

METHODOLOGY
on the organization and conduct of the admission competition
at Transilvania University of Braşov
for the bachelor's and master's degree courses of study

1. General matters

1.1 Transilvania University of Braşov – hereinafter called UNITBV – organizes the admission competition in accordance with:

- Law of National Education no. 199/2023, with subsequent amendments;
- Government Emergency Ordinance no. 133/2000 on State academic undergraduate, graduate and post-graduate education for a fee over the places financed from the state budget, approved with amendments by Law no. 441/2001, with subsequent amendments;
- Government Decision no. 1004/2002 on the stimulation of the pupils and students who received awards at the international school Olympiads organized in pre-university education and of the doctoral students who obtained special results in the research activity, with subsequent amendments;
- The structure of UNITBV, of the fields and study programmes accredited or authorized to operate provisionally, of the geographical locations, of the number of transferable study credits for each academic study programme, form of education and language of teaching, as well as of the maximum number of students who may be enrolled in each academic year, approved annually by Government Decision;
- Order of the relevant ministry on the general framework for organizing and conducting the admission in the short-term bachelor's, master's and doctoral degree courses of study, in force for each academic year.

1.2 The provisions of this methodology regarding the organization of the admission similarly apply for dual higher education and for the short-term academic course of study.

1.3 At Transilvania University of Braşov, the teaching process is organized in three courses of study:

- First course of study – Bachelor's degree studies (full-time university studies, distance learning and part-time education);
- Second course of study – Master's degree studies (full-time university studies and part-time education);
- Third course of study – Doctoral studies (full-time university studies and part-time education).

1.4 The admission to the bachelor's and master's degree courses of study is organized for the bachelor's / master's degree fields the study programmes / specialisms of which are authorized to operate provisionally or are accredited at the University. The list of fields and study programmes for which admission is organized is updated annually and posted on the University's website, in accordance with the University's structure, approved by Government decision.

- 1.5 The places financed from the state budget are established by order of the relevant ministry, based on the tuition figures approved by decision of the Romanian Government. The tuition-paying places are established by the University's Executive Board, within the maximum capacity of tuition approved by ARACIS and by the relevant ministry for each study programme, and based on the requirements of the labour market.
- 1.6 Distance learning and part-time studies are organized only against tuition fee. For the bachelor's degree course of study, either distance learning or part-time education are organized, while for the master's degree course of study only part-time education is organized.
- 1.7 The admission criteria (the competition tests, the testing procedure, the percentage of the average mark in the baccalaureate / bachelor's degree examination that is taken into account in calculating the final average mark of the competition, the criterion of distribution according either to the average mark or to the candidate's option) are approved annually, at the proposal of the Faculty Councils, by the Executive Board and the University Senate, and are published on the University's website, under the section [Admission](#).
- 1.8 For the programmes taught in Romanian, the admission shall be taken in the Romanian language. For programmes taught in foreign languages, the admission shall be taken in the teaching language of that programme.
- 1.9 The conditions of this methodology are complementary to those in the contract on the procedure for the registration and selection of candidates for the admission competition (hereinafter referred to as the "candidate's contract"). The contract is approved by the University Senate every academic year.
- 1.10 The stages of admission to each course of study are detailed in the UNITBV admission calendar, approved annually by the University Senate. The calendar is published on the pages of each faculty, under the section [Admission](#).

2 Candidates for admission

- 2.1 The eligible candidates for the admission to the bachelor's degree course of study are high school graduates who hold a baccalaureate degree or the equivalent thereof. The candidates for the master's degree are graduates of a bachelor's degree course of study (cf. Law 288 / 2004) who hold a bachelor's degree or the equivalent thereof, as well as the graduates of long-term university studies (cf. Law 84/1995) who hold a bachelor's degree or the equivalent thereof.
- 2.2 The Romanian citizens who graduated from high school abroad are required to submit for the admission the Certificate of Equivalence of the Baccalaureate Diploma, issued by [CNRED](#) (National Centre for Recognition and Equivalence of Diplomas)
- 2.3 The citizens of the Member States of the European Union, of the States belonging to the European Economic Area, and of the Swiss Confederation may apply for admission under the same conditions set forth by the law for the Romanian citizens, including in terms of tuition fees. Prior to their registration, these candidates will submit the file for the recognition of the studies completed abroad in accordance with the regulations in force. ([Appendix 1](#))
- 2.4 The citizens of EU third countries, subject to compliance with the legal provisions in force may apply for admission, too (see mentions in [Appendix 2](#)).
- 2.5 Romanians everywhere may apply for admission, too (see [Appendix 3](#)).
- 2.6 For the bachelor's and master's degrees, a candidate may participate in the admission to several study

programmes, but s/he may benefit from funding from the state budget for only one programme. Moreover, a candidate may be admitted and enrolled as a student in no more than two study programmes at the same time. The candidate admitted to several study programmes must opt for the one for which s/he wishes to be financed from the state budget by submitting the file with the original study documents within the time limit set in the candidate's contract.

- 2.7 High school graduates who have obtained first, second or third prizes at international school Olympiads recognized by the Ministry of Education, and/or the first prize at national Olympiads funded by the Ministry of Education, or at national or international artistic or sports competitions may be enrolled without university entrance examination, within the number of places open for the competition in the bachelor's degree course of study. For this category of candidates, the admission criteria approved by the Executive Board and the Senate, at the proposal of the Faculty Councils, can be found in [Appendix 4](#).
- 2.8 The terms of admission for the candidates of Roma ethnicity, for the candidates from foster care centres, for the candidates with disabilities and for the candidates belonging to national minorities are included in the following appendices: [Appendix 5a](#), [Appendix 5b](#), [Appendix 5c](#) and [Appendix 5d](#).
- 2.9 The students and graduates with a bachelor's degree / graduation diploma may attend a second bachelor's degree programme under the conditions presented in [Appendix 6](#). The graduates with a diploma of bachelor's degree / graduation from private higher education have the right to attend a second bachelor's degree programme in state higher education institutions under the terms established by law and by the University Senate. The terms for continuing studies are set out in [Appendix 7](#).
- 2.10 An admitted candidate may benefit from funding from the State budget only once, for each of the three courses of university studies.

3 Registration of candidates

- 3.1 The admission competition for the bachelor's and master's degree courses of study is organized in two sessions, both of them prior to the beginning of the academic year (see the admission calendar annually approved by the Senate). The registrations are made online, on the University's admission platform. The competition days and the schedule of the competition tests will be displayed on the webpages of the faculties where competition tests are organized and on the University's website.
- 3.2 After the closing of the registration period, the options, their order, as well as other information in the registration form may not be changed.
- 3.3 **The documents required for registration are enlisted in [Appendix 8](#).** For each candidate registered for admission, the Faculty Admission Committee will collect all the data contained in his/her Registration Form. Candidates will be generated the competition ID badge from the registration and admission application, which will help them identify themselves when the results are displayed. The registration and admission platform will also update the candidate's status throughout the admission.
- 3.4 The amount of the registration fee, as well as the categories of fee-exempt candidates are approved annually by the University Senate and are displayed on the webpage [Admission](#).
- 3.5 The registration fee paid for the candidate's participation in the admission competition is not refunded after uploading the file on the admission platform (that is, after sending the file for validation, this file having thus the status of FILE IN PROCESSING).
- 3.6 During the time of admission, UNITBV can provide the candidates from other localities with

accommodation in its own dormitories, within the limits of available places, for a fee, over two or three days (the competition days, plus the day before the first competition test).

4 Establishment of the competition test assignments

- 4.1 For the competition based on tests of knowledge, the assignments are established in accordance with the textbooks after which the high school graduates, current class, studied.
- 4.2 The assignments of the competition tests are established on the day of the competition, by random draw from textbooks, from collections published by central publishing houses or based on other criteria established by the University Admission Committee.
- 4.3 It is compulsory for the competition tests with the same test assignments to be scheduled at the same time and take place over the same time frame.
- 4.4 The establishment, verification, multiplication and sealing in envelopes of the competition test assignments for each competition hall shall be done under full security conditions.

5 Conduct of the competition tests

- 5.1 The candidates will be informed about the name of the competition test, its starting time, duration and distribution in the rooms by display on the web page at least 12 hours before the start of the competition.
- 5.2 The competition tests can be in the form of classic or grid tests, oral tests, respectively tests of aptitudes.
- 5.3 The candidates who are not present in the room at the time when the envelopes with test assignments are opened lose the right to take that test.
- 5.4 For the exams where the examination is carried out individually, the approximate time of each candidate's entry in the examination will be specified.
- 5.5 Signs on the test papers are strictly forbidden. Any sign that is not related to solving the assignment may be a reason for cancelling the test paper.
- 5.6 The candidates are identified in the competition hall only with the competition badge accompanied by a valid identity card / identity certificate issued by the police / valid passport in the case of citizens who do not have their permanent residence in Romania. The absence of one thereof leads to the exclusion from the room for that day. The use of computers or other audio-visual electronic devices is not allowed.
- 5.7 The candidates' access to the competition room is allowed at the latest one hour before the competition begins. The candidates may leave the competition room only one hour after the opening of the envelopes with test assignments. Leaving the competition room can only be done definitively, with the signature-based submittal of the test paper.
- 5.8 The candidates' attendance at the tests is compulsory at the faculties where the admission is conducted through competition tests. The absence from one or more tests entails the candidate's elimination from the admission competition.
- 5.9 The candidates who do not comply with the provisions of this Methodology are expelled from the competition. The decision of expulsion is made by the University Admission Committee, at the proposal of the Supervisory Committee for the room where the candidate was, endorsed by the Faculty Admissions Committee.

6 Correction of the tests, establishment and communication of the results

- 6.1 The test papers will be corrected in rooms specially arranged for this purpose, supervised by persons appointed by the University or Faculty Admission Committee.
- 6.2 The test papers will be corrected independently by two examiners, each recording the marks (points) set out in the grading sheet made available by the University or Faculty Admission Committee.
- 6.3 For the test papers with grid-type assignments no differences between the points awarded by the two examiners are allowed.
- 6.4 When correcting the test papers based on traditional test assignments, differences of more than one point are not accepted between the marks given by the two correctors, for each assignment separately. In the event that between the marks given for a subject there are differences of more than one point, the paper will be distributed to another examiner (examiner 3), who will establish the final mark for the assignment concerned.
- 6.5 Candidates are admitted within the limit of the number of places planned for each faculty, bachelor's degree field and study programme.
- 6.6 The general average marks obtained by the candidates in the competition are used to establish the ranking order valid only for the faculty to which they registered and applied as opted for in the application form.
- 6.7 The minimum general average for the admission to higher education cannot be lower than 5.00 for the bachelor's degree course of studies, and 6.00 for the master's degree course of studies. Furthermore, the minimum mark for each test cannot be lower than 5.00.
- 6.8 The admission on the places financed from the state budget or on the tuition-paying places is strictly limited to the places established by order of the relevant ministry and the University's Executive Board.
- (i) In the event there are several candidates with an equal average competing for the last initially allocated place, the tie-breaking shall be made according to the criteria established by the Faculty Admission Committee. The tie-breaking criteria are displayed on the webpage of the [Admission](#), under the faculty sections.
- (ii) If the marks for all tie-breaking criteria are equal, the Faculty Admission Committee will proceed to ranking those candidates according to the annual average marks obtained by them at the end of each high school year in descending order (12th, 11th, 10th, 9th grade). This information will be requested from the candidates when there is a need to apply these additional criteria, within the stages of admission.
- 6.9 Specifications regarding the distribution of candidates sitting for the places financed from the state budget and for the self-financed places:
- (i) The places financed from the state budget and the self-financed places shall be occupied in several distinct phases, as follows:
- **In the 1st phase**, the places with or without tuition fees shall be allotted per faculty, per undergraduate fields and study programmes within the same faculty, according to the options expressed by the candidate in his/her application form. These places shall be allotted in descending order of the general average marks, or in descending order of the general average marks and of the options expressed in the application form.
 - **In the other phases**, at faculty level, respectively of each study programme, the remaining vacant places following the withdrawal of some of the candidates who were declared admitted in the previous phase

will be occupied. These places will be filled according to the formula of the first phase.

(ii) After the end of the first session, the faculty that did not have its places open for the competition occupied may organize the second admission session.

(iii) Upon registration, candidates shall fill in the contract regarding the procedure of registration and selection of the candidates for the admission competition (candidate's admission contract), which stipulates the admitted candidates' obligations to complete the application file by specifying their option to remain on places either with or without tuition fee. The candidate's admission contract and the study contract, as the case may be, will be signed by the candidate and uploaded on the admission platform, according to the stages of the admission calendar; with the commitment that their original form be submitted to the faculty at the beginning of the academic year.

6.10 The results of the admission competition, verified and approved by the University Admission Committee, are displayed publicly; with specification of the date and time of display. When displaying the results, the number of the ID competition badge will be used to identify the candidates.

6.11 For tests graded by means of a score, the latter will be converted into marks from 1 to 10.

7 Receipt and settlement of appeals

7.1 The settlement of appeals falls exclusively within the university's competence, according to this Methodology. The settlement of the appeals regarding the content of the test assignments, of the grading scales, as well as all the aspects regarding the application of the competition methodology falls exclusively within the competence of the University Admission Committee and the Executive Board. They are the only ones able to analyse and decide on the solutions to be adopted in each case, on the basis of the documents available at the faculties.

In the bachelor's degree programmes of the Faculty of Medicine, the appeals regarding the content of the written questions or the correctness of the official answer grid shall be registered with the Admission Committee of the Faculty of Medicine and shall be submitted within two hours from the display of the grading scale. These appeals can also be submitted online, using the institutional account of the faculty (respectively f-med@unitbv.ro). After this time limit, it is no longer possible to change the content of the questions or the correctness of the official answer grid.

The appeals regarding the content of the written questions or the correctness of the official answer grid shall be analysed by a Committee for Appeals formed of specialists in the field, nominated by the decision of the President of the University Admissions Committee, at the Faculty Dean's written proposal. The decision of this committee is final and will be posted on the faculty's website and displayed on the faculty's notice board, as the case may be.

If, following appeals about the content of the questions or the correctness of the official answer grid, the Committee considers that there are questions that have formulation flaws, these questions shall be cancelled (the decision is to be written down in a minutes signed by all the leaders of the working groups). The cancellation of the questions leads to the ex officio awarding of their related points to all candidates.

7.2 The appeals regarding the results of the written tests are submitted to the Faculty Admission Committee within a maximum of 24 hours from the date and time the results are displayed, during the work schedule the faculty secretariats or online, using the faculty's institutional account.

The time limit for submitting the appeals shall be specified by the Faculty Admissions Committee expressly, when the results are displayed. The result of the appeals shall be communicated in writing on the admission notice board, no later than 24 hours after the time limit for filing appeals, respectively on the admission platform.

The President of the University Admission Committee will nominate the committees for appeals at the faculties where, following the conduct of the competition tests according to the above, appeals will have been submitted regarding the results of the written tests.

- 7.3 The test papers the grading of which was contested by the candidates shall be sealed and re-corrected by the Committee for Appeals, appointed by order of the President of the University Admission Committee. The scoring-related minutes shall be handed over to the Faculty Admission Committee, and its President shall submit it to the University Admission Committee for verification, approval and for ordering the display of the result. After the endorsement by the Central Admission Committee has been obtained, the Faculty Admission Committee shall communicate, by posting, the results of the appeals.
- 7.4 For the test papers conceived as grid-type assignments, "favourable settlement of the appeal" means the award of points according to the standard grid established by the Committee for Test Assignment, and the compliance with the condition that the sum of the obtained points is greater than the initial amount.
- 7.5 For the test papers conceived from traditional assignments, "favourable settlement of the appeal" means granting a mark with at least a point higher than the initial mark.
- 7.6 The University's Executive Board may decide to sanction those to blame because the marks did not reflect the real value of the test paper. The sanction can be disciplinary, at the proposal of the disciplinary committee, according to the specific procedures regarding the assumption of disciplinary liability.
- 7.7 The candidate whose appeal was admitted acquires the status of "admitted" if s/he obtains a higher general average mark than the last candidate initially admitted. If s/he obtains an average mark equal to that of the last initially admitted candidate, the provisions of article 6.8 of this methodology apply. Regardless of how the appeals are resolved, the situation of those admitted before considering the appeals can no longer be changed.
- 7.8 After displaying the responses to the appeals, the result of the admission competition is deemed final and can no longer be modified.
- 7.9 In oral and practical tests, no appeals are allowed, regardless of the stage in which they were submitted.
- 7.10 The appeals due to unawareness of the admission methodology, as well as the anonymous ones, are not accepted.

8 The competences and responsibility of the University Admission Committee as well as of the Deans' Offices and Faculty Admission Committees

8.1 Competences and responsibility of the University Admission Committee:

- (i) to constitute, appoint and train the committees in charge of conducting the admission competition;
- (ii) to coordinate the procedure for establishing the test assignments and the grading scales for the competition tests;
- (iii) to establish the grading and correcting methodology for the competition tests;
- (iv) to establish the system for collecting the theses from the competition halls and for handing them over to the faculties, in case of taking the competition tests;
- (v) to establish the system of organizing the candidates' supervision, in case of taking the competition tests;
- (vi) to ensure the co-opting in the admission of the teaching personnel, auxiliary staff and some specialists in both pre-university education and university education from other centres;
- (vii) to establish the method of resolving the appeals, including the nomination of the Committees for Appeals, as appropriate;

- (viii) to devise the methodology for the candidates' application and registration by the faculties;
- (ix) to establish the security and disciplinary measures;
- (x) to establish the calendar (dates and times) for the conduct of the competition.

8.2 Competences and responsibility of the Faculty Admission Committees:

- (i) to train the faculty personnel involved in the admission;
- (ii) to organize the candidates' application and registration, in compliance with all the legal provisions regarding the admission procedure;
- (iii) to verify the documents in each candidate's application file;
- (iv) to safekeep the candidates' files;
- (v) to mobilize the teaching members of the faculty and to control their presence during the actions occasioned by the admission;
- (vi) to distribute the candidates in the rooms for the competition tests and to organize their surveillance during the tests;
- (vii) to collect the theses from the competition halls and transport them to the deans' offices;
- (viii) to establish the system for receiving and delivering the theses to be corrected and re-corrected in case of appeals, as well as the way of processing the data;
- (ix) to prepare the hand-written catalogues, in case of taking the competition tests;
- (x) to check the examiners' mark registers, in order to detect any errors or omissions;
- (xi) to put down the marks on the theses under conditions of maximum responsibility;
- (xii) to manage and handle with maximum security the files containing the corrected theses, when processing them;
- (xiii) to order the theses alphabetically after opening them, confronting the absences with the attendance registers;
- (xiv) to confront the hand-written catalogues with the computer catalogues, to correct the errors and mismatches, using as the primary source the candidates' theses;
- (xv) to rank the candidates according to the provisions of article 6.8;
- (xvi) to distribute the successful candidates within the faculty by fields, respectively study programmes;
- (xvii) to display the results;
- (xviii) to receive and resolve the appeals according to this Methodology;
- (xix) to provide software for the automatic data processing;
- (xx) to automatically process the data at the faculty level;
- (xxi) to preserve the documents of the admission examination until the admission procedure is completed, which falls within the responsibility of the Admissions Committee; and subsequently the documents shall be archived at the Faculty Secretariat, as follows:
 - mark register of the admission competition: 10 years;
 - minutes for the establishment of the test assignment for written, oral or aptitude tests: 10 years;
 - appointment of the Admission Committees (Rector's decisions): 10 years.

9 Final provisions

- 9.1** By Rector's decision, the University Admissions Committee and, at the proposal of the faculties, the Admission Committees at the faculty level are appointed.
- 9.2** The teams of specialized academic personnel for the competition tests are appointed by the Rector's decision. The committees for the preparation of the test assignments, for the correction of the candidates' test papers and for assessment at the practical and oral tests are established by random draw on the day before the tests are taken.
- 9.3** The teams responsible for the registration, for preparing and distributing the paper for the test papers, for collecting and numbering the competition test papers, for pasting the competition ID badges on the benches, the test papers secrecy teams, the correction teams, the room supervisors, those responsible for

transporting the test assignments, and the surveillance teams are appointed by the Dean's decision.

- 9.4 In the event of exceptional situations arising from the regulations provided for in this Methodology, they shall be brought to the attention of the University Admission Committee - the only one invested with final decision-making power. Failure to comply with this rule entails the nullity of the documents and the work performed and the sanctioning of those liable for the infringement of the methodology.
- 9.5 After the full achievement of the obligations as stipulated in the application form, through the candidate's contract signed at his/her registration, by his/her paying the application fee, and under the conditions specified by CRID (Centre for Recognition and Equivalence of Diplomas), according to this Methodology, as appropriate, the candidates declared admitted following the university entrance competition will acquire the status of student by enrolment. The enrolment is done by Rector's decision.
- 9.6 The provisions adopted by the relevant ministry subsequently to the approval of this Methodology by the University Senate prevail over the regulations of this Methodology.

This Admission Methodology was reviewed and approved in the meeting of the Senate of Transilvania University of Braşov on 21.02.2024.

Prof. Dr. Eng. Mircea Horia Țierean,

President of the Senate of Transilvania University of Braşov



**SPECIFICATIONS REGARDING THE REGISTRATION FOR THE ADMISSION COMPETITION OF THE CITIZENS
FROM THE MEMBER STATES OF THE EUROPEAN UNION, FROM THE STATES BELONGING TO THE
EUROPEAN ECONOMIC AREA AND FROM THE SWISS CONFEDERATION**

A1.1. Citizens of the European Union member states, of the states belonging to the European Economic Area and of the Swiss Confederation may apply for admission to all academic courses of study under the same conditions as the Romanian citizens, after the recognition of their studies completed abroad by the National Centre for Recognition and Equivalence of Diplomas (CNRED).

(Baccalaureate; Bachelor's degree/Master's degree).

A1.2. With a view to registering for the Admission Competition, to the bachelor's degree and master's degree courses of study, the files for the recognition of the studies abroad are transmitted electronically to the address international.office@unitbv.ro or are or submitted to the University Registry (with the mention "To the Office of International Cooperation – Recognition of Studies" on the envelope);

If CNRED requests additional documents, the University will ask the candidate to fill in those documents and forward them to CNRED.

A1.3. The *Certificates of Recognition*, which are issued by CNRED on a provisional basis until the applicant submits the final diploma, shall cease to be valid if the date referred to in them becomes overdue. The *Certificate of Recognition / Letter of Acceptance* on the basis of which a candidate was enrolled to studies in the previous years are valid until s/he completes his/her studies.

A1.4. For the admission to all academic courses of study with programmes taught in the Romanian language, foreign candidates are required to submit, upon their registration, a certificate of Romanian language proficiency issued by institutions empowered by the relevant ministry. This condition is also necessary in the case of the transfer of students between accredited higher education institutions which, according to the law, have the right to school foreign citizens and are recognized by the Romanian state.

A1.4.1. The following candidates are exempted from this obligation:

1. candidates who submit Romanian study documents;
2. candidates who hold documents of study attesting to at least 4 consecutive years of study in a pre-university education unit of Romania;
3. candidates who hold documents of study attesting to at least 3 consecutive years of study in an accredited higher education institution of Romania;
4. candidates who will take a language proficiency test (minimum level B1), eliminatory, organized within UNITBV, at the Centre for Modern Languages (CILM). Following this examination, the candidates will obtain a certificate of language proficiency.

A1.4.2. Foreign candidates who wish to attend a Romanian language study programme can enrol in the Romanian Language Preparatory Year for foreign citizens organized by UNITBV.

A1.5. Upon admission to all study programmes taught in a modern language (English, French or German), foreign candidates are required to take a language proficiency test for the language of teaching, marked with pass/fail. The test can be taken online on the university's e-learning platform. The test is not required in the following cases: (i) the candidates hold an internationally recognized language certificate; (ii) the candidates come from countries where the state's official language is the very language in which the study programmes are taught. (iii) the candidates have obtained the B1 level proficiency certification in that language within the baccalaureate exam.

SPECIFICATIONS REGARDING THE REGISTRATION FOR THE ADMISSION COMPETITION OF THE CITIZENS FROM EUROPEAN UNION THIRD COUNTRIES

A2.1. The admission of foreign citizens to study at Transilvania University in Brasov is conducted in accordance with the Methodology on the Foreign Citizens' Admission to Studies and Tuition of (Appendix to the Order of the relevant ministry).

A2.1.1. The following selection criteria shall apply:

- a) compliance with the eligibility conditions;
- b) results obtained during previous studies;
- c) the candidate's academic activity in the field for which s/he has opted;
- d) the schooling capacity of the study programme for which s/he has opted.

A2.1.2. Eligibility conditions: Citizens of EU third countries are admitted to studies based on their study documents, through a competition of files. In order for them to be accepted, they need to:

- a) produce the identity documents attesting to their citizenship of that state;
- b) submit the study documents issued by recognised educational institutions in their country of origin;
- c) submit the application file according to the time limit set by the University;
- d) obtain the University's consent;
- e) pass the admission tests, respectively the aptitude test organised for the fields of Music and respectively for the field of Physical Education and Sport.

A2.2. Romanian Language Preparatory Year

A2.2.1. Foreign citizens from EU third countries are enrolled in undergraduate, graduate and postgraduate study programmes taught in Romanian after the completion of the preparatory year, in which they acquire the necessary knowledge of the Romanian language, including the basic terminology in the field of the future training (anatomy, physics, chemistry, engineering, etc.).

A2.2.2. The duration of the preparatory course in the Romanian language for bachelor's degree studies is one academic year. When admitted to any academic course of study taught in Romanian, candidates who are foreign citizens from EU third countries shall submit the Certificate of Graduation from the Romanian Language Preparatory Year issued by one of the higher education institutions accredited to issue this certificate; this condition is also necessary in the case of the transfer of students between accredited higher education institutions, which according to the law have the right to school foreign citizens and are recognised by the Romanian state.

A2.2.3. The following categories of persons are exempted from the obligation to submit the Certificate of Graduation from the Romanian Language Preparatory Year, when enrolling in study programmes taught in Romanian:

- a) those who submit Romanian study documents (diplomas and certificates) or study documents, school situations attesting to at least 4 consecutive years of studies attended, in the Romanian language, at a school unit within Romania's national system;
- b) those who pass the Romanian language test, following their examination by a specialized board of CILM, consisting of academic personnel having at least the teaching position of lecturer. As a result of this examination, a certificate of language proficiency will be issued.
- c) those who, with a view to being enrolled within university education, submit certificates or attestations of language proficiency of minimum B1 level, according to the Common European Framework of Reference for Foreign Languages, issued by the accredited higher education institutions of Romania which organize the Romanian language preparatory year for foreign citizens, by the Lectorates of Romanian Language, Culture and Civilization within universities abroad, by the Romanian Language Institute or the Romanian Cultural

Institute.

A2.3 Studies in foreign language

For the study programmes in which the teaching process is conducted in foreign languages, the admission is conditional on passing a test of linguistic knowledge organized by the University.

The candidates (i) who come from countries where the state's official language is the very language in which the courses are held and who prove, with school documents, that they attended the courses in that language; (ii) who hold an internationally recognized language certificate are exempted from this test.

A2.4. The application file will be transmitted online, by uploading the documents on the platform of the unitbv.ro website and shall contain scanned copies of the following documents:

- a) birth certificate and its authorized translation;
- b) document attesting to his/her permanent residence abroad (Identity Card);
- c) passport
- d) application for the issuance of the Letter of Acceptance to Studies, stipulated in the Methodology on the Admission to Studies and Tuition of Foreign Nationals from EU Third Countries, filled in under all headings, signed by the candidate;
- e) study papers (baccalaureate diploma / bachelor's degree diploma / master's degree diploma or the equivalent thereof in a scanned copy of the original and with authorized translation legalised by the competent authorities of the issuing country) which allow access to that form of education;
- f) transcripts of records /diploma supplements related to the completed studies (authorized translations);
- g) certificate of completion of the preparatory year or certificate of language proficiency, as appropriate;
- h) medical certificate (in a language of international circulation) attesting that the person who is to enrol in the studies does not suffer from contagious diseases or other conditions incompatible with his/her future profession;
- i) an ID photo (resolution 300 x 300 dpi).

A 2.5 The candidate submits the file by uploading the documents on the online platform of the unitbv.ro website. The University evaluates the file and sends the electronic copy of the file to the Directorate General for International Relations and European Affairs within the relevant ministry, through the platform managed by the University or through a portable storage medium. After verifying the file, the latter will issue the Letter of Acceptance to studies, which it will forward to the University. The University will send the candidate the Letter of Acceptance by email (scanned) and by traditional mail.

A2.6. The enrolment will be carried out according to the calendar set by the University.

1. Upon enrolment, the candidates shall submit the study and identity documents in the application file, in the original, together with the letter of acceptance to the studies and the passport with a valid visa for studies.
2. The original study documents issued in states which are parts of the Hague Apostille Convention must be endorsed by the competent authorities of the issuing countries with the Hague Apostille.
3. The original study documents issued in states that are not part of the Hague Apostille Convention shall be over-legalised by the Ministry of Foreign Affairs of the issuing country and by the Romanian embassy/consular office in that country.

**SPECIFICATIONS REGARDING THE REGISTRATION FOR THE ADMISSION COMPETITION OF THE
ROMANIANS EVERYWHERE**

The registration of the Romanians everywhere for competition admission is done according to the Methodology on the Tuition of the Romanians Everywhere in Romania's State Higher Education, on study places without tuition fee, but with scholarship, respectively, on study places without tuition fee, but without scholarship, starting with the academic year 2017-2018, appendix to the OMEN (Order of the Romanian Minister of Education) no. 3900/16.05.2017.

The methodology is also available on the UNITBV website, under the Admission section.

Note:

If, during their studies, the Romanians everywhere settle their domicile in Romania, they can continue their studies at Transilvania University of Brasov, under the conditions valid for Romanian citizens with permanent residence in Romania, starting with the next academic year, without the need for an admission competition.

ADMISSION CRITERIA FOR THE OLYMPIC CANDIDATES WHO MAY BE ACCEPTED WITHIN HIGHER EDUCATION WITHOUT ADMISSION COMPETITION

A4.1. The candidates to bachelor's degree studies who obtained awards (the 1st, 2nd, 3rd prizes) during their high school studies at international school Olympiads recognised by the relevant ministry, or the 1st prize at the national Olympiads financed by the relevant ministry, are entitled to register for the places financed from the state budget, without taking the admission competition, for a single bachelor's degree study programme. This provision may be availed of only once, in compliance with the legislation in force.

A4.2. High school graduates with a baccalaureate degree who achieved the performances mentioned in A4.1 may be enrolled in higher education without admission competition, within the tuition figure for studies financed from the state budget, in the undergraduate fields corresponding to the subjects in which they competed (see the table below). Laureates of the international school Olympiads (1st, 2nd, 3rd prizes) may opt for any study programme, regardless of their field, excepting those in the field of Medicine, who are limited to the fields of Physics, Chemistry, Biology and those in the field of Physical Education (for whom the provisions of art. 4.3 apply).

A4.3. High school graduates with a baccalaureate degree diploma are entitled to being enrolled without admission competition on the places financed from the State budget in the field of Physical Education and Sport (study programmes *Physical Education and Sport*, *Sports and Motor Performance* and *Kinetic Therapy and Special Motricity*), if they achieved:

- for the study programme Kinetic Therapy and Special Motricity (KMS): award of the 1st prize in the National Olympiad of Biology, 11th grade;
- for the study programme Physical Education and Sport (EFS) and the study programme Sports and Motor Performance (SPM):
 - participation in the Olympic Games, as a component athlete in Romania's national teams, during high school studies (for the Olympic sports list, see *infra*, Note 1);
 - ranking 1st-8th in the World Championships, as a component athlete in Romania's national teams, during high school studies;
 - ranking 1st-6th in the European Championships, as a component athlete in Romania's national teams, during high school studies.

A4.4. The candidates who obtained the 1st, 2nd or 3rd prizes in the international school Olympiads during their high school studies may, upon request, with the approval of the Executive Board, attend the courses of a second study programme in state higher education institutions, without tuition fees.

A4.5. The Faculty Committees shall analyse the applications of this category of candidates and communicate to the University their nominal list, mentioning the field/fields to which they are admitted, as well as the Olympiads in which they were awardees and the year of the award.

Table with the awards at the school Olympiads acknowledged for the admission without competition to the study programmes of the faculties within the structure of UNITBV

Faculty	National Olympiads	Award
Mechanical Engineering	<i>Mathematics, Physics, Informatics, technical subjects</i>	1 st Prize
Technological Engineering and Industrial Management	<i>Mathematics, Physics, Informatics, Economics, technical subjects</i>	1 st Prize
Materials Science and Engineering	<i>Mathematics, Physics, Chemistry, Informatics, Economics, technical subjects, Biology</i>	1 st Prize
Electrical Engineering and Computer Science	<i>Mathematics, Physics, Informatics, Automatics, Electrotechnics, Electronics, Telecommunications, Information Technology, Computers, Robotics</i>	1 st Prize
Silviculture and Forest Engineering	for the field of Silviculture: <i>Mathematics, Informatics, Physics, Biology, Chemistry, Romanian Language and Literature</i>	1 st Prize
	for the field of Geodesic Engineering: <i>Mathematics, Physics</i>	1 st Prize
Furniture Design and Wood Engineering	<i>Mathematics, Physics, "Adolf Haimovici" Applied Mathematics, National Math Olympiad for Schools / Sections Teaching in Hungarian (5th-12th grades), Chemistry, Informatics, Team Computer Science Olympiad, Information Technology, Applied Computer Science Olympiad - AcadNet, Innovation and Digital Creativity Olympiad - InfoEducation, Visual Arts, Architecture and Art History (11th-12th grades), Technological Education / Technological Education and Practical Applications, Mechanics, Constructions, Installations and Public Works, Electrics, Electrotechnics, Electromechanics; Electrotechnics, Automation, Telecommunications; Manufacture of Wood Products; Environmental Protection; Science Olympiads for Junior; National Olympiads of Scientific Creativity</i>	1 st Prize
Civil Engineering	any Olympiad recognised by the relevant ministry	1 st Prize
Food and Tourism	<i>Mathematics; Physics; Chemistry; Biology; Geography; Economics; Food and Tourism; Food Industry; Food Product Analysis; Agriculture-Crop Production</i>	1 st Prize
Product Design and Environment	<i>Mathematics; Physics; Chemistry; Informatics; Biology; Technological subjects; Visual arts, Architecture and Art History; Scientific creativity</i>	1 st Prize
Mathematics and Computer Science	<i>Mathematics, Informatics</i>	1 st Prize
Economic Sciences and Business Administration	<i>Economics, Mathematics, Informatics</i>	1 st Prize
Psychology and Education Sciences	<i>Social and humanistic sciences; Pedagogy; Psychology; Animators, Romanian Language and Literature; Mathematics</i>	1 st Prize
Music	<i>Music</i>	1 st Prize
Physical Education and Mountain Sports	for the field of Kinetic Therapy: <i>Biology(11th grade)</i>	1 st Prize
	for the field of Physical Education and Sport: Olympic sports subjects ¹	participation
Medicine	<i>Physics, Chemistry, Biology(11th grade)</i>	1 st Prize
Letters	<i>Romanian / English / French / German Language and Literature "Solomon Marcus" National Linguistics Olympiad</i>	1 st Prize
Law	<i>Logic, Romanian History, Romanian Language and Literature</i>	1 st Prize
Sociology and Communication	<i>Logic; Philosophy; Psychology; Economics; Sociology; Argumentation, Debate and Critical Thinking; Religion; Informatics; Information Technology; Innovation and Digital Creativity; Romanian Language and Literature; History of Romanians; Visual Arts, Architecture and Art History</i>	1 st Prize

¹ Olympic subjects include those of the **Winter Olympic Games (seniors)**: biathlon, bobsled, Nordic combined, curling, ice hockey, figure skating, speed skating, short track speed skating, luge, ski jumping, alpine skiing, cross-country skiing, acrobatic skiing, skeleton freestyle skiing, snowboarding), respectively of the **Summer Olympic Games (seniors)**: athletics, badminton, basketball, baseball, boxing, kayaking, canoeing, rowing, cycling, horse riding, field hockey, football, gymnastics, golf, weightlifting, handball, synchronised swimming, judo, wrestling, swimming, sailing, modern pentathlon, water polo, rugby sevens, diving, fencing, skateboarding, softball, surfing, taekwondo, field tennis, table tennis, archery, shooting, triathlon, volleyball.

**TERMS OF REGISTRATION FOR THE ADMISSION COMPETITION
FOR THE CANDIDATES OF ROMA ETHNICITY**

A5a.1. The number of places financed from the state budget annually distributed to Transilvania University of Brasov for this category of candidates is usually allocated according to the candidates' options, communicated 4 months before the conduct of the competition by means of the Roma people's legally established organizations.

A5a.2. The candidates who opt for a place dedicated to the members of the Roma ethnic group will tick this option in the application for registration, if these places are available in the programmes/fields for which they apply.

A5a.3. The competition file shall include, in addition to the documents requested by the faculty, a recommendation issued by one of the legally established Roma organisations, irrespective of their field of activity, which shows that the candidate concerned is of Roma ethnicity, without the need for him/her to be a member of the aforementioned organization.

**TERMS OF REGISTRATION FOR THE ADMISSION COMPETITION
FOR THE CANDIDATES FROM FOSTER CARE CENTRES**

A 5b.1 Transilvania University of Braşov allocates annually for this category of candidates at least 10 places financed from the state budget, which are distributed, as a rule, at the proposal of the faculties.

A 5b.2 The candidates who opt for a place dedicated to those coming from foster care centres will tick this option in the application for registration, if these places are available in the programmes/fields which they apply to.

A 5b.3 The competition file shall contain, in addition to the documents requested by the faculty, showing that the candidate concerned comes from the social protection system.

A 5b.4 If these places are not filled, they are redistributed to the other candidates.

**TERMS OF REGISTRATION FOR THE ADMISSION COMPETITION
FOR THE CANDIDATES WITH DISABILITIES**

A 5c.1 Transilvania University of Braşov allocates annually for this category of candidates at least 10 places financed from the state budget, which are distributed, as a rule, at the proposal of the faculties.

A 5c.2 The candidates who opt for a place dedicated to the people with disabilities will tick this option in the application for registration, if these places are available in the programmes/fields which they apply to.

A 5c.3 The competition file shall contain, in addition to the documents requested by the faculty, documentary evidence showing that the candidate concerned falls within the aforementioned category.

A 5c.4 If these places are not filled, they are redistributed to the other candidates.

**TERMS OF REGISTRATION FOR THE ADMISSION COMPETITION
FOR THE CANDIDATES BELONGING TO NATIONAL MINORITIES**

A 5d.1 Transilvania University of Braşov allocates annually for this category of candidates at least 5 places financed from the state budget, which are distributed, as a rule, at the proposal of the faculties, to the programmes that do not exist in state higher education in that minority's language.

A 5d.2 The candidates who opt for a place dedicated to the people belonging to national minorities will tick this option in the application for registration, if these places are available in the programmes / fields which they want to apply to.

A 5d.3 The competition file shall contain, in addition to the documents requested by the faculty, documentary evidence showing that the candidate concerned falls within the aforementioned category.

A 5d.4 If these places are not filled, they are redistributed to the other candidates.

TERMS OF REGISTRATION FOR THE SECOND BACHELOR'S DEGREE / MASTER'S DEGREE FIELD

A6.1 A candidate may be admitted and enrolled as a student in no more than two study programmes at the same time, irrespective of the educational institutions offering them, but only one of them may be financed from the state budget.

A6.2 Students who are citizens of Romania may attend a second bachelor's / master's degree programme, following an admission competition held under the same conditions as a high school graduate with a baccalaureate degree diploma, respectively a graduate of the first course of study – bachelor's degree study programmes.

A6.3 Students of state higher education institutions enrolled in the previous years on places financed from the state budget who renounce further studies or decide to pursue a second study programme at UNITBV may benefit from the state budget subsidy only during the normal duration of studies for that course of study (the years with funding from the budget to the previously attended study programme are subtracted from the duration of the new programme).

A6.4 The students from the state higher education institutions may compete for the places financed from the state budget only if they studied exclusively on a fee basis.

A6.5 In the case of the admission to the same field, the students from state or private higher education institutions with study programmes accredited or authorised to operate provisionally and who have been declared admitted may benefit from the recognition of the completed studies. The Faculty Council will approve the proposal of the Faculty Equivalence Committee on the year in which they may be enrolled, as well as on the need for them to take any difference exams.

A6.6 The graduates with a bachelor's degree diploma (or the equivalent thereof) / diploma of graduation (or the equivalent thereof) / master's degree diploma of state higher education who benefited from budget-funded places may attend a second study programme only on fee-paying places, by competition, under the same conditions as the high school graduates with a baccalaureate degree diploma, respectively the graduates with a bachelor's degree diploma.

A.6.7 The graduates with a bachelor's degree diploma, respectively master's degree diploma of higher-education who fully studied a fee basis are entitled to attend a second study programme on places financed from the state budget, by admission competition, under the same conditions as the high school graduates with a baccalaureate degree diploma, respectively the graduates of bachelor's degree study programmes.

**ADMISSION COMPETITION FOR CONTINUATION OF STUDIES
IN THE BACHELOR'S DEGREE COURSES OF STUDY**

- A7.1** The admission competition is based on the candidates' files.
- A7.2** In order to enter the competition for further studies in the bachelor's degree course of study, the necessary documents are specified in Appendix 8.
- A7.3** The candidates to the competition for further studies in the bachelor's degree course of study may apply only for the same field in which they completed the studies they wish to continue.
- A7.4** The candidates who are Romanian citizens may be graduates with a diploma or the equivalent thereof, both of UNITBV and of other accredited higher education institutions.
- A7.5** Foreign citizens may continue their studies under the law.
- A7.6** For each coordinated field, the Council of each Faculty shall establish the study programme from which the candidates may come, as well as the number of places it considers available (both financed from the budget and for a fee), in compliance with the legislation in force and with the provisions set by the Executive Board.
- A7.7** The admitted candidates will be enrolled in a superior study year of the bachelor's degree course of study, based on the approval of the Faculty Council, endorsed by the Executive Board, and they will take, in the first academic year, the exams of difference established by the Equivalence Committee at the level of each faculty and validated by the Faculty Council.

**DOCUMENTS REQUIRED FOR THE CANDIDATES' REGISTRATION
AND ADDITIONAL PROVISIONS**

A 8.1 Documents required for the candidates' registration

A) For high school graduates:

A 8.1.1 The application form in the online application platform of UNITBV

A 8.1.2 a) Baccalaureate diploma (or the equivalent diploma thereof) – scanned copy

b) Supplement to the baccalaureate diploma / Transcript of records – scanned copy.

The scanned copies of the study documents must bear the candidate's signature, by which s/he assumes responsibility for the authenticity and conformity between the digital / scanned documents and the original ones. The candidates who were declared admitted to a place financed from the budget, must bring to the faculty the original diploma within the time limits provided for in the calendar of admission for the confirmation of the place. These documents may also be brought by an empowered representative of the candidate, based on a simple power of attorney, written by the candidate.

A 8.1.3 Birth certificate (scanned copy);

A 8.1.4 Identity card (scanned copy) – for the Romanian citizens residing in Romania;

A 8.1.5 Proof of payment of the application fee (unless the payment was made by card via the admission platform);

A 8.1.6 Standard medical certificate, issued by the general physician, showing that the holder is fit, from a medical point of view, for studies (scanned copy);

A 8.1.7 ID card-type photo (at a 300 x 300 dpi resolution);

A 8.1.8 Scanned copy of the marriage certificate for the married candidates. The registration for the competition shall be made with the name on the birth certificate.

B) For students who want to attend a second faculty:

The documents under the points A 8.1.1 - A 8.1.8 above, but also:

A 8.1.9 Certificate attesting to the student status, with mention of the years of study attended with a subsidy from the state budget (only for the candidates to full-time education) and the number of semesters in which s/he received the scholarship, in scanned copy, respectively redirected from the issuing university's institutional account.

C) For graduates of a higher education institution:

The documents under the points A 8.1.1 - A 8.1.8 above, but also:

A 8.1.10 Bachelor's degree diploma or graduation diploma, in scanned copy, accompanied by the diploma supplement / transcript of records and a certificate showing the years of study attended with a subsidy from the state budget, and the number of semesters in which s/he received the scholarship (only for candidates to full-time education).

D) For candidates who are not citizens with permanent residence in Romania and who do not hold study documents issued by a unit within the structure of the Romanian state:

The documents under the points A 8.1.1 - A 8.1.8 above, but also:

A 8.1.11 The medical certificate (in an international language and authorized translation into Romanian) attesting that the person to register for studies does not suffer from contagious diseases or other medical

conditions incompatible with his/her future profession.

Note: If the diploma and the transcript of records are in a foreign language, the certified translation thereof in Romanian is required.

Additional documents:

A 8.1.12 Certificate of equivalence of the baccalaureate diploma, in scanned copy, in the case of Romanian citizens who graduated abroad, issued by the National Centre for Recognition and Equivalence of Diplomas (CNRED);

A 8.1.13 Certificate of recognition of the baccalaureate diploma, issued by CNRED, in scanned copy, in the case of citizens of the European Union Member States, the States belonging to the European Economic Area and of the Swiss Confederation;

A 8.1.14 Passport of foreign citizen and/or Romanian citizen with permanent residence abroad (scanned copy) and identity card attesting to permanent residence (scanned copy).

E) The candidates who, according to the law, may be exempted from registration fees, will additionally submit one of the following documents, as appropriate:

A 8.1.15 Death certificate (scanned copy) for orphaned candidates under 26 years of age.

A 8.1.16 Evidence of his/her belonging to a single-parent family.

A 8.1.17 Certificate attesting to his/her coming from the social protection system, for the ones in this situation (scanned copy).

A 8.1.18 Certificate attesting that one of his/her parents is an employee of UNITBV or a teaching personnel member / auxiliary teaching personnel member within the Romanian education system, either in active employment or retired; these candidates also benefit from free accommodation in dormitories during the period of admission (scanned copy).

A 8.1.19 Certificate showing his/her belonging to the "person at risk" category.

A 8.2. Additional provisions on the registration of candidates

A 8.2.1 For the high school graduates of the current class, the scanned copy of the standard certificate attesting to his/her passing the baccalaureate exam is also valid (specifying the average mark in the baccalaureate exam and the marks obtained in the taken tests) if it is issued by the high school and bears the principal's signature and a round stamp. If admitted, the candidates under this category must bring the baccalaureate diploma in the original by the date specified in the contract. Failure to submit the baccalaureate diploma in the original within the time limit set by the contract, due to the admitted candidate's exclusive fault, entails the loss of the tuition-free place and the non-enrolment in the faculty.

A 8.2.2 The medical certificates are issued by the general physician or the school doctor. The candidates with chronic medical conditions shall submit medical certificates endorsed by the county medical committees of school and vocational orientation, with the express specification of the medical conditions, according to the criteria in the Order of the Ministry of Health No. 427/1976. Failure to declare these conditions entails the due consequences.

The foreign citizens and the Romanians everywhere will also submit, in the online registration procedure, the medical certificate (in an international language and authorized translation into Romanian) attesting that the person to apply for studies does not suffer from contagious diseases or other medical conditions incompatible with his/her future profession.

A 8.2.3 UNITBV students may participate in the admission competition to attend two faculties at the same time, based on a certificate issued by the dean's office of the faculty where they are enrolled.

A 8.2.4 The candidates with equivalent diplomas to the baccalaureate diploma whose baccalaureate

examination average mark cannot be calculated shall receive the endorsement of the University's Committee for Verification and Equivalence of Diplomas, which will establish an equivalent baccalaureate average mark required to calculate the candidates' final classification average mark.

A 8.2.5 Upon admission to all study programmes taught in a modern language (English, French or German), the candidates who are Romanian or foreign citizens shall take a test of language proficiency, eliminatory, in the language of the study programme concerned, marked with pass/fail. The test shall be scheduled in accordance with the calendar of admission established for each study programme (the information will be provided on the admission platform, when selecting a programme taught in a language other than Romanian).

The test is not necessary in the following cases: (i) the candidates have passed a test of language proficiency in the teaching language of the desired programme, at the baccalaureate examination (the evidence will be uploaded on the admission platform during the registration process); (ii) the candidates hold a certificate of language proficiency issued by institutions recognised by the relevant ministry, or internationally recognized certificates of language proficiency; (iii) the candidates have the citizenship of a state or have study documents issued by an institution of a country where the official language is the language in which the study programmes are organized.

A 8.2.6 For each candidate who applies for admission, the Faculty Admission Committee will collect all the data contained in the Application Form.

A 8.2.7 When displaying the results, the number of the competition badge will be used to identify the candidates.