



BABEŞ-BOLYAI UNIVERSITY ADMISSION REGULATION

for the 2022-2023 academic year according to Ministerial Order no. 6102 of 15.12.2016, as further amended and supplemented, approved by Babeş-Bolyai University Senate Decision no. 173/13.12.2021

INTRODUCTION

1. In accordance with 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 organisation of higher education 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 organised 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 organisation of the master's degree studies, the GD no. 681/2011 approving the Code of doctoral studies and GD no. 44/2016 regarding the organisation and operation of the Ministry of Education and Scientific Research, as amended and supplemented, admission to the undergraduate, master's and doctoral studies is done through selection 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 organised only in higher education institutions which have accredited specialisations and specialisations with provisional authorisation.

2. Babeş-Bolyai University Admission is held under the unified admission regulation approved by the University Senate. The unitary regulation contains a variable addendum for each faculty, which contains the faculty's specific regulations covering the following aspects of admission:

a. The faculty establishes all aspects related to the selection criteria:

- type of examination/ written test(s) and/or oral test(s) 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 application fee. The fee quantum proposed by the faculties is approved by the Babeş-Bolyai University Senate.

- c. The faculty will determine if, where candidates apply for several fields/specialisations, it charges separate application fees for each field/specialisation that the candidate applies for, or it charges a single fee per faculty.
 - d. For undergraduate studies, the faculty will specify the modality of distribution of candidates per specialisations/ study programmes accredited to operate provisionally, or accredited to operate 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 programmes legally established at UBB, in accordance with the existing law.
 - e. The faculty establishes the required special documents to be submitted, other than those provided by this Regulation, required 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 (**11-28 July 2022, respectively 12-22 September 2022**).
3. The faculty addendum 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

- 1. Admission to higher education is organised as follows:
 - a. for state funded places;
 - b. for places on tuition (full time, part time and distance education).

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 only this form of education or may be admitted only to this form may apply for the places of tuition. 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. At Babeş-Bolyai University admission is organised for the following cycles of university studies/ psycho-pedagogical training:
 - a. undergraduate study programme on state funded places and places on tuition, full time, part time and distance learning;
 - b. master's degree programme, state funded places and places on tuition, in full time and part time education;
 - c. for the doctoral studies, admission is done through selection competition in accredited or provisionally authorised 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.
 - d. Candidates admitted to Babeş-Bolyai University degree programmes may choose, at the time of confirmation, to pursue the psycho-pedagogical training programme (*Pedagogical Module Level I and Level II*). Only Level I graduates are eligible to pursue Level II psycho-pedagogical training. The Department for Teacher Training (DPPD) is in charge of admissions to these programmes. Candidates admitted to faculties on state funded places will benefit of state funding to study the *Pedagogical Module* courses. Candidates admitted to faculties on tuition will be required to pay a fee in order to pursue the courses in the *Pedagogical Module*.

Candidates from the Republic of 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 apply 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 application a recommendation issued by a legal organisation 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 upon application. According to art. 7, which applies in their case also, they can benefit from state budget funding for the first year one time only. If they have been admitted to the first year before and they have been expelled they can opt after admission only for 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.

Faculties must ensure additional support adapted to the needs of candidates with disabilities and they must ensure their access in the institution.

3. Admission to undergraduate level is organised for the undergraduate degree fields established in the GD regarding the adoption of the classification of specialisations/ higher education degree programmes and the structure of higher education institutions for the next academic year, and admission to master's level is organised for the master's degree fields established in the GD regarding the fields and programmes of accredited master's degree studies, as well as the maximum number of students that can be enrolled.

4. The following cannot constitute criteria for selecting candidates: age, gender, ethnicity, first language (mother tongue), religion, race, political affiliation, association with legally constituted organisations (or whose activity does not infringe Romanian law) or chronic diseases without risk to society.

5. 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.

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.

Centre for International Cooperation and faculties provide information and administrative assistance to foreign nationals seeking admission.

6. A candidate may apply for admission simultaneously in multiple fields/ degree programmes/specialisations at 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 programmes simultaneously. The candidate must choose the specialisation/study programme where they wish to receive state funding by submitting the application file with documents in original. Except for the international Olympiad medallists, who can opt for two state funded specialisations/programmes. Tuition deductions in case of simultaneous studies at UBB 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 pursued with funding from the state budget, following a successful admission on the state funded places.

The same rules apply to 1st year students. If they were expelled or they withdrew from a state funded place, they must pass 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, requires paying tuition for pursuing the higher education year of study. If a student withdraws from study from a budgeted place after the start of the academic year, the student is regarded to have benefited from a year funded by the state from the standard term of study.

The candidate must fill in upon application (according to Art. 10) a statutory declaration (with candidate's signature) stating if they have 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, 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, the second specialisation may be state funded, following successful admission on a state funded place.

In both cases, candidates are required to sign a statutory declaration (in the application form) regarding the period for 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 authorisation 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 prize received.

12. Admission to master's studies is accessible to all graduates, subject to the availability of places and accredited programmes as established by the Ministerial Order in effect on the day of admission.

For master's level programmes submitting a certificate of language proficiency in a foreign language is mandatory. According to Addendum 1, language certificates issued by faculties, as well as certificates and diplomas of equivalent university courses, are valid.

For undergraduate and master's degree studies, the admission test is conducted in the language of the degree 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 a language certificate or an examination in the language of the programme in question will be required.

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 organised only by the faculties which have a temporary authorisation, respectively accreditation for the specialisations/programmes in question.

15. 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 selection competition is organised. 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 an Admission Committee and a Permanent Admission Office provides the candidates, throughout the year, with information on admission in the respective faculty. The Permanent Admission Office provides presentation and information activities through all means of communication, in accordance with the promotion strategy of UBB specialisations/degree programmes developed by the rector's office, approved by the Administrative Council, and implemented by each faculty as appropriate.

2. The admission committees and the Permanent Admission Offices from faculties will inform about and post all details pertaining to the application process, application offices, templates for completing the application 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 organised by the faculties of the Babeş-Bolyai University under the authority of the vice-rector responsible for admission and the University's admission committee, in accordance with the applicable statutes.

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 and part-time education is done on separate applicant lists and is based on the same criteria as admission to full-time education on allotted places. Distance and part-time education is organised 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). In the development of specific selection criteria, faculties may impose a higher minimum average below which candidates cannot be accepted. If the ranking was based on points, the points must be converted to grades, with the conversion system published alongside the final lists. For high school grades acquired in other countries, provided graduation certificates have been recognised as legally comparable, the average grades or points will be converted into grades according to the grading system used in Romania, as stipulated by the line ministry. It is advised to hold admission exams to verify the candidates' knowledge/skills/competencies in order to foster competitiveness and raise the standard of future students.

5. Candidates who do not fulfil the requirements for calculating the admission average score are not eligible to apply for admission to specialisations/degree programmes that employ such guidelines.

III. APPLICATIONS AND ADMISSION EXAM

1. In 2022, admission to higher education at Babeş-Bolyai University may be conducted in two sessions. The first session will be held in July (**11-28 July 2022**). In order to fill the vacant places, a second session is held in September (**12-22 September 2022**). The admission time frames cover the application process, publishing results, place confirmation, and admission examinations. The application periods will end at least 24 hours before the start of the first examination test in these specialisations/ degree programmes. Applying for admission must be done in person, by showing an ID card/passport and other documents required by each faculty's methodology, or by another person (on behalf of the applicant) using power of attorney, or online. Final results following the second session will be posted in September, prior to the start of the 2022-2023 academic year. The application period calendar and dissemination of admission session results will be posted on the university website, with faculties required to notify applicants of any subsequent changes. After the date legally established by each faculty, no applications or exams can be organised.

2. If following the second admission all state funded places in a specialisation are not filled, the Administrative 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. The application of candidates for the entrance exam is organised by the Admission Permanent Offices, under the direction of the faculties admission committees. Application is also available on line. The applicant is fully responsible for correctly submitting all documents required.

4. Upon application for the admission examination the universities charge the candidates an admission fee, according to law, which covers the competition process (regardless of the form of examination) in the respective amount being included also the activities required for reviewing appeals submitted within legal term. The method of collecting fees will be explicitly stated in the regulations of each faculty (single tuition fee, fee for each field, fee for each degree programme, etc.). The admission fee includes the application 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 ancillary staff or of retired employees of the higher education and primary and secondary education are exempt from paying the application fee. A non-refundable processing fee is levied for the organisational and communication components, and it is not susceptible to exclusions or exceptions. Candidates who are orphans of both parents, as well as young people from placement centres, will be excluded from paying the admission fee (consisting of application fee and processing fee). Outside the amount of state-funded places available, the Babeş-Bolyai University Senate may allocate a number of places without tuition to candidates from orphanages.

5. Admission fees are paid for each selection examination with possible exemptions established by the Babeş-Bolyai University Senate. The candidate must specify the number of years of study for which they have received state funding at Babeş-Bolyai University or another higher education institution when applying.

6. Upon application candidates will fill out and sign a **standard form** with all the data required. Particular attention is drawn to the requirement to specify the option for the specialisation, language of study, type of education (full time, part time, distance education) 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 application, in the application 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.

7. Candidates will be informed of all admission or specialisation/degree programme details, as faculties will provide competent staff, including teachers, along lines of study, in order to talk with students in the languages in which Babeş-Bolyai University provides education for students at the respective faculties. Those in charge of the lines of study are responsible for securing these arrangements.

8. If an applicant for admission to higher education is accepted to more than one specialisation/degree programme, they may opt to retain (obtain) student status in no more than two specialisations/degree programmes. The candidate must declare in writing within the deadline established by the faculty (“confirmation”) their 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 original. The Admission Committee may extend the deadline for submitting the baccalaureate diploma in original if there are delays in issuing the baccalaureate diplomas in high schools.

9. Admitted candidates must enrol in the first year and sign a learning agreement with the faculty. Candidates admitted on tuition must pay the first instalment of the tuition fee. If the student submits to the faculty secretariat a registered request to withdraw from studies before the start of the academic year, the tuition fee paid will be fully refunded. In the event of being moved to a state-funded place, the tuition amount paid upon confirmation of occupying the place on tuition will be refunded.

10. If a candidate admitted on a state-funded place renounces their student status obtained through competition, or fails to confirm the place by the established deadline, the place thus vacated is reallocated in the following order:

- a. to 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. to the first of the candidates below the overall average score of the candidates admitted on state funded places.
- c. by redistribution within the line of study, faculty, and university, as determined by the methodology of the faculty, namely of the university, and with the approval of the Administrative Council.

11. 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 “true copy” 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 “true copy” based on the original document presented by the student or certified copy;
- c. a standard medical certificate (in original) stating that the applicant is able to pursue a higher education programme;
- 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 “true copy” 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 by the faculty methodology.

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

12. Faculties may set other tests for the candidates, such as physical strength tests and/or a special medical examination. These tests might be used to rule out candidates.

IV. DISPUTE SETTLEMENT

1. After being confirmed and approved by the faculty admission committee, admission examination results are made public by timely posting in a designated area in the faculty, with the date and time of publication specified.

2. Until this final phase the following intermediate stages occur:

- 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 examination reports.
- c. Results of admission, signed by the chair of the committee per faculty and by the Rector of the university, are posted on the faculty’s notice board. The candidates admitted on state funding and on tuition will be listed in decreasing order of the average score (and other supplementary criteria), as well as the applicants rejected (for all specialisations). The lists will be encoded. The deadline and location for submitting appeals must be indicated.

3. Appeals will be submitted within 48 hours after the posting of results, and will be settled by the appeals review committee of the faculty. The appeals review committees at faculties will publicly post the resolution within 24 hours. If the applicant is dissatisfied with the resolution of the complaint or believes that the resolution has no legal basis, they may refer to the university appeals review committee.

4. Appeals resolutions are publicly posted by the Appeals Review Committee of the faculty. After the end of the time frame set for reviewing appeals, the results of the admission are considered final and cannot be modified, except as a result of withdrawal, failure to confirm the place, and shifts. After the final results are confirmed, no appeals based on ignorance of the admission methodology are acceptable.

V. FINAL PROVISIONS

1. Before releasing the results, the faculties will submit the final lists of admitted applicants to the University Rector’s Office, after which no further revisions will be approved. These lists, which will be signed by the chair of the University Admissions Committee, will be the main

instrument for enrolling students. Subsequent withdrawals and moves are handled through the processes available to enrolled students.

2. Prior ordinances and regulations are invalidated as a result of the adoption of this Regulation. Any amendments must be approved by the Babeş-Bolyai University Senate or enacted by statutory regulations.

3. Until the admission examination, the Administrative Council has the authority to make this regulation compliant with orders issued by the line ministry.