



ADMISSION REGULATION OF BABEŞ-BOLYAI UNIVERSITY

For the 2020/2021 academic year, according to Minister's Order no. 6102 of 15.12.2016 as further amended and supplemented, approved according to Babeş-Bolyai University Senate Decision No. 24050/10.12.2019

- amended and supplemented according to Senate Decision No. 8323/22.06.2020 -

INTRODUCTION

1. In accordance with Art. 138, 142, 145, 151, 156, 158, 160, 163, 174, 176, 199, 200, 277 and 304 paragraph (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 higher education and postgraduate education on tuition over the number of places financed from the state budget, approved with amendments by Law no. 441/2001, as subsequently 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 master's 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, admission to the undergraduate, master's and doctoral studies is organized through competition. According to the principle of university autonomy, the regulation for the admission falls within the competence of the Babeş-Bolyai University Senate. Admission is organized only in higher education institutions which have accredited specialisations and specialisations with provisional authorization.

2. Babeş-Bolyai University 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,
- tie-breaker criteria for evaluating candidates placed last, with equal average grades;
- 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 Babeş-Bolyai 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 specialisations/ study programs accredited to function provisionally, or accredited to function within Babeş-Bolyai University, 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 Babeş-Bolyai University, in accordance with the existing law.
 - e. The faculty establishes the special documents to 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 the 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 (9-24 July 2020, respectively 7-16 September 2020).
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). The number of state funded places is established by the line 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 specialisation/ study programme.
2. In the Babeş-Bolyai University admission is organized for the following cycles of university studies:
 - a. undergraduate studies on state funded places and places on tuition, full time, part time and distance learning
 - b. master's, state funded places and places on tuition, full time and part time education; Candidates from the Republic of Moldova, regardless of the admission level (undergraduate or master's level), 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. At master's level, the distribution of candidates from the Republic of Moldova on state funded places is done after each session of admission at the university level (all master's programmes).

For the Roma candidates, distribution of state funded places will be made in accordance with the provisions of the line ministry. Additional documents necessary for occupying the state funded place will be established through the provisions of the line ministry. Candidates who opt for places reserved for Roma ethnics will submit upon registration a recommendation issued by a legal organization of the Roma (signed), attesting their belonging 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.

According to Law no. 221/2019, the public higher education institutions will allocate at least 10 state funded places, within the approved total number of student places, to graduates with a baccalaureate diploma from the social protection system. If the places are not filled, the universities will redistribute them to the other candidates.

- 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, admission is done through competition in accredited or provisionally authorized doctoral schools in the fields of doctoral studies approved in accordance with the Code of doctoral studies, approved by GD no. 681/2011 and with the existing law.

3. Admission to undergraduate studies is organized for the undergraduate fields established by Government Decision no. 640/2019, and admission to master's studies is organized for the master's degree fields established by Government Decision no. 641/2019.

4. The following cannot 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, Romanian citizens. 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 with a bachelor's degree may apply for admission to master's degree studies regardless of the year of graduation. 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.

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 Babeş-Bolyai University or other higher education institutions, as established by their Senates, but may be admitted to a single specialisation/study programme on a state funded place, 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 Babeş-Bolyai University are regulated through special regulations approved by the Babeş-Bolyai University Senate. The deadline for submitting the original documents at the Babeş-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 specialisation is on tuition, the second specialisation 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/ master's degree 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 Babeş-Bolyai University will proceed to inform the authorities entitled to carry out criminal investigations.

8. Graduates with or without bachelor's degree/graduate diploma from public and private higher education can sit for admission to a new specialisation for the other places approved, as follows:

- a. if the first specialisation was state funded, the second specialisation will be on tuition;
- b. if the first specialisation was on tuition in the public or private higher education, the second specialisation may be state funded, 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 received state funding throughout the study of the first specialisation.

9. Students on tuition at public higher education institutions who have been admitted during previous years, may sit 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 the first year of study.

10. Students of higher education institutions with accredited specialisations 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.

11. 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 the line ministry, or the first prize or the gold medal in national school Olympiads can enrol, without admission, on state funded places. Because scholarships for these candidates are granted according to GD 1004/2002 on the National Education Law, Law 235/2010 and Ministerial Ordinance OMECTS 3890/2011, faculties will submit to the Rector's office nominal lists of these candidates, indicating the specialisation (specialisations), competition, year and position/prize received.

12.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 degree studies, organized in the mother tongue/in a foreign language, the admission test is taken in the language of the academic study 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, or as required, the entrance exam in the respective language.

13. Admission to doctoral studies will take place according to the Babeş-Bolyai University doctoral studies admission methodology.

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

15. Babeş-Bolyai University 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 scored 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.

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

B. ADMISSION EXAMINATION

I. PREPARATORY ACTIVITIES

1. Under the authority of the dean, in every faculty is constituted the Admission Committee 2020 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 Babeş-Bolyai University specialisations 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, and 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 line minister.

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 undergraduate 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. For high school grades obtained 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 applicable in Romania, according to the stipulations of the line ministry.

5. Candidates who do not meet the criteria for establishing the admission average score cannot register for admission in the specialisations that take into account such issues.

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

1. In 2020 the admission to higher education at Babeş-Bolyai University can be organized in two sessions. The first session will be held throughout (9-24 July 2020).

In order to fill the vacant places a second session is held in September (7-16 September 2020). The periods include registration, posting results, confirmation of place, respectively the admission tests. The registration periods will end at least 24 hours before the beginning of the first examination test in these specialisations. Applying for admission must be done in person, by presenting an ID card/passport and other papers required by the methodology of each faculty, or by another person (on behalf of the candidate) based on power of attorney, or on line. Displaying final results for the second session must take place during September, before the beginning of the 2020-2021 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 in a specialisation are not filled, the Administration Council of Babeş-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. Students previously admitted on tuition can be moved on these places.

3. Candidates are recommended to use the pre-registration system starting 1 March 2020. The registration period for the 2020 admission at Babeş-Bolyai University starts from 1 March 2020 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. baccalaureate holders;
- d. graduates who wish to enrol in distance education (undergraduate level), respectively full time and part time education (master's level).

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. Registration is also available on line. The applicant is fully responsible for correctly submitting all documents required.

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. The 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 non-refundable processing fee is applied and it is not subject to exemptions or exceptions. 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 Babeş-Bolyai University Senate can allocate a number of places without tuition beyond the number of state funded places available.

6. Admission fees are paid for each selection examination with possible exemptions established by the Babeş-Bolyai University Senate. Upon registration, the candidate is required to declare the number of years of study for which s/he benefited from state funding 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 retain (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. Upon withdrawal from a state funded place after the beginning of the academic year, the student will have consumed one year of his/her state funded status.

9. Candidates admitted on tuition must enrol in the first year, sign a study agreement 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. The tuition fee paid upon confirmation of occupying the place on tuition will be returned in case of being moved on a state funded place.

10. If a candidate admitted on a state-funded place renounces their student status 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, by applying the tiebreaker criteria established by the faculty.

b. the first of the candidates below the overall average score of the candidates admitted on state funded places.

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.

11. Upon registration candidates will fill in a standard form, under signature, with all data required by the form. Particular attention is drawn to the necessity to specify the option for the specialisation, 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 specialisation does not have enough candidates in order to form a study formation, they can opt for a specialisation in the same field at the same college, but the second, or third, etc. option must be filled out upon registration, in the registration form provided 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.

12. Candidates will be informed on all the details of admission or specialisation, as faculties will provide knowledgeable staff comprising also teachers, along study lines, in order to communicate with students in the languages in which Babeş-Bolyai University provides educational services to the respective faculties. Those responsible with the lines of study are answerable for ensuring these conditions.

Upon confirmation of place in person, the candidate admitted to the university will submit a file with the following documents:

- a. high school baccalaureate diploma or equivalence certification and the high school transcript, both in original copies for undergraduate and master's level; candidates who are already students will submit the high school baccalaureate diploma and school transcript in certified copies “according to the original” based on original documents submitted by the student or certified copies, accompanied by a certification (in original) attesting to the student status of the candidate and to the original of the diploma being submitted at the first faculty;
- b. birth certificate in certified copy “according to the original” based on the original document presented by the student or certified copy;
- c. medical certificate (in original);
- d. two standard photos 3cm/4 cm;
- e. graduate diploma or equivalence certification and the graduate diploma transcript/undergraduate studies transcript, both in original copies for master's level;

candidates who are already students will submit the graduate diploma and graduate diploma transcript in certified copies “according to the original” based on original documents submitted by the student or certified copies, accompanied by a certification (in original) attesting to the student status of the candidate, the type of funding, and to the original of the graduate diploma being submitted at the first faculty;

- f. academic studies agreement;
- g. 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.

13. 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. 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 examination.
- 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 the average score (and other additional criteria) and also the list of rejected candidates (for all specialisations), in alphabetical order. The lists will be encoded. In addition to all mentioned in chapter IV section 1, the deadline and location for filing complaints must be indicated.

3. Complaints will be filed to the faculty where the candidate sat for 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 publicly post 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 publicly displayed by the Complaints 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 academic year, date after which further modifications are no longer allowed. Subsequent withdrawals and moves are solved through the mechanisms available for those enrolled. 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.

2. Adoption of this Regulation revokes prior ordinances and regulations. Any change can be made only with the approval of the Babeş-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 line ministry issued until the admission examination.

President,
Professor PhD Florin Streteanu