

**THE UNIVERSITY CODE
of the Rights and Obligations of Students of
SNSPA**

This Code was approved by **SNSPA Senate Decision no. 102 of 22.10.2012.**

This Code was drafted taking into account:

- The **National Education Law, Law no. 1 of 2011**, as subsequently amended and supplemented;
- The **Code of Doctoral University Studies**, approved by **Government Decision no. 618 of 2011**;
- The **Code of Student Rights and Obligations**, approved by the **Ministry of Education, Research, Youth and Sports** through **Order no. 3666 of 2012**;
- The **SNSPA Charter**, adopted by the SNSPA Senate on **28 November 2011** through **Senate Decision no. 205 of 28 November 2011**.

CHAPTER I – General Provisions

Art. 1. This Code sets out the rights and obligations of students enrolled at the National University of Political Studies and Public Administration (SNSPA), as well as the status of student representatives within the university's governing structures and the status of student organizations.

Art. 2. (1) The University Code of the rights and obligations of students at SNSPA is adopted by the SNSPA Senate and may be amended at the proposal of students and/or when required as a result of amendments or additions to national legislation.

(2) In the cases referred to in paragraph (1), the SNSPA Senate must approve the amendments or adopt a new code within 60 days from the registration of the amendment proposals or from the adoption of the normative acts that require the amendment of this Code.

Art. 3. Students are full members of the academic community, partners in the management of SNSPA and in the process of ensuring the quality of all activities.

Art. 4. The activity of students within the academic community is governed by the following principles:

- (1) **The principle of non-discrimination** – according to which all students benefit from equal treatment by the institution; any direct or indirect discrimination against students is prohibited;
- (2) **The principle of the right to free assistance and complementary services in public higher education** – expressed through: academic guidance and information provided to students by teaching staff outside lecture, seminar or laboratory hours; psychological counselling; access to core specialized books and scientific publications; access to data concerning one's own academic record;
- (3) **The principle of participation in decision-making** – according to which decisions within higher education institutions are taken with the participation of student representatives;
- (4) **The principle of freedom of expression** – according to which students have the right to freely express their academic opinions within the higher education institution they attend;
- (5) **The principle of transparency and access to information** – according to which students have the right to free and unrestricted access to information concerning their own educational path and the life of the academic community to which they belong, in accordance with the provisions of the law.

Art. 5.

- (1) Student status, respectively doctoral student status, is acquired through the cumulative fulfilment of the following conditions: admission to a bachelor's, master's, or doctoral university study program, enrollment, and the signing of the study contract.

- (2) The status of student, respectively doctoral student, is valid for the entire period of attendance in the university study program until the completion of the academic record, respectively the date of the doctoral thesis defence, or expulsion, except for periods of interruption of studies.
- (3) The provisions of the study contract concluded between the student and the university following admission to a university study program may not be amended throughout the duration of the study program.
- (4) Addenda may be made to the contract referred to in paragraph (3) by means of addenda, with the consent of both parties, at the beginning of each academic year.

Art. 6. SNSPA guarantees all students equitable education with regard to admission, progression, and completion of studies.

Art. 7. Political propaganda, proselytism, as well as any form of individual or group discrimination, whether positive or negative, are prohibited within SNSPA.

CHAPTER II – The Rights of Students

Art. 8.

- (1) Students, as members of the academic community, have rights and obligations set out in the provisions of the National Education Law – Law no. 1/2011, the Code of Students' Rights and Obligations approved by Order of the Ministry of Education, Research, Youth and Sports no. 3666/2012, the SNSPA Charter, and this Code.
- (2) The rights and obligations of doctoral students are provided for in Government Decision no. 618/2011 approving the Code of University Doctoral Studies.

Art. 9. During the period of study, students have the following rights:

- (1) The right to be treated with respect by teaching staff and by the institution's employed personnel.
- (2) The right not to be addressed using offensive, abusive, intimidating, humiliating expressions or formulations, or language containing explicit or implicit sexual connotations directed at students.
- (3) The right to freely express opinions.
- (4) The right to the protection of personal data in accordance with the legislation in force. Students' identity cards, national identity documents, or passports may be requested for data verification purposes, but may not be retained by any person employed by SNSPA.
- (5) The right to have all written and signed requests and petitions registered, whether submitted in person or sent to the official university email addresses, and to receive a written or electronic response to such requests, under the conditions established by law and university regulations.
- (6) The right to benefit from tuition-free education for bachelor's, master's, and doctoral studies, within the limit of available state-funded places and in accordance with the regulations in force.
- (7) The right to benefit from reductions in tuition fees, under the conditions established by the SNSPA Senate or by the councils of academic structures.
- (8) The right to the free issuance of study documents and documents certifying student status, including academic transcripts, bachelor's, master's, and doctoral diplomas, diploma supplements, certificates, student record books, and transport or library access cards. Fees may be charged for the issuance of duplicate study documents, as established under the principle of university autonomy.
- (9) The right to benefit free of charge from academic, professional, psychological, and social information and counselling services related to educational activities, provided by SNSPA in accordance with the SNSPA Charter.
- (10) The right to receive a "Student Guide," in electronic format and, optionally, in printed format. The Guide must include information regarding:
 - a. the rights and obligations of students;
 - b. the disciplines included in the curriculum;
 - c. c) the accumulation of ECTS credits and the selection of optional courses;
 - d. the services provided by the university;
 - e. assessment procedures
 - f. the amount of tuition fees;

- g. the material resources of the university and faculty;
 - h. information on legally established student associations;
 - i. methods of access to scholarships and other funding opportunities;
 - j. other facilities.
- (11) The right of access to regulations, resolutions, decisions, minutes, and other documents of the institution where they study, under the conditions of the legislation in force. All documents of interest to students must be available on the university's website, as well as on the websites of all faculties.
 - (12) The right to be informed of the methodology underlying the establishment of tuition fees and other fees charged by SNSPA, in accordance with the SNSPA Charter, as well as the right to be informed about the number, type, and amount of each fee applied by SNSPA. These shall be made public on the university's website and on the websites of all faculties.
 - (13) The right to a registration period of at least 10 working days from the publication of the announcement for competitions organized within the university, including those for scholarships, study camps, accommodation, and mobility programs.
 - (14) The right to be informed of the dates scheduled for examinations during regular or resit examination sessions at least 5 days in advance.
 - (15) The right to benefit from an academic advisor (year/series/group advisor), depending on the size of these academic structures, selected from among the tenured teaching staff of the faculty in which the student attends courses. Each academic structure shall decide on the responsibilities of advisors and shall make public the names and contact details of the designated persons. Advisors shall be evaluated annually by students, and following this evaluation, a report shall be submitted to the council of the academic structure.
 - (16) The right to participate in the evaluation of courses, seminars, practical activities, teaching staff performance, and other educational and/or organizational aspects related to the study program attended, in accordance with the provisions of Art. 303 para. (2) of Law no. 1/2011, as subsequently amended and supplemented. Evaluations constitute public information and are used in assessing the performance of the respective courses, seminars, internships, study programs, and teaching staff.
 - (17) The right of access to university premises in order to organize student projects or to carry out internal activities, outside class hours and other pre-established activities, in accordance with the provisions of the SNSPA Charter.
 - (18) The right to participate in elections for student representatives in the council of the academic structure and in the SNSPA Senate.
 - (19) The right to stand as a candidate to represent students in the council of the academic structure and in the SNSPA Senate.
 - (20) The right to participate in meetings of the governing bodies of higher education institutions as elected student representatives.
 - (21) The right to be informed and consulted by student representatives regarding decisions adopted within the SNSPA governing bodies of which they are members.
 - (22) The right to submit petitions regarding matters of university life.
 - (23) The right to report abuses and irregularities and to request the verification and assessment of such reports by specialized bodies provided for by the legislation in force, as well as the right to protection of whistle-blowers, in accordance with Law no. 571/2004 on the protection of personnel from public authorities, public institutions, and other units who report violations of the law.

- (24) The right to benefit from copyright and intellectual property rights for results obtained through research and development activities, artistic creation, and innovation, in accordance with the legislation in force, the SNSPA Charter, and any contracts concluded between the parties.
- (25) The right to quality education.
- (26) The right to benefit from a student-centered educational process aimed at personal development, social integration, and the development of employability skills, job retention, and labor market mobility.
- (27) The right to pursue two specializations simultaneously, in accordance with the legislation in force.
- (28) The right to benefit from flexible learning pathways, in accordance with Art. 123 para. (7) of Law no. 1/2011, as subsequently amended and supplemented. To this end, a minimum number of optional and/or elective courses shall be ensured within the study program, from among the total courses offered by the university.
- (29) The right of access to internal and external mobility programs, with the legal recognition of the credits obtained through such programs.
- (30) The right to request, for a fee, depending on the specific nature of the discipline and the faculty, the provision of educational activities (partial examinations, practical work, etc.) outside the curricula, with the consent of the teaching staff member and the approval of the department director, which shall be recorded in the academic transcript at the student's request.
- (31) The right to be involved in research activities carried out by SNSPA, by research centers or other entities within SNSPA, or by SNSPA teaching staff, within the limits of available places.
- (32) The right to conduct research activities using SNSPA's material resources, with the approval of the SNSPA Senate or the council of the academic structure.
- (33) The right to establish workshops, clubs, circles, literary societies, artistic and sports groups, organizations, as well as publications within SNSPA, in accordance with the legislation in force and subject to the prior approval of the Board of Administration.
- (34) The right to be informed, within the first two weeks from the beginning of the semester, about the course syllabus, structure, and objectives, the competencies generated by the course, as well as the methods of assessment and examination. Any subsequent modification of assessment and examination methods may be made only with the consent of the majority of students enrolled in the respective course.
- (35) The right to benefit from free course materials in physical or electronic format. Printed books may be recommended as course materials only insofar as they are available in the SNSPA library, the libraries of academic structures, or are otherwise available to students free of charge.
- (36) The right of access to all teaching materials. These must be made available free of charge in the SNSPA library or the libraries of academic structures, in databases accessible free of charge to students, or on the faculty website. The inclusion of materials that are not freely accessible to students in mandatory bibliographies for courses, seminars, or laboratories is prohibited. All materials necessary for student activities must be made available in a timely manner, as mutually agreed with students.
- (37) The right to internships in accordance with the objectives of the university study program, as well as the right to material resources, transportation, and meals provided under the conditions of the law. The method of identifying, organizing, and

evaluating specialized internships constitutes a mandatory criterion for assessing the quality of study programs.

- (38) The right to the recognition of internships carried out individually, following the evaluation of the degree to which internship objectives have been achieved in accordance with the study program.
- (39) The right to participate in volunteer activities, for which students may receive a number of credits recorded in the diploma supplement, in accordance with the legislation in force.
- (40) The right to refuse participation in the educational process exceeding 8 hours per day, consisting of courses, laboratories, and seminars, except in cases of practical training.
- (41) The right to an objective and non-discriminatory evaluation of competencies acquired after completing a course, in compliance with the course syllabus, and the right to know the grading criteria applied.
- (42) The right to receive assessment results within a maximum of 10 days from the date of the examination.
- (43) The right to be examined through an alternative method when suffering from a temporary or permanent disability, medically certified, which makes it impossible to demonstrate acquired knowledge through the method predetermined by the course instructor, provided that the alternative method does not limit the achievement of examination standards.
- (44) The right to contest grades obtained in written examinations, in accordance with SNSPA internal regulations. The resolution of the appeal shall be carried out by a committee that does not include the teaching staff who initially evaluated the work, in the presence of the contesting student, if so requested. Each academic structure shall grant a period of two working days from the publication of grades for the submission of appeals. This period, as well as the right to submit appeals, shall be communicated to students by posting on websites or on notice boards of the registrar's offices.
- (45) The right to suspend and resume studies in accordance with the SNSPA Charter and the legislation in force.
- (46) The right to study in one's mother tongue or in an internationally used language, if such an option exists within the higher education institution, within the limits of the places allocated for this type of study program.
- (47) The right to receive, free of charge and upon request, at the end of each successfully completed academic year (in which 60 ECTS credits have been accumulated), a certificate attesting to the completion of that year of study.
- (48) The right to receive free medical assistance in accordance with the provisions of Art. 205 para. (1) of Law no. 1/2011, as subsequently amended and supplemented. SNSPA shall take all necessary measures to ensure and facilitate students' access to these services, including informing students about the services available to them, by making such information public on the SNSPA website and in the Student Guide.
- (49) The right to receive scholarships and other forms of material support, in accordance with legal provisions and regulations established by the academic structure, the SNSPA Charter, and the legislation in force. Students may benefit from the following types of scholarships:
 - a. performance-based scholarships, distributed in accordance with SNSPA internal regulations and divided into merit, study, and excellence scholarships;

- b. social scholarships intended to provide financial support to students from families with low per capita income, the minimum amount of which is proposed annually by the National Council for the Financing of Higher Education, based on actual costs for meals and accommodation. Social scholarships may be combined with other types of scholarships, depending on the decision of the SNSPA Senate;
- c. scholarships from state budget allocations or SNSPA's own extrabudgetary revenues, as well as other special scholarships, in accordance with the criteria established by the legislation in force, the amount of which must cover at least the costs of meals and accommodation;
- d. scholarships based on contracts concluded with economic operators or other legal or natural persons of the type provided for in Art. 205 para. (10) of Law no. 1/2011, as subsequently amended and supplemented.

(50) The right to accommodation in SNSPA student dormitories, under the conditions provided by the regulations in force.

(51) The right to receive accommodation subsidies in accordance with Art. 205 para. (15) of Law no. 1/2011, as subsequently amended and supplemented.

(52) The right to benefit from places in thematic camps, within the limits of the allocated budget, under the conditions provided by the regulations in force. Students may receive, within these camps, a number of ECTS credits, in accordance with the SNSPA Charter.

Art. 10. Candidates from socioeconomically disadvantaged or socially marginalized backgrounds, including graduates of high schools located in rural areas or in towns with fewer than 10,000 inhabitants, may benefit from guaranteed state-funded places, under the conditions of the law. Ensuring free educational and professional guidance and counselling services, tutoring services, and monitoring educational pathways in order to ensure academic, social, and cultural integration into the community for this category of students, together with their outcomes, constitutes a criterion for evaluating the quality of the university.

Art. 11. The rights of students with physical disabilities in the conduct of academic, social, and cultural activities are provided for in Art. 118 para. (3) of Law no. 1/2011, as subsequently amended and supplemented.

CHAPTER III – The Obligations of Students

Art. 12. Students have the following obligations:

- (1) To fulfil all duties arising from the Regulation on Students' Academic Activity and from other documents governing enrollment and academic records.
- (2) To comply with the SNSPA Charter, as well as with the university's regulations and decisions.
- (3) To comply with the quality standards required by SNSPA.
- (4) To comply with the provisions of the SNSPA Code of Ethics.
- (5) To respect the intellectual property rights of others and to acknowledge authorship of the information presented in the works prepared.
- (6) To prepare and defend original assessment papers at the course level and original graduation theses.
- (7) To verify their academic records at the end of each academic year.
- (8) To report to the competent authorities any irregularities in the educational process and in activities related thereto.
- (9) To participate in academic activities without being under the influence of alcoholic beverages or other prohibited substances.
- (10) To use language, attire, and conduct appropriate to the university environment.
- (11) To demonstrate civic behaviour and respect toward fellow students, teaching staff, and administrative personnel.
- (12) To properly use, in accordance with their designated purpose, all facilities and subsidies received.
- (13) To maintain cleanliness, quiet, and order within university premises.
- (14) Not to smoke in SNSPA premises, except in specially designated areas.
- (15) To preserve the integrity and proper functioning of the material resources made available by SNSPA.
- (16) To bear the cost of any damage caused to SNSPA's material resources.
- (17) To inform the competent authorities of the existence of any situation that could affect the proper conduct of individual and general study activities.
- (18) To fulfil contractual commitments undertaken with SNSPA.

CHAPTER IV – The Status of Student Representatives in the University's Decision-Making Structures

Art. 13. Students elected through democratic methods, whether or not they are members of a student organization, are the legitimate representatives of the interests of students within SNSPA and represent the entire student community, depending on the academic structure in which they hold representative status, regardless of the electoral constituency that elected them or the academic structure (faculty or department), year of study, cycle, or form of education to which they belong.

Art. 14. Students are represented in the consultative, decision-making, and executive structures within SNSPA, in accordance with the provisions of Law no. 1/2011, as subsequently amended and supplemented, and the SNSPA Charter.

Art. 15. Students participate in decision-making within SNSPA on the basis of the following rights:

- (1) The right to elect and to be elected to SNSPA governing bodies, in accordance with Law no. 1/2011, as subsequently amended and supplemented.
- (2) The right to be represented in the collective governing bodies of SNSPA in a proportion of at least 25%, under the conditions of Law no. 1/2011, as subsequently amended and supplemented, and the SNSPA Charter.
- (3) The right to be represented in SNSPA structures managing social services, including accommodation committees, scholarship allocation committees, thematic camp allocation committees, or any other structures concerning student life, in proportions established by internal regulations.
- (4) The right to participate in all election or selection procedures within the governing bodies in which students are represented, in accordance with the legal provisions in force.

Art. 16.

- (1) The SNSPA Student Council is composed of all student representatives in the SNSPA Senate and in the councils of academic structures within SNSPA.
- (2) Other students elected as representatives in SNSPA or SNSPA Senate specialized committees shall also participate in the proceedings of the SNSPA Student Council. These participants shall have guest status, without voting rights.
- (3) The Student Council conducts its activities and adopts decisions on the basis of its own rules of procedure.

Art. 17. The right to elect student representatives or to be elected as a student representative belongs to all students enrolled at the National University of Political Studies and Public Administration, regardless of age, ethnicity, religion, sex, year of study, previous experience, or any other criterion not included in this Code.

Art. 18. The following are considered ineligible to run for the status of student representative:

- (1) students who have been expelled and have not been re-enrolled by the time candidacies are submitted;
- (2) students expelled for serious damage caused to the institution or the body of which they were members;
- (3) students who have indefinite-term employment contracts with the university;
- (4) students holding leadership positions in political parties, youth political organizations, or student political organizations.

Art. 19. SNSPA may not condition the status of student representative on academic performance or attendance at lectures, seminars, or laboratories.

Art. 20. Teaching staff or administrative personnel of SNSPA are prohibited from intervening in procedures for the election of student representatives, regardless of the level of representation. Such interventions shall be sanctioned in accordance with the provisions of Art. 312 of Law no. 1/2011, as subsequently amended and supplemented.

Art. 21. Student representatives in the councils of academic structures and in the SNSPA Senate are elected by direct, secret, and universal vote of all students at the level of the respective structure or of the university. Student organizations legally established at the level of academic structures or at the SNSPA level may delegate ex officio representatives to these structures.

Art. 22. The process of appointing students to any other consultative, deliberative, or executive structures other than those provided for by Law no. 1/2011, as subsequently amended and supplemented, shall be carried out on the basis of university autonomy and shall be determined by students.

Art. 23. Elections for student representatives are regulated by the “Regulation on the Election of Student Representatives in the Governing Structures of the National University of Political Studies and Public Administration.”

Art. 24. The Regulation on the Election of Student Representatives in the Governing Structures of the National University of Political Studies and Public Administration is drafted by the SNSPA Student Council. Consultation of the student community is mandatory in the drafting of the regulation.

Art. 25. SNSPA provides material and logistical support for the organization of student representative elections.

Art. 26. Each student representative is required, at the end of their mandate, to draft and make public an activity report covering the period during which they held the position of student representative.

Art. 27. Student representatives have the following obligations:

- (1) To comply with the provisions of the University Code of Students' Rights and Obligations.
- (2) To represent the interests of students without being influenced by internal or external factors.
- (3) To represent the interests of all students, regardless of nationality, sex, religion, political beliefs, or sexual orientation.
- (4) To inform students about undertaken activities and decisions adopted and to ensure the timely dissemination of information.
- (5) To participate in activities arising from the position held, in accordance with legal provisions.
- (6) To publicly disclose and denounce any attempt to influence their decisions.
- (7) To respond to any students they represent when a matter within their representative responsibilities is brought to their attention.
- (8) To maintain periodic contact with the students they represent by:
 - a. ensuring that their contact details are available on the SNSPA website and faculty websites, as well as through any student communication channels (discussion groups, forums, etc.), depending on the structure in which they serve as representatives;
 - b. periodically informing the students they represent about relevant matters concerning student activities and status under debate within the structures in which they hold representative positions;
 - c. publishing, after each meeting attended, the decisions concerning the activities and status of the students they represent;
- (9) To allocate their time and skills to fulfilling the duties arising from their status as student representatives.

Art. 28. Student representatives have the following rights:

- (1) To have access to all activities carried out by the bodies in which they serve as representatives, under the conditions of the law.
- (2) To have access to all information concerning the activity of the body in which they serve as representatives, under the conditions of the law.
- (3) To use the material resources of SNSPA and of academic structures, in accordance with the obligations arising from their status as representatives.
- (4) Not to have their academic activity adversely affected by the assumption of responsibilities arising from their status as student representatives. Student representatives have the right to recover laboratories or seminars free of charge if these overlap with activities imposed by their representative role. If recovery is not possible, teaching staff or persons responsible for seminars or laboratories shall indicate methods for equivalating the missed activities.
- (5) To retake examinations if these overlap with activities imposed by their status as student representatives.

CHAPTER V – Student Organizations

Art. 29. Students may associate in student structures or organizations in accordance with the provisions of Art. 203 para. (1) of Law no. 1/2011, as subsequently amended and supplemented.

Art. 30.

- (1) Legally established student organizations have the right of access to university premises in order to organize projects for students or to carry out internal activities, outside class hours and other pre-established activities.
- (2) SNSPA shall make all efforts to ensure the observance of this right.

Art. 31. SNSPA cooperates with legally established student organizations and consults them on matters concerning the development of higher education.

Art. 32. Student organizations may have representatives in the governing structures of SNSPA under the following conditions:

- (1) they are legally established, in accordance with the legislation in force;
- (2) they operate in accordance with their own Statutes and do not violate the principles of the SNSPA Charter;
- (3) at least 75% of their members are students of SNSPA;
- (4) they have had at least one year of activity;
- (5) they have their registered office at SNSPA or in other premises which do not belong to and are not determinatively connected to the founding members of the organization;
- (6) they have a democratic decision-making and electoral system;
- (7) their Statute establishes as their main field of activity the promotion of the interests of students of the National University of Political Studies and Public Administration, as well as the observance and promotion of this Code;
- (8) any other criteria imposed by the Regulation on the Election of Student Representatives in the Governing Structures of the National University of Political Studies and Public Administration.

Art. 33. The person designated to represent the association must hold student status at SNSPA. Upon the loss of this status, the mandate shall terminate by operation of law.

Art. 34. A student organization may not designate representatives to the council of an academic structure unless at least one third of its members are students of the respective faculty.

CHAPTER VI – Final Provisions

Art. 35. The SNSPA Student Council, together with legally established student organizations and the student community, shall annually draft a report regarding the observance of this Code within SNSPA. The report shall be made public on the university's website before the beginning of each academic year.

Art. 36. Where deficiencies are identified as resulting from actions or omissions of the university, SNSPA is obliged to make public the methods for remedying such deficiencies.