



## ADMISSION REGULATION OF THE BABES-BOLYAI UNIVERSITY

**for the 2017/2018 academic year, according to Minister's Order no. 6102 of December 15, 2016 published in the Official Monitor no. 1071 of December 30, 2016 approved in the Senate meeting of February 6, 2017 with Decision no. 1756**

### INTRODUCTION

1. In accordance with provisions of Art. 138, 142, 145, 151, 156, 158, 160, 163, 174, 176, 199, 200, 277 and 304 par. (17) of the National Education Law no. 1/2011, with subsequent amendments to Law no. 288/2004 on the organization of university studies, with subsequent amendments and in accordance with the Government Emergency Ordinance no. 133/2000 regarding the public academic and postgraduate education on tuition over the number of places financed from the state budget, approved with amendments by Law no. 441/2001, as amended, based on article 76 of Law no. 448/2006 regarding the protection and promotion of rights of people with disabilities, republished with subsequent amendments, and pursuant to Government Decision no. 1004/2002 on stimulating high school students and students who received awards at international school competitions organized for the secondary education and doctoral students who achieved outstanding results in research, as amended and supplemented, as amended by the GD no. 404/2006 regarding the organization of the masters studies, the GD no. 681/2011 approving the Code of doctoral studies and GD no. 44/2016 regarding the organization and functioning of the Ministry of Education and Scientific Research, as amended and supplemented, the admission to the Bachelor's, Master's and doctoral studies is done by competition. According to the principle of university autonomy, the regulation for the admission falls within the competence of the University Senate. Admission is organized only in higher education institutions which have accredited specializations and specializations with provisional authorization.

2. UBB Admission is held under the unified admission regulation approved by the University Senate. The unified regulation has a variable appendix for each faculty, which includes specific regulations of the faculty in question regarding the following aspects of admission:

a. The faculty develops all aspects of the selection criteria:

- type of examination/ written tests/ written test and/ or oral test/ oral tests for assessing knowledge and cognitive skills.
- criteria for evaluating candidates placed last, with equal average grade,
- conditions for filing complaints and how to resolve disputes,
- selection criteria for graduates,
- specific criteria for winners in various competitions (Olympiads), other competitions (Olympiads, scientific conference sessions for secondary education students) which are relevant and award categories proposed by faculties, specified for lines of study.



- b. The faculty is authorized to establish the registration fee. The fee quantum proposed by the faculties is approved by the university Senate.
  - c. The faculty will determine if, where candidates register for several fields, it charges separate registration fees for each field that the candidate registers for, or it charges a single fee for the whole faculty.
  - d. For bachelor studies, the faculty will specify the modality of distribution of candidates per specializations/ study programs accredited to function provisionally, or accredited to function within UBB, in accordance with the existing law. For the master's studies, admission is done in the fields of accredited master's studies, for the study programs legally established under UBB, in accordance with the existing law.
  - e. The faculty establishes the special documents that shall be submitted, which are other than those provided for in this Regulation, and are necessary for the admission exam.
  - f. The faculty establishes the exact dates for the exam tests, the date for posting results, the deadline for filing complaints and resolving disputes, the deadline for confirmation of places and submitting documents, respecting the periods provided by the academic calendar of admission (**July 12-31, 2017, respectively September 6-20, 2017**).
3. The faculty annex is adopted by the Faculty Council, at the proposal of the admissions committee, within 10 working days from approval of this Regulation in the Senate.

## **A. GENERAL REQUIREMENTS FOR ADMISSION ORGANIZATION**

1. Admission to higher education is organized as follows:
  - a. for state funded places;
  - b. for places on tuition (full time, part time and distance learning). Number of state funded places is established by minister's order. The candidates who place themselves under the admission line to state funded places, in descending order of average grades or scores, but who meet the minimum requirements for admission and who request it explicitly in the application form, as well as those who opt for this form or may be admitted only to this form may apply for the tuition places. The total number of candidates admitted on state funded places or places on tuition cannot exceed the total capacity of students assigned to each field or each specialization/ study programme.
2. In the Babes-Bolyai University admission is organized for the following cycles of university studies:
  - a. undergraduate studies on state funded places and places on tuition, in full time, part time and distance learning
  - b. master's, state funded places and places on tuition, in full time and part time learning.

In the case of candidates from Moldova, regardless of the admission level (undergraduate or master's level), they have to prove Moldovan citizenship, if the candidates compete for the places specially allocated for them. In case of double



citizenship, the Romanian-Moldovan citizens will choose the citizenship with which they want to register for the admission, and this option cannot be changed during admission in the respective academic year. In case of Roma candidates, distribution of budgeted seats will be made in accordance with M.N.E.S.R. provisions. Also, additional documents necessary for obtaining this budgeted place will be those established through M.N.E.S.R. provisions.

Candidates who opt for places reserved for Roma ethnics will bring for registration a recommendation issued by a legal organization of the Roma (signed and stamped), showing that they belong to this ethnic group. Reserved places will be allocated to faculties by the Rector's office according to candidates request at registration. According to art. 7, which applies in their case also, they can benefit from state budget financing for the first year one time only. If they have been admitted to the first year before and they have been expelled they can occupy after admission only a place on tuition.

- c. faculties must ensure additional support adapted to the needs of candidates with disabilities and they must ensure their access in the institution.
- d. for the doctoral studies cycles, admission is done through competition in doctoral schools accredited or provisionally authorized in the fields of doctoral studies approved in accordance with the Code of doctoral studies, approved by G.D. no. 681/2011 and with the existing law.

3. Admission to undergraduate level is organized on fields of study established by Government Decision no. 140/2017.

4. Candidates for admission to higher education, undergraduate studies, can be high school graduates with a baccalaureate degree (or its equivalent) as well as students or graduates of various institutions of higher education, Romanian citizens. The following do not constitute criteria for selecting candidates: age, gender, ethnicity, first language (mother tongue), religion, race, political affiliation, association with legally constituted organizations (or whose activity does not infringe Romanian law) or chronic diseases without risk to society.

5. a. Admission to undergraduate higher education is open to high school graduates with a baccalaureate diploma or equivalent diploma, as well as to graduates of studies abroad acknowledged as such by the authorized directorates. Admission to all university cycles is open to citizens of Member States of the European Union, of the states within the European Economic Area and the Swiss Confederation on the same terms provided by law for the Romanian citizens, including the tuition fees.

- b. Graduates who hold a bachelor's diploma or an equivalent diploma can sit for the master's studies admission exam regardless of the year of graduation of bachelor's studies.

The Centre for International Cooperation and faculties will provide information regarding admission of foreign citizens.



6. A candidate can apply for admission simultaneously in multiple domains/ study programmes/ specialisations from Babeș-Bolyai University or other higher education institutions, as established by their Senates, but may be admitted to a single specialisation/ study programme on the state funded places, according to this Regulation. The candidate may be admitted to at most two study programs simultaneously. The candidate must choose the specialisation/ study programme where s/he wishes to receive state funding, by submitting a file with documents in the original. Except for the international Olympiad medallists, who can opt for two state funded specialisations/ programmes. Tuition deductions in case of concurrent studies at UBB are regulated through special regulations approved by the Senate. The deadline for submitting the original documents at the Babes-Bolyai University is the confirmation deadline established by the faculty.

7. Students of higher education institutions, enrolled during previous years on state funded places, who decide to opt for a second specialisation and are admitted to this new specialisation can receive subsidy from the state budget only during the normal period of study (subtracting from the study duration of the new specialisation the budgeted years of study of the initial specialisation). If the first specialization is on tuition, the second specialization can be carried out with funding from the state budget, following a successful admission on the budgeted places.

The same rules apply to 1st year students. If they were expelled or they withdrew from a state funded place, they must take the admission exam in order to be enrolled as students.

State funding of the normal cycle of study means benefiting from state funding for each year of study only once. Any other situation, except for the social cases, involves paying tuition for the academic year of study

The candidate must fill in a form upon registration (according to Art. 10) hereby declaring (upon candidate's signature) whether the candidate has been enrolled to undergraduate/graduate higher education studies. According to criminal law (Penal Code Art. 320-327), any false official documents, false statements, use of forgery etc. that are likely to produce legal effects are sanctioned with imprisonment, upon case, from 3 months to 3 years. The candidate who is in any of the situations provided by the criminal law concerning forgery will be expelled and UBB will proceed to inform the authorities entitled to carry out criminal investigations.

8. Graduates with a bachelor's degree, or graduation diploma, who compete for the places "for graduates" may pursue a second bachelor's specialization on tuition.

9. Graduates with or without bachelor's degree/ graduation diploma from public and private higher education have the right to submit for admission to a new study specialization on the other places approved, as follows:

- a. if the first specialization was subsidized, the second specialization will be on tuition;
- b. if the first specialization was on tuition in the public or private higher education, the second specialization may be subsidized, following successful admission on a state funded place. In both cases, candidates are required a statutory declaration (in the



application form) regarding the period in which they were funded by the state budget during the first specialization.

10. Students on tuition at public higher education institutions who have been admitted during previous years, may present for admission in order to switch to a state funded place under the limited number of state funded places, and therefore will be enrolled in first year of study.

11. Students of higher education institutions with accredited specializations or with provisional authorization who were admitted following the admission examination can benefit from recognition of previous studies, in accordance with the Regulation of each faculty.

12. Candidates who during high school studies obtained distinctions in school Olympiads and/or other national and international competitions may benefit from special admission facilities or conditions according to faculties regulations.

Candidates who during high school studies obtained distinctions (1st, 2nd, 3rd prize, honourable mention) at school Olympiads acknowledged by MNESR or the first prize or the gold medal in school Olympiads can enrol without admission on state funded places. Because scholarships for these candidates are granted according to G.D. 1004/2002 on the National Education Law, Law 235/2010 and OMERYYS 3.890/2011, faculties will submit to the Rector's office nominal lists of these candidates, indicating the specialization (specializations), competition, year and position/prize received.

13.a. Master's admission is open to all licensed within the limit of places and accredited programmes of the university.

b. For master's level programmes submitting a certificate of language proficiency in a foreign language is mandatory. The language certificates released by faculties and the certificates in the annex are accepted.

c. For undergraduate and master's studies, organized in the mother language/ a foreign language, admission will take place in the language of the academic studies programme. For programmes with teaching in several languages, where candidates choose several options, they will sit for the admission exam in the language of teaching according to their first option. For the other language options an examination in the language of the programme in question will be required.

14. Admission to doctoral studies will take place according to the UBB doctoral studies admission methodology.

15. Distance learning and part-time forms of education may be held only by the faculties which have a temporary functioning authorization, respectively accreditation for the specialisations/programmes in question.

16. UBB Admission is done strictly in descending order of the overall average grades (or of the number of points) obtained by the candidates, according to the system of selection and tie-breaking, candidates choice for a particular field, line of study or form of education within the number of places for which the competition is organized. If there are more candidates with equal overall averages on the last place, the quantifiable tie-breaking criteria established by the faculties councils will apply. The tie-breaking criteria for the candidates must be





conceived so that they ensure full transparency. Faculties will provide at least two such tie-breaking criteria.

17. The overall averages obtained by the candidates (i.e. the overall score) are valid for determining the order of classification only for the faculty, specialization and line of study mentioned by the candidate in the registration application.

## **B. DEVELOPMENT OF ADMISSION EXAMINATION**

### **I. PREPARATORY ACTIVITIES**

1. Under the authority of the dean, in every faculty is constituted the Admission Committee 2017 and the Permanent Office of Admission provides the candidates, throughout the year, with information on admission in the respective faculty. The Permanent Office of Admission provides presentation and information activities through all means of communication, according to the promotion strategy of UBB specializations prepared by the pro-rector's office and approved by the Administration Council and in accordance with the strategy of each faculty.

2. The admission committees and the Permanent Admission Offices from faculties will inform about and display all details regarding the candidates registration, the registration offices, models for filling the registration form, etc., within 10 days of the adoption of this Regulation. Posting means that the information in question is always posted on the notice board of the faculty (university) and on the websites of the organizers.

### **II. GENERAL ADMISSION CRITERIA AND GUIDELINES**

1. Admission is organized by the faculties of the Babes-Bolyai University under the direction of the vice-rector responsible with the admission and of the admission committee of the University, in compliance with the laws in force.

2. Admission on state funded places is strictly limited by the number of places allocated to the University by the Order of the Minister of Education.

3. Admission to distance learning, part-time education is based on the same criteria on separate lists of candidates, just as the admission to full time learning on the places established in this respect. Distance learning, part-time education is organized only on tuition.

4. At bachelor's level the minimum admission score is 5 (five) and at master's level the minimum admission score is 6 (six). Faculties may require in the elaboration of specific selection criteria a higher minimal average below which candidates cannot be admitted. If the classification was based on points, their transformation in grades is required, the transformation system being displayed together with the final lists. In the case of grades obtained in high schools in other countries, if graduation documents have been recognized as equivalent according to law, the average grades or points will be converted into grades according to the scoring system in Romania, according to the new regulations of M.N.E.S.R.



5. Candidates who do not meet the criteria for establishing the admission average grade cannot be registered for admission to those specializations that take into account such issues.

### III. PRE-REGISTRATION, REGISTRATION OF CANDIDATES AND ADMISSION EXAM

1. In 2017 the admission to higher education at UBB can be organized in two sessions. The first session will be held in **(July 12-31, 2017)**.

In order to fill the vacant places a second session is held in September **(September 6-20, 2017)**. The periods include registration, displaying results, confirmation of place occupation, respectively the admission tests. The registration period ends at least 24 hours before the beginning of the first examination of the competition at these specializations. Applying for admission must be done in person, by presenting an ID card/ passport and other documents required by the methodology of each faculty or by another person (on behalf of the candidate) based on power of attorney. Displaying final results for the second session must take place during September, before the beginning of the 2017-2018 academic year. The calendar of the registration period and the communication of the results of the admission session will be displayed on the university website, faculties being required to notify applicants of any subsequent changes.

No registration, or exams can be organized after the date legally established by each faculty.

2. If following the second admission all state funded places at a specialization are not filled, the Administration Council of the Babes-Bolyai University will decide on the redistribution of places to other majors in the faculty or to other faculties within the lines of study depending on demand and competition. On these places can shift students admitted previously on tuition.

3. Candidates are recommended to use the pre-registration system starting March 1, 2017. The registration period for the 2017 admission at Babeș-Bolyai University starts from March 1, 2017 for the following categories:

a. winners of international vocational contests and sports competitions or other, in accordance with the regulations may be declared admitted based on such performance stipulated by law;

b. faculty graduates who wish to pursue a second degree;

c. college graduates who wish to continue their studies;

d. baccalaureate holders;

e. graduate candidates who wish to enrol in distance learning.

4. The registration of candidates for the entrance exam is organized by the Permanent Offices of Admission, under the direction of the faculties admission committees.



5. For registration for the admission examination the universities charge the candidates by law an admission fee, which covers the competition process (regardless of the form of organization) in the respective amount being included also the activities required for analysis of complaints filed within legal term. **Admission fee** includes the **registration fee** and the **processing fee**. Babeş-Bolyai University, Central University Library, Botanical Garden and University restaurants and cafeterias employees and their children, as well as children of teaching and auxiliary staff or of retired employees of the academic and undergraduate education are exempt from paying the **registration fee**. For the organizational and communication aspects, including any pre-registration, a **processing fee is applied and it is not subject to exemptions or exceptions and it is not returnable**. With the exception of candidates who are orphans of both parents and young people from placement centres, who will be exempt from paying the admission fee (consisting of registration fee and processing fee). For candidates coming from orphanages the UBB Senate can allocate a number of places without tuition beyond the number of state funded places available.

6. Admission fees is paid for each competition with possible exoneration established by the University Senate. Upon registering, the candidate is required to declare the number of years of study for which s/he benefited from a state funded place at Babeş-Bolyai University or at another higher education institution.

7. If a candidate for admission to higher education is admitted to no more than two majors, s/he may choose to keep (acquire) a student status to both majors. The candidate must declare in writing within the deadline established by the faculty ("confirmation") his/her retaining the place on which they were admitted and they must submit the baccalaureate diploma/ certificate/ certification (for undergraduate level) or the diploma/ certificate/ certification for the previous cycle of academic studies graduated (for master's level) in the original. The Admission Committee may extend the deadline for submitting the baccalaureate diploma in the original if there are delays in issuing the baccalaureate diplomas in high schools.

8. Candidates admitted on tuition must enrol in the first year, sign a contract with the university and pay the first instalment of the tuition fee. If the student submits to the faculty secretariat a registered request to withdraw from studies, the tuition fee paid will be fully refunded. Tax paid on confirmation of the place on tuition will be returned in case of shifting on a state funded place.

9. If a candidate admitted on budgeted places renounces their student position gained through competition, or does not confirm the place by the established deadline, the place thus freed is redistributed in descending order as such:

a. one of the candidates who obtained the overall average equal to that of the last candidate admitted, in the context of applying the tiebreaker criteria established by the college.

b. the first of the candidates under the average grade of the those admitted on budget.





c. by redistribution within line of study, faculty, and university, as determined by the methodology of the faculty, namely of the university, and with the approval of the Administration Council.

10. Upon registration candidates will fill in a **standard form** in which they will state, under signature, all data required by the form. Particular attention is drawn to the necessity to specify the option for the specialization, language of study, type of education (full time, part time, distance learning) and the funding system. Further attention will be drawn to the fact that if the specialization will not have enough candidates in order to complete a study formation, they can opt for a specialization in the same field at the same college, but the second, or third, etc. option must be declared at registration, in the registration form used by the faculty. After the application period ends the order of options as well as other information in the application list cannot be further changed.

11. Candidates will be informed on all the details of admission or specialization, as faculties will provide knowledgeable staff among teachers, on study lines, communicating with students in the languages in which UBB provides educational services to the respective faculties. Those responsible with the lines of study are answerable for ensuring these conditions.

On confirmation of place, the candidate admitted to the university will submit a folder with the following documents:

- a. the baccalaureate diploma or its equivalent diploma or certificate (in original) indicating the student status (for students attending a second specialization);
- b. a copy of the birth certificate and the original to be legalized at the faculty;
- c. medical certificate (in the original);
- d. two standard photos 3/4 cm;
- e. BA/ graduation diploma or equivalent diploma for graduates/ college graduates who wish to pursue a second specialisation; or the BA diploma or a certificate for master's students;
- f. other documents established through the methodology of the faculty.

Emergency Government Ordinance 41/2016 eliminates the requirement for certified copies of documents, replacing them with certification of compliance with the original by the designated person in each faculty.

12. Faculties which deem it necessary may establish tests for the candidates, such as physical strength tests and/ or a special medical examination. Only the candidates who pass these tests remain registered.

#### IV. DISPUTE SETTLEMENT

1. Admission examination results, verified and approved by the faculty admission committee, are made public through immediate display in a visible place in the faculty, mentioning the date and time of display.

2. Until this final phase the following intermediate phases take place:



- a. Computer processing of the grades obtained by the candidates.
  - b. The final average grade (overall score) of each candidate is calculated as the arithmetic sum, with two decimals (without rounding off) of the final scores obtained in all tests and listed in the reports of the contest.
  - c. Results of admission, signed by the chair of the committee per faculty and by the Rector of the university, are displayed on the notice board of the faculty. The lists of candidates admitted on budget and on tuition will be displayed, in descending order of average score (and the other additional criteria) and also the list of rejected candidates (for all specializations), in alphabetical order. In addition to all mentioned in Article IV section 1, deadline and location for filing complaints must be specified.
3. Complaints will be filed to the faculty where the candidate took the admission exam, within 48 hours after the posting of results, and will be settled by the admission committee of the faculty. The admission committees of faculties will display visibly the resolution. If the applicant is dissatisfied with the resolution of the complaint or believes that the resolution has no legal basis, s/he may refer to the university admissions committee.
4. Dispute resolution is displayed by the admission committee of the faculty. After the end of the period for solving and responding to complaints, the result of the admission is considered final and cannot be modified, except through withdrawal, failure to confirm and shifting. After establishing the final result, appeals which are not based on the knowledge of the admission methodology are not accepted.

## **V. FINAL PROVISIONS**

1. Before displaying the results, faculties will submit to the Rector's office the final lists of candidates admitted in the following academic year, date after which modifications are no longer allowed. These lists will be signed by the Chair of the Admissions Committee of the University and will be the basic instrument that will be used for enrolment. Subsequent withdrawals and shifting are solved through the mechanisms available for those enrolled.
2. Adoption of this Regulation revokes prior ordinances and regulations. Any change can be made only with the approval of the Babes-Bolyai University Senate, or by issuing mandatory regulations.
3. The Council of Administration has the right to make this regulation compatible with Orders of the Ministry issued until the admission examination.

**The Chair of the Admissions Committee of the University**  
**Vice-Rector**  
**Associate professor PhD Soós Anna**