



Admission Regulation for undergraduate and master's degree programmes at Babeş-Bolyai University

- approved by Senate Decision No. 141 of 12.12.2022 -

A. GENERAL PROVISIONS

1. In accordance with the provisions of National Education Law no. 1/2011, with subsequent amendments, according 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, under Law no. 448/2006 regarding the protection and promotion of the rights of people with disabilities, republished with subsequent amendments, and pursuant to Government Decision no. 1004/2002 on motivating pupils and students who have received distinctions in international school Olympiads organised for secondary education and doctoral students who have achieved outstanding results in their research work, as subsequently amended and supplemented, pursuant to Government Decision no. 404/2006 regarding the organisation and conducting of master's degree studies, according to Minister's Order no. 3102/08.02.2022 approving the Framework methodology on the organisation of admission to the undergraduate, master's and doctoral degree programmes as further amended and supplemented.

2. Admission to undergraduate and master's degree programmes is by competition. Admission is organised only in degree programmes/ specialisations that are accredited or have obtained provisional accreditation.

3. Admission to Babeş-Bolyai University (UBB) is organised according to the Regulations for admission to undergraduate and master's programmes at Babeş-Bolyai University approved by the Senate. Under this regulation, each faculty has its own admission regulation, which provides for the following aspects:

a. Selection criteria:

- type of examination (written, oral exam) for assessing knowledge and cognitive skills;
- tie-breaker criteria for candidates with equal average grades;
- conditions for filing complaints and how to resolve disputes;
- special criteria for prize winners in relevant competitions (Olympiads, scientific conference sessions for students, etc.), as set out in Chapter B, sub-chapter II, Article 5(1) of this Regulation.

b. The faculty recommends the admission fee. The fee recommended by the faculties is approved by the Senate.

c. The faculty will detail the breakdown of candidates by specialisation in accordance with the legislation in force.

- d. The Faculty may request certain documents to be submitted with the application other than those provided for in these regulations.
- e. The faculty sets the application deadlines, the examination dates, the publication date of the results, the deadline for the submission and resolution of appeals, the deadline for confirmation of places and other administrative matters, in accordance with the university admissions calendar.

4. The faculty regulation is adopted by the Faculty Council, at the proposal of the admissions committee, within 30 working days from approval of this Regulation by the Senate.

5. Admission is organised by the UBB faculties under the authority of the vice-rector responsible for admission and the University's admission committee, in accordance with the applicable statutes.

6. Under the authority of the dean, each faculty appoints an admissions committee which provides information to applicants on an ongoing basis about admission to the faculty and carries out informative activities via all means of communication available. The faculty admission committees will provide and disseminate all the details pertaining to the registration of candidates and confirmation of places, including any changes that may occur over the course of the application, in the official languages of the university and in English.

B. ADMISSION REQUIREMENTS AND ADMISSION PROCESS

1. Admission to higher education is organised for:

- a. state-funded places (full time education);
- b. 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 total number of successful applicants, regardless of category and funding, may not exceed the number of places allocated to each field of study and/or specialisation/programme.

2. Under this regulation, UBB organises admission for the following cycles of university studies/psycho-pedagogical training:

- a. undergraduate degree programmes on a full time, part-time and distance learning track;
- b. master's level degree in full-time and part-time education;
- c. Successful applicants to UBB degree programmes may choose 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 take 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*. Undergraduate and master's degree graduates can pursue the Level I or Level II Pedagogical Module as a postgraduate course.

3. By order of the line ministry, reserved places will be allocated. The filling process and eligibility conditions are as follows:

- a. The applicants for the places reserved by the line ministry for Romanians living abroad (ethnic Romanians), regardless of degree programme (undergraduate or master's level), are required to submit proof of their Romanian cultural identity. Applicants with dual citizenship (other than Romanian) will indicate which citizenship they wish to use for their application. Persons holding Romanian citizenship and residing in Romania have to apply for the places available for Romanian citizens. The special places are reserved exclusively for Romanian-language majors, according to the *Methodology for the*

enrolment of Romanians from abroad in Romanian state higher education, since the 2017-2018 academic year, as subsequently amended and supplemented. At master's level, the distribution of Romanians from abroad on state funded places is done after each session of admission at the university level (all master's degree programmes). Ethnic Romanians can apply for any of the specialisations available at the university, for tuition places.

- b. Candidates who opt for places allocated to Roma ethnics by the line ministry will submit upon application a recommendation issued by a legal organisation of the Roma (signed), attesting their belonging to this ethnic group. The ranking of Roma ethnic applicants is determined after each session of admission, at university level, according to the applications submitted.
- c. Pursuant to Law no. 221/2019, at least 10 state funded places will be allocated within the approved total number of places, to graduates from the social protection system, holding a baccalaureate diploma. Candidates who apply for these places will have to submit proof of eligibility for this category (certificates issued by DGASPC, court decisions). The ranking of candidates from the social protection system is done after each session of admission, at university level, according to the applications submitted.
- d. The places allocated to graduates of secondary schools in rural areas are open to graduates of the secondary schools included in the list approved annually by the line ministry, valid for the current school year, regardless of the year they graduated.
- e. In order to guarantee equal opportunities and effective integration into social life, the university allocates a number of special places for people with special educational needs/disabilities. Candidates applying for these places are required to submit proof of eligibility for this category (disability certificate). Throughout admission, faculties are required to provide additional support to applicants with special educational needs/disabilities and to facilitate their access to the institution.

4. (1) Admission to undergraduate level is conducted for the degree programmes established by the GD on the adoption of the Classification of subject areas and specialisations/degree programmes and the organisation of higher education institutions for the following academic year.

(2) Admission to the master's level is available for the degree programmes established by the GD on accredited master's degree subject areas and programmes and the maximum number of students that can be enrolled in the following academic year.

5. (1) 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 authorised directorates, provided they are 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.

(2) Graduates with a bachelor's/engineer's degree or equivalent diploma, as well as graduates who have completed their studies abroad and are recognised by the competent authorities, and who are Romanian citizens, may apply for admission to the master's degree cycle. 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. Upon graduation from a bachelor's degree programme and master's degree programme, a student must complete at least 300 transferable credits.

(3) Admission of citizens of European Union countries is made according to the *Methodology for the enrolment and admission of foreign citizens as of the 2017-2018 academic year*, as further amended and supplemented, on places expressly allocated by the faculty. Faculties and the Centre for International Cooperation will provide information and administrative assistance to foreign nationals seeking admission.

6. (1) A candidate may apply simultaneously for admission to several degree programmes/specialisations at UBB or other higher education institutions, as established by their Senates. The candidate may be enrolled to no more than two study programmes simultaneously.

(2) A student may receive state funding for only one undergraduate and one master's programme, regardless of the category of the place they are applying for. They must choose the degree programme/specialisation to which they would like to receive state funding by submitting the original graduation diploma/certificate of the previous degree programme. An exception is made for international Olympiad award winners who are eligible for two degree programmes/specialisations financed from the state budget, regardless of the chosen specialisation and of the subject in which they have been awarded an Olympic title. The deadline for submitting the original documents is set by each faculty, but no later than the first day of the academic year in which they are enrolled. 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.

(3) Tuition fee discounts for simultaneous degree studies at UBB are established by the *Regulation governing admission, tuition and graduation fees*.

7. (1) Students or graduates 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 be subsidised from the state budget only during the normal period of study (deducting from the duration of study of the new specialisation the years of study subsidised from the state budget for the initial specialisation). If the first specialisation is on tuition, the second specialisation can receive funding from the state budget, following a successful application for a state funded place.

(2) State funding of a regular degree programme is available for each year of study only once. Any other cases, except for social cases, imply pursuing the year of study on a tuition fee scheme. If a student withdraws from studies after the start of the academic year from a state funded place, then the student is considered to have received one year's state subsidy towards the standard duration of study.

(3) Upon application, candidates fill in a standard form confirming by signature whether or not they have already completed a state funded bachelor's/master's degree programme, irrespective of whether or not they have completed the programme. Under the criminal law (Penal Code art. 320-327), any material falsehood in official documents, false statements, fraud, etc. likely to have legal effects are punishable by imprisonment sentence of 3 months to 3 years. Candidates who are in any of the situations provided for by the criminal law on fraud will be expelled.

8. 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.

9. A maximum of 5% of the number of students enrolled in a full-time undergraduate degree programme may, with the approval of the Faculty Council and the line vice-rector, complete two years of study in a single year, with the exception of the last year of study, under the terms set out in the regulations governing the organisation and operation of study programmes and in compliance with the legislation in force.

C. ADMISSION EXAMINATION

I. GENERAL ADMISSION CRITERIA AND GUIDELINES

1. (1) The UBB admission ranking is done strictly in descending order of the average scores (or of the number of points) obtained by the candidates, according to the selection and tie-breaking criteria, the candidate's choice for a particular field, line of study or form of education within the number of places open for the selection competition. If there are several candidates with equal average scores at the bottom, the tie-breaking criteria established by the Faculty Council will be applied. 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.

(2) The average scores obtained by candidates (general score) are used to determine the ranking order only for the faculty, specialisation and line of study indicated by the candidate in the application form. These average scores are only valid for one admission session.

2. (1) The minimum pass grade for each examination and the minimum admission score is 5 (five) at undergraduate level, and the minimum pass grade for each examination and the minimum admission score is 6 (six) at master's level. Faculties may set higher average thresholds below which candidates may not be eligible for admission. 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. In order to foster competitiveness and improve the performance of prospective students, admission exams are conducted in order to assess the knowledge, skills or abilities of the applicants.

(2) 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 examinations.

3. Admission to distance and part-time education is conducted under the same selection criteria as admission to full-time education, for the places allocated to this end on stand-alone lists. Distance and part-time education is organised only on tuition.

4. The following cannot be used as 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 disease without risk to society.

5. (1) Candidates who during high school studies were awarded prizes in school Olympiads and/or other national and international competitions may benefit from special admission facilities or conditions according to faculties regulations.

(2) Candidates who during high school studies obtained distinctions (1st, 2nd, 3rd prize, honourable mention) at school Olympiads and international competitions acknowledged by the line ministry, or the first prize or the gold medal in national school Olympiads and/or competitions can enrol, without admission, on state funded places.

6. (1) For undergraduate and master's degree studies, the admission exam 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, according to Addendum 1, or an examination in the language of the respective study programme will be required.

(2) For master's level programmes submitting a certificate of language proficiency in a foreign language, in accordance with Addendum 1, is mandatory.

(3) For degree programmes where the language of instruction is Romanian, upon the written request of the candidate, the admission examination may be held in the candidate's mother tongue.

(4) For admission to degree programmes conducted in Romanian, candidates who do not submit at the time of application documents issued by Romanian or foreign educational institutions teaching in Romanian, must take the admission exam in Romanian. As an exception, applicants who have studied in Romania in an international language or in a language of national minorities, can certify their language skills in Romanian by submitting a baccalaureate diploma issued by authorised/accredited educational establishments in Romania.

II. APPLICATIONS AND ADMISSION EXAM

1. The admission examination to higher education at UBB is organised in two sessions, during the terms set by Administrative Council Decision. The first session is conducted in July. A second session is organised in September in order to fill the available places. The schedule includes the application, examination dates, posting of results and the confirmation of place. The application periods will end at least 24 hours before the start of the first examination test in these specialisations/ degree programmes. Applications for the admission exam are submitted online, with the identity card/passport and the other documents specified in the methodology of each faculty. No applications or exams will be conducted outside the date legally established by each faculty. The applicant is fully responsible for correctly submitting all documents required.

2. If following the second admission all state funded places in a specialisation are not filled, the chair of the UBB admission committee 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. (1) 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) and 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.

(2) UBB has waived the application fee for UBB employees and their children, employees of the Central University Library, as well as the children of active or retired teaching and auxiliary teaching staff of higher and pre-university education institutions. 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).

4. Upon application candidates will fill out and sign a standard form with all the data required. Applicants will be informed 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, provided that the second, or third, etc. option was filled 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.

5. 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 UBB provides education for students at the respective faculties. Those in charge of the lines of study are responsible for securing these arrangements.

6. Documents required to apply for an undergraduate degree:
- a. application form (signed);
 - b. baccalaureate diploma and the school transcript (for diplomas issued with a school transcript) or equivalent diploma;
 - c. birth certificate;
 - d. Identity card/passport, as applicable;
 - e. marriage certificate or other documentary proof of the change of name (if applicable);
 - f. standard medical certificate;
 - g. linguistic competence certificate (if applicable);
 - h. proof of payment of application fees (application fee and processing fee);
 - i. other documents established through the methodology of the faculty.

7. Documents required to apply for a master's degree:
- a. application form (signed);
 - b. baccalaureate diploma and the school transcript (for diplomas issued with a school transcript) or equivalent diploma;
 - c. bachelor's degree/engineer diploma and the school transcript or its equivalent diploma;
 - d. birth certificate;
 - e. Identity card/passport, as applicable;
 - f. marriage certificate or other documentary proof of the change of name (if applicable);
 - g. standard medical certificate;
 - h. linguistic competence certificate;
 - i. proof of payment of application fees (application fee and processing fee);
 - j. other documents established through the methodology of the faculty.

8. The examination topics are compiled from the themes posted on the faculty websites. The examination and marking criteria are set out in the faculty regulations. The grades for the admission examinations range from 1 to 10. Grading rubrics are posted at the time of the admission exam. Faculties may require applicants to pass physical strength tests, practical tests, and/or a specific medical examination. These tests may be used to rule out candidates.

9. (1) After confirmation and approval by the faculty admission committee, admission tests and application results are made public by timely online posting in a dedicated area within the faculty, noting the date and time of publication. 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.

(2) Faculties will submit the final lists with the successful applicants to the University Rector's Office and after that no other changes are possible. These lists will also be signed by the Chair of the University Admissions Committee.

10. Appeals will be submitted within 24 hours after the posting of results, and will be settled by the appeals review committee of the faculty. The appeals review committees for each faculty 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. The results of the oral/practical tests cannot be appealed.

11. 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.

12. Successful applicants are enrolled in the first year and sign a learning agreement with the Rector. 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. Should the candidate be moved to a state-funded place, the tuition amount paid upon confirmation of place on tuition will be refunded.

13. 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 chair of the UBB admissions committee.

14. Successful applicants for admission to higher education must submit a folder containing the following documents within the deadline set by each faculty:

- 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. marriage certificate or other documentary proof of the change of name (if applicable) in certified copy "true copy" of the original document submitted by the candidate or certified copy;
- d. medical certificate (in original);
- e. two standard photos 3cm/4 cm;
- f. bachelor's degree/engineer 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;
- g. Academic studies agreement;
- h. 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.

D. FINAL PROVISIONS

1. The final lists of successful applicants will constitute the official record that will be used for enrolment. 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 UBB Senate or enacted by statutory regulations.