



BIOTERRA UNIVERSITY OF BUCHAREST

ACCREDITED BY LAW 480/2002

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REGULATION OF APPLICATION THE TRANSFERABLE CREDIT SYSTEM

I. LEGAL BASIS

- The Law of National Education no. 1/2011;
- Law no. 288/2004 on the organization of university studies;
- H.G. No 88/2005 on the organization of undergraduate studies;
- H.G. no. 404/2006 on the organization of master's degree studies;
- Order M.Ed.C. no. 3235/2005 on the organization of the undergraduate studies cycle;
- Order M Ed.C nr. 3617 / 16.03.2005 on the Generalized Application of the European Credit Transfer System (ECTS).

II. MOTIVATION

The organization of the learning process based on the transferable credit system is done by using an analytical system of time and effort assessment by the student, necessary for the performance of the educational act, with advantages for the way of organizing and managing it and equating it with the process education from other universities.

Currently, the **European Credit Transfer System (ECTS - European Credit Transfer System)** is mainly used to facilitate the analysis and comparison of study programs followed by graduate students at universities outside the country of origin as well as for all people and programs whose mobility is carried out within their own city of residence or country of origin: between two departments of the same institution, between universities, etc. The individual study periods or work experience of a person can also be credited and recognized. In this context, the term "European Accumulation and Credit Transfer System" was introduced, but the acronym "E.C.T.S" was retained.

Measuring credit activity allows:

- student mobility;
- recognition of study periods;
- recognition of diplomas;
- diversification of the student's choice of options and flexibility of the study program;
- integration into the rules of European education;

- Flexible design of study programs within the education system;
- inclusion of new subjects in the curriculum;
- recognition of compact study periods in other universities.

The credit system was introduced in Romania at the institutional level in 1996 and was generalized at national level in 2000 by introducing the number of credits as an element of the education plans and their registration in the matriculation sheets. The application of the credit system becomes mandatory with all its components starting with the academic year 2005/2006. Application applies to all levels and forms of higher education.

III. GENERAL PRINCIPLES

E.C.T.S. has the following basic principles: transparency of information on study programs; mutual agreement between partner universities; full recognition of periods of study abroad; the flexibility of study programs; recognition of diversity; recognition of the right of option; mutual trust; setting the system coordinates; allocating credits to disciplines; developing documentation, making cooperation agreements to ensure student mobility.

The Romanian credit accumulation and transfer system is referenced by the European ECTS system and is regulated by the Ministry of National Education for the nationalization of enforcement procedures. In order to standardize national practices, MEN regularly introduces and updates the national credit accumulation and transfer system, setting out a set of definitions, conventions, instruments that cannot be regulated at institutional level. In this context, each higher education institution is autonomous in defining its own transferable credit system applicable to study programs.

Under the ECTS system, the following principles of the credit accumulation and transfer system are applied:

1. Credits measure workload, that is, the study time required for the student to obtain the planned results at a medium level in a discipline or study program. Credits do not measure the activity of the teacher (training), but the student's (learning);
2. The study time / workload required to achieve the expected results refers to all the activities carried out individually: participation in courses, seminars and laboratories; individual study; projects, exams and practical activities;
3. Credits do not replace student assessment by notes and therefore do not aim to measure the quality of learning;
4. The standard length of study of a subject is the semester, the normal load of one semester is conventionally quantified with 30 credits. Any deviations must be offset during the year so that one academic year is loaded with 60 credits.
5. Credit is also a way of quantifying learning outcomes. Learning outcomes relate to sets of competencies acquired by the learner at the end of a learning cycle, expressed by what he / she knows, understands or is capable of doing after the completion of the study; in the ECTS system, credits can be obtained only after completing the workload claimed by the student (in all its forms) and the evaluation of the learning outcomes.
6. Credits are allocated to all educational components of a study program (modules, courses, practical activities, license work, etc.) and reflect the volume of work required by each component, by reference to the total amount of work needed to complete an academic academic year in the program considered.

Acquiring credits over the normal number allocated is possible by attending and promoting disciplines included in the curriculum of each academic year / semester.

Allocation of credits refers to all disciplines included in the curriculum, including design work and practice internships. Successful elaboration and support of the bachelor / dissertation / dissertation work can also be assessed with up to 10 credits, according to the decision of each higher education institution, and add, as the case may be, to the 240 accumulated credits up to the license / diploma exam, respectively the 90-120 credits accumulated in the Master's program until the dissertation is supported.

IV. THE CREDIT SYSTEM OPERATION RULES

1. **The basis for credit allocation** can start from the number of hours of didactic activity, but differentiated by type of activity (course, seminar, laboratory, etc.) because the study time required for each is different. For example, it should be taken into account that the subjects with the examination require an additional study time in the session. The calculation is made by considering the amount of work required to be deposited by the students. The equivalent in hours of an ECTS credit is approximately 25 hours, according to A.R.A.C.I.S.;

2. Credits are given to the student with the promotion of the discipline or activity that is independently evaluated. Granting credits means that a workload is required for the outcome of the evaluation. Credits are written alongside notes in all schooling documents;

3. Credits do not measure the quality of the student's training, as assessed by notes. There will be no rules that will lead to interference between credit granting and assessment through notes;

4. Obtaining credits (promotion) can be postponed within a cycle;

5. Creditele, odată obținute de student, se recunosc pe întreaga durată a școlarizării și recunoașterea lor nu este afectată de modificările din programa sau planul de învățământ (imperisabilitatea creditelor);

6. Credits, once obtained by the student, are recognized throughout the duration of the schooling and their recognition is not affected by the changes in the curriculum or the curriculum (the credit impermissibility);

7. Credits are transferable between structures belonging to specializations or similar profiles in the context of demonstrating the relevance of disciplines credited for the current student program. The transfer of credits in this situation is usually based on the existence of a preliminary contract;

8. Credits are transferable from one educational unit to another by subjects, groups of disciplines (modules) or by compact study periods;

9. The transfer is made at the student's request, based on a convention between the educational institutions involved;

10. Credits obtained under other programs can be integrated into the current program either through acceptance procedures (if content differences are detectable but tolerable) or through recognition (content differences are detectable, but the endpoints are identical) or by equivalence (content is identical).

The following conventions are part of the European ECTS system, are adopted as such in the national system and can not be changed at institutional level:

»Allocation agreement: The 35-week study year has allocated 60 credits, 30 credits per semester; Credits are allocated to disciplines and activities that are independently evaluated.

»Standard Student Convention: The student is studying 40 hours a week;

»Grant Agreement: The credits allocated to a discipline are given to the student in full, together with the result of the evaluation (note), if the promotion condition is met.

»Advertising convention: all elements describing curricula and subjects, ie

preliminary requirements, content, objectives, credit allocation, training and evaluation methods, are public (in modern internet-accessible formula).

»Transferability: All credits obtained in institutions and accredited programs are recognized and potentially transferable to other institutions and programs, to the extent that their content and purpose are relevant to the current program.

V. MEASURES TO APPLY THE CREDIT SYSTEM

1. Coordinators of the credit accumulation and transfer system are appointed at the level of the university, faculties and departments. Responsible persons will also assume the task of advising interested students. The co-ordinators will periodically report and make proposals on how the system works and how to improve the implementation conditions;
2. The conditions for obtaining the license and specializations, defined by the number of credits required, are determined by the faculty councils;
3. The repeat procedure disappears as a consequence of recognition of credits and grades obtained throughout the duration of the schooling. The promotion of the exams is in accordance with the specific credit transfer system of each faculty. The minimum score for obtaining the credits allocated to each discipline in the curriculum is 5 (five);
4. The student who obtains 30 credits / semester for the obligatory and optional subjects, regardless of the educational form in which the study program takes place, is considered as a collector.
5. The grant of scholarships is made annually according to the number of credits obtained by a student and the marks obtained at the exams;
6. The school situation ends at least 3 days before the beginning of the next academic year;
7. In the case of a compact study period at another institution, the study program will be the subject of a tripartite contract between the student and the two institutions concerned;
8. Normalization of the amount of teaching work of the academic staff is made by reference to the course hours / semester / laboratory / consultations / practical activity / research, according to the legal provisions in force.

VI. DISTRIBUTION OF CREDIT APPROPRIATIONS AND FUNCTIONING OF THE CREDIT SYSTEM

1. The credits and the credit allocation system of this regulation, having as reference the European system of E.C.T.S., has been introduced since the academic year 2005/2006 and it is applied in full to admitted and assimilated students to all specialties and forms of education;
2. The other students are considered to be in transition and, in case of impossibility of introducing the credit system, the disciplines will be considered promoted. They can, on request, benefit from the rule of applying the most favorable regulation. Applications are resolved by the Faculty Council;
3. Specific regulations at the level of the faculties / departments regarding the application of the credit system are approved by the University Senate;
4. The allocation of appropriations is subject to regular monitoring and auditing. All stakeholders should be represented (administration, teachers, students). The credits granted reflect the institution's policy in the field of training quality.

VII. THE FUNCTIONING OF THE CREDIT SYSTEM IN THE UNIVERSITY OF BIOTERRA

By developing its own regulation for the transfer of credits between institutions of the institution, as well as between similar institutions in the country or abroad, the aim is, on the one hand, to ensure the formative finality at the level of each university cycle and, on the other hand, to facilitate the individualization of the paths of studies by encouraging free choice of students for specialized and complementary disciplines.

The process of training and training of students is based on the curriculum.

Discipline is the basic formative element, which represents unitary activities, attributed to a distinct formative content. The discipline can be constituted by course activities, seminar, laboratory, project, individual house themes programmed by course, practice, etc. Each discipline has a form of assessment whereby the student gets a grade and consequently the credits associated with the discipline.

Mandatory disciplines aim at acquiring students the basic knowledge specific to the field. Optional disciplines and specialized optional subject packages aim at deepening particular study directions as well as student specialization. The weight of the optional subjects should represent at least 10% of the total number of hours of compulsory (optional plus optional) disciplines in the curriculum.

The credit granting system has a coordinator appointed at the level of the University, in the person of the rector with the didactic activity, and a coordinator at the level of each faculty, in the person of the dean. Responsible persons will assume the role of counselor for interested students. The coordinators will periodically report and propose the operation of the system and improve implementation conditions.

The co-ordination activity does not overlap with the work of the Career Counseling and Career Center of the University of Bioterra in Bucharest, even if, in part, the assisting the students in the choice of the study route, also requires the explanation of the European Credit Transfer System.

The conditions of graduation of students / master students, depending on the number of credits obtained annually, are the following:

a) **BACHELOR:**

a1) – **M.A.T., I.P.A., C.E.P.A., LAW, P.C.M. and Branches:**

- promotion of the first year of the second year of studies, by obtaining at least 40 credits;
- promotion from the second year of the third year of studies by obtaining at least 40 credits from the second year and the cumulating with the first year of minimum 80 credits;
- promotion from the 3rd year of the 4th year, by obtaining at least 40 credits and cumulatively the 1st, 2nd and 3rd years, 120 credits;
- promotion of the fourth year of study and enrollment in the bachelor's examination is done by obtaining 240 credits.

a 2) – **A.M.G.:**

- promotion of the first year of the second year of studies, by obtaining at least 45 credits;

- promotion from the second year of the third year of studies by obtaining at least 50 credits from the second year and the cumulating with the 1st year of minimum 110 credits;
- Promotion from the 3rd year of the 4th year, by obtaining at least 50 credits and accumulated the 1st, 2nd and 3rd years, 170 credits;
- promotion of the fourth year of study and enrollment in the bachelor's examination is done by obtaining 240 credits.

b) MASTERS:

- promotion of the first year of the second year of study, by obtaining at least 30 credits;
- promotion of the second year of study and the enrollment in the dissertation exam is done by obtaining 90 credits for the specialization with a duration of 3 semesters, respectively 120 credits for the specializations lasting 4 semesters.

VI.1. Regulations for two years of study in one year

This regulation establishes the procedures for the promotion of two years of study in one year, according to the provisions of art. 150, par. 3. from Law no. 1/2011. Thus, a **maximum of 5%** of the number of students with the frequency of a bachelor's degree program may pass, with the approval of the faculty council, 2 years of study in one year, except for medical education, the first and the last year for study.

In the case where the requests for two years of study / combining in one year exceed the percentage of 5% of the number of students, the hierarchy of the applicants will be in descending order of the average of the first year, averaged over two decimal places.

If there are equal environments between two or more applicants, consideration is given to student participation in other academic activities (scientific circles, participation in student symposiums, sports competitions, etc.).

Students requiring two years of study / joining in one year are required to comply with the following minimum requirements:

- to apply personally to join two years of study at the faculty secretariat until the start of the academic year;
- the general promotion average for the second year of education with a frequency of at least 8.00% (eight, 00%);
- for the third year of study the classes of didactic activities in the curriculum are made starting with October of the year. where merge is required;
- full payment of the study fees corresponding to the 2nd and 3rd years at the beginning of the academic year in which the joining was requested;
- Exams related to the third year, including the difference exams, are supported in the exams held in the respective academic year;
- if the student accumulates absences from the teaching activities, he / she has the

obligation to recover the hours not completed on the basis of a recovery chart established by the Faculty Council and the teaching staff involved in the teaching process;

VI.2. Regulations concerning the interruption / resumption of the schooling period

- Students expelled in a previous academic year may at any time be enrolled on demand in the unannounced year except for the first year of studies but with the approval of the Faculty Council;
- The application for re-enrollment is submitted to the Secretariat of the faculty until the beginning of the academic year;
- Students who do not receive the necessary credits for promotion in the next academic year and are re-enrolled in the same year must meet the requirements of the educational plan of the respective promotion;
- At the request of the student, the Faculty Council may approve the interruption of the studies according to the provisions of the professional regulations of the students, but only after at least two semesters;
- Request for interruption of studies shall be submitted to the faculty secretariat before the beginning of the semester;
- Upon return, the student has to meet the requirements of the curriculum for the promotion with which he / she will finish the studies;
- Discontinuation of studies can not be granted to students in a situation of expulsion.

This regulation was approved in the University Senate Meeting on **24.09.2018**.

RECTOR,

Prof. PHD Floarea NICOLAE

