

	Regulation on the organization of undergraduate (cycle I) and integrated studies at the Technical University of Moldova	Code: REG-0-OSSLI
		1st edition
		Revision 0

APPROVED AT TUMSENATE
MEETING OF 25.02.2020,
PROTOCOL NO 7

REGULATION **ON THE ORGANIZATION OF BACHELOR (FIRST CYCLE)** **AND INTEGRATED BACHELOR STUDIES AT** **TECHNICAL UNIVERSITY OF MOLDOVA**

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I. GENERAL PROVISIONS

Article 1. Subject matter of the Regulation

1. This Regulation determines the organization and conduct of undergraduate (cycle I) and integrated higher studies at the Technical University of Moldova (hereinafter University).

Article 2. Legal framework

2. The Regulation is based on:

- *Education Code no. 152 of July 17, 2014 (Official Monitor of the Republic of Moldova, 2014, no. 319-324, art. 634);*
- *Nomenclature of vocational training areas and specialties in higher education, approved by Government Decision No 482 of June 28, 2017;*
- *Regulation on the organization of bachelor (first cycle) and integrated higher education studies, MECC Order no. 1625 of 12.12.2019*
- *Framework plan for higher education (cycle I - Bachelor, cycle II - Master, integrated studies, cycle III - Doctorate), approved by the order of the Minister of Education no. 1045 of October 29, 2015;*
- *European Credit Transfer Credit System (ECTS) User's Guide;*
- *Guide for the implementation of the National System of Study Credits, approved by the order of the Minister of Education, Youth and Sport no. 140 of 25.02.2006;*
- *Framework Regulation on the organization of the examination for the completion of bachelor studies, approved by Order of the Minister of Education no. 1047 of 29 October 2015;*
- *Framework Regulation on the organization and conduct of distance higher education in higher education institutions, approved by Order of the Minister of Education no.474 of 24.05.2016;*
- *Regulation on the studies of foreigners in educational institutions of the Republic of Moldova, approved by Government Decision No 504 of 04.07.2017;*
- *Framework recommendations for the elaboration of the Institutional Regulation on the organization of the assessment of students' learning activity, approved by the order of the Minister of Education no 881 of 18.12.2009;*
- *The Regulation on the conditions of occupancy of budget-funded places in state higher education institutions of the Republic of Moldova, approved by Order of the Minister of Education no. 748 of July 12, 2013.*

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Article 3. General

3. This Regulation sets out the following specific operational definitions for use in the study process:
 - a) **The National Credit System for Study** (hereafter NCTS), is a student-centered system, which is based on the workload required of the student to achieve the program of study objectives specified in terms of learning outcomes and expected competences.
 - b) **The university study contract** regulates the student's academic, financial, social and other specific relations with the University. The university study contract stipulates the object of the contract, the rights and obligations of the parties, the tuition fee, and other regulations as required by law.
 - c) **The Annual Agreement to the Study Contract** is an appendix to the University Study Contract, being the basic document in the process of realization of the SNCS credit accumulation function, concluded between the student and the University.
 - d) **Quality Management Committees** are review committees appointed by the Faculty Council to analyze students' academic results in order to resolve exceptional situations related to the application of these Regulations.
4. The provisions of these Regulations apply to all students of the University enrolled in undergraduate studies (Cycle I) and integrated higher studies, in all forms of education (full-time, part-time and distance learning) provided by the normative acts in force, including students enrolled in mobility programs (subject to the provisions included in separate agreements between the institutions concerned) or studying temporarily and foreign students (with the exceptions provided by the legislation in force or international treaties).
5. The study process in undergraduate higher education and integrated higher education at the University, in all forms of education (full-time, part-time and distance learning) is organized with the application of the SNCS, developed on the basis of the European Credit Transfer System (ECTS).

II. ORGANIZATION OF BACHELOR (FIRST CYCLE) AND INTEGRATED HIGHER STUDIES

Article 4. The organization of bachelor studies (cycle I)

6. The first cycle of Bachelor's degree studies is organized by the University in accredited or provisionally authorized study programs.

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Article 5. Organization of integrated higher studies

7. The University organizes integrated higher studies in Architecture, regulated by international law.
8. For the integrated higher degree program Architecture, the cumulative duration of Cycles I and II corresponds to 360 transferable credits.

Article 6. Organization of joint bachelor and integrated degree programmes

9. Joint degree programs are a form of collaboration between two or more institutions jointly responsible for:
 - the development and approval of the higher education program;
 - organization of admission;
 - academic supervision, quality assurance and awarding qualifications.
10. Collaboration, as a rule, takes place within a university consortium with other institutions and organizations.
11. A joint degree program implies that:
 - consortium member institutions are provisionally authorized or accredited in the home country;
 - each consortium member shall have the permission of the national authorities empowered for this purpose to organize the joint programme;
 - Students from each institution participating in the joint program undertake a period of study in the partner institutions, but not necessarily in all institutions of the consortium;
 - The time spent by students at partner institutions or organizations of the University constitutes a substantial part of the joint programme;
 - study periods and exams passed at partner institutions are fully and automatically recognized under the law;
 - teachers from the institutions participating in the consortium will contribute jointly and equally to the realization of the study program.

Article 7. Organization of studies in two specialties in parallel

12. Students are allowed to study a second specialization in parallel at the University only in the form of part-time studies, starting with the second year of studies, under the conditions of the law. Parallel studies in a second specialty may be pursued by students who:
 - obtain the full credits for all subjects/modules provided in the curriculum for each previous semester in the first specialty;

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- have passed their previous years of studies with an average mark of not less than 9.00 for each year in the fields of economics and law and not less than 8.50 in the technical fields.

13. Subjects/modules that coincide in the curricula of the two specializations are credited only once.
14. In the case of parallel studies in two specialties, the student can only benefit from a scholarship or budget place in the basic program of study for the legal duration of the program, the second specialty being studied on a fee-paying basis.

III. FORMS OF ORGANIZATION OF UNDERGRADUATE HIGHER EDUCATION AND INTEGRATED STUDIES

Article 8. Form of full-time education

15. Full-time studies involve constant personal participation of the student in all training activities organized by the University.
16. Integrated studies are organized exclusively as full-time studies.

Article 9. Part-time education

17. Part-time studies are made up of a limited number of teaching activities organized as study and examination sessions, which provide for the student's personal participation and independent activities.
18. Part-time education may be organized within the specialties in which full-time education is provided, in accordance with the law.

Article 10. Distance learning

19. Distance learning is defined by independent student activities, based on training programs supported by a tutoring system using various means of distance communication.
20. Distance learning can be carried out only for specialties that are also realized in the form of full-time education, under the conditions of the law. It is organized in accordance with the Framework Regulation on the organization and conduct of distance higher education in higher education institutions, approved by Order of the central specialized public authority.

IV. DURATION OF UNDERGRADUATE (FIRST CYCLE) AND INTEGRATED STUDIES

Article 11. Standard duration of bachelor (first cycle) and integrated higher education studies

23. The duration of bachelor's degree studies is subject to the number of credits awarded for

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each specialization/program of study by the Nomenclature of Vocational Training Areas and Specializations in Higher Education, as well as by the form of organization of education (full-time, part-time, distance learning).

24. The normative duration of bachelor (first cycle) and integrated higher education is:
 - a. in the case of full-time education - 3 years for 180-credit programs and 4 years for 240-credit programs;
 - b. in the case of part-time and distance learning - 4 years for programs of 180 credits and 5 years for programs of 240 credits;
 - c. in the case of integrated higher education, the combined duration of cycles I and II will correspond to 360 transferable study credits.
25. The academic year in higher education starts on September 1 and ends by August 31, except for the last year of studies.
26. The academic year is made up of two relatively equal semesters, which include two exam sessions and two vacations. The duration of a semester constitutes on average 15 weeks of direct contact with students.
27. The timing and duration of examination sessions and vacations are determined by the University. The University calendar is approved annually by the University Senate.

Article 12. Reduction of the duration of studies

28. The normative duration of bachelor and integrated higher education studies may be reduced by up to one year.
29. For graduates of higher education institutions who apply for another specialization, the reduction of the duration of studies in Cycle I may be conditional on the recognition of a certain number of credits accumulated in the first specialization.
30. For graduates of post-secondary and post-secondary non-tertiary technical vocational education institutions who continue their studies in higher education in the same field, the reduction of the duration of studies in Cycle I may be conditional on the recognition of no more than 30 transferable study credits accumulated in post-secondary and post-secondary non-tertiary technical vocational education, based on the normative framework.

V. SUSPENSION AND RESUMPTION OF UNDERGRADUATE AND INTEGRATED STUDIES

Article 13. Suspension of bachelor and integrated studies

31. Students may apply to suspend their studies for a cumulative period of up to 3 years for the entire duration of their studies. During the period of suspension, the study contract is also suspended.

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32. Suspension of studies can occur in the following situations:

- a) loss of study capacity for health reasons (chronic illness, surgery, accident, maternity leave, etc.);
- b) loss of financial support for studies as a result of exceptional circumstances (fire, death of parents, etc.);
- c) to satisfy military service;
- d) involvement in academic mobility under individual contracts;
- e) other good reasons.

33. Requests for suspension of studies, other than those specified in point 32 (a), shall be made by submitting a request to the Dean's Office at least ten days before the beginning of the academic year. During the academic year, studies may be suspended for health reasons, or with the advice of the Faculty Council Office for other well-founded reasons, justified with documents, the approval being the responsibility of the Faculty Council. The suspension of studies is approved by order of the Rector, with the favorable opinion of the Dean, based on the student's request.

34. Suspension of studies may only take place after the end of the first year, except in the situations set out in point 32(a).

35. If the interruption of studies is requested during the semester, fee-paying students are required to pay the tuition fee for the entire semester. Upon resumption of studies, the payment of the fee for the interrupted semester is recognized.

Article 15. Suspension of bachelor's and integrated higher education studies on maternity and childcare leave

36. Undergraduate and integrated higher education studies may also be suspended in connection with the exercise of the person's right to maternity and childcare leave, under the conditions and for the periods of time laid down by the legislation in force.

37. The suspension of studies in case of maternity and childcare leave is approved by Order of the rector, with the favorable opinion of the dean, based on the person's request and the supporting documents submitted (medical certificate, copy of the childbirth certificate, etc.), issued by the authorized institutions.

Article 16. Resuming bachelor and integrated higher education studies

38. The resumption of studies after the interruption of their normative duration by suspension is carried out by Order of the Rector on the basis of the student's request. The application must be countersigned by the Dean, indicating the differences in the syllabus to be taken and submitted to Student Records Section of the Studies Service 10 calendar days prior to

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expiry of the suspension. If studies have been suspended for health reasons, a medical certificate confirming that the student is fit to continue his/her studies will be attached to the application.

39. The resumption of studies after the interruption of their normative duration is made in the year in which the student was promoted, under the conditions of compliance with the provisions of these Regulations, benefiting from the recognition of the results prior to suspension. The last semester before the suspension of studies and the first semester after the return shall be considered as two consecutive semesters in terms of credit accumulation.
40. After returning to studies, the student will fulfill the requirements of the curriculum plan of the promotion with which they will continue their studies, of which they will be informed. At the same time also take the subjects/modules that have arisen as a result of any differences following a possible modification the syllabus.
41. If, at the end of the normative duration of the study program, the student has not accumulated the total number of credits established in the syllabus, he/she may apply for an extension of the normative duration of studies, for a fee, in order to complete the subjects/modules not passed.
42. Interruptions and extensions are not included in the normal duration of bachelor's and integrated higher education studies.
43. If the student fails to report for studies within the established deadline, he/she is expelled with the following form: 'Expelled in connection with failure to report for studies after the expiry of the period of suspension of studies'.
44. Funding for studies ceases during suspensions or extensions. Studies are resumed at the same level of funding (budget or fee) as before the suspension.

VI. CONTENT OF THE BACHELOR AND INTEGRATED STUDIES PROCESS

45. The content of the study process is determined by the National Framework of Qualifications in Higher Education, the Educational Plan and the Curricula by subjects/modules.
46. The Curriculum and Curricula may be modified/perfected and implemented from the following academic year, provided that the changes have been made in the established manner by the end of the previous academic year and have been made public through the University's information system.
47. Curriculum changes will be implemented, taking into account the following conditions:
 - in case of a change in the educational pathway - only for enrolled students

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in the year of implementation;

- in case of a change in the educational path to be followed - for other categories of students.

Article 17. Curricula

- 48.** The process of planning-teaching-learning-assessment is carried out according to the Curriculum developed on the basis of the National Qualifications Framework which includes the objectives of the study process, expressed in learning outcomes, standard period of study, the required workload, the requirements for starting studies, the list of subjects/modules studied, the curriculum of subjects/modules, the syllabus of subjects/modules, the proposed options and conditions for the selection of subjects/modules, the possibilities of choosing the educational routes, the requirements for the completion of studies, the study documents, the qualification/titles to be conferred upon completion of studies.
- 49.** The requirements for curriculum development are regulated by the Framework Plan for Higher Education.
- 50.** The curriculum is divided into subjects/modules. A module is a group of subjects constituted according to the Curricula objectives.
- 51.** A subject/module is a structured unit of teaching-learning-assessment of learning outcomes in a field of knowledge. Theses/year projects are a particular component or form of the subject/disciplines or module/modules in the academic year concerned.
- 52.** The curricula are approved by the University Senate and coordinated by MECC.

Article 18. Curriculum of subjects/modules

- 53.** The teaching-learning-assessment process is based on the curriculum of the subjects/modules contained in the Curriculum. The curriculum is developed and approved according to the appropriate procedure of the University Quality Management System.
- 54.** The types and forms of subjects/modules are determined by the Framework Plan for Higher Education. The Curriculum for each subject/module is developed on the condition that it fully reflects the content of the subject/module and ensures the unity of curricular objectives.
- 55.** Curricula elaborated in Romanian by the departments and approved by the Faculty Council will include the identification data of the subject/module and the actual content.

The data identifying the subject/module must include:

- a) subject/module name;

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- b) administration of the subject/module (code, which includes information on the year and semester in which the subject/module is organized, the degree of obligation (compulsory within a field (specialties), optional or free choice), as well as its formative category (fundamental, training of general skills and competences, socio-humanistic orientation, specialization orientation) with the indication of the weight of different activities;
- c) the number of credits allocated to the subject/module;
- d) name of the subject/module holder(s);
- e) prerequisites for access to the subject/module;
- f) the language of the teaching, the language in which the teaching is carried out and whether the subject/module can be offered in languages other than Romanian.

Subject/module content includes:

- a) competences developed in the course and learning outcomes;
- b) the basic content of the subject/module, the distribution of hours by topics of study, with their division into lectures, seminars, practical and laboratory work, individual study, etc.;
- c) teaching and learning methods used;
- d) suggestions for individual work, including a description of the interactive forms of teacher-guided individual study used by the teacher, homework, assignments and number of hours;
- e) assessment methods. The methods used for formative or summative assessment of students' knowledge will be clearly defined (assessment by written examinations, written examinations combined with oral discussions, oral examinations, computer-assisted assessment, reports, practical assignments, laboratory work, case studies, internships, reports, projects/thesis, portfolio, etc.), as well as the relative weight and importance of the different stages and modes of assessment;
- f) the list of subjects for periodic and final assessments;
- g) bibliographical references (compulsory and additional) for the mastering of the subject/module.

56. The holder(s) of the subject/module develops and submits the Curriculum and the Subject/Module Sheet to the members of the department for review and approval by August 25. The curriculum of the subject/module is presented to the students outlining the expected learning outcomes, the modalities and forms of assessment of knowledge in the theoretical courses and

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practical in the first hour of activity in the subject/module.

57. The subject/module file is placed in the University information system.

VII. PLANNING UNDERGRADUATE AND INTEGRATED STUDIES

Article 19. University calendar

58. Undergraduate and integrated studies are organized according to the university calendar approved annually by the Senate.

59. The academic calendar is an obligatory component of the curriculum and includes the distribution of teaching activities by years, semesters (sessions in the case of part-time or distance learning), indicating the terms and duration of semesters, the academic mobility schedule, in the case of joint degree programs, the terms and duration of internships, exam sessions, including repeated examination sessions, current and final assessments / final exams for the completion of higher education and vacations.

Article 20. Timetable of teaching activities

60. The way the study process is organized during the semester is set out in the Schedule of Teaching Activities approved at the beginning of the semester according to the procedure established by the University.

61. When establishing the method of displaying the timetable of teaching activities will take into account the particularities of the organization of studies by forms of education - full-time, part-time, distance.

62. The timetable of teaching activities is posted on the University/faculty/department website.

Article 21. Individualized education plans

63. In case of disabilities, chronic illness, mobility, bachelor and integrated higher education studies may be organized on the basis of individualized education plans, which imply, where appropriate, special conditions, facilities, separate timetable for teaching activities, including internships, assessment, etc., as well as a tutoring program.

64. The individualized education plan is drawn up by the head of the program together with the student concerned. These plans and the list of students who may study on the basis of individualized plans are approved by the University Senate.

VIII. ADMISSION TO UNDERGRADUATE AND INTEGRATED STUDIES

Article 22. Organization of admission

65. To acquire and maintain student status the applicant must initiate and complete

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complete:

- a) the enrolment/re-enrolment procedure for a study program;
- b) promotion procedure from year to year.

66. Admission to higher education programmes is organized on the basis of the Nomenclature of Vocational Training Fields and Specializations.

67. The admission to Bachelor's degree studies is organized by competition, based on the University's own methodology, in compliance with the Framework Regulation on the organization of admission to cycle I, Bachelor's degree studies, approved by Order of the MECC. The Admission Methodology is published on the official website of the University and is posted at the headquarters of the Admission Commission, being updated annually.

68. Admission to integrated higher studies is carried out at the same time and under similar conditions as admission to bachelor's degree studies, within the limit of the places provided for in the enrolment plan approved by the Government.

69. The enrolment of students who have received acceptance for academic mobility within the University is done in the academic year and study program for which they have received approval through the mobility application.

70. Enrollment of foreign students is carried out according to the provisions of the Regulation on the studies of foreigners in educational institutions of the Republic of Moldova, approved by the Government Decision No 504 of 04.07.2017 and the University Regulation.

71. Enrolled students receive:

- a. your student card;
- b. a copy of the university study contract with the corresponding annexes;
- c. personal e-mail account and password to access the University intranet.

72. Upon admission, the Technical Commissions of the faculties compile and send the personal files of the enrolled students to the Student Records Section of the Studies Service for storage. The contents of the student's personal file at the moment of sending it to the Student Records Department, as well as the list of documents to be filled in during the period of studies, are approved by the Board of Directors for each category of students.

IX. THE UNIVERSITY STUDY CONTRACT AND THE ANNUAL AGREEMENT TO THE STUDY CONTRACT

Article 23. Contract for bachelor or integrated studies

73. After matriculation/resettlement the student will sign the University Studies Contract.

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- 74.** Enrolled students are obliged to sign the Contract of University Studies by September ,5and those who have been reinstated - within 5 working days from the moment of the order of reinstatement.
- 75.** The higher education contract shall contain at least the following information:
- data on the University, and in the case of joint programs - data on higher education institutions, members of the consortium;
 - student identification data;
 - data on the field and specialty / program of studies to which the student was admitted, the form of education (full-time / part-time / distance learning), the method of financing the studies (from the state budget / with payment of tuition fees, mixed), the language in which the bachelor's degree studies will be conducted, the number of credits to be earned, the duration of studies, and the period of stay of students at the partner institutions of the consortium in the case of joint study programs;
 - information on the type of scholarships offered for undergraduate studies and the conditions for occupying budget-funded places in higher education institutions (according to the legal framework in force);
 - tuition fees (if applicable);
 - the conditions for promotion in the year of study;
 - conditions for obtaining additional credits (maximum 10% of the total number of credits allocated to the study program followed);
 - the conditions, including financial conditions, for suspending, extending and reducing the normal duration of studies;
 - rights and obligations of the University;
 - student rights and obligations;
 - other specific information;
 - date and signatures of the parties.

Article 24. Annual Agreement to the Study Contract

- 76.** The student's enrolment in the educational process and inclusion in a study program is conditional upon the signing of the Annual Agreement to the Study Contract.
- 77.** Signing the Annual Agreement to the Study Contract, a basic document in the process of realizing the function of accumulation of study credits in the SNCS, between the student and the University is annual procedure, mandatory for all categories of students.
- 78.** Annual Agreement to the Study Contract (irrespective of the form of study funding - from

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state budget or fee) is signed in two stages:

- a. for students with the year of studies promoted - until the end of the re-exam session;
- b. for the rest - in the first week of studies (direct contact) from the beginning of the academic year. The student who does not sign the Annual Agreement to the Study Contract within the scheduled period is expelled.

79. In exceptional cases (illness, etc.), the signing of the Annual Agreement to the Study Contract may also take place outside the periods indicated.

Article 25. Transition from the educational pathway in the Annual Agreement to the Learning Agreement

- 80.** The student is free in the choice of optional courses from the Curriculum, respecting its conditions. The registration of the students for the optional subjects for the following year of study is done during the last week of teaching activities of the current year. The choice of optional courses for teaching is made on the basis of the criterion of the majority of the options expressed. Students who have not expressed an option will be automatically assigned by the head of the study program.
- 81.** Students have the right to apply for enrollment in subjects of their free choice (optional) from the curriculum of the study program followed. Students' enrollment in the optional subjects for the following academic year is done in the last week of the current year on the basis of applications approved by the Dean of the Faculty, and their teaching is free of charge.
- 82.** Students may take subjects of their free choice included in the curricula of other study programs operating at the University, on a fee-paying basis, on application approved by the Dean of the faculty where the study program is located, during the first week of the semester in which the course is offered. Enrolment may be refused when it would result in a change of the working formations of the requested study program.
- 83.** At the request of at least 15 students at the University, other courses can be organized by the Continuing Education Department or the academic departments, in addition to the curriculum offer. These courses are organized for a fee. The fees for these courses will be proposed by the Council for Strategic Institutional Development and approved by the University Senate. The marks obtained in these free-choice (optional) subjects are recorded in the examination reports at the faculty where the student is registered and in the Diploma Supplement.
- 84.** Credits can also be obtained in advance, and can be carried over to subsequent semesters. To obtain credits in advance, the procedure of enrolment in the subject is applied, valid for

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free-choice (optional) subjects. The course of study, the corresponding assessments and registrations are carried out according to the common procedure in place at the University.

Choosing to obtain credits in advance implies the following conditions:

- the student will obtain the full credits for all subjects/modules included in the curriculum for each previous semester;
- will have an overall average of no less than 9.00;
- will fully meet the prerequisites for the discipline/module for which he/she is applying for advanced credit;
- credits can be taken in advance starting from the second year of studies;
- no more than 15 credits may be taken in advance per year;
- students studying with budget funding can take up to 5 free advance exams in one year.

- 85.** In drawing up the Annual Agreement to the Contract of Undergraduate Studies, the student will be guided by the head of the program he/she is following. Amendments to the Annual Agreement to the Study Agreement may be made in accordance with Article 78(b).
- 86.** The Annual Agreement to the Study Contract lists, according to the syllabus, the compulsory and optional subjects/modules to be studied in the academic year in question, the subjects of free choice (optional) and, where appropriate, psycho-pedagogical training or orientation towards another field of study at Master's level, the subjects not taken in the previous year of study, as well as those expected to be taken in advance. The selection of subjects for the Annual Agreement to the Study Contract will take into account the existing conditions in the curriculum. The Annual Learning Agreement cannot be modified during the academic year. Exceptions are students involved in mobility programs.
- 87.** The student takes the exam only for those subjects/modules that are included in the Annual Agreement to the Study Contract that he/she has signed.
- 88.** The list of optional/free choice/orientation to another field of study/ psycho-pedagogical training subjects/modules included in the curriculum, proposed for the following academic year and their holders, are made known to the students by posting them on the department notice boards, annually, no later than May 1st. The student is obliged to select the courses for his/her own educational path for the following academic year by the end of the current academic year. In order to enroll and obtain credits for the mentioned subjects, the student submits an application according to the approved model to the Dean of the Faculty at the end of each academic year. If an optional course for which he/she has opted

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the student, in accordance with the legislation in force, cannot form a study formation/group, he/she is obliged to opt for another course, and in the case of free-choice courses/orientation to another field at master's / psychopedagogical training - he/she can opt for another course. In this case, the Annual Agreement to the Contract of Study will be amended within the deadlines stipulated in point 78 (b) of these Regulations. If a subject in the curriculum is taught by several teachers from the department, the student has the right of choice.

- 89.** The full or partial fulfillment, in accordance with the regulations in force, of the conditions stipulated in the Annual Agreement to the Study Contract entitles the student to continue his/her studies.

Article 26. European Credit Transfer System (ECTS) study contract

- 90.** In cases of national and international mobility, the mobile student will sign the ECTS Learning Agreement. This contains the list of the subjects or modules that the student has chosen to study, indicating the title, code and number of ECTS credits in the host institution.
- 91.** The ECTS study contract is signed by three parties: the student involved in the mobility, the person who has the authority to represent the home institution and an equivalent authority of the host institution guaranteeing that the student will be able to study the required subjects/module(s). Each of the three contracting parties will have a copy of the study contract countersigned by all three parties.
- 92.** The ECTS study contract guarantees the transfer of credits for the subjects/modules completed and promoted by the student within the limits of the compatibility of the learning outcomes and curricula of the institutions involved. Full academic equivalence and recognition, upon the student's return to the University, is the prerogative of the Commission for the recognition/equivalence of the academic results of teaching activities, set up at faculty/department level.

X. ADVICE SERVICE

Article 27. Advisory service

- 93.** The counseling service is set up by the University for the purpose of coordinating the process of implementation of study credits in the teaching process.
- 94.** The counseling service is made up of first year supervisors and heads of programs, who will act as tutors, advisors of students in the process of training on the basis of study credits.

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95. The program head will, as a rule, consult students from all years of study in a general field of study/vocational field/specialty.

96. *The counselor must:*

- to inform students about the role of the National Credit System and the possibilities and facilities it offers in the organization of the teaching process;
- make students aware of the conditions for filling budget-funded places;
- to explain to students the structure and organization of the educational process on the basis of study credits, to prepare informative materials on the subject and to publish them on the University/faculty website and in printed materials;
- inform students about the study possibilities offered by the University: library/media, laboratories, workshops, study and rest facilities, etc.;
- guide students in filling in the Annual Agreement to the Contract of University Studies, in particular in choosing and setting up the individual study path, informing them about the subjects/modules offered, the existing preconditions to obtain the required specialization;
- to provide counseling to students in making up the program to repeat courses not passed or to increase the grade;
- inform the students about the topics of the year theses/projects, bachelor theses/projects, final year integrated bachelor's theses/projects, and scientific research works from the departments, on which they can collaborate;
- inform students about the consultation/guidance program: time, day and place;
- provide advice on all mobility procedures;
- periodically submit information and proposals on the functioning of the National System of Study Credits and the improvement of application conditions.

The counselor has the right to:

- check the development and timely provision of students with the necessary methodical support for learning in a vocational training area/specialty;
- help students to plan/design and modify their individual study path if necessary;
- attend committee meetings, which examine student success issues;
- check how current assessments are carried out within the subjects/modules.

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The University administration has the responsibility to:

- provide the educational process with classrooms, computer rooms, laboratory rooms and necessary teaching equipment;
- maintain a healthy working atmosphere and competitiveness in the teaching staff and student body;
- involve students in the governance of the University;
- stimulate teachers' work and students' aspirations for progress;
- facilitate and promote student mobility.

XI. ASSESSMENT OF LEARNING OUTCOMES AND COMPETENCES

Article 28. Types of assessments

- 97.** The student's learning activity, including individual work, as well as the learning outcomes and competences acquired by the student, are verified and assessed during the semesters through current and periodic assessments, as well as during examination sessions through semester evaluations, in accordance with the curricula. In order to increase the degree of objectivity and transparency of the evaluation process, evaluations, at the decision of the Senate, may be carried out with the use of information technologies (computer-assisted programs), through tests.
- 98.** The way evaluations are organized and conducted within the University is specified in the relevant regulations.

Article 29. Rating scale

- 99.** Evaluation of learning outcomes is done with grades from „10" to „1", to which the grading scale with grades recommended in the European Credit Transfer System (A, B, C, D, E, FX, F) is applied to complete the Diploma Supplement and facilitate academic mobility. Grades are awarded as follows:
- A grade 10** is awarded for demonstrating outstanding knowledge, skills and competences developed in the subject/module, for considerable creativity and independent activity, and for a thorough knowledge of the literature in the subject area.
 - A 9** is awarded for demonstrating very good knowledge, skills and competences, with some insignificant/non-essential errors allowed.
 - An 8** is awarded for demonstrating good knowledge, skills and competences,

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but with a certain lack of confidence and imprecision related to the depth and detail of the subject/module, which can be overcome by answering additional questions.

- d. **Grades 6 and 7** are awarded for demonstration of basic knowledge, skills and competencies developed in the subject/module. The student's response lacks confidence and there are considerable gaps in knowledge of the subject/module.
- e. A **mark 5** is awarded for demonstrating the minimum knowledge, skills and competences developed in the subject/module.
- f. **Grades 3 and 4** are awarded if the student does not demonstrate minimum knowledge, skills and competencies and additional work is required to pass the subject/module.
- g. **Grades 1 and 2** are awarded to the student who has copied or demonstrates minimal knowledge, skills and competencies and substantial additional work is required to pass the subject/module.

100. In undergraduate higher education and in integrated studies, in the framework of ongoing (continuous) assessment, assessment may also be done, where appropriate, by means of grades

"admitted"/"rejected". Grading is also used for the semester evaluation of physical education. Grades are awarded as follows:

- a) "admitted" - awarded if the student demonstrates that he/she has attained the required competences, skills and knowledge set out in the subject/module curriculum;
- b) "failed" - awarded if the student has not acquired the required competences, skills and knowledge according to the subject/module curriculum.

Article 30. Current (ongoing) evaluations

101. Ongoing assessment is carried out in practical/seminar, laboratory and individual work. In order to assess students' current results, various methods can be used: presentation of reports, reports, individual work, portfolios, essays, case studies, tests, etc.

102. The marks obtained in the current assessments, expressed in whole numbers, are recorded in the academic group register and are taken into account in the final semester assessments.

Article 31. Regular evaluations

103. During the semester, one or two periodic evaluation sessions are organized, distributed proportionally during the semester, which sum up the student's intermediate situation of success. Periodic assessment activities are carried out according to the University Calendar for

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the current academic year. The subject/module holders are responsible for carrying out the periodic evaluations.

104. In part-time education, the periodic evaluation can be carried out in addition to the current evaluation, through the methods mentioned in art. 101, during the consultation hours planned by the University Calendar.

105. Periodic assessment can be organized through written, oral and combined tests. The concrete forms of assessment are determined by the departments at the beginning of the academic year through the approval of the subject/module Curriculum.

106. The results of the periodic evaluations, expressed in whole numbers, are recorded in the academic group register and are taken into account in the final semester evaluations.

Article 32. Semester evaluations

107. Semester evaluations are carried out at the end of the subjects/module, in exam sessions organized according to the University Calendar. During semester evaluations, the semester grade is calculated and the final evaluation is carried out by examination in the subject.

108. The final semester assessments may be taken orally, in writing or in a combination. The number of examinations taken orally may not exceed one half of the total number of examinations in the session. In the field of Arts, where there are specific assessment tests, the ratio between the number of hours taken orally and those taken in writing is determined by the relevant department.

109. The form of the evaluation is determined by the subject/module holder in coordination with the program head and the head of department, is recorded in the Curriculum and the Subject/Modules Sheet and is announced to the students at the beginning of the semester by the subject/module holder. The result of the semester evaluation is expressed as a grade, expressed in whole numbers.

110. The subjects for assessment are approved by the head of the department and are made known to the students by the holder(s) of the subject/module at least one month before the session. Examination papers will be prepared on the basis of the approved subjects. The assessment of the examinations will be done on the basis of the marking scales which will be made known to the students before the beginning of the examination.

111. Only students who have fully completed the requirements for the respective discipline/module are admitted to the semester evaluation, being evaluated with at least grade 5 for the current evaluations (average), for the individual work and for both periodic evaluations organized within the discipline/module.

112. In ordinary sessions the student is obliged to present himself/herself with the group/form of study

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in which he/she is enrolled. In well-justified cases the dean of the faculty may allow the student to present himself/herself with the present with another group/formation of study. In the sessions of the remaining classes the student is offered the possibility to select from the planned dates when to take the assessment.

- 113.** Non-attendance for assessment is recorded as 'not present (n/p)'.
- 114.** In full-time education, the student can take an assessment test in one day, in one subject/module only, and the interval between two successive assessment tests must be a minimum of 2 days.
- 115.** In the part-time form of study, the assessment tests will be organized in study and examination sessions, established by the University Calendar. In the case of distance learning, semester assessments may be organized compactly.
- 116.** The student has the right to 2 retakes of the exams not passed (outstanding) and one additional retake at the decision of the Faculty Quality Management Committee. Remainders are taken in repeated sessions, organized according to the University Calendar.
- 117.** Obtaining an insufficient mark (less than 5 (five)) in the assessment test or absence from an assessment test is not a reason to deny the student admission to the following tests, except in cases where courses/modules established in the Curriculum as prerequisites for the assessed courses have not been passed.
- 118.** During the assessment students will be allowed to use sources and materials permitted by the examiner.
- 119.** Students have the right, on request, to see their written work for two working days after the grades are announced.
- 120.** Non-admission to the examination is recorded as "not admitted (n/a)" and may be conditional on the academic situation described in point 111 of the Regulations or on failure to meet the financial obligations stipulated in the University Study Contract.
- 121.** A subject/module has only one final mark.
- 122.** The grade given by the assessor may be contested in accordance with the regulations. Appeals are examined according to the provisions of the Regulation on the organization of the evaluation of the learning activity of the students of the Technical University of Moldova.
- 123.** During the ordinary session any assessment can only be taken once.
- 124.** A grade increase is possible for a maximum of 2 subjects/module per year, at the student's request with the consent of the Faculty Council during the year's session for the make-up of the outstanding grades. Only students who have accumulated the full number of credits established for the corresponding academic year may request a grade increase. The increased grade does not affect

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scholarships.

125. If during the semester evaluation the student shows a conduct contradictory to the Code of Ethics and Academic Integrity, the examiner(s) has/have the power to ask him/her to leave the room, the Examination Board will be marked "excluded" and the holder will notify the Ethics Committee in writing.
126. The time allotted for preparing the answer for the oral examination will be no less than 30 min, and the time required for the written examination will be set by the course holder up to 3 academic hours depending on the complexity of the subjects. In the case of combined assessment, an additional 10 min per student will be provided.
127. Persons who were unable to participate in the periodic/semi-annual evaluation activities due to valid reasons (illness, participation in republican and international competitions, etc.) justified by respective documents (medical certificates, decisions, orders, dispositions, etc.), are allowed to take the evaluations according to a special schedule elaborated by the Dean of the faculty and approved by the Dean.

Article 33. Thesis/year project

128. First cycle students carry out a maximum of one year project/thesis per semester, starting in the second year. The type of work is determined by the specialized department according to the specifics of the study program. Students following integrated studies will carry out a maximum of one year project/thesis per semester of studies, with the exception of the first and graduation years.
129. Theses/year projects are assessed within the corresponding subjects/modules. Credit in the relevant subject/module is subject to the execution and defense of the thesis/year project.
130. If the year project/thesis is the cumulative result of activities from several courses, is an interdisciplinary product and cannot be assigned to a discipline/module, it/they must be a separate entity, assessed with a grade and estimated with a certain number of credits, depending on the effort required for its realization, at the decision of the organizing department/faculty.
131. The criteria for the elaboration and evaluation of projects/year topics are set at institutional level by the specialized departments.
132. Project assignments are assigned to students at the beginning of the semester (in the first 2-3 weeks). Papers are defended at least one week before the start of the exam session in front of a committee of at least two teachers,

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appointed by the head of the specialized department. Students, who have not taken the year projects/themes, cannot take the final exam in the given discipline/module.

- 133.** The research project is a compulsory form of assessment in higher education.
- 134.** Within a program of study, a research project is developed, identified as a separate unit in the program of study, graded and assessed with a certain number of credits, set by the Curriculum.
- 135.** The defense of research projects is conducted at least one week before the beginning of the exam session, in front of a committee of at least two teachers, established at the level of the department.
- 136.** The criteria for the elaboration and evaluation of research projects are set at institutional level by the specialized departments.

Article 34. Entry of evaluation results in the evaluation report

- 137.** The results of the assessments made in the subject/module are recorded in reports by the teacher. The border must include:
 - a. The semester grade of the subject/module, expressed in two decimal places (truncated) is calculated as the arithmetic average of:
 - the average marks obtained in the current assessments;
 - the average marks obtained in the periodic assessments;
 - grade/average for individual work.
 - b. The grade obtained in the final exam of the subject/module;
 - c. The overall mark of the subject/module, which is made up of the semester mark with a weight of 60% for full-time studies and 50% for part-time studies and the mark of the final exam of the subject/module. The overall mark for the subject is written in Arabic numerals (two decimal places, truncated) and in letters;
 - d. The equivalent of the overall grade in the ECTS scale (A, B, C, D, E, FX, F);
 - e. Number of credits accumulated in the discipline/module;
 - f. Signature of the subject/module holder and the designated assistant.

The grades awarded to students will be entered in the university information system.

Article 35. Final assessment of bachelor and integrated higher education studies

- 138.** The exams for the completion of bachelor and integrated higher education studies are organized and conducted in accordance with the Framework Regulation on the organization of the exam for the completion of bachelor higher education studies, approved by the MECC Order and with the Institutional Regulation.

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- 139.** Students who have fully completed the syllabus and have obtained the credits corresponding to all compulsory and optional subjects/modules taken are admitted to the final exam.
- 140.** The bachelor's degree studies end with the bachelor's exam, organized according to the decision of the University Senate, followed by the issuing of the bachelor's degree diploma.
- 141.** The integrated higher studies are completed by passing the graduation exam, organized according to the decision of the University Senate, and by issuing the diploma equivalent to the Master's degree.

XII. PROMOTION, EXPULSION AND REINSTATEMENT

Article 36. Promotion to the next academic year

- 142.** The condition for promotion to the next year of study is the accumulation of the number of credits required for the qualification, as stipulated in the curriculum for that year and in the Annual Agreement to the University Studies Contract.
- 143.** Promotion to the next year of studies is made by a decision of the Dean.
- 144.** After completing one year of studies in Cycle I and integrated studies, full-time education, a student is in one of the following situations:
- a) ***student with a passed year of studies*** - the student who has accumulated the total number of 60 credits according to the Curriculum Plan for the year in question and has accumulated the total number of credits (60 per year) stipulated in the Curriculum Plan for the previous years of studies;
 - b) ***credit student*** - a student who has accumulated at least 40 credits for the year in question (in full-time education) and has passed all previous years of study;
 - c) ***student in the situation of repeating the year*** - the student who has accumulated less than 40 credits in the compulsory subjects/modules stipulated in the Annual Agreement to the University Study Contract for the current year of study, but has passed all previous years of study.
- 145.** In Cycle I, bachelor's degree studies and in integrated studies, full-time studies, *students with the credited year of studies* may be enrolled in the next year of studies on the basis of applications addressed to the dean of the faculty where they are studying, provided that they sign the Annual Agreement to the Contract of University Studies for the following year, which will also include the subjects/unpromoted modules that will be followed in fee-paying regime.
- 146.** The promotion disposition for students with a credited year of studies will be issued only after

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taking all remaining exams.

- 147.** If the student, enrolled for the next year of studies, has not passed the remaining subjects by the end of the year in which he/she is enrolled, he/she may continue his/her studies by repeating the year of studies. For this category of students, the Annual Agreement to the University Study Contract will include both the subjects/module remaining as well as those possibly remaining from the repeated year.
- 148.** In the case of a request to continue studies by repeating the year, the student must fulfill the requirements of the syllabus of the class with which he/she is continuing his/her studies. The Transferable Credit Equalization Commission, constituted by the Dean of the Faculty, determines the subjects/module to be equalized and the difference exams that the student must take. A student who repeats the year of study is entitled to apply for continuation of studies on fee-paying places only. The fee for repeating a year of study is proportional to the number of credits the student must accumulate in order to pass the current year and the credits allocated to the subjects/module(s) that have been taken as differences.
- 149.** For part-time and distance learning, enrolment in the next year of study is subject to the accumulation of at least 32 credits, according to the algorithm set out in the case of full-time education.

Article 37. Expulsion

- 150.** Expulsion is the prerogative of the dean of the faculty and is carried out by Order of the rector, determining the loss of student status. The basis of the expulsion decision may be:
- sanctioning the student in accordance with the provisions of the Regulations of the University for the organization of studies or the University Contract of Studies;
 - the written request of the student concerned.
- 151.** Students are liable to be expelled in the following cases:
- for failure - the accumulation, by the end of the year of study for which he/she was enrolled, of fewer than 40 study credits for full-time education or fewer than 32 study credits for part-time education, not wishing to repeat the year of study;
 - for unexcused absences for at least 1/3 of the time foreseen for the subjects/modules of the curriculum in the given semester, in full-time education, as well as for unexcused absences for a period of more than five consecutive weeks;
 - for refusing to sign the University Studies Contract and/or the Annual Agreement at

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The study contract;

- for non-payment of tuition fees;
- for serious violations of the University Charter and the Code of University Ethics, including passing an examination fraudulently (with incontrovertible evidence);
- on their own initiative;
- in connection with non-attendance after the period of suspension has expired.

152. In case of expulsion, the student will be issued, within 5 working days, the extract from the student's registration, entered in the respective register and the documents (in original) regarding previous studies.

Article 38. Return to studies

- 153.** Persons who have lost their student status as a result of expulsion, but who have passed at least the first year of studies, may, upon request, be reinstated in the same program of studies, within the same higher education institution, on a fee basis, without repeated participation in the Entrance Examination. Reinstatement is based on an assessment of learning outcomes and competences previously acquired.
- 154.** After re-instatement, the student must follow the requirements of the syllabus of the promotion in which he/she was included, with support for differences arising from any changes to the syllabus.
- 155.** Reinstatement to studies is proposed by the dean of the faculty following the evaluation of the student's learning outcomes and approved by Order of the Rector of the University. The Dean will consider the request for return to studies in the year of study in which the applicant will have differences not exceeding 20 study credits (16 for part-time studies), confirmed by the Transferable Credit Equivalence Commission. The differences will be covered on a fee-paying basis.
- 156.** By way of exception, at the proposal of the Faculty Council Board, the Rector may approve the reinstatement to the second year of studies of applicants who did not pass the first year of studies if the subjects not passed in the first year, as well as those established as differences, total up to 20 credits.
- 157.** Students who have been expelled because they have passed the exam through fraud or for behavior incompatible with the norms of the University Charter and the Code of University Ethics cannot be reinstated to studies.
- 158.** No re-entry is allowed if there is no group in the higher education institution

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the academic program and year of study in which the student will be enrolled.

XIII. TRANSFER STUDENTS

Article 39. Conditions of transfer

- 159.** The student may apply for transfer from one educational institution to another, from one form of education to another, from one faculty to another, from one study program to another within the University only within the same study cycle, provided that the curricula are compatible in terms of learning outcomes and expected competences, respecting the rules of application of the European Credit Transfer System.
- 160.** The transfer can be made from the second year onwards, regardless of the year in which the studies are offset.
- 161.** The student can apply for transfer after the summer session, when he/she is declared promoted to the next year in accordance with the Educational Plan and meets the performance criteria set by each faculty/institution.

Article 40. Transfer from one institution to another

- 162.** The transfer can be realized on the basis of the request of the student requesting the transfer, by Order of the rector of the institution to which the student is to be transferred, at the proposal of the dean of the faculty where the student will be enrolled. The request, approved by the rector of the institution from which the student is being transferred, must be accompanied by the extract from the student's transcript.
- 163.** The transfer is allowed only after the end of the study year and no later than October 1 of the new study year and is made with the agreement of the two universities under the following conditions:
 - a) only for specializations in the same general field of study/field of vocational training or related fields;
 - b) by respecting the professional performance criteria set by each institution/faculty;
 - c) only on the places available, within the limit of the enrolment quota for that year;
 - d) the number of difference credits must not exceed 20, or 16 for part-time students.
- 164.** Enrolment by transfer to an educational institution which, for various reasons, does not have an academic group for the program and year of study in which the student is to be enrolled is not permitted.
- 165.** In order to obtain a degree at the University the student transferring from another institution will have to

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accumulate at least 40 credits in the last year in the subjects/modules set out in the curriculum. Exceptions are allowed upon withdrawal/cancellation of the institution's license or liquidation of the institution.

- 166.** The transfer of foreign students is carried out in accordance with the provisions of the Regulation on the studies of foreigners in educational institutions of the Republic of Moldova, approved by Government Decision.

Article 41. Transfer within the University

- 167.** The transfer within the University is realized by the Rector's Order on the basis of the application of the student requesting the transfer, endorsed by the Dean(s) of the faculty(faculties). The application must be accompanied by an extract of the transcript of the student's matriculation.
- 168.** The Annual Agreement to the University Studies Contract will be signed by the student for the year in which the transfer is accepted and will also include the subjects/module arising as differences to be completed for a fee.
- 169.** The Annual Agreement to the Contract of Undergraduate Studies will be completed on the basis of the minutes of equivalence of academic results, which sets out:
- a) Recognition or equivalence of exams and study credits based on learning outcomes and competences obtained;
 - b) differences in the curricula to be realized;
 - c) the period for supporting differences in the curricula.
- 170.** Exceptional situations arising from the application of the nominated rules will be dealt with by the Quality Management Committees of the faculties.

XIV. ACADEMIC MOBILITY

Article 42. Conditions for organizing academic mobility

- 171.** Students have the right to get involved and participate in compact mobility programs both nationally and internationally in order to complete the training process in accordance with their chosen educational path. Mobility is organized by the University in accordance with the Regulation on the mobility of students and teachers of the Technical University of Moldova.
- 172.** Student mobility between institutions and within the University between related fields/specialties/specializations is possible, in compliance with the specific regulations existing at institutional level, without affecting the study courses.
- 173.** Mobility programs are open to students who have fully completed their

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studies for the previous year/semester. In the first cycle, mobility can be organized from the second year of studies, with the exception of the last year of studies. Cycle II students may participate in mobility programs for the duration of one semester, with the exception of the first and last semester.

- 174.** Agreements between partner universities/faculties/departments guarantee the recognition of study periods completed and the transfer of credits for the subjects/modules completed.

Article 43. Recognition of periods of study

- 175.** Recognition of periods of study concerns their duration and content. A period of study undertaken in another higher education institution replaces, through the recognition of ECTS credits, a period of study of similar duration and workload to that which the student would have undertaken at the home university.
- 176.** The courses foreseen in the mobility contract may be equivalent to courses in the curriculum of the home institution, assimilated within the same field of vocational training/program of study, acceptable as an alternative to existing courses.
- 177.** Students involved in mobility programs based on partnership agreements, signed between their home institution and another institution, will provide proof of the activities carried out, exams taken and credits earned upon return.
- 178.** The transfer of ECTS credits, the recognition, equivalence and documentation of the student's performance throughout the mobility period, is carried out through the ECTS transcript of record which reflects the work done by the student in quantitative and qualitative terms. The student is not obliged to negotiate acceptance/recognition/equivalence with the individual teachers.
- 179.** Recognition/recognition/accreditation/acceptance of activities/exams/study periods is approved by the appropriate committee within the faculty/department.
- 180.** Credits previously obtained in subjects/modules similar in expected learning outcomes, content, possible designation and extension (number of hours in the syllabus) are automatically equated both in mobility programs and when the student transfers from one higher education institution to another.
- 181.** A student who chooses subjects/modules with at least 2/3 overlap in content accumulates the credits allocated to only one of them.
- 182.** At the student's request, the credits for a course may be equivalent to credits obtained in another equivalent or higher course (with a greater number of hours and more detailed content) at another university, faculty or specialty.

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183. The completion of the bachelor's degree and integrated bachelor's degree cannot be equated with mobility.

184. Recognition, equivalence and documentation of student performance through various non-formal or informal activities are carried out at faculty level by persons designated for this purpose, based on a Regulation approved by the Senate.

XV. CLOSING THE ACADEMIC GAP

Article 44. Causes and settlement of academic differences

185. Differences in curricula may arise for the following reasons:

- transfer from another institution;
- student transfer to another specialty/program of study;
- transfer to another form of education;
- resuming studies after suspension/academic leave;
- Re-establishing your studies after expulsion;
- academic mobility.

186. Closing the academic gap means achieving the expected learning outcomes and competences by:

- attending the respective courses;
- the completion of the tasks planned for the course;
- taking the assessments and obtaining the credits expected by the curriculum.

187. All academic differences will be covered by tuition fees.

XVI. COMPLETION OF BACHELOR AND INTEGRATED HIGHER EDUCATION

Article 45. Acts of completion of studies

188. The bachelor and integrated higher studies end with the final evaluation, carried out in accordance with Article 35 of this Regulation, and with the issuance of higher education diplomas, according to the models approved by MECC. The degree diplomas shall be accompanied by supplements drawn up on the basis of the European standard model. The diploma supplement shall be drafted in Romanian and English.

189. The diploma awarded on completion of integrated higher education studies is equivalent to a master's degree.

190. In the case of joint degree programs, they can be issued:

- a. a joint diploma in addition to one or more national diplomas;
- b. a joint degree issued by the institutions offering the joint program of study, without

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national diploma;

- c. one or more national diplomas accompanied by a certificate attesting the qualification awarded jointly.

Joint diplomas and certificates are awarded in the languages of communication agreed within the partnership and in English.

XVII. RIGHTS AND RESPONSIBILITIES OF MEMBERS OF THE ACADEMIC COMMUNITY

Article 46. Rights and responsibilities

191. Members of the academic community (teaching staff and students) have rights and obligations stemming from the legislation in force, the University Charter and institutional regulations, as well as from the provisions of signed contracts.

192. Teaching staff and students have a moral obligation to participate in university life, socially in their own interest, in the interests of education and society.

193. Teachers' rights and responsibilities:

- a) ***The University's teaching staff have the right to*** academic freedom in the process of designing the contents of the offered subjects/modules included in the Curriculum.
- b) ***University teaching staff have the obligation:***
 - to develop, present and implement the curriculum of the subjects/modules included in the Curriculum;
 - set learning outcomes for each subject/module taught;
 - to diversify the forms and modalities of current, periodical, individual and final assessment of students' individual study in accordance with the University's own regulations;
 - ensure the fairness, objectivity and transparency of the evaluation process;
 - to keep track of students' attendance;
 - to respect the timetables for teaching and assessment of students' knowledge;
 - provide the necessary consultations;
 - to participate in the extra-curricular educational process.

194. University student rights and responsibilities:

- a) During their studies, ***students of the University have the right to:***
 - to benefit from all the facilities offered by the University for the realization of the activities envisaged by the curricula;

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- to constitute their own educational path and to complete the individual study program within the Educational Plan, within the limits of the real offer of the University faculties;
- take part, on an annual basis, in the competition for a budget-funded post;
- obtain the requested information about their own academic situation during and at the end of the semester;
- accumulate credits in modules to gain a complementary qualification;
- get loans in advance to complete their studies in reduced terms, except for 3-year programs;
- follow in parallel another study program under the conditions of the legislation in force;
- contest the mark if they consider it incorrect (as per the Rules);
- benefit from a special exam timetable in justified cases (illness, participation in competitions, republican and international olympiads, competitions, mobility programs, etc.);
- apply for an extension of the duration of studies for a fee, if at the end of the legal period of the study program he/she has not obtained the established number of credits required for obtaining the license in the given specialty;
- apply for a one-year academic leave in case of loss of academic capacity due to chronic illness, surgery, accidents, involvement in academic mobility programs, etc.;
- request suspension of studies;
- participate in various scientific research activities within the University, which are not compulsory by the Curricula;
- benefit from mobility scholarships, for studies at other universities in the country and abroad, through competition;
- apply for the transfer of credits accumulated at another partner university/college with which the University has an agreement, on courses, modules, compact periods of study;
- ask teachers for advice;
- participate in various forms of extracurricular activity to develop complementary skills;
- participate, by freely expressing their opinions, according to the procedure approved by the University Senate, in the evaluation of the work for the subjects/modules realized;

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- participate in the governance of the University;
- receive the Diploma Supplement of the model set by MECC;
- receive scholarships, performance and social grants in accordance with the regulations in force.

b) *The University student is obliged* to:

- know the regulations regarding the organization and conduct of the study process at the University;
- sign the University Studies Contract and the Annual Agreement to the contract;
- complete and pass all compulsory courses in the curriculum;
- to realize demanding and on time the obligations according to the Educational Plan and the Curriculum of the subjects/modules in order to achieve a thorough professional preparation;
- actively participate in all forms of organization of the teaching-learning-evaluation process;
- make a personal effort to achieve the expected learning outcomes: to accumulate knowledge, develop skills and develop competences;
- attend the courses, laboratory work, seminars provided in the curriculum;
- undertake all forms of current, periodic and final/summative assessment;
- accumulate the required number of credits to pass the semester, the year of study, graduation and the diploma.

XVIII. QUALITY MANAGEMENT COMMISSION

Article 47. Duties of the Quality Management Commission with application to the organization of bachelor higher studies

- 195.** The Quality Management Commission, being constituted at the faculty level, has the mission to examine and resolve student cases and situations resulting from the application of the legislation in force and of these Regulations.
- 196.** The convocation of the Quality Management Committee and the list of students whose situations are subject to examination are announced by the Dean of the Faculty 3 calendar days before the meeting. Depending on the situation, the meeting may be attended by the student and the head of the program/responsible for the first year.
- 197.** The decisions of the Quality Management Commission are communicated to the subjects concerned the following day and cannot be subject to appeal. As official documents, the decisions

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the Quality Management Commission are kept in the institution's archives.

XIX. FINAL PROVISIONS

- 198.** These Regulations apply in their entirety to all students with no exceptions regarding rights and obligations.
- 199.** The specific regulations at university/faculty/department level regarding the organization and conduct of the teaching process in university education will be approved by the University Senate.
- 200.** People who study through part-time education enjoy the facilities provided by Articles 178 and 179 of the Labor Code of the Republic of Moldova on granting guarantees and compensation to employees who combine work with studies in higher education institutions.
- 201.** Amendments to this Regulation shall be made by decision of the University Senate.
- 202.** This Regulation shall enter into force upon approval and adoption by the University Senate and shall apply from the academic year 2020/2021.