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METHODOLOGY

regarding the organization and carrying out of the final examinations

for undergraduate and master university studies

at the Faculty of Economic Sciences - University of Oradea

**Chapter I. General Provisions**

**Art. 1.1.** The Faculty of Economic Sciences (FSE) of the University of Oradea (UO) organizes exams to complete university studies in accordance with national legislation and internal regulations / procedures, namely:

* National Education Law no. 1/2011, as amended and supplemented;
* Law no. 288/2004 on the organization of university studies, as subsequently amended and supplemented, Government Decision no. 404/2006 regarding the organization and development of master's degree studies;
* Law no. 60/2000 regarding the right of graduates of private higher education to undertake the examination of completion of studies at accredited state higher education institutions;
* Order of the Minister of National Education and of the Deputy Minister for Higher Education, Scientific Research and Technological Development no. 657/2014 for the approval of the Regulation on the Regime of Education in the Higher Education System;
* Order of the Minister of National Education no. 6125 / 20.12.2016 regarding the approval of the Framework Methodology for organizing and conducting the bachelor / diploma and dissertation exams, as subsequently amended and supplemented (OMEN 5643/2017);
* Order of the minister of education, research, youth and sport no. 3.952 / 2012 for the regulation of some measures regarding the finalization of studies in higher education for the situations stipulated in art. 361 par. (4) and (5) of the National Education Law no. 1/2011;
* Order of the minister of national education and scientific research no. 6125 / 20.12.2016 regarding the approval of the Framework Methodology for organizing and conducting the bachelor / diploma and dissertation exams, as subsequently amended and supplemented;
* External evaluation methodology, benchmarks and list of ARACIS performance indicators;
* Regulations of the University of Oradea for organizing and conducting the exams for graduation of the bachelor and master's degree studies, valid starting with the year. 2017-2018 - hereinafter referred to as the UO own regulation.

**Art. 1.2 (1)** At the Faculty of Economic Sciences, the examinations for completing the studies, according to art. 143, paragraph (1) of the National Education Law no. 1/2011, as amended and supplemented, are:

- Bachelor's examination, for the bachelor’s degree program;

- Dissertation exam, for the master’s degree program;

- public examination of the doctoral thesis;

- certification exam, for specialization postgraduate programs;

-a selection exam, which precedes the bachelor's examination, for students / graduates coming from higher education institutions and / or study programs that became insolvent.

**(2)** The selection examination provided for in paragraph (1) above shall be organized and carried out according to the Order of the Minister of National Education and Scientific Research no. 6125 / 20.12.2016 and the own UO regulation, in compliance with the legal provisions in force.

**(3)** According to the Order of the Minister of National Education and Scientific Research no. 6125 / 20.12.2016 and according to its own UO regulations, the FSE programs of university studies organized on the basis of the Education Law no. 84/1995, republished, with the subsequent modifications and completions, for the graduates who have benefited from the extension of studies, conclude:

a) with a bachelor's examination, for the studies in the long-term university education;

b) with a graduation exam, for studies in short-term university education.

**(4)** The graduation examinations provided in the previous paragraph (3) are organized and carried out according to the UO regulation and - as the case may be - the present methodology, in compliance with the legal provisions in force.

**Art. 1.3** The FSE organizes and carries out a graduation exam only for accredited bachelor and master study programs and for bachelor's degree programs licensed to operate provisionally for which it has accredited study programs in the same licensed field.

**Art. 1.4 (1)** This own methodology of FSE settles the general framework, organization, content and conduct of the following exams:

* Bachelor's degree exam for graduates of accredited and licensed graduate license programs for which FSE has accredited study programs in the same licensing area;
* Bachelor's degree exam for undergraduate degree graduates authorized under the law to operate on a temporary basis in other universities accredited or licensed within the FSE;
* Bachelor's degree examination for undergraduate programs accredited under the law in other universities, with the approval of the university senates of both higher education institutions, after the favourable opinion of the boards of directors;
* a dissertation exam for the graduates of the accredited master study programs, from the current promotion and from the previous promotions, both from master university studies and postgraduate master studies organized under Law no. 84/1995, republished, with subsequent amendments and completions.

**(2)** The graduation exams referred to in paragraph **(1)** above for university graduates of other universities / higher education institutions accredited or provisionally approved shall be organized at FSE in accordance with the specific provisions laid down in the UO own regulation, including those relating to the manner of covering expenses, in compliance with the legal provisions in force.

**Art. 1.5** **(1)** **The bachelor's studies completion exam** at FSE consists of two examinations, as follows:

* **Examination 1** –Fundamental and specialist knowledge assessment (oral);
* **Examination 2** –defending the bachelor thesis (oral). The defending of the bachelor thesis is public.

**The master’s studies completion exam at FSE** (Dissertation Exam) consists of a single examination, as follows:

* **Single examination**- defending of the dissertation (oral). The defending of the thesis is public.

**(2)** The examinations referred to in paragraph **(1)** above shall be carried out by direct contact by the presence at the same place and at the same time of the examining board(s) specific to each test and the examinee.

**(3)** When passing the graduation exam, the graduate obtains 10 transferable study credits (ECTS credits), additional to the 30th of each semester. In the case of the graduation exam, the 10 transferable credits (ECTS credits) are allocated 5 for each examination.

**(4)** The topics and bibliography related to *Examination 1* of the Bachelor's Degree Completion Exam will be approved by faculty councils, at the proposal of the department responsible for the curriculum of the study program, in accordance with the curricula and discipline programs graduates studied about and they are displayed on the notice board and on the FSE website at least 2 semesters before taking the exam. Graduates enrolled on the basis of Law 84/1995 will sit for the *Examination 1* of the bachelor’s degree completion exam on a topics settled under the same conditions, based on the curricula and programs specific to their promotions in that respective system (prior Bologna system).

**(5)** The results of the examination / examinations for the completion of the university studies are communicated / displayed on the day of their defending or at the latest the next day, at the faculty or exam room notice and on the FSE website.

# Chapter II. Preparing the final exam and organizing the study completion exam

**Art. 2.2.** **(1)** The graduation papers are: *the diploma paper* - for the graduates of the bachelor's degree programs (***Examination 2***) and *the dissertation* (The Single Examination) - for the graduates of the master's degree programs. These are complex papers and are a basic reference for demonstrating graduate skills.

**(2)** The graduation papers are conceived according to the procedure in force at the beginning of the year of the study of the terminal year (SEAQ-PL-U.04 - Procedure for the elaboration of the graduation papers).

**(3)** The diploma paper is a scientific work that the graduate elaborates and defends in front of the committee in order to obtain the bachelor's degree. It should consist of the results of the researches and investigations in the field of the chosen topic, which will have the main weight in the volume of the work, demonstrate the familiarity with the literature relevant to the topic, scientific and methodological rigor, have a logical structure and be drafted coherently, in a scientific style, and the graphic form respects the academic norms specific to the field. The coordinating teacher is responsible, together with the graduate, for ensuring the authenticity of the work. The title of the diploma paper is approved by the FSE Council, at the proposal and based the prior approval of the department managing each FSE bachelor’s degree program.

**(4)** The dissertation must demonstrate the advanced scientific knowledge of the topic addressed, contain elements of originality in the development or solving of the topic, as well as ways of scientific validation thereof. Through its thematic content, objectives, methodology and applicative content, the dissertation work should represent a significant advance in relation to the normal requirements for a bachelor thesis.

The references of the dissertation must prove that its author has traced the main reference works of the field, in recent years, both from the international literature and from the local literature. The scientific coordinator of the dissertation is responsible, together with the graduate, for the authenticity of the work. *The title of the dissertation thesis* is chosen by the dissertation coordinator together with the master's degree graduate and correlates with the master’s degree program, with the field of competence of the dissertation coordinator. The title of the dissertation is approved by the FSE Council, based on the proposal and based on the prior opinion of the department managing each FSE master study program.

**Art. 2.3. (1)** The diploma paper is done by the student under the scientific coordination of the teaching staff with the teaching degree of university professor, university associate professor, university lecturer, assistant with the scientific title of doctor or teaching staff associate of the University of Oradea with equivalent qualification teaching degree of university professor, university associate professor or university lecturer / chief of works.

**(2)** The dissertation is carried out by the student under the scientific coordination of the teaching staff with the teaching degree of university professor, university associate professor, university lecturer with the scientific title of doctor or associate teaching staff of the University of Oradea with the equivalent of the teaching degree of university professor , university associate professor or university lecturer with the scientific title of doctor.

**(3)** The papers for graduation of university studies (bachelor's degree / dissertation) may have two scientific coordinators, under the conditions specified above (at least one of them holding the doctorate). In accordance with the *SEAQ-PL-U.04 Procedure for the Preparation of Studies Completion* (Article 3.3.3), the UO encourages co-ordination with teaching staff from other universities in the country or abroad, as well as with specialists from the social and economic environment.

**(4)** The associate teaching staff who do not have teaching positions in higher education will be able to coordinate study completion only along with a staff member of the University of Oradea who satisfies the above-mentioned requirements.

**(5)** In order to prevent the resumption of works carried out in the previous years, each candidate has the obligation to write under his own signature and to officially enrol at the secretariat of the faculty the standardized hand-written document (**Annex 7** to this methodology) which highlights his own contribution and the degree of novelty of the work.

**(6)** The trade of scientific papers in order to facilitate the buyer's falsification of the quality of author of the graduation paper is strictly forbidden.

**(7)** According to art. 143, par. (4) of the National Education Law no. 1/2011, with subsequent amendments and completions, the coordinators of the diploma paper and dissertations are jointly and severally responsible with the authors for ensuring the originality of their content.

**Art. 2.4.** The graduation paper of the university studies (the diploma paper / dissertation paper) must demonstrate the knowledge of the topic addressed, contain elements of originality in the development or solving of the topic, as well as ways of scientific validation thereof.

**Art. 2.5.** The aim of the graduation paper is to assess the graduate's ability to analyse and synthesize, his originality, ability to expose and argue the acquired knowledge, to solve specific problems in the field of training, under given circumstances. The graduation paper of the university studies (the diploma paper / dissertation paper) must be circumscribed to the thematic area of the graduate program.

**Art. 2.6.** In the case of a research master's graduate: a) the objectives of the dissertation should consider solving a research topic; b) the dissertation must demonstrate the ability of the graduate to independently conduct office research and / or field research; c) the applicative purpose of the dissertation is required to demonstrate the capacity of the master plan for the practical implementation of his own solutions resulting from the research undertaken; d) the dissertation should include two final components related to the research boundaries and future research directions.

**Art. 2.7.** The topics of the graduation papers of the (the diploma paper / dissertations) are chosen and approved by the faculty departments, by centralizing the proposals submitted by the scientific coordinators and filling in the **Annex 3a / 3b** - ***The Centralizer of the Titles of the Diploma / Dissertation Papers*** to the present methodology and then subjected to the approval of the Faculty Council, which has the obligation to inform the students about the quality requirements as well as the deadlines for elaboration with the topics. The topics thus approved by the FSE Council are displayed at the FSE notice boards and posted on the faculty website **until February 20 of each academic year** for the next academic year.

**Art. 2.8.** **(1)** Students choose the title of the graduation paper (the diploma paper / dissertation), contact the scientific coordinator who proposed the topic (the title) and join the coordinator to guide them on the chosen topic **at the latest in June** of the penultimate academic year (the 2nd year of study for undergraduate studies and respectively the 1st year of study for master's degree studies). In this respect, students fill in an *Application for enrolment for the diploma paper / dissertation* (**Annex 2** to this methodology), which is approved by the scientific coordinator. The applications and the stage of allocation made by the scientific coordinator are centralized by the Department, where **Annex 3c / 3d - *The Centralizer of the diploma paper / dissertation allocations*** to this methodology is filled in with the name and surname of the students enrolled. The filled in centralizer of the department is submitted to the Dean's Office, and *Applications* are submitted by students (**Annex** 2 to this methodology) are archived at the department.

**(2)** To monitor the situation of students enrolled for the graduation papers for each study program, based on **Annex 3c / 3d - *Centralizer for the diploma paper / dissertation papers*** ***allocation*** to this methodology provided by the Deputy / Chief Secretary of FSE in charge, the tutors / master program coordinators will fill in the **Annex 3e** to this methodology, submit it to the management of the department, and submit it to the Dean's Office **by July 15** of each academic year.

In the exceptional case of a student who wishes, for good reason, to change the title or coordinator, he will write an application setting out the objective reasons; this application will be brought to the attention of the initial coordinator and will be approved by the new coordinator and by the FSE Council. The request for change of subject / coordinator cannot occur later than November 1 of the academic year. Changes of the title / coordinators following serious causes (e.g. sickness, incompatibility, sabbatical, death, etc.) are resolved and approved by the FSE Council in due time from the occurrence of the cause and is based on the referral and proposal of the department.

**Art. 2.9.** The scientific coordinator establishes the actual way of guiding each student, the schedule of meetings, a proposed table of contents, the minimum obligatory bibliography to be consulted by the student, as well as the ways of documenting, and records the student's participation in the regular meetings.

**Art. 2.10**. At periodic meetings, the student will have to present the part of the elaborated paper - subchapters, chapters, which will be checked including using specific software applications / software for detecting the cases of plagiarism (see **Appendix 4 - *Plagiarism: what this means and how it can be avoided?*** to this methodology) as well as using the free http://detectareplagiat.ro/descarcagratuitphp program and any other antiplagiarism software provided / used / agreed and recommended by the University of Oradea.

Following the verification, the scientific coordinator will approve or reject the diploma paper / dissertation and / or part of the diploma paper / dissertation paper that the student develops, explaining the reasons behind his / her decision. The maximum percentage of admitted similitude is 5%.

At each meeting with the student, the scientific coordinator should highlight the progress made by the student in dealing with the topic and in completing the graduation paper.

**Art. 2.11**. In achieving the graduation paper, the student is required to know and comply with the provisions of this approved methodology by the Faculty of Economic Sciences and the provisions of the UO Regulation.

**Art. 2.12**. The structure of the diploma paper must include the following parts:

- **Contents** (chapters, subchapters, paragraphs).

- **Introduction** presents: the motivation for choosing the topic of the paper, its importance and the objectives of the paper.

- **Theoretical part**: presents the concepts, theories and relevant models on which the study is based. The comparative, critical approach is recommended rather than the strictly descriptive approach. It can present the historical development / evolution of the problem. Data must be current and up to date. The theoretical part must be relevant to the practical part and represent its support and cannot exceed 20 pages.

– **Practical / Applicative part:** presents the contributions of the author of the paper. Contributions can be materialized in a quantitative or qualitative empirical research, a project, a feasibility study, model presentation, experimental study, case study and analysis, etc., depending on the specifics of the field, on a minimum of 20 pages.

- **Conclusions** (possibly proposals and / or recommendations): how to capitalize, formulate opinions / observations on the issues identified through evaluation, study or research. This part concludes the fusion of the theoretical and applicative research, indicating the originality, the power of analysis and the synthesis, being the synthesis of the competences acquired by the candidate during the study program.

- **Bibliography**: List of bibliographical references used in the paper.

- **Sitography**: List of on-line references used in the paper.

- **Appendix** (if applicable).

**Art. 2.13**. The drafting will comply with the requirements for carrying out scientific works (according to **Annex 5** of this Methodology and the Procedure for elaboration of the graduation papers in force at the University of Oradea). The minimum accepted for a graduation paper is 30 pages (excluding content, introduction, bibliography, screening and possible annexes).

**Art. 2.14**. In order to obtain the final approval for the final examination enrolment, the scientific coordinator checks the content and form of the paper. After the verification, he gives his opinion - by inserting on the first page of the paper the mention "Approved for defending. Date ... the signature ... "- or rejects the work, in which case they must substantiate their decision in writing and submit the report prepared for this purpose to the Secretary of the Bachelor's / Dissertation Board. For the diploma paper/ dissertation, the scientific coordinator will prepare a *Report on the diploma paper* (**Annex 6** to this Methodology) in which he will provide additional insights into the quality of the student's work, its seriousness, participation in the regular meetings. At the end of the above-mentioned report (**Annex 6** to this Methodology), the coordinator proposes the grade for the graduation paper.

**Art. 2.15.** Following the opinion received from the scientific coordinator, the student will hand in:

* to the scientific coordinator - 1 copy of the final paper typewritten or on electronic support and, upon request, one original copy of the Statement of Authenticity (**Annex 7** to this Methodology),

- to the secretary of the Bachelor's / Dissertation Committee at the time of enrolment for the university graduation examination in order to publicly defending the Diploma paper / Dissertation paper - 1 copy of the typewritten paper and 1 copy in electronic format (MS Office Word - editable on CD / DVD), accompanied by one original copy of the *Statement of Authenticity* (**Annex 7** to this Methodology).

**Art. 2.16.** **(1)** The committees for the final graduation exam are conceived on each study program, at the proposal and with the approval of the FSE departments, with the approval of the faculty council and the board of directors of the university, with the approval of the university senate, by decision of the rector. After the senate's approval and the rector's decision, the committees are made public on the FSE website. The management of the FSE departments ensures and is responsible for the presence of the teaching staff in the approved committees at the graduation exams, in accordance with the timetable agreed by the FSE Council for these exams.

**(2)** Each university graduation committee consists of a president, three members and a secretary. Members of the committee must be at least lecturers with the scientific title of doctor. The committee will also include 1-2 substitutes, teachers who can take on the duties of one / some of the committee's members if they are objectively unavailable (in case of medical leave or trips in the interest of the University that cannot be postponed).

**(3)** The chairman of the committee may be:

* the dean, a vice-dean of the faculty, the department director;
* a holder teacher with the position of university professor or associate professor.

**(4)** Academic staff who taught classes as part of the *Curriculum* of the study program for which the graduation exam is organized may be co-opted as members of the graduation committee. The academic staff co-opted in the graduation committees will be nominally mentioned in the minutes of the defending of the graduation papers written down during the graduation examinations and will sign the respective minutes. The professors co-opted in graduation committees have the right to ask questions to graduates and to express their views on the submitted graduation diplomas, but they are not allowed to give grades for any examination of the bachelor's examination.

**(5)** The secretary of the committee may be a university assistant, he only has the tasks of administering the examination papers and will hand the rolls with the graduation grades to the chief secretary (including: CD / DVD, appraisal - **Annex 6** to this methodology, Statement of Authenticity - **Annex 7** to this methodology), for archiving.

**(6)** According to the law, neither the members of the graduation committee (including the president) nor the secretary can be related to the assessed ones, or between them, in relation to spouses and relatives up to the third degree inclusive.

**Art. 2.17.** The graduates who have passed all the forms of examinations in the curricula can enrol in order to sit for the graduation exam.

**Art. 2.18.** Candidates are enrolled in order to pass the final examination of their university studies by the secretary of the graduation committee approved for the study program, after checking the school situation at the secretariat of the graduated faculty. In the case of graduates of a provisionally authorized degree program, the secretariat of the graduated faculty sends to the FSE secretariat a table with the graduates enrolled to sit for the university graduation exam, signed by the graduate and the secretary of the graduated faculty, a document testifying the government decision (HG) on which the schooling started, the title of the graduation paper, the scientific coordinator, the graduation grades and the copies of the birth certificates.

**Art. 2.19.** Candidates must be enrolled before the beginning of the final graduation examination, within a reasonable timeframe, for both FSE graduates and those from other faculties.

**Art. 2.20. (1)** The file of the student enrolling in the final exam of the university studies also consists of:

* the template application form, endorsed by the scientific manager and approved by the FSE Dean (**Annex 8** to this Methodology);
* the liquidation sheet filled in and approved;
  + two colour, recent ¾ photos (on matte photographic paper);
  + copies of the birth certificate and, if applicable, of the marriage (if not already in the file in the FSE secretariat), a copy of the baccalaureate diploma and the original of the baccalaureate diploma, for certification of conformity with the original by the person having these assigned attributions (if the diploma is not already at the FSE secretariat);
  + where appropriate (for master graduates) - a copy of the higher education diploma and the original of this diploma, for certification of conformity with the original by the person having these assigned attributions (if the diploma in the ESF secretariat does not already exist) ;
  + exam fee receipt (for graduates who repeat the exam and / or graduates from other faculties).

**(2)** The chief secretary of the faculty has the responsibility to verify and ensure the existence of the documents listed above in the enrolment file for the university degree examination. The chief secretary of the faculty will ensure and answer that only the graduates who have the complete file, according to the national and internal legal provisions of the UO and FSE, will participate in the graduation examination.

**Art. 2.21.** The diploma / dissertation paper is handed in along with the enrolment for the final graduation examination as written in **Art. 2.15** above and **Art. 2.22** below

**Art. 2.22.** The following papers shall not be admitted for the final graduation examination:

* that are not approved and by the scientific coordinator’s signature on the cover page;
* that are not written on CD / DVD to be checked for originality / authenticity at the request of the scientific coordinator (the CD / DVD graduate file will be saved in editable format - MS Office Word - and will contain all the paper, including the first page with the name of the graduate and the title of the paper - in a single document / file);

- that do not coincide with the printed version (it is forbidden to have differences between the electronic version - submitted by the graduate on CD / DVD - and printed version of the paper finalizing the university studies submitted during the examination); in this respect, the graduate will assume and declare under his / her own responsibility in **Annex 8 - Application for enrolment to the study completion exam** to this methodology, that there are no differences between the electronic version - submitted by the graduate on CD / DVD - and the printed version of the paper on the completion of university studies submitted at the exam;

– that do not have the *Statement of Authenticity*, signed and completed in original by the graduate, attached (**Annex 7** to this methodology).

The secretary of the committee will only take on those papers approved by the scientific coordinator and not in one of the situations listed above. The approval of the work by the scientific coordinator implies his / her agreement regarding the defence of the graduation paper in that session.

The secretary of the committee for the graduation exam ensures and is responsible for the fact that all the provisions of this article are complied with by each of the papers he/ she enrolled for the university graduation exam (the printed paper has the original approval of the scientific coordinator on the cover page, the **Annex 7** and **Annex 8** of this methodology are filled in and signed in original by the graduate, **Annex 8** to this methodology is originally endorsed by the scientific coordinator (s), the electronic version of the graduation paper is handed in the form of a CD / DVD by the graduate in MS Office Word editable format and the document / file can be opened on CD / DV).

**Art. 2.23** Once the enrolment concluded the chief administrator of the FSE will draw up and sign the list of names and surnames of the candidates (graduates) who have the right to attend the university graduation exam, as well as the other lists and documents required for the graduation examinations; these lists and documents will be signed - after verification and assumption - by the chief secretary of the FSE, who will then forward them for approval to the Dean of the FSE.

# Chapter III. The Bachelor's Degree Exam- Sessions: July and September

**Art. 3.1.** Bachelor's degree studies are completed by attending the *bachelor's examination* for the accredited and provisionally licensed study programs of the Faculty of Economics of the University of Oradea in the forms of education with frequency (IF) / ZI education and distance learning (ID). The Bachelor's Exam is organized for its own graduates and / or other higher education institutions (based on a Collaboration Protocol and / or the approval of the Faculty Council / University Senate, as the case may be), in accordance with national law, with the internal regulations of the UO and with this methodology.

**Art. 3.2.** The Faculty of Economic Sciences has the obligation to inform the candidates about the timetable of the exam, the conditions for enrolling in the exam, as well as other useful information, by displaying it at the faculty headquarters and on its web page.

**Art. 3.3.** The Bachelor's Degree Examination is organized in two sessions - *July and September* - and consists of the two samples specified in the previous **Article 1.5**

**Art. 3.4.** The two tests referred to in **Article 1.5** above are oral and are carried out face to face, directly by the presence at the same place and at the same time of the examination board and examinee. By exception, graduates from previous promotions who have to attend written exams will be checked and scored by all members of the committee's staff, on a scale drawn up and made public prior to correction.

**Art. 3.5**. The bachelor's thesis is submitted by the student to the secretary of the study program graduated during the enrolment period, on paper, as required, and in electronic form - CD / DVD, together with the *Statement of Authenticity* (**Annex 7** to this methodology). The secretary of the committee will only take on the papers that are verified and signed by the scientific coordinator and which are not in one of the situations listed in **Article 2.22** of this methodology. The approval of the work by the scientific coordinator implies his / her agreement to defend the graduation paper at that session.

**Art. 3.6.** Once the enrolment concluded, the chief administrator will ensure the public display of lists of candidates who have the right to attend the bachelor's examination and their scheduling for the graduation exam.

**Art. 3.7.** **(1)** Candidates (graduates) will undertake the bachelor's examination with the bachelor's committee related to the field / study program followed within the faculty, established according to the provisions of **Article 2.16** of this methodology.

**(2)** The topics and bibliography for the **1st Examination** are those established by the specialized departments for the respective promotion in accordance with the curricula and the analytical programs / discipline sheets followed by the graduates of the respective promotion, were approved in the Faculty Council and were posted on the faculty's notice and on its website.

**Art. 3.8.** The bachelor thesis is defended in front of the committee and is public. The scientific coordinator of the diploma paper proposes a grade in the Assessment Report (**Appendix 6** to this methodology) that accompanies the paper.

**Art. 3.9. (1)** Each member of the committee (including its chairman) will give one grade for each exam of the bachelor’s exam. The examination committee members' grades are whole numbers, from 1 to 10 (where 10 is the maximum possible mark).

**(2)** To promote an exam, it is necessary that the grade of that exam, calculated as the arithmetic average of the grades given by the members of the examination board, with two decimals, without pondering, should be at least 5,00.

**(3)** The final grade for each of the two exams of the bachelor’s exam is calculated as an arithmetic average of two decimals, without rounding, of the grades granted by the members of the graduation committee. The grade proposed by the scientific coordinator does not count in the calculation of the final grade average, bearing only an indicative role.

**(4)** The membership of committees for bachelor’s exam and settlement of appeals, as well as the number of members, does not change during the exams.

**(5)** The final average of the bachelor's examination is the arithmetic average of the two exams scores, with two decimals, without pondering. The deliberation of the committees for reaching the results of the graduation exams is not public.

**(6)** The graduation exam is promoted if the final exam's average is at least 6.00.

**Art. 3.10.** Any examination promoted in previous sessions will be acknowledged in the case of graduates who have given but have not passed the final examination at the University of Oradea in previous sessions.

**Art. 3.11.** The result of each sample shall be communicated by displaying it to the FSE head office and its web site within 48 hours from the date of its submission.

**Art. 3.12.** Any complaints concerning **the calculation of the average obtained at the two examinations** (calculation of the final average of the graduation exam) shall be submitted to the FSE Secretariat within 24 hours from its communication and resolved within 48 hours from the date of filing complaints. The Board of Appeal is approved by the Rector, at the proposal of the dean of the faculty, and consists of 3 teaching staff with at least the title of lecturer / university lecturer with the scientific title of doctor. According to art. 4.8 of the Regulations of the University of Oradea for organizing and conducting the exams for graduation of the Bachelor's and Master's degree studies, valid starting with the year 2015-2016 - Annex 9 to H.S. no. 2 / March 21, 2016**, no objections to the grades obtained at the oral exam shall be accepted.** According to the law, the members of the committee for analysis and resolution of appeals cannot be by any means in any relation up to the 3rd degree, with the candidate or between them. The decisions of the review and resolution committees are final.

**Art. 3.13.** The secretary of the bachelor’s committee keeps the graduation papers until they are defended and during the defending period. Meanwhile the diploma papers are available for consultation by members of the examination committee. Upon completion of the the diploma paper defence - *Examination 2*, the committee secretary hands the paper in, based on a minute report and a schedule of annexes, to the person designated with their management and archiving within the Faculty of Economics at the University of Oradea.

**Art. 3.14.**

For each study program concluded with a bachelor’s study exam within the FSE, the chief secretary of the FSE shall draw up a file containing:

- in force national and internal regulations of the UO and FSE regarding the organization and carrying out of the exams for the completion of the university studies completion;

- decision to appoint the committee for the studies completion exam;

- a list of the studies completion papers, with authors and scientific coordinators;

- the topics and bibliography for *Examination 1*;

- list of graduates, with graduation grades;

- the timetable / scheduling of the study completion exam;

- the study completion ledger;

- a centralized table with the graduates who passed the study completion exam, specifying the governmental decision or the ministerial order on which the schooling started.

Chapter IV. The Master’s Degree Exam- Sessions: July and September

**Art. 4.1**. Master's degree studies are completed by defending the dissertation exam. The Faculty of Economic Sciences organizes a dissertation exam for its own accredited master study programs.

**Art. 4.2.** The Faculty of Economic Sciences has the obligation to inform candidates about the timetable of the examination, the conditions for enrolling in the dissertation exam, as well as other useful information by displaying it at the faculty headquarters and on the faculty web site.

**Art. 4.3.** The dissertation exam is organized at FSE in two sessions: July and September.

**Art. 4.4.** The dissertation exam consists of a single examination (**Single Examination** - presenting and defending the dissertation / dissertation thesis), as stated in the previous **Art. 1.5.** The defence is oral and is carried out by direct contact, directly by the presence at the same place and at the same time of the examination committee and examinee.

**Art. 4.5.** The dissertation is submitted by the student to the secretary of the study program committee, after checking the school situation at the secretariat of the faculty, during the enrolment period, on paper, as required, and on electronic support - CD / DVD, together with the *Statement of Authenticity* (**Annex 7** to this methodology). The committee secretary will take on only the papers approved by the scientific coordinator who is not in one of the situations listed in Article 2.22 of this methodology. The approval of the work by the scientific coordinator implies his / her agreement to defend the graduation paper in that session.

**Art. 4.6.** Once the enrolment completed, the chief administrator will ensure the public display of lists of candidates who have the right to attend the dissertation exam and their scheduling at that exam.

**Art. 4.7.** **(1)** Candidates (graduates) will defend the dissertation exam in front of the dissertation committee related to the field / program of study attended within the faculty, constituted according to the provisions **of Art. 2.16** of this methodology.

**(2)** The dissertation is defended in front of the committee and is public. The scientific coordinator of dissertation paper proposes a grade in the report (**Annex 6** to this methodology) accompanying the paper / dissertation.

**Art. 4.8. (1)** Each member of the dissertation committee (including its chairman) will give a grade. The examination committee members' grades are whole numbers, from 1 to 10 (where 10 is the maximum possible grade).

**(2)** The average of the dissertation exam is calculated as an arithmetic mean with two decimal places, without rounding, of the grades granted by the members of the dissertation committee (the grade proposed by the scientific coordinator does not count in the calculation of the final grade average, with an indicative role).

**(3)** The composition of the bachelor and examination commissions as well as the number of their members shall not be altered throughout the exams. The deliberation of the commissions is not public.

**(4)** The average of the dissertation exam must be at least 6.00.

**Art. 4.9.** The result of the dissertation examination is communicated by displaying it to the FSE headquarters and on its web page within 48 hours from its submission. **The results obtained at the dissertation examination cannot be disputed** because this exam consists of an oral examination only.

**Art. 4.10.** The secretary of the dissertation committee keeps the dissertations (the dissertation papers) until the dissertation exam is conducted and during the dissertation period. Meanwhile, dissertations are available for consultation by members of the exam committee. Upon completion of the dissertation examination, the secretary of the dissertation committee hands the dissertations in, with a minutes report, to the person designated with their handling and archiving within the Faculty of Economic Sciences at the University of Oradea.

**Art. 4.11.** For each study program concluded with a bachelor’s study exam within the FSE, the chief secretary of the FSE shall draw up a file containing:

- in force national and internal regulations of the UO and FSE regarding the organization and carrying out of the exams for the completion of the university studies completion;

- decision to appoint the committee for the studies completion exam;

- a list of the studies completion papers, with authors and scientific coordinators;

- the topics and bibliography for Examination 1;

- list of graduates, with graduation grades;

- the timetable / scheduling of the study completion exam;

- the study completion ledger;

- a centralized table with the graduates who passed the study completion exam, specifying the governmental decision or the ministerial order on which the schooling started.

Chapter V. Final Provisions

**Art. 5.1.** **(1)** The studies completion exams are organized in two sessions, namely: the summer session in July, and the autumn session in September.

**(2)** Graduates of previous promotions may enrol in the final exam in sessions scheduled for the current promotion.

**Art. 5.2.** For a university / specialization program, the study completion exam is organized and conducted only within the FSE (at the headquarters) and under the same conditions for all graduates, regardless of the type of education completed or by the graduated higher education institution. The FSE Management and exam committees are fully responsible for organizing and conducting FSE studies completion in accordance with their responsibilities under this methodology and internal UO regulations in force.

**Art. 5.3. (1)** Candidates are enrolled for the study completion examinations at the FSE headquarters according to the timetable approved by decision of the FSE Council.

**(2)** According to the Government Emergency Ordinance no. 41/2016 on the simplification of the central public administration and on amending and completing some normative acts, the submission of certified copies of the documents that must be filed is removed being replaced with the certification of conformity with the original by the person having designated this tasks at the FSE.

**Art. 5.4.** The diplomas are issued by the organizing institution of the final examinations (UO) within 12 months from the date of promotion, and the supplements to the diploma by the secretariat of the faculty in the institutions graduated by the candidates.

**Art. 5.5.** **(1)** Until the diploma is issued, the graduates who passed the study completion exam are awarded graduation certificates.

**(2)** The graduation certificate gives the holder the same legal rights as the diploma and must contain the position, the name and signature of the persons responsible in the university (dean, chief secretary of faculty, rector and chief secretary of university) and the following information:

a) the field of university studies;

b) study / specialization program;

c) the study period;

d) the averages of each year of study, the final average of the years of study and the average of the study completion exams;

e) the status of provisional accreditation / authorization, the form of education, the language of instruction, the geographical location, the number of credits and the normative act that establishes them (government decision or minister's order, as the case may be).

**(3)** In case of loss or destruction, the issue of a new certificate shall follow the procedures for issuing of study papers duplicates.

**Art. 5.6.** Graduates who do not pass the examination for completing the studies receive, upon request, a university degree certificate containing the information provided by **Art.5.5, par. (2)** of this methodology, except for letter. d), which will be replaced by the averages of the study years.

**Art. 5.7.** **(1)** Graduates who have submitted but have not passed the examination for completion of studies at the first examination may enrol in a later session so as to defend them at the FSE or at another institution organizing that specialization with the payment of a fee in accordance with the provisions of the *Procedure regarding the substantiation, collection and recording of the fees related to the education process* (according to Article 66 of the ECTS Regulation).

(2) These fees are settled by decision of the university senate for each study program.

**(3)** If the candidate passed one of the examinations at the end of the bachelor's degree exam in a previous session, it is recognized in the following sessions.

**(4)** For the first examination, the examination fees shall not be charged to FSE graduates.

**(5)** In the case of graduates of other universities who passed the examination for completing the studies at the University of Oradea together with the whole promotion, the fee for its delivery is paid by the university where they graduated, provided in the protocol concluded for this purpose between the two universities, in the amount approved by the Senate of the University of Oradea.

**(6)** Graduates of other universities who enrol individually for the final examination at the University of Oradea will pay personally the exam fee in the amount approved by the Senate of the University of Oradea.

**Art. 5.8.** Defending graduation papers that are plagiarized, copied or obtained by purchase or other means is considered as a fraud attempt and consequently the student will be excluded from the examination. The deed shall be recorded in a minutes book signed by all members of the examination committee, enclosing the evidence attesting it.

**Art. 5.9.** When a certificate or diploma is proven to have been obtained by fraudulent means or in violation of the provisions of the Code of Ethics and university deontology, it may be annulled under the law.

**Art. 5.10.** The provisions of this methodology apply starting with the academic year 2017/2018.

**Art. 5.11.** This methodology was updated in January 2019 and endorsed in meeting of the Faculty of Economic Sciences Council of January 28, 2019.

**DEAN,**

**Prof.univ.dr. Alina BĂDULESCU**