

**ANNEX 3**  
**METHODOLOGY FOR ADMITTANCE TO ONLINE PhD STUDIES**  
**Supplement to the**  
**REGULATION OF THE DOCTORAL SCHOOL OF THEORETICAL AND APPLIED GEOLOGY**

**PREAMBLE**

In view of the possibility of admittance to PhD studies online, the *Regulation of the Doctoral School of Theoretical and Applied Geology* shall be supplemented with the following provisions, applicable in the PhD entrance examination period for the academic year 2020-2021. This *Methodology for admittance to online PhD studies* is established as **Annex 3** and it supplements the provisions in the Regulation of the Doctoral School of Theoretical and Applied Geology – as approved by CSUD. When establishing the Methodology for admittance to online PhD studies, the measures adopted at national level were taken into account, as well as the decisions of Babeş-Bolyai University regarding the conduct of online entrance exams.

**I. GENERAL PROVISIONS**

**I.1. Legal framework**

**Art. 1** Admittance to PhD university studies within ŞDGTA is carried out in accordance with the regulations in force at national level and the regulations and decisions of the Institute for Doctoral Studies at Babeş-Bolyai University. *The in-extenso* legal framework is presented in the *Methodology for admittance to PhD studies at Babeş-Bolyai University for the academic year 2020-2021*, as approved by **UBB Senate Decision no. 5938 / 16.04.2020**.

**Art. 2** *The calendar of admittance to PhD studies, 2020 examination period*, is the one approved by UBB Senate Decision no. 5938 / 16.04.2020.

**Art. 3** Admittance to PhD studies at ŞDGTA can be carried out online, by observing the Calendar of admittance to PhD studies, 2020 examination period, as approved by UBB Senate Decision no. 5938 / 16.04.2020, as well as the Regulation of the Doctoral School of Theoretical and Applied Geology, as subsequently amended and supplemented – as approved by CSUD.

**II. METHODOLOGY FOR ADMITTANCE TO ONLINE PhD STUDIES**

## **II.1. Admittance**

Admittance to PhD studies is based on a competition organized by Babeş-Bolyai University, through its Institute for Doctoral Studies, in accordance with the framework methodology on organizing admittance to higher education institutions in Romania, drafted annually by the competent ministry, and Babeş-Bolyai University's own regulations.

**Art. 4** By consultation with the doctoral school council, the tenured PhD supervisors determine in detail and at least 2 months before the date of the admittance examination, the applicants evaluation and selection criteria for the places offered in the admittance exam. These criteria shall be communicated in writing to the Institute for Doctoral Studies and made public on the websites of the faculty and ŞDGTA.

**Art. 5** Admittance to PhD studies in the September 2020 examination period is organized online, in accordance with the following: Methodology for admittance to PhD studies at Babeş-Bolyai University, for the academic year 2020-2021, Admittance calendar for 2020, as approved by UBB Senate Decision no. 5938 / 16.04.2020; as well as the Regulation of the Doctoral School of Theoretical and Applied Geology and this Methodology for online admittance.

## **II.2. Online registration of applicants**

**Art. 6** The registration of applicants for the September 2020 entrance examination is done online, between August 31 and September 4, 2020. The applicant must fill in and generate **the Registration form** available on the registration / pre-registration platform at the following link: <https://academicinfo.ubbcluj.ro/admitere/>.

**Art. 7** The registration form shall be generated by the applicant by entering personal data on the online registration / pre-registration platform: personal identification data as per the identity card, birth certificate and / or marriage certificate, if any, and other relevant documents. The applicant must generate the documents in PDF format, print them and sign them; these documents are an integral part of the application dossier for the PhD admittance competition.

**Art. 8** Between August 31 and September 4, 2020, the applicant shall submit the registration dossier online to the ŞDGTA Secretariat, including the following documents (as appropriate), hand-signed and scanned:

- a) the standard registration form mentioned in Art. 7 (signed / scanned);

- b) application form (which also contains the declaration of ethnicity) according to the template available on the website of the Institute for Doctoral Studies – only for applicants who apply for the places reserved for the Roma ethnicity (signed / scanned);
- c) Curriculum Vitae and list of papers (signed / scanned);
- d) high-school diploma and transcript (for diplomas accompanied by transcript) or equivalent diploma (scanned);
- e) bachelor's / graduation degree and supplement to the bachelor's degree / transcript or equivalent degree (scanned);
- f) master's degree / diploma for other post-graduate studies and supplement to the master's degree / transcript (scanned);
- g) birth certificate (scanned);
- h) marriage certificate (only in case of change of birth name by marriage) (scanned);
- i) identity card (scanned);
- j) declaration of consent for the processing of personal data (signed / scanned);
- k) proof of payment of the fee for the admittance competition (registration and processing) (scanned);
- l) other documents as determined by the methodology of the Institute for Doctoral Studies through the Methodology of admittance to PhD studies.

**Art. 9** The required photos (3 cm / 4 cm size) shall be submitted in print at the beginning of the teaching activity.

**Art. 10** The applicants shall be responsible for uploading on the platform / correct transmission of all documents provided for in the Methodology for admittance to PhD studies at Babeş-Bolyai University for the academic year 2020-2021 – signed (where applicable) and scanned. The applicants shall confirm the authenticity and correspondence between the digital / scanned and original documents to be submitted as part of the applicant's dossier by a signed written declaration.

### **II.3. Guidelines for organizing the entrance examination and for examining applicants online**

**Art. 11** The online admittance exam shall take place between September 7-15, 2020. The ŞDGTA sets the examination date and time within this interval, as well as the specific criteria

for online admittance of the applicants, at least 2 months before the admittance competition.

**Art. 12** The entrance exam shall be conducted online, in real time, in front of the exam committee, through a platform chosen by ŞDGTA (Zoom, etc.), which allows the simultaneous transmission, reception (live) and recording of audio-video content. The online specific tests established by the ŞDGTA as part of the admittance competition shall be recorded in full, for each applicant, and archived by ŞDGTA.

**Art. 13** If an applicant cannot access, for various reasons, the platform on which the entrance exam is held or if they encounter technical issues related to the Internet connection, the admittance committee may decide on rescheduling the applicant in compliance with the provisions governing the examination (period, committee, etc.).

**Art. 14** The applicant shall have the necessary time to prepare the answer, during which time they shall not leave the examiners' visual field and shall not consult with other people who are present in the same room or at a distance. Applicants who resort to fraud or attempted fraud will be removed from the exam. The applicant shall have at least 10 minutes to present their answer.

#### **II.4. ONLINE ADMITTANCE TO PhD STUDIES AT ŞDGTA**

**Art. 15** According to the ŞDGTA Regulation (point 4.6), the PhD admittance competition consists of 2 specialized tests. In the online admittance scenario, these tests consist of:

- a) a specialized oral test, based on a list of topics announced by the PhD supervisor at least two months before the date of the admittance competition;
- b) an interview in which the scientific interests of the applicant are analysed, as well as their research skills, the proposed topic for the PhD thesis and the intentions regarding the drafting of a PhD thesis on that topic, as well as the applicant's previous achievements.

At the request of the PhD supervisor and with the consent of the doctoral school council, other (preliminary) tests may be included in the PhD admittance competition.

**Art. 16** The evaluation criteria, the bibliography related to the competition and the structure of the admittance committee are determined by the doctoral school council and are approved by CSUD.

**Art. 17** For each test, the admittance committee grants a full grade from 1 to 10; the arithmetic mean of these grades constitutes the final grade obtained by the applicant in the

admittance competition. Applicants who have obtained at least an average of 8 will be declared admitted in descending order of the averages obtained and within the limit of available places.

**Art. 18** The results obtained in the PhD admittance competition will be communicated to the applicants within 24 hours from the time when the final applicant has taken the test. The admittance committee nominates the applicant who is to occupy the position of PhD student put up for competition. The results of the admittance competition will be displayed online on the doctoral school's website and communicated to ISD.

**Art. 19** The results of the admittance competition obtained after taking the oral tests cannot be challenged.

**Art. 20** The PhD students who have been admitted must confirm their participation in the program during September 22-24, 2020 at the Institute for Doctoral Studies, by presenting the identity documents (in original) that were used for registration for the online admittance competition, as well as the 3 cm / 4 cm photos.

**Art. 21** In view of enrolment, applicants who have been admitted to PhD studies will submit to ISD, during the same period set for the confirmation of their participation, the dissertation diploma or, as the case may be, the equivalent bachelor's degree, in original; as for applicants who passed the dissertation during the academic year 2019-2020, they will submit the graduation certificate, in original. If the student has obtained a tuition fee place, proof of payment of the tuition fee must also be submitted at the stage of confirming participation.

**Art. 22** Failure to transmit / submit the requested documents on the platform and failure to submit the original documents in paper format within the set deadlines leads to the loss of the place obtained through competition. Similarly, applicants who do not confirm their participation in the program within the deadline announced for confirmation will also lose the right to enrol.

## **II.5 Enrolment of successful applicants**

**Art. 23** The enrolment of successful applicants starts on October 1, 2020. For enrolment in the first year of PhD studies, applicants who have confirmed participation in the program must fill in the study contract and the plan of PhD studies, each in 4 copies. These documents shall be hand-signed and submitted to the doctoral school's secretary.

### **III. DUTIES AND OBLIGATIONS FOR A SUCCESSFUL ONLINE ADMITTANCE PROCEDURE**

**Art. 24** This regulation provides for new duties and obligations of the doctoral school council, and the ŞDGTA director and secretary, in order to ensure a successful procedure for the online PhD entrance exam.

**Art. 25 The duties of the doctoral school council:**

- a) drafts, adopts and supplements the regulation of the doctoral school whenever necessary;
- b) determines the specific admittance tests in case of online admittance;
- c) determines the online platform on which the online entrance exam will take place;
- d) approves the members of the admittance committee;
- e) validates enrolment in PhD studies for the applicants selected through the online admittance competition;
- f) approves the content of the PhD curricula;
- g) approves the individual PhD study plans of PhD students.

**Art. 26 The duties of the doctoral school director**

- is responsible for the smooth running of the online admittance competition: complying with quality requirements, university ethics and the legislation in force.

- ensures the transparency of the evaluation and selection procedures of applicants for PhD admittance and guarantees access to this information through publication on the web and through other means of information (brochures, posters, etc.).

**Art. 27** Duties of the secretary of the Doctoral School of Theoretical and Applied Geology for a successful online admittance procedure:

- a) Is responsible for organizing the online application activities, recording and checking of documents submitted by applicants in order to prepare the admittance dossier.
- b) On the first day after the challenge period has ended, submits for central recording with the ISD the dossiers of all the applicants and the documents from the doctoral school regarding the admittance.
- c) Publishes the results of the PhD admittance competition on the doctoral school website.
- d) Prepares and submits to ISD the required documents to confirm participation in the PhD program.

- e) Ensures that all study contracts are signed by the PhD student, the PhD supervisor and the director of the doctoral school and are submitted to the central archive of the Institute for Doctoral Studies within 15 working days from the first day of the period during which the successful applicants must confirm their participation in the program.
- f) Submits to ISD all individual PhD study plans together with summary tables, within 30 days from the date set by the Senate of Babeş-Bolyai University as the enrolment date of PhD students admitted following the admittance competition.
- g) Keeps the documents included in the applicants' dossiers and the documents issued by the director / council of ŞDGTA in good condition.

#### **IV. TRANSITIONAL AND FINAL PROVISIONS**

**Art. 28** With the adoption of this annex, all other provisions of the Methodology for admittance to PhD studies at Babeş-Bolyai University for the academic year 2020-2021 remain in force.

**Art. 29** When the national context changes so that face-to-face teaching activities can resume, the provisions of this annex will become void, and the Methodology for admittance to PhD studies at Babeş-Bolyai University for the academic year 2020-2021 will apply fully.