/master students and teaching and research staff.
- (7) The selection of examination methods is made according to the objectives pursued and the particularities of the study disciplines.
- (8) Summative (final) assessment is carried out in semesterly scheduled sessions through examinations, colloquia or practical tests, similarly for all forms of education, and shall take place in the presence of the course coordinator and the teaching staff member who conducted seminar/practical activities or another specialized teaching staff member.

Art. 18

According to the principle that assessment must follow teaching, examination topics must reflect the content covered during lecture and seminar (laboratory, practice) activities, which may be supplemented by individual bibliographic study tasks. Individual study tasks must fit within the normal learning time (number of hours) allocated to the discipline through the number of credits, and the examination bibliography must be a selection from the bibliographies recommended to students during semester teaching activities. Mandatory examination bibliography must include works (titles) accessible in the library of the "Vasile Goldiș" West University of Arad or freely available online.

Art. 19

- (1) Students/master students have the right to sit examinations and colloquia only if they have fulfilled all academic obligations provided in the study pathway of the disciplines and announced at the beginning of this pathway, as well as all financial obligations (tuition fees, re-examination fees). For examinations and colloquia, students/master students must present a valid student ID booklet or ISIC card with photo.
- (2) Examining teaching staff, together with assistants, are obliged to identify all students/master students participating in the examination based on the valid student ID

booklet or ISIC card with photo and the examination register;

(3) Examinations are conducted under the coordination of the teaching staff member who taught the discipline, assisted by the teaching staff member who conducted seminars (laboratories, practical works) or by another specialized teaching staff member or one with a related specialization, designated by the Dean, who acts as the second examiner. If, for well-founded reasons, the course coordinator is unable to conduct the assessment, the Dean shall appoint an examination committee consisting of three teaching staff members, and grades shall be recorded by the committee.

(4) Oral examinations are conducted based on an examination ticket drawn individually by each student from the total set of prepared tickets. Examination tickets are signed by the course coordinator. Students are entitled to a minimum of 20 minutes for preparing their answers.

(5) In the case of written examinations, teaching staff are obliged, before the start of the test, to verify student attendance and inform students about the time allocated for completing the papers and the assessment criteria. It is recommended that, before starting, teaching staff ask students about any ambiguities regarding the wording of examination subjects and clarify them, if necessary.

(6) Failure to attend examinations and colloquia is recorded as absence. Fraud and attempted fraud are sanctioned by removal of the student from the examination and the awarding of grade 1 (one).

(7) Results of oral examinations are communicated to students on the day they are held. Results of written examinations are communicated within a maximum of 72 hours from the examination date. Teaching staff are obliged to enter the awarded grades in the Smart UMS system, print the register, sign it and submit it to the faculty secretariat.

(8) The assessment method is the same both in the scheduled session and in the resit session, in accordance with the provisions of the course syllabus. For the resit session, the examiner may modify the assessment method only for disciplines where the examination form provided in the curriculum is the colloquium, if situations so require.

(9) Written assessment papers of students are kept at department level within the faculty for at least six months. Papers from continuous assessments are not archived.

Art. 20

Course coordinators are obliged to inform students of the grading rubric for examination papers so that, upon leaving the examination room, students/master students can assess their results.

IV.2. Forms of Grading

Art. 21

Students shall be informed at the beginning of each semester about the method for calculating the final grade for each discipline they will study and about the activities considered in assessing semester-long performance.

Art. 22

Examination results are expressed through numerical grades or nominal qualifications (admitted, failed). Numerical grading is carried out on a scale from 10 (ten) to 1 (one). The

minimum passing grade is 5 (five) and grants the student the number of credits allocated to the discipline.

Art. 23

Appeal of the final grade.

(1) Grades awarded for oral examinations are final and may not be appealed. At the students' request, teaching staff are obliged to explain the criteria and reasons for awarding the grades.

(2) For written examinations, students who consider themselves under-graded may submit a written request to the examining teaching staff for re-evaluation of the papers. In this case, the examiner is obliged to re-analyze the paper in the presence of the student and explain the criteria and reasons for awarding the grade, including modifying the grade if the student's complaint is justified.

(3) If the possibilities for direct dialogue with students are exhausted, or if students consider that there are major deficiencies in the examination and grading method used by the teaching staff, students may submit a written appeal to the Dean within 24 hours from the entry of results in the UMS system. Appeals are resolved in accordance with the Operational Procedure for resolving appeals regarding written examinations.

Art. 24

(1) Student participation in the final assessment is conditional upon the full completion and passing, with at least grade 5 (five), of activities with mandatory attendance: laboratory/practical works, project.

(2) For the other assessed activities, the course coordinator may establish minimum scores to be achieved that allow student participation in the final assessment. These scores are specified in the Course Syllabus under the section *Minimum Performance Standard* and are presented in detail to the students.

Art. 25

The grades are signed by the course coordinator, and the teaching staff member who conducted the seminars (laboratories, practical works) / the specialized teaching staff member or another specialized teaching staff member or one with a related specialization, designated by the Dean and having the role of second examiner at the respective examination, shall sign in the designated section.

V. Evaluation and Promotion

V.1. Evaluation of Current Disciplines in the Ongoing Academic Year

Art. 26

(1) Only students/master students who have concluded the annual ECTS contract and paid tuition fees may participate in examinations.

(2) A student shall be considered justifiably absent from an examination if they can demonstrate circumstances preventing participation (medical cases or force majeure).

(3) A person who has lost student status through expulsion or definitive mobility and therefore does not appear in the examination register may not be examined.

(4) Course coordinators are obliged to verify the identity and student status of persons in the examination room and their presence in the examination register.

(5) Any examination of a person who does not hold student status is null and void and entails no liability for the “Vasile Goldiș” West University of Arad.

Art. 27

In order to pass a discipline, a student is entitled, within the study pathway of the respective discipline, to two examination sessions: the semester session and the resit session. Colloquia and continuous assessments carried out during the semester are considered part of the respective semester session.

To obtain the right to participate in the two examination sessions, students must register through the annual ECTS Contract.

Art. 28

A student who does not attend examinations scheduled in a session is recorded as “absent” in the examination register.

Art. 29

An academic year is considered passed if the student has obtained at least grade 5 (five) or the qualification ADMITTED in all compulsory disciplines and in the optional disciplines for which they enrolled, for both semesters, and has thus accumulated the number of credits provided in the curriculum.

V.2. Re-examinations and Conditions for Promotion

Art. 30

Grade improvement.

Students who have passed a discipline during the semester session but wish to improve their grade may, upon request, sit a second examination during the resit session. In this case, the result of the re-examination may not lead to a decrease in the previously obtained grade.

Following re-examination for grade improvement, the result is modified only if the new grade is higher than the previous one.

Art. 31

Students in a complementary year may sit resit examinations in the sessions corresponding to the teaching of the discipline or in the resit session.

V.3. Equivalence/Recognition of Disciplines

Art. 32

For the equivalence/recognition of a discipline passed by a student within a previously completed study program, the Credit Equivalence Committee established at faculty council level decides on the allocation, without examination, of a passing grade for the equivalent/recognized discipline, assigning the number of credits corresponding to the discipline provided in the current curriculum, only for disciplines from years preceding the current year of study. For the current year of study, the course coordinator shall equate the grade based on a student’s request. In both cases, the procedure is based on comparing the

scientific content of the equivalent discipline with that of one or more disciplines previously passed by the student, recorded in the diploma supplement/transcript/academic record, which serve as the basis for equivalence/recognition.

Art. 33

(1) For students enrolled in ERASMUS mobility programs and assessed through qualifications, the ECTS grading system shall apply.

(2) For students of the “Vasile Goldiș” West University of Arad undertaking ERASMUS mobility at other universities, assessment for the disciplines included in the mobility contract is carried out at the host university, with results transferred according to the recognition and equivalence procedure.

(3) Students enrolled in ERASMUS mobility programs are assessed under the same conditions as other university students. Examination results are recorded in special registers for each discipline and kept in the student’s personal file. Based on these registers, the faculty sends an official notification to the Erasmus Community Programs Office, signed by the faculty chief secretary and the Dean, specifying in the standard form (annex to the study contract):

- a) the names of the disciplines for which the student sat examinations/colloquia;
- b) the grades obtained in examinations;
- c) the ECTS grades;
- d) the number of credits allocated to the disciplines in the approved curriculum.

V.4. Difference Examinations

Art. 34

Difference examinations, established by the Equivalence Committee, are taken according to the scheduling of colloquia/examinations in the semester sessions or in the resit session of the

VI. Rights of Students/Master Students

Art. 35

Students participating in the assessment of knowledge have the following rights:

- a) to sit the examination/colloquium/continuous assessment related to a discipline on the scheduled date and time; attending on another date is possible only with the consent of the course coordinator;
- b) to be informed from the first course about the manner of conducting the assessment, the preliminary conditions to be fulfilled in order to be admitted to assessment, and the bibliography on which the assessment will be based;
- c) to use alternative bibliographic sources covering the given syllabus;
- d) to be informed about the methods of assessment and grading;
- e) to submit a written appeal, in the case of written examinations, within 24 hours from the communication of the grade by the examining teaching staff or via the electronic register; appeals may concern only the student’s own grade, without any reference to grades awarded to other students;
- f) to request the recording of examination results in the gradebook;
- g) to participate in grade improvement sessions based on a request approved by the Dean of the faculty;

h) to refuse any form of conditioning the promotion of the examination, other than those specified in the course syllabus.

VII. Obligations of Students/Master Students

Art. 36

The obligations of students/master students participating in the assessment of knowledge are:

- a)** to fulfill the conditions required for access to assessment (payment of tuition fees, minimum attendance at courses and seminars, laboratory/project activity, passing the practical test);
- b)** to consult the teaching materials posted on the platforms <https://cursuri.uvvg.ro/login/index.php> and Google Classroom and to complete the assigned tasks for each discipline;
- c)** to complete in due time the satisfaction questionnaires and the questionnaires for evaluating teaching staff;
- d)** to regularly check their personal UMS account in order to monitor the recording of session results;
- e)** to attend the examination/colloquium/continuous assessment related to a discipline according to the schedule or on another date provided for assessment within the study program, with the written consent of the course coordinator and the Dean of the faculty;
- f)** during examinations, to deposit bags, outerwear, mobile phones and other electronic communication or data storage devices in the places indicated by the supervising teaching staff. Mobile phones must be switched off upon entering the examination room and remain switched off throughout the examination. During the examination, students are not allowed to have on them mobile phones or other electronic devices that allow interpersonal communication or data consultation. Possession of such devices is considered attempted fraud;
- g)** to pursue passing examinations only through legal and ethical means, any attempt at fraudulent promotion being sanctioned by removal from the examination;
- h)** to attend on the date established for the communication of the result of the colloquium/examination. If no such date is established, communication of the grade is carried out through the UMS system;
- i)** to present themselves for examination with a valid student ID booklet or ISIC card with photo;
- j)** to attend written examinations with A4 paper sheets and a pen or fountain pen.

VIII. Rights of Teaching Staff

Art. 37

The rights of teaching staff carrying out the assessment of knowledge are:

- a)** to design assessment subjects in the desired manner, in compliance with the provisions of the course syllabus, the announced bibliography and the communicated form of examination;
- b)** to choose the form of assessment—written papers, knowledge tests and/or assessment questionnaires—and include it in the course syllabus;
- c)** to deny access to assessment to students/master students who have not fulfilled the

communicated conditions and those in accordance with the transferable credit system requirements;

d) to establish—autonomously—the grading rubric and the level of difficulty of the subjects, maintaining balance between study groups;

f) to participate in examination scheduling and to request, based on well-founded reasons and a written request approved by faculty management, the modification, where possible, of the examination date.

IX. Obligations of Teaching Staff

Art. 38

The obligations of teaching staff carrying out the assessment of knowledge are:

a) to establish consultation hours, available to students, displayed on the discipline notice board, and to personalize guidance at the request of the student/master student;

b) to strictly comply with the examination schedule, without making unilateral changes;

c) to specify the time duration associated with the conduct of the examination;

d) to prepare balanced examination subjects, elaborated only from the material actually taught during lectures/seminars, and to use a transparent grading rubric which shall be mandatorily displayed upon leaving the examination room;

e) to indicate to students/master students a minimum bibliography for examination preparation, both for acquiring theoretical knowledge and for solving problems, exercises, case studies and other applications included in examination tickets. In the case of written examinations, it is recommended to inform students/master students of the grading rubric at the beginning of the examination;

f) to indicate to students/master students the types of proposed practical subjects;

g) to communicate examination results to students/master students, to record them in the gradebook, to complete the examination register (grades and absences) in the UMS system, to print and sign the register and submit it to the faculty secretariat within 72 hours;

h) in the event of recording errors or omissions in the register, teaching staff shall submit a request to the faculty dean's office for unlocking the examination register and correcting errors or completing omissions;

i) to personally respond to students'/master students' requests regarding the awarded grade;

j) not to favor any student/master student in grading, under any consideration;

k) not to condition participation in assessment and grading on the purchase by students/master students of teaching materials or any material or immaterial benefit;

l) to keep students' written assessment papers at department level within the faculty for at least 6 months;

m) to refuse any attempt to influence grading by a third party.

Art. 39

The teaching staff member who conducted seminars (laboratories, practical works) or the specialized teaching staff member or one with a related specialization, who had only the role of second examiner designated by the Dean, shall sign the annex to the examination register.

Art. 40

Responsibility for monitoring compliance with the rights and obligations of teaching staff rests with the department director.

X. Obligations of the Dean and the Department Director

Art. 41

The obligations of the Dean and the department director are as follows:

- a)** to inform all teaching staff of the provisions of this Regulation;
- b)** to centralize the scheduling of assessment forms for each level of study (bachelor's/master's/doctoral) and ensure timely communication to the Rectorate, the IT Department, teaching staff and students;
- c)** to inform all teaching staff of the examination schedule;
- d)** to monitor daily the proper conduct of the examination session and to draft and sign the daily monitoring sheet as well as other reports requested by the University Management;
- e)** to prepare and support CEAC-F and DAC-F representatives in preparing daily and final reports, within the requested deadlines;
- f)** to ensure that teaching staff enter grades into the Smart UMS system within 72 hours;
- g)** to prepare a final report on the conduct of the session at faculty/university extension level regarding the evaluation of learning outcomes and to draw up a corrective action plan and progress report;
- h)** the evaluation and quality assurance committees within faculties shall monitor the conduct of examinations and collect the information necessary to prepare the daily monitoring sheet transmitted to the Rectorate and the reports on quality assurance of the educational process—learning outcomes for each study program within the faculty—pursuing strategic objectives with reference to general and specific objectives. These shall be analyzed in the Faculty Council meeting with the entire teaching staff and shall result in the final report on quality assurance of the educational process, together with the DAC-F representative;
- i)** faculty management shall hold daily meetings to analyze and monitor the proper conduct of the session. Deans shall report daily to the Central Commission any issues that arise;
- j)** to monitor the action program for foreign students in accordance with the annex.

XI. Obligations of the Secretariats

Art. 42

The obligations of the secretariats are as follows:

- a)** to inform all students of the provisions of this Regulation regarding their activity;
- b)** to participate, together with deans/department directors/university extension directors and program coordinators, in scheduling assessment forms, to centralize them and communicate them in due time to university management, teaching staff and students;
- c)** to inform all students of the examination schedule together with year deans;
- d)** to liaise with the Accounting Service to clarify issues related to students' financial status;
- e)** to maintain contact with students, informing them of all aspects related to the conduct of the session;
- f)** to centralize students' session results and record them in the matriculation registers and prepare statistical reports within the deadlines requested by the Rectorate;

- g) to report to the Dean and the Chief Secretary any delay in communicating examination results within 72 hours and completing examination registers;
- h) the secretariat service within the Rectorate shall take over and centralize the scheduling of assessment forms from faculties and university extensions and centralize daily monitoring reports of the session received from faculty secretariats and the IT Department;
- i) to support CEAC-F and DAC-F representatives in preparing daily and final reports;
- j) the receipt of examination registers shall be carried out based on a handover report registered in the faculty register. The acceptance by secretariats of incorrectly completed or incomplete examination registers is prohibited.

XII. Obligations of the I.T. Department

Art. 43

The I.T. Department shall have the following obligations:

- a) to ensure that no technical difficulties arise in the process of uploading/downloading teaching materials on the platform by teachers/students;
- b) to prepare the platform and technically manage the process of completing satisfaction questionnaires and teaching staff evaluation questionnaires before the start of the examination session, in accordance with a well-established schedule;
- c) to provide technical assistance to both teaching staff and students through IT specialists within the Department, with a telephone number available to students and teaching staff;
- d) to prepare teaching staff, prior to the session, regarding the management of the process of uploading teaching materials;
- e) to provide technical assistance to teaching staff for entering grades into the Smart UMS system;
- f) to collaborate with faculty/branch management, CEAC-F and DAC-F representatives and faculty secretariats in preparing reports on the conduct of the session.

XIII. Obligations of the Administrative Directorate

Art. 44

The Administrative Directorate shall ensure the functionality of the spaces where scheduled assessment forms are conducted, in an optimal environment, through the efficient use of available resources.

XIV. University Library

Art. 45

During examination sessions, the library schedule shall be daily between 08:00–20:00, and on Saturdays between 09:00–12:00. The library's opening hours shall be displayed in a visible place for public information.

XV. Final Provisions

Art. 46

The Regulation on the assessment, examination and grading of students was endorsed in the

meeting of the Board of Directors on 10.06.2025 and approved in the meeting of the Senate of the “Vasile Goldiș” West University of Arad on 10.06.2025.

Art. 47

The provisions of this Regulation are brought to the attention of all teaching staff and students at the beginning of each semester.

Art. 48

This Regulation may be amended or supplemented only with the approval of the Senate of the “Vasile Goldiș” West University of Arad.