



ROMANIA

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REGULATIONS ON THE EXAMINATION AND GRADING FOR THE BACHELOR/ MASTER STUDENTS

Chapter I. GENERAL PROVISIONS

Art. 1. The activity of examination and grading of the Bachelor/ Master students is defined in the subject description, issued by each subject holder. At the “Vasile Goldis” Western University of Arad, the main targets for the evaluative activities consist of the Bachelor/ Master students’ acquired competencies during the educational process for each subject. The way of examination and evaluation for each curricular subject considers the planned objectives.

Art. 2. The evaluation is integrated in designing the teaching and learning processes, so that, for each subject, the final grade is the weighted average of the grades received by the students during the on-going checks, for the control papers, practical activities and the mark for exam/ colloquium.

Art. 3. Besides the course holder, at least another teaching staff member of that specialisation and a representative assigned by the faculty council and the University Senate participates in the exam.

Art. 4. The University has an evaluation form for all teaching staff, to be filled in by the students and which is approved by the Senate.

Chapter II. EXAMINING TEACHING STAFF’S DUTIES

Art. 5. The date of the exam is set by the teaching staff member, holder of the subject, mutually agreed with the students and in cooperation with the secretariat.

Art. 6. A delay of at least 48 hours is kept between the dates of the successive exams.

Art. 7. On the date of the exam, the teaching staff takes the catalogue for grades, under signature, from the faculty secretariat, which is to be completed within at most 48 hours after the exam.

Art. 8 (1) Before starting the exam, the teaching staff member checks for the students' presence based on the student's grades book/ ID card or passport.

(2) Under no circumstance, there are to be accepted in the exam room the students who are not to-date with the payment of the financial obligations towards the University (tuition fee, payment for catching up the didactic activities, and who do not fulfil the criteria for frequency to the didactic activities and did not catch them up, or passed the on-going forms of evaluation according to the subject description which was presented at the beginning of the teaching activities).

(3) The exam has to be developed both in writing – *online* (according to the managerial Program, approved by the University Senate) and oral – mandatory for the student who did not pass the written- online test. In order to participate in the exam on the *e-learning* platform, the examining teaching staff contacts the Department of Information Technology of the University 2 hours prior to its development in order to prepare technically the online exam.

(4) During the semester, each examining teaching staff member performs with the students a simulation of the online examination in order to get them familiar with the culture of such type of online exam and to train them with self-evaluation skills.

(5) The teaching staff has to publish the check grid upon the completion of the exam (if the scores for the questions is not comprised in the form taken by the student)

(6) Upon the exam conclusion (the online option), the teaching staff member has to inform immediately the results to the students and to write down the final grade in the students' marks books.

- (7) If the exam is held in the classical option (writing and oral), the teaching staff has to inform the student within 48 hours on the grades they obtained and write them down in the students' grades book.
- (8) The teaching staff or any other person from the faculty/ the branch is forbidden from taking out the exam catalogue from the respective location.
- (9) The written tests are to be kept by the teaching staff member at the department premises for one semester.
- (10) Only the examining teaching staff performs any changes in the grade, under own signature, with the mention "changed by me", being endorsed by the dean.
- (11) The students may appeal within 24 hours since receiving the results, their appeals being reviewed by a commission appointed by the dean. If, after appeals, the initial grade is changed, the commission president is the one signing in the catalogue. The minute on the resolutions of the appeals is attached to the exam catalogue; the final grade cannot be lower than the one initially written down in the catalogue. After the conclusion of the appeals submission deadline, no change in the catalogue is accepted anymore.
- (12) The teaching staff is responsible with the preparation of the questions (according to the provisions of subjects presentations and to the didactic norms), with the way of evaluation of the students' knowledge, skills, and abilities, of the calculation of the weighted average, of the grades proper registration in the catalogue at the three columns and in students' grades book – within at most 48 hours since the issue of the exam (attached to the students' records) and on not receiving at the exam the students who did not pay their fees.

Chapter III THE DUTIES OF THE SECRETARIAL SERVICE

Art. 9 (1) The faculty Secretariat publishes on the information board the exams planning – signed by the dean and the chief secretary at least 15 days prior to the beginning of the session.

(2) After receiving the catalogue submitted by the teaching staff, the secretariat checks if it is completed and signed, downloads the grades in the centralising form and publishes the results being compulsory to mention the date and hour of their publishing. The faculties secretariats are not to receive from the examining teaching staff the catalogues that are not concluded according to the legal requirements.

(3) The Secretary-in-Chief, the other secretaries – according to the job description – are responsible for proper filling of the documents of evidence where the grades are downloaded, for the publishing of the results within 48 hours since the date of the exam, for operative information of the students who are not to-date with the payment of their financial obligations towards the University (tuition fee, payment for catching up with the teaching activities) and for limiting their access in the exams rooms.

(4) Upon the conclusion of the exams session, the Secretariat service submits to the Rector's Office the statistical situation of the results achieved by the Bachelor/ Master students, signed by the faculty dean.

Chapter IV THE STUDENTS

Art. 10 (1) The student has to observe the exams planning, to submit the grades book and the identity document for legitimation, to inform him/her-self on the exams result.

(2) The students are not allowed in the exams rooms if they do not prove that they paid the tuition fees upon the deadlines agreed by the Board of Directors.

(3) The students have the right to submit appeals to Faculty Dean's Office on the grades they were given by the examining professors. The appeals results are to be informed within 48 hours.

(4) The students have to observe the norms of discipline and integrity during the exams . The fraud is sanctioned according to the specific norms of the UVVG Charter.

(5) By University management request, the students have to fill in responsibly the form for the faculty teaching staff evaluation, as approved by the Senate.

Chapter V THE FACULTIES MANagements

Art. 11 (1) The Dean and the faculty management have to check the entire process of development of the Bachelor/ Master students' exams and colloquia, to perform in the meetings of the department and faculty council of an analyse of the results achieved by the Bachelor/ Master students, to inform the Rector's Office on the session results.

(2) The dean and the head of department certify the lawfulness of the exams development and the filling of the exams catalogues by signing them at least 3 days after the closing of the session.

(3) The dean and the Faculty Council are responsible for accomplishing the provisions of these Regulations, implicitly of accomplishing the specific standards established by RAQAHE and on the observance of the norms of ethics, of academic integrity in their field of competence.

(4) These Regulations is processed with all teaching staff, under signature.

In its reviewed version, this Regulation has been endorsed in the meeting of the Board of Directors on April 1, 2014 and approved in the University Senate meeting on April 2, 2014.

RECTOR,

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