



**UMFT**  
Universitatea de  
Medicină și Farmacie  
„Victor Babeș”  
din Timișoara

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Head office.:P-ța Eftimie Murgu nr. 2, Timișoara,  
Postal code: 300041, România  
Tel: (40)256293389; Fax: (40)256490626  
E-mail: rectorat@umft.ro; [www.umft.ro](http://www.umft.ro)

**„VICTOR BABEȘ” UNIVERSITY OF MEDICINE AND PHARMACY OF TIMIȘOARA**



# **PROCEDURE GOVERNING THE ON-LINE ORGANIZATION AND HOLDING OF BACHELOR'S AND MASTER'S DEGREES EXAMINATIONS WITHIN „VICTOR BABEȘ” UNIVERSITY OF MEDICINE AND PHARMACY OF TIMIȘOARA**

**- class 2020 -**

	Dated	Signature
Prepared by: Vice-Chancellor, Prof. Daniel-Florin Lighezan, Ph.D. Dean, Assoc. Prof. Bogdan Timar, Ph.D.	07/20/2020	
Endorsed by Legal Department	07/21/2020	
Endorsed by the Senate Permanent Board in charge of reviewing the university rules as well as the University Charter		
Effective as of:	07/29/2020	
Withdrawn as of :		

**Art. 1.** The purpose of this procedure is to describe the methodology of on-line organizing and holding the undergraduate and postgraduate exams (bachelor's and master's degrees examinations) within "Victor Babeș"



University of Medicine and Pharmacy of Timisoara (hereinafter referred to as UMFVBT) during the following academic year: 2019-2020. This procedure has been prepared in light of the Decree no. 240/2020 on the extension of the state of emergency on the Romanian territory, as well as in compliance with the provisions set forth by the GEO no. 58/2020 on taking certain measures in order to improve the proper operation of the Romanian education system, Order no. 4020/2020 issued by the Minister of Education regarding the waiver from the legal provisions in the field of higher education system, of Order no. 4206/2020 issued by the Minister of Education on taking measures in the field of higher education in Romania as well as other specific regulations.

**Art. 2.** This procedure shall become effective as of fall examination session (scheduled in September), academic year 2019-2020, being duly implemented within the context of the extraordinary circumstances brought about by the 2020 pandemic and the restrictions applicable on public meetings.

**Art. 3.** The future graduates of the Faculty of Medicine shall take the Bachelor's Degree Examination consisting of:

- a) 1<sup>st</sup> examination module: written test- assessment of basics and specialty knowledge;
- b) 2<sup>nd</sup> examination module: oral test- submission and defence of the bachelor's degree thesis.

**Art. 4.** The future graduates of the Faculty of Dental Medicine and Faculty of Pharmacy shall take the Bachelor's Degree Examination consisting of:

- a) 1<sup>st</sup> examination module: written test- assessment of basics and specialty knowledge (the specific part);
- b) 2<sup>nd</sup> examination module: oral test- submission and defence of the bachelor's degree thesis.

**Art. 5.** The details regarding the structure and content of both the written and practical tests and the defence of the degree papers, in relation to the bachelor's degree examination, are outlined by chapters II, III and IV of the *Regulation on organization and holding the bachelor's degree examination afferent to the following academic year: 2019-2020.*

**Art. 6.** The future graduates of the Master's degree programs shall be considered to have successfully completed the postgraduate programme after having submitted and defended the dissertation thesis (oral test).

**Art. 7.** The on-line organization and holding of the undergraduate and postgraduate final exams within UMFVBT shall be done using exclusively the resources of the specialized platforms available to the university: i) classmarker.com for the written tests of the bachelor's degree exams and ii ) the Zoom videoconferencing platform, for oral tests (presentation and defence of bachelor's theses) as well as for the practical tests (if applicable) and, respectively, for the master's degree dissertation papers.

**Art. 8.** In order to take the online tests, both the candidates and the examination committee members shall own a desktop computer / laptop / tablet, audio-video communication equipment and a feasible internet connection.

**Art. 9.** The classmarker.com examination platform may be accessed via any electronic device running a web browser and which is connected to the Internet (desktop computer, laptop, tablet).

**Art. 10.** The candidate shall be fully liable and responsible in terms of the internet connection in order to take the written test. Where the candidate does not have access to Internet or quits the test during the time assigned for this examination due to various and unexpected technical reasons, he/she may take the written test organised during the spring exam session (February) in order to complete his/her studies.

**Art. 11.** The online configuration of tests (groups of students, links) shall be performed by the technical team (s) designated in this regard at the university level, under the Chancellor's final decision.

#### **Holding the written exam module**

**Art. 12.** The written test (assessment of basics and specialty knowledge) of the final exam afferent to the successful completion of the undergraduate programme for all final years pertaining to all study programmes, class: 2019-2020, within UMFVBT, consists of a multiple-choice test which shall be taken online according to this procedure via the classmarker.com platform.

**Art. 13.** The technical team shall upload the questions into the system and shall generate the test, according to this procedure. The multiple-choice test file, filled out according to the instructions on entering and uploading the multiple-choice tests in order to use the classmarker.com platform, previously submitted, shall be handed over to



the technical team within no less than 2 (two) hours before the commencement of the written test by the chairmen of the faculty examination boards.

**Art. 14.** The responsibility for checking and properly transmitting the multiple-choice tests and the correct answers thereof shall exclusively lie with the faculty bachelor's degree examination boards.

**Art. 15.** The access link for the online written test shall be published on the UMFVBT website within no less than 48 hours prior the commencement of the exam. Students shall be able to access and start the examination within 10 minutes as of the exact time that has been announced for the commencement of the examination, after filling out their personal details based on the number / series of their ID cards / passports. After this period, the students shall no longer be able to access the exam link and shall be declared absent.

**Art. 16.** Art. 2. Each question will have 5 variants of answers associated (marked from A to E). The tests consist of questions with a single correct answer (each correct answer shall worth 4 points) or questions with multiple correct answers (2, 3 or 4 correct answers - worthing 5 points). The questions with only one correct answer shall begin with the symbol "\*".

**Art. 17.** The order in which the questions are displayed shall be random and shall vary among the students taking this exam. The order in which the answers to each question are displayed shall be random and shall vary among the students taking the exam.

**Art. 18.** The test questions shall be displayed in a "one per page" format. The student may continue to the next question only after answering the current question. The tests shall be completed in a unidirectional way, incrementally (after giving an answer to a question the student may be return to the previous question).

**Art. 19.** The length of the written test under the bachelor's degree examination shall be 3 hours for multiple-choice tests incorporating 100-120 questions, respectively 2 hours for the multiple-choice tests consisting of 60 questions. Upon expiry of this term, the system shall automatically interrupt the testing process, and only the answers given to the exam questions within this period of time shall be considered when calculating the exam score. The timing of the exam time shall individual for each and every student and shall start individually, from the moment the test is effectively taken by the bachelor's degree candidate.

**Art. 20.** The examination platform shall not allow certain operations such as printing the page or copying-pasting the text. Via the examination platform, the IP addresses of the students' connections, the connection parameters, the number of web browsers that access the platform from a unique system as well as the number of connections for a unique student identifier on the examination platform shall be automatically monitored. The examination platform shall warn the administrators on the detection of any suspicious behavior associated with an attempted fraud (eg. attempting to open a test for a unique student identifier in multiple instances). Any attempt to defraud the online examination shall be settled according to the regulations in force and shall be assimilated to the attempt to defraud the examination taken according to the standard procedure.

**Art. 21.** The remote examination platform shall store all relevant information on holding the exam, for each and every exam candidate: start time, end time, IP connection address, answers provided to each question.

**Art. 22.** The exam shall be considered passed where the student gains 50% of the maximum score. A 50% score of the maximum score corresponds to grade 5, a score of 100% of the maximum score corresponds to grade 10.

**Art. 23.** For the questions with a single correct answer, the afferent score is obtained by exclusively marking the correct answer. In any other circumstances, the score obtained will be 0.

**Art. 24.** For questions with several correct answers, there shall be calculated the fraction of the maximum score (5 points) which is equivalent to the fraction between the number of correct answers marked by the student (numerator) and the total number of correct answers of the question (denominator)..

**Art. 25.** For the questions with several correct answers, this technical solution shall allow the student to tick a smaller or equal number of answers than and/or to the number of correct answers of that question. Basically, where the question has two correct answers, the student may tick one or two answers. On the othe rhand, where the question has three correct answers, the student may tick one answer, two answers, or three answers. Where



the question has four correct answers, the student may tick one answer, two answers, three answers or four answers.

**Art. 26.** The score obtained at the end of the examination shall be automatically communicated to the candidate and it shall be sent to the faculties' registries. Students who obtain a score of at least 50% of the maximum score receive a serial certificate confirming the passing of the examination. The certificate shall be for information purposes only.

Examples for scoring the answers

Questions with only one correct answer (marked with \*). Worth value: 4 points

	A	B	C	D	E	Total	
Correct answer		X				1	Nominator
Student's answer		X					
Score		1				1	Numerator
Points scored by student	1/1 * 4(points) = 4						

	A	B	C	D	E	Total	
Correct answer		X				1	Nominator
Student's answer		X	X				
Score		1	-1			0	Numerator
Points scored by student	0/1 * 4(points) = 0						

	A	B	C	D	E	Total	
Correct answer		X				1	Nominator
Student's answer			X				
Score			-1			0	Numerator
Points scored by student	0/1 * 4(points) = 0						

Multiple-choice questions with correct answers (2, 3 or 4 correct answers). Worth value: 5 points.

	A	B	C	D	E	Total	
Correct answer	X	X	X			3	Nominator
Student's answer	X	X	X				
Score	1	1	1	0	0	3	Numerator
Points scored by student	3/3 * 5(points) = 5						

	A	B	C	D	E	Total	
Correct answer	X	X	X			3	Nominator
Student's answer	X	X					
Score	1	1	0	0	0	2	Numerator
Points scored by student	2/3 * 5(points) = 3.33						

	A	B	C	D	E	Total	
Correct answer	X	X	X	X		4	Nominator
Student's answer	X	X					
Score	1	1	0	0	0	2	Numerator
Points scored by student	2/4 * 5(points) = 2.5						



	A	B	C	D	E	Total	
Correct answer	X	X	X			3	Nominator
Student's answer	X	X		X			
Score	1	1	0	0	0	2	Numerator
Points scored by student	2/3 * 5(points) = 3.33						

	A	B	C	D	E	Total	
Correct answer	X	X				2	Nominator
Student's answer	X		X				
Score	1	0	0	0	0	1	Numerator
Points scored by student	1/2 * 5(points) = 2.5						

### Holding the practical and oral tests

**Art. 27.** Both the oral tests (submission and defense of the bachelor's papers) and the practical tests (where applicable) of the undergraduate exams (bachelor's degree examination) taken by all final year students attending all academic programmes, class: 2019-2020, as well as the defense of dissertations, for the students attending the Master's degree programmes within the UMFVBT shall be carried out online via the Zoom video conferencing program. The assessment shall be made by the examination board set up at the level of the faculties and duly endorsed by the Board of Directors and approved by the University Senate.

**Art. 28.** The student book outlining both the candidates registered for the bachelor's degree exam, the written, oral and practical tests (where applicable) and the candidates registered for the master's degree dissertation shall be taken over by the exam board registrars within the faculties's registry offices. The bachelor's degree theses, the abstracts thereof and the coordinators' reports in the PDF formats are taken on memory sticks by the secretaries of the bachelor's / dissertation boards from the faculties' secretariats and these documents shall be sent to all the members of the examination boards.

**Art. 29.** PowerPoint presentations of the bachelor's degree papers / dissertation theses shall be sent by candidates in electronic format, within at least 3 days before the oral tests, to the secretaries of the bachelor's / master's degree examination boards whose e-mail address(es) shall be posted on the UMFVBT website.

**Art. 30.** The dates to access the online oral and practical test sessions (where applicable) shall be posted onto the UMFVBT website within at least 48 h before the commencement of that particular test.

**Art. 31.** The professors who coordinated the preparation of the bachelor's degree papers / dissertations should personally attend the session when students submit and defend their theses. The responsibility for sending the access link to the paper coordinator rests with the student.

**Art. 32.** The members of the examination boards and the candidates shall be bound to access the link of the Zoom platform according to the oral or practical test schedule (where applicable). The board registrar shall invite the students to defend their papers according to the lists received from the faculties' registry offices.

**Art. 33.** Over the entire oral and practical tests, the candidate shall have the microphone and video camera of the electronic device turned on. The oral and practical tests shall be conducted exclusively live, and therefore, under no circumstances shall the candidates pre-record the defence and send the recording to the exam board members.

**Art. 34.** Prior to the commencement of the oral and practical tests, the candidates shall be bound to identify themselves by showing the student card or the identity paper (identity card or passport) in front of the video camera of the computer / laptop / tablet; the members of the exam board shall check the correspondence between the candidate and the candidate's name and picture entered onto the ID document. Should the candidate fail to meet the identification requirements, he / she shall not be able to take the exam and shall be considered absent. The attempt to substitute a person shall result in the exclusion of the student from the test (oral or practical test) subject to such fraud.



**Art. 35.** Under no circumstances shall the candidates hold, while taking the oral and practical test, respectively, on them or in the exam location, other means of information such as: communication and data transmission devices (telephone, clocks), course books, notes or any other materials and resources which have not been expressly approved to be on such candidates during the examination time.

**Art. 36.** By participating in the on-line oral and practical tests (where applicable), the candidates expressly give their consents to the audio-video monitoring throughout the live communication. This type of processing of candidates' personal data is required to prepare and execute the students's study contracts, in compliance with the parties' applicable legal and contractual duties and obligations to take the bachelor's / dissertation exams, this being a necessary and appropriate measure for satisfying the examination requirements in order to ensure the objectivity and legality of the examination process, respectively to prevent fraud.

**Art. 37.** The on-line support sessions of the bachelor's and dissertation papers, as well as the practical tests at the bachelor's exams (where applicable) shall be recorded in full audio-video formats for each and every candidate and shall be archived at the faculty level. The recording, storage and archiving of presentations shall fall with the exam board registrar. Neither the members of the commission and the participants in the defense of the bachelor's theses, respectively the dissertations, nor any third parties participating in the public defense of the bachelor's / dissertation papers shall have the right to record the oral and practical test.

**Art. 38.** By participating in the oral tests regarding the online defense of bachelor's degree theses or dissertations, candidates expressly give their consent to the fact that the Zoom platform may be accessed and attended, for viewing purposes by any other third parties; these persons shall not be entitled to make any audio or video recordings of the presentations in which they participate or to obtain copies of the recordings from UMFVBT.

**Art. 39.** Members of the examination boards may interact directly with the candidates during the online presentations of the bachelor's degree papers or dissertations.

**Art. 40.** During the presentation of the bachelor's papers or dissertations to the exam boards, the last 3 candidates shall remain online until the completion of the examination of the last student.

**Art. 41.** Where, due to various technical reasons (lack of internet connection, power failure) unexpectedly occurred, the candidate may not access the link of the Zoom platform or he/she otherwise has to interrupt the presentation, he/she shall be assigned another time interval on the same day or during the next day to take the oral test, if needed. Under the rescheduling conditions, the candidate shall benefit from similar conditions of presentation and evaluation by the exam board to which he/she has been assigned. Where rescheduling the oral test during the September 2020 session proves to be impossible, the test shall be held in the February 2021 session.

**Art. 42.** The deliberation of the exam boards regarding the final results of the oral and practical tests shall not be public. Decision-making and grading process of the board shall be based exclusively on the arithmetic mean of the marks obtained by the candidate and given by all members of the exam board.

### **Grading the bachelor's degree and master's degree exams**

**Art. 43.** How to calculate the bachelor's degree average grade:

The average grade for successfully passing the final exam shall be at least 6.00. The passing grade for each test must be at least 5.00, regardless of the number of tests.

The grades given by the members of the exam board in relation to the oral and practical tests (where applicable) shall be integers from 1 to 10.

The average grade of an oral and practical test (where applicable), calculated as an arithmetic mean of the grades given exclusively by the members of the examination board, shall be calculated as a number with two decimals, without rounding.

The average grade of the bachelor's degree exam shall be calculated with two decimals, without rounding, exclusively based on the average grade of the test results.

Where, after taking a test, a candidate fails to obtain at least 5,00, the next presentation to the bachelor's exam shall imply that the exam be resumed in full.



The access to the oral test involving the defence of the bachelor's / master's degree paper shall be conditioned by the successful pass of the written and practical tests, as the case may be..

**Art. 44.** Calculation of the average grade for the dissertation exam:

- (1) The grades awarded by the members of the master's degree exam board shall be integers from 1 to 10.
- (2) The average grade of the dissertation shall be calculated as two decimals, without rounding, exclusively on the basis of the grades awarded by the members of the examination board.
- (3) The minimum grade for passing the dissertation exam shall be 6 (six).

**Art. 45.** The results of the final exam of the undergraduate studies, for all study programmes and the results of the dissertation defences, for the master's degree programmes within UMFVBT shall be communicated within no more than 48 hours as of the date of the defense, by posting thereof on the University website using the student number.

**Art. 46.** The candidate books filled out with the final grades of the tests shall be signed by all the members of the exam board and shall be physically submitted to the Deanships of the faculties by the registrars of the bachelor's and / or master's degree boards.

### Challenges

**Art. 47.** The oral and practical tests (where applicable) afferent to the bachelor's degree exams and, respectively, the oral tests afferent to the master's degree programmes shall and may not be challenged.

**Art. 48.** Any challenges regarding the results of the online written tests shall be submitted within no more than 24 hours as of the completion of the test as an e-mail sent to the email address of the dean of the faculty to which the candidate belongs.

**Art. 49.** The reply to the challenge shall be communicated within no more than 48 hours as of the deadline assigned for the submission of such challenges, on the e-mail address of the appellant.

### Final Provisions

**Art. 50.** The central boards of the bachelor's degree exam shall randomly check the process of taking the online tests for the completion of the bachelor's degree programmes within the UMFVBT.

Art. 51. The provisions set forth by this operating procedure shall be applicable exclusively under the conditions of the on-line examination related to the final exams for the bachelor's and master's degree studies within UMFVBT.

Art. 52. The Senate of the “Victor Babeș” University of Medicine and Pharmacy of Timișoara approved this procedure during the meeting held on July 29, 2020, the date on which this procedure becomes effective.

**Rector,**  
**Prof. Octavian Marius Crețu, Ph.D.**

**Vizat Oficiul juridic**  
**Cj.dr. Codrina Mihaela Levai**