



**MINISTRY OF EDUCATION AND RESEARCH**  
**University POLITEHNICA of Bucharest**

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**REGULATIONS**  
**FOR THE RECOGNITION OF LEARNING PERIODS ABROAD**

**Bucharest 2020**



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## **I. GENERAL CONSIDERATIONS**

### **Art.1**

These regulations are in compliance with the following legislation:

- Law of National Education no.1/2011;
- Law no. 288/2004 regarding university studies organization;
- Lisbon Recognition Convention regarding Recognition of Qualifications concerning Higher Education in the European Region, signed in Lisbon on 11 April 1997, ratified by Romania by Law no. 172/1998;
- G.D. no. 1175/2006 regarding the organization of bachelor level academic studies;
- G.D. no. 681/2011 regarding the approval of the Code for doctoral academic studies;
- G.D. no. 404/2006 regarding the organization and unfolding of master level academic studies;
- Order of the Ministry of Education and Research No. 6121/2016 regarding the approval of the Methodology for the recognition of bachelor, master and post-university levels study documents issued by accredited higher education institutions from abroad;
- Order of the Ministry of Education and Research No. 3473/2017 regarding the approval of the Methodology for acceptance for studies and tuition of foreign citizens starting with the school/academic year 2017-2018;
- Order of the Minister of Education, Research, Youth and Sport no. 3677/2012 regarding the equivalence and recognition of study documents obtained abroad that do not correspond to the 3 cycles of academic studies of the Bologna type implemented in Romania;
- Order of the Minister of Education, Research, Youth and Sport no. 3223/2012 regarding the approval of the Methodology for the recognition of learning periods done abroad;
- Order of the Minister of Education and Research no. 3617/2005 regarding the generalized application of the European Credit Transfer System;
- Order of the Ministry of National Education No. 5140/2019 regarding the approval of the Methodology for the students' academic mobility;
- OMENCS (Order of the Ministry of the National Education and Scientific Research) no. 5923/2016 for the approval of the Methodology regarding the recognition of the PhD diploma and doctorate title in science or in a professional field obtained abroad;
- Order of the MEC (Ministry of Education and Research) No. 4156/2020 regarding the approval of the legal framework of Regulations on the regime of study documents and of academic documents in the higher education system.

## **II. RECOGNITION OF LEARNING PERIODS WITHIN REGULATED MOBILITIES**

### **Art.2**

(1) Periods of study done abroad on the basis of agreements concluded among accredited higher education institutions of Romania and accredited higher education institutions abroad or of certain international programmes, except for the study or placement periods done within the ERASMUS (Erasmus+, K1 etc.) mobilities, shall be recognized by universities in accordance with the provisions of those mobilities agreements or programmes.

(2) Starting from the enforcement date of the Regulations for the recognition of the learning periods done abroad, University POLITEHNICA of Bucharest (UPB) shall submit for approval to the National Center for Recognition and Equivalence of Diplomas, herein after named CNRED, the projects of interinstitutional agreements mentioned under indent. (1). CNRED shall approve the project upon verification of the following elements:



- a) status of the partner higher institution abroad;
- b) type of document issued upon the end of the study programme which is the object of the agreement, i.e. its recognition as being part of the study documents in the education system of the state that has accredited the partner institution.

### **Art. 3**

(1) For the matriculation in the University POLITEHNICA of Bucharest of the students who are the subject of the agreements mentioned under Art. 1, indent. (1), citizens of states that are not members of the EU, or that do not belong to the European Economic Space and the Swiss Confederation, a file shall be made, which shall comprise the following:

- a) the documents included in the *UPB Methodology for receiving for study and tuition of the foreign citizens from non-EU states, that do not belong to the European Economic Space and from the Swiss Confederation*;
- b) study transcripts for the previous academic years, obtained formally from the students' university of origin.

(2) These documents shall be submitted by the students with the Department of International Relations of UPB, with a view to the initiation of the matriculation process.

(3) The file that has been constituted in this manner shall be sent by the Department of International Relations of UPB to the Ministry of Education and Research with a view to obtaining the letter of acceptance to study.

### **Art. 4**

(1) For the matriculation with the University POLITEHNICA of Bucharest of the students that are the subject of the agreements mentioned under Art.2, indent. (1), citizens of member states of EU, or that are part of the European Economic Space and the Swiss Confederation, a file comprising the following shall be made:

1. enrollment application (standardized form), which is available on the web page of the Department of International Relations; in the application, the applicant shall mandatorily mention the electronic correspondence address and the mail correspondence address, for communication with the applicant throughout the procedure, as the case may be. The applicant assumes responsibility for the accuracy of the declared e-mail address and the mail correspondence address;
2. personal identification documents, in copy: passport /identity document – identity bulletin or card; birth certificate; proof for name changing (if applicable), as a copy (Romanian language/English/French/Spanish/Italian) and certified translation (for the other languages);
3. Baccalaureate diploma / High school Graduation Certificate: as a copy, if the study document is issued in Romanian, English, French, Spanish, Italian; as a copy and certified translation (in the original) in Romanian for the documents issued in the other foreign languages;
4. Transcript of grades, to display the disciplines studied and the grades obtained: as a copy, if the study document is issued in Romanian, English, French, Spanish, Italian; as a copy and certified translation (in the original) in Romanian for the documents issued in the other foreign languages;
5. The study document for equivalence/recognition (bachelor diploma and/or master diploma, as the case may be), obtained formally from the students' university of origin: as a copy, if the study document is issued in Romanian, English, French, Spanish, Italian; as a copy and certified translation (in the original) in Romanian for the documents issued in the other foreign languages;



6. A diploma supplement/transcript of grades or any other study document to show the transcript of records for the study years, which shall comprise the disciplines, grades, number of credits/number of points and the number of workload hours for each discipline, issued by the applicant's higher education institution: as a copy, if the study document is issued in Romanian, English, French, Spanish, Italian; as a copy and certified translation (in the original) in Romanian for the documents issued in the other foreign languages.

(2) The list of the states for which apostilles or overlegalization are required can be found on the CNRED site with all subsequent amendments and additions.

**Art. 5**

(1) These documents shall be submitted by the students with the Department of International Relations of UPB.

(2) The file drawn up in this manner is transmitted by the Department of International Relations of UPB to the Ministry of Education and Research in order that the Letter of acceptance for study be obtained.

**Art. 6**

(1) The matriculation and management of schooling for the students who are subject to the agreements mentioned under Art.2, indent. (1) are carried out by the faculty organizing the study programme in which the students are enrolled.

**III. RECOGNITION OF LEARNING PERIODS DONE WITHIN NON-REGULATED MOBILITIES**

**Art. 7**

(1) The procedure shown in these regulations is applied by means of the Center of Resources, Information and Documentation (CRID).

(2) The Center of Resources, Information and Documentation is organized at the level of the University POLITEHNICA of Bucharest.

(3) CRID comprises the Vice Rector in charge with the activity of internationalization of the University POLITEHNICA of Bucharest, the Director of the Department of International Relations, the Chief Secretary of the university and 3 teaching staff members, over a 4-year period, by the Board of Administration of the University POLITEHNICA of Bucharest.

(4) The CRID management is ensured by the Vice Rector in charge with the internationalization activity of the University POLITEHNICA of Bucharest.

(5) The CRID administrative management is ensured at the level of the Department of International Relations.

**Art. 8**

(1) CRID has the following duties:

- a) Managing the activity of recognition of the learning periods previously carried out in a higher education institution abroad.
- b) Setting the supplementary documents that can be requested besides those mentioned under Art. 14 and Art. 15 in these regulations.
- c) Receiving the recognition files for learning periods and submitting them for evaluation to the specialty commissions set at faculty level or at doctoral school level, as the case may be.



d) Transmitting to the Ministry of Education and Research the learning period recognition files and the study documents obtained abroad, that correspond to the 3 cycles of university studies of the Bologna type implemented in Romania, with a view to obtaining the letters of acceptance for study.

(2) In case the study documents obtained abroad do not correspond to the 3 university study types of the Bologna type implemented in Romania, CRID shall equvalate the following, with a view to continuing the university studies in Romania:

- a) bachelor level diplomas that do not correspond to the minimum number of credits/years of study approved by a Government decision for the study programmes and specializations accredited/authorized in Romania;
- b) master level diplomas whose duration, cumulated with the duration of the bachelor university cycle, does not result in at least 300 transferable study credits (ECTS)/ Art. 2 OMECTS no. 3677/2012).

#### **Art. 9**

(1) With a view to the recognition of a learning period carried out within a nonregulated mobility, CRID requires the setting up of a commission of specialty and of a commission for contestations at the level of the faculty/doctoral school that manages the programme of study aimed by that mobility.

(2) The members of the Specialty Commission and of the Contestations Commission are proposed by the Executive Bureau of the faculty/the Doctoral School Council.

(3) The proposals regarding the commissions' structure is approved by the Vice Rector in charge with the internationalization activity, and the appointment in the commissions is made by a Decision of the Board of Administration.

(4) No member of the specialty commissions may be a member of the contestations commission.

(5) The decisions adopted in CRID, in the specialty and contestation commissions are passed by majority vote.

#### **Art. 10**

(1) The commissions' duties are as follows:

- a) Evaluating the recognition files;
- b) Communicating the evaluation result to CRID;
- c) Recommending, upon evaluation, the matriculation of the applicant in the appropriate academic year, or of not recognizing the previously attended studies.

#### **Art. 11**

(1) A doctoral school can recognize, according to their own regulations for organizing and unfolding of the doctoral academic studies and observing the Law of National Education and the University Doctoral Studies Code, the carrying out of certain previous doctoral stages / and/or scientific research, done in the country or abroad, in prestigious universities or in research centers, as well as the recognition of courses done within the university studies programmes for research master.

#### **Art. 12**

(1) The study period recognition file shall be registered by the applicant with the University Registration Office at least 60 calendar days before the first day of the current academic year and it shall be managed by CRID.

(2) For the analysis of the files as regards applications for the recognition of the studies carried out in the country or abroad, UPB may charge a file processing fee.



**Art. 13**

(1) For the bachelor and master levels cases, a file meets the minimum eligibility conditions if the applicant has finished at least one semester of a study year at another accredited higher education institution and they have not been expelled for reasons attributable to the student.

**Art. 14**

(1) In case the applicant is a citizen of a state that is not a EU member or it does not belong to the European Economic Space or the Swiss Confederation, the study recognition file shall mandatorily comprise the following documents:

1. Enrollment application – a standardized form that is available on the web page of the Department of International Relations; in the application, the applicant shall mandatorily mention the electronic correspondence address and the mail correspondence address, with a view to communicating with the applicant throughout the procedure, as the case may be. The applicant shall assume the accuracy of the declared e-mail and mail correspondence addresses;
2. Documents mentioned in the *UPB Methodology for acceptance to study and tuition for foreign students from non-EU states, that are not a part of the European Economic Space and the Swiss Confederation*;
3. The apostilled or overlegalized document, as the case may be, proving the transcript of records for the years graduated, which shall comprise disciplines grades, number of credits/number of points, and the workload hours for each discipline, issued by the higher education institution from which the applicant comes and the certified translation into the Romanian language;
4. The syllabi for the studied disciplines in the education institution from which the applicant comes, as the case may be, and the certified translation into Romanian, according to the legislation in effect;
5. A statement on the own responsibility that the previously carried out studies were not interrupted because of expelling due to a breach of the provisions of the ethics and deontology code of the university of origin. The statement shall be holographic, in the language of the study programme the applicant envisages to attend;
6. The study processing fee receipt as set, or, as the case may be, as not set, by the University Senate, in the latter case the receipt being no longer requested for submission together with the file.

(2) The list of the states for which an apostille or overlegalization are required can be found on the site of CNRED with all the subsequent amendments and additions.

**Art. 15**

(1) In case the applicant is a citizen of a member state of EU, or that belongs to the European Economic Space or the Swiss Confederation, a file shall be drawn up, which shall comprise the following:

1. The enrollment application – a standardized form that is available on the web page of the Department of International Relations; in the application, the applicant shall mandatorily mention the electronic correspondence address and the mail correspondence address, for communication with the applicant throughout the procedure, as the case may be. The applicant assumes responsibility for the accuracy of the declared e-mail address and the mail correspondence address;
2. personal identification documents, in copy: passport /identity document – identity bulletin or card; birth certificate; proof for name changing (if applicable), as a copy (Romanian language/English/French/Spanish/Italian) and certified translation (for the other languages);





3. Baccalaureate diploma / High school Graduation Certificate: as a copy, if the study document is issued in Romanian, English, French, Spanish, Italian; as a copy and certified translation (in the original) in Romanian for the documents issued in the other foreign languages;
4. Transcript of grades for the last 2 years of study, to display the disciplines studied and the grades obtained: as a copy, if the study document is issued in Romanian, English, French, Spanish, Italian; as a copy and certified translation (in the original) in Romanian for the documents issued in the other foreign languages;
5. The study document for equivalence/recognition (bachelor diploma and/or master diploma, (as the case may be): as a copy, if the study document is issued in Romanian, English, French, Spanish, Italian; as a copy and certified translation (in the original) in Romanian for the documents issued in the other foreign languages;
6. A diploma supplement/transcript of grades to show the transcript of records for the graduated study years, which shall comprise the disciplines, grades, number of credits/number of points and the workload hours for each discipline, issued by the applicant's higher education institution: as a copy, if the study document is issued in Romanian, English, French, Spanish, Italian; as a copy and certified translation (in the original) in Romanian for the documents issued in the other foreign languages.
7. The syllabi for the disciplines studied in the higher education institution of origin of the applicant, as the case may be, and the certified translation into Romanian, in accordance with the legislation in effect;
8. A statement on the own responsibility that the previously carried out studies were not interrupted because of expelling due to a breach of the provisions of the ethics and deontology code of the university of origin. The statement shall be holographic, in the language of the study programme the applicant envisages to attend;
9. The study processing fee receipt as set, or, as the case may be, as not set by the University Senate, in the latter case the receipt being no longer requested for submission with the file.

**Art. 16**

(1) The following operations shall be carried out within CRID:

- a) Verifying if the file comprises all the documents;
- b) Communicating to the applicant, urgently, electronically and/or via mail, what missing documents there are, should the file be incomplete. The file completion shall be done in max. 7 days since the date of this request. The failure to complete the file by the deadline triggers the rejection of the file. In case of file rejection, the applicant or their representative has the right to take back the submitted documents, by filling in an application in this respect within 3 (three) months since the submission of the file, or to request that the documents be sent to them via mail, with postal expenses as collect on delivery. If the applicant does not take the documents in the file back within the established deadline, they shall no longer have the right to ask for the documents, and this gives the University the right to destroy the documents;
- c) Requesting the setting up of the specialty and contestation commissions, according to Art.9, indent.1 in these regulations.

**Art. 17**

(1) The term for solving the recognition file is of 10 working days since the date the complete file submission takes place (which includes the documents requested as completions), in accordance with the methodology of acceptance to study adopted at university level.

(2) This term can be extended in those cases where it is considered necessary to certify the authenticity of the school documents and of the issuing university status. The applicant shall be informed in writing as to the reasons for not solving the issue within the legal term.





**Art. 18**

(1) To evaluate the file, CRID covers the following stages:

- a) Verifying the status of the higher education institution issuing the school documents and transcripts subjected to recognition, as well as the level of the study programme attended by the applicant within that higher education institution. In case the higher education institution may not be recognized/accredited in the state of origin, the study documents submitted by the applicant shall not be recognized;
- b) Transmitting to the Ministry of Education and Research, in electronic format, for verification, of the school documents submitted in the file, in case there may be any suspicion regarding their authenticity and issuance legal accuracy;
- c) Transmitting the file for evaluation to the specialty commission.

**Art. 19**

(1) The specialty commission shall comparatively analyze the content of the academic activity of the applicant and the content of the study programme of the University POLITEHNICA of Bucharest for which the applicant has opted, by taking into consideration, in a mandatory manner, the following elements:

- a) The number of transferable and accumulable credits (ECTS) or the points obtained during the studies carried out with the higher education institution of origin of the applicant;
- b) The results obtained during studies carried out previously, displayed by means of various systems of evaluation/grading. To this effect, the conversion of the grades obtained shall be made by the conversion grid given in **Annex 1**, that is an integral part of these regulations;
- c) The curriculum covered within the higher education institution from which the applicant comes;
- d) The results of the examinations and scientific assignments the applicant took within the doctoral studies carried out abroad;
- e) The list of articles and papers published within the doctoral studies carried out abroad.

(2) If supplementary documents are required, the Specialty commission shall communicate to CRID what documents are necessary, and CRID shall let the applicant know about it. The evaluation procedure is then restarted from the date the file was completed, with the observance of the deadline for solving the recognition file.

**Art. 20.**

(1) Upon evaluation, the specialty commission rules, as the case may be, one of the following solutions:

- a) *Automatic recognition*, in case there are no substantial differences noted as regards the above mentioned elements, and the applicant can be equvalated the minimum number of credits of study necessary for matriculation in the current academic year, required in the regulations of the University POLITEHNICA of Bucharest;
- b) *Taking compensatory measures*, namely difference examinations, in case substantial differences are noted, that shall be taken, with a view to enrolling the applicant in the appropriate study year;
- c) *Nonrecognition of studies* carried out in the country or abroad, because of certain substantial differences.

(2) The substantial differences that justify taking compensatory measures, or, as the case may be, nonrecognition of studies, comprise the following:

- a) An insufficient number of credits/transferable study points (ECTS) necessary for the matriculation in the appropriate year of study that the applicant would have attended with the higher education institution of origin as well;



- b) An insufficient number of specialty disciplines studied by the applicant within the higher education institution of origin, related to the number of such disciplines in the curriculum of the University POLITEHNICA of Bucharest;
  - c) Failing the necessary examinations, as the case may be, for continuing the doctoral studies;
  - d) An insufficient number of assignments or scientific results, articles, published papers within the doctoral studies carried out abroad.
- (3) The specialty commission submits the evaluation result to CRID with a view to issuing the final decision. The results of the Specialty commission evaluation are specified in the minutes that compulsorily mention the following:
- a) The disciplines covered at the higher education institution of origin and that are recognized;
  - b) The examinations to be taken with the University POLITEHNICA of Bucharest as compensatory measures;
  - c) The proposal for matriculation in the appropriate study year.

**Art. 21.**

- (1) CRID shall let the applicant know about the final decision by mail and electronic mail. In the case of the need to take difference examinations, the applicant shall declare in writing, giving their agreement as regards taking the difference examinations within two working days from the date of communication, via mail and electronic mail.
- (2) If the applicant declares agreement with taking the difference examinations, then CRID shall communicate to the faculty the decision and the conditions for recognition of the studies with a view to matriculating in the appropriate study year.
- (3) If the applicant does not declare their agreement within the established term, it is considered that they have given up recognition of the study periods, and, on the basis of a declaration, they can withdraw the recognition file.
- (4) The model for the agreement as to sitting for the difference examinations is published in the web page of the Department of International Relations.

**Art. 22.**

- (1) Contestations to the recognition decisions can be submitted with CRID within max. 3 working days since the date of confirmation by mail of receiving the recognition decision.
- (2) The Vice Rector in charge with the internationalization activity calls, within two working days, the contestation commission, appointed in accordance with the provisions under Art.9.
- (3) The contestation is solved within 3 working days since the date the contestation commission has been called. The contestation commission's decision is final at the level of the university, and it is communicated by CRID with a view to informing the faculty and the applicant. In the case of acceptance of the contestation, the procedure described under Art.16 is restarted.

**Art. 23.**

- (1) The study periods carried out previous to the external mobility, within certain study programmes in Romania that are not accredited or not authorized to operate provisionally, are recognized, after taking the selection examinations, with the observance of the legal norms in effect.

**Art. 24.**

- (1) The supplement to the bachelor diploma and to the master diploma shall be filled in, upon the recognition of the study period carried out abroad, under Section 5 – “Supplementary Information”, with the following: equivalated study years, higher education institution of origin, a mention regarding passing the difference examinations or the selection examinations, as the case may be, as well as with the document issued by the Ministry of Education and Research for the approval of continuing the studies.



**Art. 25.**

- (1) After the recognition decision, CRID sends the file to the Ministry of Education and Research for the issuance of the letter of acceptance to studies, and the procedure duration shall be of max. 30 working days from the date of registering the completed file.
- (2) The letter of acceptance or the certificate of recognition of the studies shall be sent to UPB, and, within 3 days since receiving it, the beneficiary shall be informed.
- (3) In case the Ministry of Education and Research notes that the file does not comprise all the necessary documents, they shall inform UPB, and the solving term, mentioned under Art. 12, indent. (1), shall start since the date at which the incomplete file has been retransmitted.

**IV. RECOGNITION OF LEARNING OR PLACEMENT PERIODS DONE WITHIN ERASMUS MOBILITIES**

**Art. 26.**

- (1) Within each faculty Academic Recognition Commissions and Contestations Commissions shall be organized for each domain of studies, that shall have as their object of activity the recognition of the studies periods or of placement carried out within the ERASMUS+ mobilities.
- (2) The structure of the Academic Recognition Commissions and Contestations Commissions are proposed by the Dean and approved for each domain of studies by the Faculty Council, at the beginning of each academic year. Appointment of new members is done by the Dean's decision.
- (3) The Academic Recognition Commission, appointed at faculty level, comprises 3 (three) members of the teaching staff with experience who teach in the respective study domain.
- (4) The Contestations Commission comprises 3 (three) members of the teaching staff that teach in that domain, but who cannot be at the same time members of the Academic Recognition Commission.
- (5) Decisions in the Commissions of academic recognition, as well as in the Contestations commissions, are taken by majority vote.
- (6) At the beginning of each academic year, the faculty Dean shall decide who is assigned the responsibility of recording the grades in the grades catalogue: to the Vice Dean in charge with international relations, or to the ERASMUS coordinator at faculty level, or to one of the Academic recognition Commission members. That person records and signs in the grade catalogue for the results obtained by the ERASMUS student upon recognition of the studies period/placement.

**Art. 27.**

- (1) Prior to implementing the stage, the Academic recognition Commission has the duty to analyze the educational activity (disciplines) mentioned in the Learning Agreement/professional formation. As a result of the analysis, the commission may approve or not the Learning Agreement/professional formation, a document that shall be signed by the ERASMUS coordinator at faculty level.
- (2) The approval of the Learning Agreement/professional formation shall be based on the competences acquired by the student, and not on the denomination of the disciplines. For the approval, the criterion that shall be taken into consideration shall be that the competences acquired during the stage should be in agreement with the competences pending to the study programme that the student attends at the faculty of origin.
- (3) Any change in the Learning Agreement/professional formation, made during the stage, must receive prior approval from the Academic Recognition Commission on the basis of the procedures described under indent. (1) and (2) of this article.



**Art. 28.**

(1) At the end of the mobility abroad period, the host institution shall offer the beneficiary of the ERASMUS mobility and to UPB a certificate to stand as proof of the fulfilment of the mobility and the Transcript of Records or an evaluation, called Transcript of Work, to ascertain the results obtained.

(2) Within 5 days since returning to the country, the student shall submit the following documents with the secretariate of the faculty of origin:

- a) The original of the document named Transcript of Records/Transcript of Work;
- b) A copy of the certificate issued by the host institution proving the fulfilment of the mobility;
- c) A copy of the Learning Agreement/professional formation (including the modifications occurred throughout the stage).

**Art. 29.**

As a result of analyzing the documents mentioned under Art. 28, indent. (2), the Academic Recognition Commission ensures the following:

(1) Recognition *in integrum* and automatic of the ERASMUS study period or placement, the total number of transferable credits (ECTS) acquired by the student over the stage period by the management of the faculty where the student is matriculated. The entire mobility period carried out in another university replaces, by means of recognition, a period of the same physical duration and the same volume of work (measured by ECTS credits) that the student would carry out in the institution where they are matriculated.

(2) The recognition of the credits certified in the transcripts of grades as being obtained by the student at the visited institution(s).

(3) Equivalence for the Erasmus study or placement periods, as a result of the recognition mentioned under point (1) of the qualifications/grades for the disciplines studied during the stage, is done by clear and transparent conversion rules, on the basis of a correspondence among the grading systems in the two countries (see **Annex 1** – Grades Equivalence Grid).

**Art. 30.**

At the basis of the equivalence of the ERASMUS mobility period abroad lies the European system of transferable credits ECTS, as follows:

- (1) Upon the return to their country, the grades shall be recorded in the matriculation register, on the basis of the documents proving them. In case the host university mentions, in the transcript of records, two types of grading (local grades and ECTS grades), then, with a view to equivalating, the most advantageous for the student system shall be applied, maintaining the same evaluation unit.
- (2) For the disciplines evaluated by means of “Pass/Fail” qualifications, in the diploma supplement the credit points obtained and the qualifications shall be mentioned.
- (3) In the case of those disciplines for which the student has obtained lower grades than the minimum passing grade but that are part of special study modules, if the partner university validates the entire study module and grants the credit points for that discipline, then the equivalence shall be carried out with the grade of 5.
- (4) In the diploma supplement of the student, the **original** denominations of the disciplines studied in the form they were approved in the Learning agreement/professional formation shall be included, as well as the professional results for the recognized period, with clear mention that the period was done during the mobility and by specifying the institution where the mobility was carried out.
- (5) The document by means of which the academic recognition of the studies carried out abroad is made is represented by the equivalence document for the results obtained during the mobility, drawn up at the level of the host faculty, on the basis of the



transcript of records issued by the partner institution and of the Learning agreement/professional formation approved by the three parties participating in the mobility (student, university of origin, host university). The equivalence document shall be issued and signed by the members of the Academic Recognition Commission.

**Art. 31**

(1) The supplementary disciplines studied and passed by the student during the stage, apart from those established by the Learning agreement/professional formation and recorded in the transcript of records, shall be recognized and equivalated in the same manner as the disciplines set by means of the Learning agreement/professional formation, and they shall be registered in the Supplement to the Diploma as facultative disciplines.

**Art. 32.**

(1) The equivalence of the ERASMUS mobility period does not prejudice the student's position in their faculty of origin rank for the academic year subsequent to the one when the student participated in the ERASMUS mobility.

(2) The ERASMUS student has the right, based on a specific reclassification nondiscriminatory procedure, to take, in the following academic year, the examinations that they might have not passed during the mobility. Similarly, examinations for other disciplines may be taken, that are not an object of the Learning agreement/professional formation for the ERASMUS mobility.

(3) The examinations mentioned under indent (2) shall be taken during the examination sessions approved at university level. Special examination sessions may be organized in case the students are in the position of being unable to participate in the examination sessions approved at the university level, due to their participation in the ERASMUS stage.

(4) The procedure mentioned under indent. (2) shall be drawn up at the level of each faculty.

**Art. 33.**

(1) The rights earned as a student with the university of origin, namely the study subsidy, any study grants, social grants, excellence grants, other rights or facilities, may not be withdrawn over the ERASMUS stage period, or because of the participation in the ERASMUS Programme.

**Art. 34.**

(1) The contestations to the Academic Recognition Commission may be submitted with the faculty chief secretary within max. 3 working days from the date the decision has been communicated.

(2) The chief secretary calls, within two working days, the Contestations Commission, set in accordance with Art. 9.

(3) The contestation shall be solved within 3 working days from the date of the Contestations Commission calling. The Contestations Commission decision is final, and it is communicated to the applicant.

**Art. 35.**

These Regulations were approved in the meeting of the University POLITEHNICA University Senate of 12.06.2020 and it comes into force upon the date of approval.





**ANNEX I - GRADE EQUIVALENCE GRID**

<b>Romania</b>	<b>1-4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>ECTS Scale</b>	<b>FX, F Fail</b>	<b>E Sufficient</b>	<b>D Satisfactory</b>	<b>C Good</b>	<b>C Good</b>	<b>B Very Good</b>	<b>A Excellent</b>
<b>Austria</b>	5	-	4	-	3	2	1
<b>Albania</b>	1-4	5	6	7	8	9	10
<b>Bulgaria</b>	2	3	-	-	4	5	6
<b>Belgium</b>	7,8,9	10	11	12	13,14	15,16,17	18,19,20
<b>P.R. of China</b>	0-59.99	60-69.99	70-74.99	75-79.99	80-84.99	85-89.99	90-100
<b>Denmark</b>	0,3,5	6	7	8	9	10	11,13
<b>Swiss Confederation</b>	<3,5	3,5-3,99	4,0-4,49	4,5-4,99	5,0-5,49	5,5	5,51-6,0
<b>Finland</b>		1	1½	-	2	2½	3
<b>France</b>	Insuffisant (<10)	Passable (10-10,49)	Passable (10,5-10,99)	Assez bien (11,0-11,49)	Assez bien (11,5-12,49)	Bien (12,5-14,49)	Tres bien (14,5-20,0)
<b>R.F. Germany</b>	>4,01	4,00-3,51	3,5-3,01	3,00-2,51	2,50-2,01	2,00-1,51	1,50-1,00
<b>Hellenic Rep.</b>	2,3,4	5	6	-	7	8,9	10
<b>Jordan</b>	0-49.99	50-50.99	51-59.99	60-69.99	70-79.99	80-89.99	90-100
<b>Ireland</b>	<25% Fail	25%-39% Pass	40%-44% 3 <sup>rd</sup> pass	45%-54% -	55%-69% 2 <sup>nd</sup> /II	70%-84% 2 <sup>nd</sup> /I	85%-100% I
<b>Iceland</b>	Fail	5	-	6	7	8	9,10
<b>Italy</b>	≤17	18,19	20-22	23-24	25-26	27,28	29,30,30+
<b>United Kingdom</b>	0-39% (Fail)	40-49% (3rd)	50-54% (2ii)	55-59% (2ii)	60-64% (2i)	65-69% (Upper 2i)	70-100% (First)
<b>Norway</b>	6-4,1	4-3,5	3,5-3	2,9-2,4	2,3-2	1,9-1,2	1,1-1,0
<b>Holland</b>	1-4	5	6	-	7	8	9,10
<b>Poland</b>	<3,00	3,00	3,01-3,49	-	3,50-3,99	4,00-4,49	4,50-5,00
<b>Portugal</b>	1-9	10	11,12	13	14,15	16,17	18,19,20
<b>Slovakia</b>	5	-	4	-	3	2	1
<b>Slovenia</b>	1-5.9	6	6.1-6.9	7-7.5	7.6-7.9	8-9.9	10
<b>Spain</b>	<5 Suspenso	5,0-5,49 Aprobado	5,5-6,49 Aprobado	6,5-7,49 Notable	7,5-8,49 Notable	8,5-9,49 Sobresaliente Excellent	9,5-10 Matricula de Honor
<b>United States of America</b>	E-F/0-59	D/60-65	-/66-72	C/73-79	B/80-86	A-/87-93	A/94-100
<b>Hungary</b>	1,00-1,99 elegtelen	-	2,00-2,50 elegseges	-	2,51-3,50 kozepes	3,51-4,50 jo	4,51-5,00 jeles, kivalo
<b>Turkey</b>	1-4 Noksan/Pek Noksan	4,5-4,99	5,00-6,49 Orta	6,5-6,99 Orta	7,00-7,99 Lyi	8,00-8,99 Lyi	9,0-10,0 Pek iyi

Note:

For other countries that are not included in the annex, the Academic Recognition Commissions shall proceed to equivalating in a similar manner, in accordance with the grading systems in those countries.