

Temporary Residence Permit

- Grants you permission to temporarily live inside the country of Romania for the duration of your studies
 - A Romanian Personal Identification Number “CNP” will be assigned to you, necessary for various procedures during your stay in Romania
 - You have the obligation to announce any change that may occur during the validity of your temporary residence permit.
 - It gives you legal right to work 4 hours/day
 - It will be issued for a period of time equivalent to the duration of your study program
 - The application must be submitted to the Immigration Office 30 days prior to your visa expiration date.
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- During your stay in Romania, the temporary residence permits substitute the passport as an ID document
 - You need to carry it with you all the time
 - In case of loss/theft/destruction/degradation you must announce the Immigration Office immediately
 - Only the state authorities and the University have the right to ask you to identify yourself
 - The temporary residence permit is a personal non-transferable document and must be kept safe at all times

University guidance:

The Structure of the academic year:

- Check the structure of the academic year in order to plan your study time and your free time
- Classes: 10 months, divided in 2 semesters, each of 14 weeks; Fall: October -> February and Spring: February -> July
- Exam sessions: one exam session (of 3 weeks) and one reexamination sessions (of one week), at the end of each semester Holidays: a two-week Christmas holiday, a

one-week holiday at the end of the first semester, one week Easter holiday, a summer holiday mid-July to the end of September

Remarks:

- To study at the university, you must be enrolled at the Faculty. Enrolments are made at the beginning of each academic year
- Classes are held Monday to Friday, and the national standard is to have 22-28 hours of classes per week. At the beginning of the courses the schedule might suffer slight changes until fixed. Try to check the online schedule daily in this period.

How to graduate the year:

- You either have to fill out and sign the study contract and submit it to the secretary, or you will be contacted on this. It's good to always check the administrative calendar, as well.
- Attend courses/seminars/ laboratories
- Pass the exams
- Achieve at least 30 ECTS credits/year. Normally you should accumulate 60 credits/year. To complete your studies, you need to have at least 180 credits at the end of a 3-year program. If you have fewer credits, you cannot finish your studies;
- If you obtain less than 30 ECTS/year, you will be expelled and in order to continue your studies you will need a waiver from the Ministry of Education. If you find yourself in such a situation, please contact the Faculty Secretary, and ask about the formality you need to undertake in order to resume your studies.

Dictionary of terms:

Lecture (course, Ro: curs) = a course is a unit of teaching that lasts one academic semester or one academic year, is led by one or more instructors (teachers or professors), and has a fixed roster of students. A course usually covers an individual subject. The professor stands in front of the room, delivering lecture content while students listen. Courses have a fixed program of sessions every week during the semester, called lessons or classes. There is a set time to show up and learn. Lectures are scheduled at the same

time every week and are held in the same room. Students will receive a grade and academic credit (ECTS) after completing of the course. You can read the detailed curriculum on the website of your program to find out all the details related to the procedure, topics to be presented, exam participation requirements, bibliography

The courses are of three types:

- Compulsory (Ro: obligatoriu)
- Elective (Ro: opțional)- for each year of study, you must choose a certain number of courses from a predefined list, according to the curriculum.
- Optional (Ro: facultativ)- extracurricular courses, granted with ECTS credits, not counted in the final minimum/maximum number of mandatory credits. You may select them from any of UBBs specialization. You will need to pay an extra fee, in order to attend the course. The course, the mark and the number of credits, will be mentioned in your diploma supplement. You need to request permission to attend the course at the faculty offering it.

Seminar (Ro: seminar) = The seminar represents the deepening of the subject studied in the main course. No teaching! Only discussions and practical work. Seminars occur in regular series, weekly or every two weeks. You are encouraged to ask questions, discuss, comment and come up with new ideas, the interactive structure of the seminar will allow it. For instance, if you didn't have enough time to ask questions during the lecture, you will have time to do this during the seminar. Generally, 75% attendance at the seminar is mandatory. However, faculties possess the autonomy to decide higher percentages.

Laboratory (Ro: Laborator, equivalent to the seminar) = regular compulsory meeting for (practical) work. The mandatory attendance percentage is set by each faculty

Credit (Ro: credit) = it is the recognition for having taken a course at the university. Although the curriculum includes a load of 30 ECTS/semester, what matters is the number of ECTS/year, not per semester. More specifically, in order to pass the year, you need at least 30 ECTS. The number of credits/course is dependent on the course hours and

students' workload. Using the ECTS credits, students can get recognition of their studies abroad.

ECTS = European Credit Transfer System

Syllabus = You will receive a syllabus during your first class. The syllabus outlines important information such as course objectives, expectations, assignment information, grading policies, important dates, deadlines and resources. Referring to the syllabus throughout the semester is critical for being successful in a course. Some faculties post online the syllabus of the courses.

Exam(Ro: examen) = represents the evaluation of a course. It can be organized during the semester or only at the end in the exam session. In the exam session, two exam dates will be set for each course. You can take the exam only once. If you want to get a higher grade or you failed the first time, you can take the exam again in the reexamination session. The tuition fee will allow access to the course, seminar, laboratory (if applicable) and two examinations, for each subject. If you have failed the exam twice, it is necessary to resume the course and implicitly to pay a fee of 100 EUR/subject paid at a bank, for each re-sit. A re-examination period is scheduled just before the beginning of the new semester. The exams can be oral or written, and they can include a practical work in the lab, a research project, etc. Each teacher will discuss at the beginning of the semester the composition of the final grade and the method of examination.

Coordinating faculty member (Ro:Cadru didactic coordonator de an, will be the same throughout the studies) = has the role of guiding the students. If you have an academic problem and need help, you can ask the coordinating professor.

- ✓ Helping you choose optional courses;
- ✓ Working with you to develop personal academic plans to ensure graduation requirements are met;
- ✓ Discussing course load and academic concerns;
- ✓ Explaining and providing information related to academic processes, such as academic probation and concession;
- ✓ Providing resources and referrals for career, academic and personal support.

Student group leader (Ro: Reprezentant de an) = Key role, one of your colleagues, elected to represent you in front of the professors. She/he will keep in touch with the professors and administrative staff and she/he will communicate about your problems.

Student grade book/Student ID card (Ro: carnet de note/carnet de student) = it demonstrates your student status. It is issued by the secretariat and it is certified annually at the faculty secretariat. Based on your student card you may request different types of certificates. (for opening a bank account, for the Immigration Office, etc.)

Study contract (Ro: contract de studiu) = it is filled out and signed annually, and it includes the list of courses which you will follow during the academic year, including the courses that you filed in the previous years and you engage in passing in that year of studies, number of credits, rights and obligations of the students. They are filled out on Academic Info by each student, during a certain period of time at the beginning of the semester. Ask the secretary for specific details.

Suspension of studies (Ro: întreruperea studiilor) = the request for the suspension of studies has to be submitted to the faculty secretaries, ten days before the beginning of the academic year. In case of force majeure, you may submit your request any time.

Teaching methods (Ro: metode de predare) = Students are supposed to attend courses, seminars, laboratory and practical activities, write essays, carry out individual study and research (especially graduate students), and pass a final examination, upon conclusion of each subject. The share of these activities will differ in accordance to particular fields and syllabi. Student assessment is carried out throughout the semester and/or during the final examination.

The internship (Ro: stagiu de practică) = a period of practical activities at a private or public company, for which grades and credits are awarded. The faculties have signed collaboration contracts to facilitate the students' access to this activity. There is a practice coordinator who will give you all the information. The period of the internship can be integrated both during the academic year and during the academic holidays.

Grading system: the grading system is from 1 to 10, with 1 being the lowest grade, and 10 the highest. In order to pass a course, it is necessary to obtain at least 5. A point is awarded ex officio.

What is academic integrity?

Academic integrity is a code of ethics that guides your studies and ensures honest and moral practices in all academic endeavours. It rests on a set of universal values: honesty, trust, fairness, respect and responsibility. As a student, you are responsible for acting according to this code, knowing what is expected of you and treating the work of others with respect.

Academic integrity is fundamental to your learning. It helps you develop as a student and show what you have learned. Not following the principles of integrity compromises your learning, as well as the value of your own work and that of others, not only during your studies but even after you leave university. There are many different types of assignments you will have to complete and different methods that your instructors will use to assess your academic progress. As a student, everything you hand in must be your own work. Even when you are working with other students for a group project, you are responsible for making your own contribution. You must acknowledge where you received your ideas from, and whether you are quoting your source directly or paraphrasing someone else's work (including your own from previous coursework).

What happens when someone cheats?

When someone violates academic integrity by, for example, plagiarizing, submitting work twice without permission, or using a company to buy answers, the universities takes this very seriously. There are serious consequences, including receiving a failing grade for the submitted work, failing the course, disciplinary notations on your transcript, and more. The main principle of the policy is fairness, and it describes your rights and responsibilities, as well as those of the university and its members.

Other instruments

Institutional E-mail - After enrolling at the university, each student will be automatically generated an e-mail address. The university will send updates and information related to your student status and activity, solely by the use of this e-mail.