**Regulation regarding the European Credit Transfer System (ECTS)**

**Chapter 1 – General provisions**

**Art. 1** The regulation regarding the application of the European Credit Transfer System (ECTS) contains a set of norms and procedures implemented at the level of the National School of Political and Administrative Studies in Bucharest (hereinafter referred to as SNSPA).

**Art. 2** The provisions of this regulation apply to all categories of students and all forms of education in the SNSPA, based on the following normative acts:

* Law 1/2011 on national education, with subsequent amendments and completions;
* Law 288/2004 on the organization of university studies, with subsequent amendments and completions;
* Order 5146/2019 on approving the general application of the European Transferable Credit System;
* O.U.G. no. 133/2000 regarding the state and postgraduate education with state fee, over the places financed from the state budget, with the subsequent modifications;
* M.E.C Order no. 3,666 / 2012 - regarding the approval of the Code of student rights and obligations.

**Art. 3** SNSPA applies, in the evaluation of the activity of all students (both bachelor and master), the European Transferable Credit System (ETCS). Measuring activity through credit allows: student mobility; recognition of study periods; recognition of diplomas; diversifying the range of student’s options and making the study program more flexible; integration into European education standards; flexible design of curricula within the curriculum; the inclusion of new disciplines in the study program; recognition of compact periods of study conducted at other universities.

**Art. 4** ECTS has the following basic principles: transparency of information regarding the study programs; mutual agreements between partner universities; full recognition of the periods of studying abroad; flexibility of the study programs; recognition of diversity; recognition of the right of option; mutual trust; establishing the coordinates of the system; allocation of credits by disciplines; elaboration of documentation, realization of cooperation agreements in order to ensure the mobility of the students.

**Chapter II – Definitions and Conventions of the Credit Accumulation and Transfer System**

**Art. 5** Credits are measuring the amount of work and study time required for the students in order to achieve (on average) the results planned for a certain discipline or study program. The credits do not measure the activity of the teacher (training), but that of a student (learning). The study time or the workload required to obtain the expected results refers to all the activities that are performed individually:

* participation in courses, seminars and laboratories;
* individual study;
* projects, exams and practical activities.

**Art. 6** Credits do not replace the assessment of the student through grades and therefore do not intend to measure the quality of learning.

**Art. 7 (1)** The standard duration of study of a discipline is the semester. The normal load of a semester is conventionally quantified with 30 credits. Any deviations must be compensated during the year, so that one academic year is loaded with 60 credits. The option of quantifying the semester with 30 credits is based on the measurement system agreed within the European system of transferable credits (ECTS), which gives the student's workload in an academic year a number of 60 credits.

**(2)** One credit corresponds to a volume of intellectual work equivalent to 25 hours, which includes both the course, seminar or laboratory hours, as well as the student's independent work hours.

**Art. 8** The credit represents also a way of quantifying the learning outcomes. Learning outcomes refer to the set of competences that are acquired by the student at the end of a learning cycle, expressed by what the student knows, understands or is able to do after completing the study. In the ECTS credits can only be obtained after completing the workload of the student (in all forms) and after the evaluation of the learning outcomes. Accumulation of credits is thus the accumulation of results.

**Art. 9** Credits are allocated to all educational components of a study program (modules, courses, practical activities, bachelor’s thesis, etc.) and reflect the workload required by each component, by reference to the total workload needed in order to complete one academic year of study in the considered program.

**Chapter III. Regulations of Working with the Credit System**

**Art. 10** Credits are allocated to study subjects or independently evaluated activities. The allocation of credits means the recognition of the study time necessary to advance from the level of the preliminary requirements to the level of the planned result. Recognized time includes both participation in courses, seminars, laboratories and other practical activities, as well as independent activities: documentation, projects, research papers, individual study.

**Art. 11** The calculation for allocation credits can start from the number of teaching hours, but differentiated by the type of activity (course, seminar, laboratory, etc.) as the study time required for each of them is different. For example, it should be noted that the disciplines that have a final exam require additional study time. The calculation is made by considering the entire workload required to be submitted by students.

**Art. 12** Credits are awarded to the student with the promotion of the discipline or activity which is evaluated independently. The granting of credits means that a workload is required for the result obtained in the evaluation. Credits are included along with grades in all tuition documents.

**Art. 13** Credits do not measure the quality of the student's preparation, this being evaluated by grades. No rules will be established that lead to interference between the granting of credits and the evaluation by grades.

**Art. 14** Credits can be obtained in advance and can be reported forward in the next semesters (credit mobility).

**Art. 15** Credits, once obtained by the student, are recognized for the entire duration of the studies and their recognition is not affected by the changes in the curriculum or the curriculum (the impermissibility of the credits). The accumulation of credits concerns their impermissibility if they are obtained in an accredited study program and the guarantee that no repeated examinations are required for an already approved result. The student must receive a study document both for the complete programs or their autonomous parts, as well as for the subjects promoted and credited from an abandoned program before completion.

**Art. 16** Credits can be transferred between the structures that belong to different specializations or profiles in the conditions of demonstrating the relevance of the credited disciplines for the current student program. The transfer of credits in this situation is usually based on the existence of a student mobility agreement.

**Art. 17** Credits can be transferred from one school to another across disciplines, modules or compact study periods. The is made at the request of the student, based on an agreement between the educational institutions involved.

**Art. 18** The credits obtained under other programs can be integrated into the current program either through acceptance procedures (if the differences in content are noticeable but tolerable), either by recognition (differences in content are noticeable, but the purposes are identical), or by equivalence (content is identical).

**Art. 19 (1)** ECTS credits can be obtained by students also for discipline and training activities that are organized by SNSPA and that are complementary to curricula (courses conducted under the partnership between the university and representative structures of the business environment, alternative courses conducted during the holidays, etc. For example, summer schools / winter schools, ECDL courses, workshops, internships, etc.). Complementary programs will be approved by the councils of the faculties and the Board of Directors and approved by the Senate.

**(2)** The allocation of credits is based on the amount of work required to pass the final exams. The credits obtained will be allocated above the level of 180 ECTS credits - for undergraduate programs and above the level of 120 ECTS - for master's programs.

**(3)** For all of these disciplines, documents that contain the number of obtained credits should be prepared. These will not be part of the diploma supplement related to the respective bachelor's / master's degree programs.

**Chapter IV. Organizing the Curriculum in the System of Transferable Credits**

**Art. 20** Curricula are drawn up for 14-week semesters and include all the disciplines, together with the related credits, which configure the learning path of the student enrolled in a certain study program, in order to obtain a qualification for a specific specialization, within a field.

**Art. 21 (1)** The disciplines in the learning plans are classified as follows:

- fundamental disciplines, which are compulsory;

- the specialized disciplines can be compulsory or optional;

- complementary disciplines may be compulsory, optional or optional.

**(2)** The standard duration of study of a discipline is one semester.

**Art. 22 (1)** In the curricula, the structure of the didactic activity hours, according to the content of the disciplines (fundamental, specialized and complementary disciplines) and according to the character of the disciplines (compulsory and optional subjects) must correspond to the specific standards on the fundamental fields that were elaborated by ARACIS.

**(2)** The set of fundamental, specialized and complementary disciplines builds the set of professional and transversal competences necessary for acquiring a qualification. These disciplines are structured within a curriculum associated with a study program that generates a qualification, indicating for each subject both the character (compulsory and optional) and their content (fundamental, specialized, complementary).

**Art. 23** The compulsory and optional disciplines must be associated with a total number of 30 credits per semester, and obtaining them is mandatory in order to enter the following academic year. The credits, that are transformed into conventional study hours, create the obligation of the coordinator of the discipline to plan the student's activities so that they can fit in the timeframe allocated to the discipline, and through them to achieve the training objectives of the discipline, according to the Syllabus.

**Art. 24** Optional disciplines are associated with a number of credits in addition to the standard number of credits of the accredited program of study and are mentioned in the student's study contract, in the matriculation register and in the diploma supplement. Their promotion or non-promotion does not condition the completion of the learning path. The organization of the course of these disciplines is done only if study formations can be set up.

**Art. 25** The final exams for Bachelor and Master’s Degrees are credited separately with a number of 20 credits and, respectively, 10 credits.

**Chapter V. ECTS Implementation Measures**

**Art. 26 (1)** The promotion of an academic year is conditioned by the achievement of at least 60 transferable study credits related to the compulsory and optional subjects from the curriculum of the respective study program, as well as the promotion of optional subjects, if the students opted for them.

**(2)** Students that are pursuing a Bachelor program may enter in the following academic years without accumulating all transferable study credits, only in these situations:

**a)** from the 1st year to the 2nd year, if the students have obtained at least 30 transferable study credits related to the compulsory and optional subjects in the curriculum (otherwise, students will be expelled without the right to re-enroll). Exceptions may be made, for example medical cases; but they need to be approved by the Faculty Council, upon request, on the basis of supporting documents.

**b)** from the 2nd to the 3rd year, only if they have obtained cumulatively (years I and II) at least 60 transferable study credits related to the compulsory and optional subjects in the curriculum. However, not less than 30 credits per academic year; otherwise students will be expelled, with the right to re-enroll. Exceptions may be made, for example medical cases; but they need to be approved by the Faculty Council, upon request, on the basis of supporting documents;

**c)** the promotion of the 3rd year is conditioned by obtaining cumulatively (years I-III) a minimum of 180 transferable study credits related to the compulsory and optional subjects in the curriculum. Otherwise, the students can enroll, on request, only in fee-based regime, additional year / extension of schooling;

**d)** students who have not accumulated at least 180 credits can enroll in the additional year, upon request, and may apply for re-enrollment in the following year of study. The application for enrollment in the additional year is submitted in the 3rd week of July, accompanied by a copy of the receipt certifying the payment of financial obligations; those who do not enroll or who do not pass the additional year will be expelled on September 30 (end of the academic year);

**e)** during the additional academic year, students cannot benefit of interruption of studies;

**f)** the minimum number of transferable study credits required to enter the following academic year does not add up to those from the optional subjects.

**(3)** Students that are pursuing a Master program may enter in the following academic years without accumulating all transferable study credits, only in these situations:

**a)** from the 1st year to the 2nd year, if the students have obtained at least 30 transferable study credits related to the compulsory and optional subjects in the curriculum (otherwise, students will be expelled without the right to re-enroll). Exceptions may be made, for example medical cases; but they need to be approved by the Faculty Council, upon request, on the basis of supporting documents. Also, they can enroll only in fee-based regime;

**b)** the promotion of the 2nd year is conditioned by obtaining cumulatively (years I-II) a minimum of 120 transferable study credits related to the compulsory and optional subjects in the curriculum. Otherwise, the students can enroll, on request, only in fee-based regime, additional year / extension of schooling;

**c)** Students who do not enroll or who do not pass the additional year will be expelled on September 30 and may apply for re-enrollment during the following academic year;

**d)** during the additional academic year, students cannot benefit of interruption of studies;

**e)** the minimum number of transferable study credits required to enter the following academic year does not add up to those from the optional subjects.

**Art. 27** The situation for the academic year ends at least 3 days before the beginning of the following academic year. Exams are held in scheduled sessions. Students have the right to take a maximum of two free exams in each subject.

**Art. 28** In case of completing a compact period of study at another institution (minimum one semester), the study program will be the subject of a study contract between the student and the 2 interested institutions.

**Chapter VI. ECTS Implementation Measures for Doctoral Studies**

**Art. 29** There is a minimum of 180 ECTS that must be obtained by the students before defending their doctoral thesis.

**Art. 30** The transferable credits can be obtained during the 3 years of the doctoral study program, in a flexible way, depending on the provisions of the doctoral program of each doctoral student, in agreement with their doctoral coordinator. Obtaining transferable credits from the obligatory activities (according to the IOSUD Operating Regulations and the Doctoral Studies Contract) is mandatory.

**Art. 31** The transferable credits are obtained based on the evidence of the fulfillment of the specific standardized activities in this regard, according to Annex A. The proofs are verified and certified by the doctoral coordinator, before their submission to the SNSPA Doctoral School Office (in electronic format).

**Art. 32** Among the specific activities we can mention: following the courses proposed by IOSUD during the first year of studies of the doctoral program; supporting seminar-type activities during the 3 year of study; publication of books, chapters, academic articles; participation in national and international conferences; other unspecified academic activities.

**Art. 33** Exceptionally compared to the provisions mentioned at point 1, for the situations in which the extension of the doctoral study program is approved, the student may complete a period of 1-2 years of studies, with the condition that he/she accumulates at least 90 ECTS during the 3 years of study, from enrollment. The successful completion of the doctoral thesis is assigned a number of 30 ECTS, in addition to the 180 ECTS obtained after completing the doctoral study program.

**Art. 34** The transferable credits obtained from the participation of Summer Schools, courses offered by other universities, etc., can be equivalent based on the proof of obtaining them, with the consent of the doctoral coordinator.

**Art. 35** For the fields of Administrative Sciences, Communication Sciences, Political Science, Sociology, the following are mandatory:

1. To publish at least 2 articles in journals indexed in international databases (BDI) or at least two book chapters in volumes published by a publishing house in category A1 (international publishing houses) or A2 (prestigious publishing houses), from annex no. 25 to the Order of the Minister of National Education and Scientific Research no. 6.129 / 2016 regarding the approval of the minimum necessary and obligatory standards for the conferment of didactic titles in higher education, of the professional degrees of research-development, of the quality of doctoral supervisor and of the habilitation certificate;
2. Recognized international databases (BDI) are: ISI Web of Science, SCOPUS, EBSCO, ProQuest, CEEOL, Ulrich, ERIH, Index Copernicus, CSA, GESIS, IBSS, SAGE, OVID, ECOLIT, Psychlit, PubMEd, Elsevier, Springerlink, Persee, DOAJ, Jstor, SSRN, REPEC, Informa, Project MUSE şi HEIN Online.

**Art. 36** For the Management field, the following are mandatory:

1. To publish at least 3 articles in scientific journals indexed in at least three international databases or listed on the Web of Science, of which, in one article, the doctoral student has the quality of sole author, first author or corresponding author;
2. To present at least 3 scientific papers at international conferences in the field, proven by the conference program.

**Chapter VII. Final and Transitional Provisions**

**Art. 37** The following rules are part of the European ECTS system, they are adopted as such in the national system and cannot be changed at institutional level:

1. Allocation rule: the academic year, lasting between 34-38 weeks, has a number of 60 credits allocated (30 credits per semester, if they are equal). Credits are allocated to disciplines and activities that are independently evaluated. Credits are allocated as whole values.
2. Standard student rule: the student studies 40 hours a week; the annual workload (34-38 weeks) being at least 1500 hours. The national system recommends an annual workload of 1500 hours and the allocation of a credit for 25 hours of study.
3. Granting rule: the credits allocated to a discipline are granted in full to the student, together with the result of the evaluation (grade), if the promotion condition is met.
4. Publication rule: all the elements that describe the curricula of the academic year and the disciplines (the prerequisites, content, objectives, credit allocation, training and evaluating methods) are public (in modern formulas accessible also on the internet).
5. Transferability rule: all credits obtained in accredited institutions and programs are recognized and potentially transferable to other institutions and programs, insofar as their content and purpose are relevant to the current program. If the parties have concluded a study agreement / contract according to the ECTS model, it has legal force.

**Art. 38** The specific regulations at the level of the faculties / departments regarding the application of the transferable credit allocation system are approved by the University Senate.

**Art. 39** This Regulation was adopted during the meeting of the SNSPA Senate that took place on 14.07.2020 and entered into force on October 1, 2020.

**Art. 40** Any amendment to this Regulation shall enter into force at the beginning of the following academic year.

 **Approved by the SNSPA Senate Decision no. 45 / 14.07.2020**

 Annex A

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| Specific Activity | Proof of achievement | Number of ECTS obtained |
| Course followed within IOSUD (exclusively in the first year of studies) | Grade noted in the discipline catalog | 10 |
| Seminar hours held during one semester, up to 6 hours per semester | Certificate signed by the Dean of the structure in which the seminars were held | 20 |
| Presentation of the scientific research project and obtaining a minimum grade of "satisfactory" | The statement of the supporting colloquium  | 30\* |
| Supporting a research report | The statement with the mention of the grade received | 20\*\* |
| Co-author or co-publisher of a book published by a national publishing house recognized by CNATDCU | Copy of the cover, with the highlight of the publisher and the authors (editors) | 40 |
| Co-author or co-publisher of a book published by an international publishing house recognized by CNATDCU | Copy of the cover, with the highlight of the publisher and the authors (editors) | 60 |
| Article published in a BDI indexed journal, according to CNATDCU criteria for the doctoral student's field of studies | PDF of the article, highlighting the name of the journal and the databases in which it is indexed | 15 |
| Article published in an indexed journal Web of Knowledge, with an impact factor of less than 0.1 according to the CNATDCU criteria for the doctoral student's field of studies | PDF of the article, with the name of the journal | 20 |
| Article published in an indexed journal Web of Knowledge, with an impact factor greater than or equal to 0.1 | PDF of the article, highlighting the name of the journal and the impact factor at the time of publication | 25 |
| Chapter published in a book published by a national publishing house recognized by CNATDCU | Pdf of the book cover and Contents (or of the first page of the chapter) | 20 |
| Chapter published in a book published by an international publishing house recognized by CNATDCU | Pdf of the book cover and Contents (or of the first page of the chapter) | 30 |
| Participation with presentation at a national academic conference | The program of the conference, with the highlight of the title of the presentation | 10 |
| Participation with presentation at an international academic conference | The program of the conference, with the highlight of the title of the presentation | 15 |
| Other academic activities, with the approval of the doctoral coordinator | Evidence of the specific activity or certificate from the coordinator specifying the activities (the number of credits is granted by estimating the number of hours required for the activity; 1 transferable credit = 25 hours) | Maximum 15 for each activity. Up to 50 credits |

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