



**Methodology for admission to doctoral studies  
at Babeş-Bolyai University,  
for the 2024-2025 academic year.**

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## Legal framework

Admission to doctoral studies in the 2024 July and September sessions complies with the applicable regulations in force:

- ✓ National Education Law No. 199/2023;
- ✓ Law no. 299/2007 on providing assistance to Romanians abroad;
- ✓ Order No 3693/2024 on organising admission to higher education for short-term undergraduate, master's and doctoral programmes;
- ✓ The applicable legislation on the enrolment of foreign citizens from EU third-party countries in state and private accredited education in Romania;
- ✓ The applicable legislation for the admission and enrolment of Romanians from abroad in higher education in Romania;
- ✓ Regulation on conducting doctoral degree programmes at Babeş-Bolyai University, approved in the Senate meeting no. 483 of 13.01.2020, with subsequent amendments and supplements.

## General provisions

### Art. 1.

(1) The present methodology establishes the framework for organising admission to doctoral degree programmes. Applications for doctoral programmes follow the calendar approved by the Babeş-Bolyai University Administrative Council. The allocation of state funded places among doctoral schools will proceed according to the approved methodology. Doctoral schools that have applied for Eutopia joint programmes for the next academic year (2024-2025) will be given priority for these places.

(2) Admission to doctoral degree studies follows a selection process organised by Babeş-Bolyai University, through the Institute for Doctoral Studies (hereinafter referred to as ISD) and the 31 doctoral schools of IOSUD-UBB.

(3) Doctoral studies constitute the third cycle of university studies and allow obtaining a level 8 qualification according to the EQF/CEC and the National Qualifications Framework. They are carried out in accordance with the provisions of the Framework Regulation governing doctoral studies.

(4) Admission to doctoral studies is conducted according to doctoral fields in accredited or temporarily authorised doctoral schools.

(5) Admission to doctoral programmes is the process of selecting candidates for each doctoral student vacancy that doctoral supervisors within a doctoral school open for applications during the scheduled admission sessions.

(6) Doctoral studies are conducted in both full-time or part-time education, on state funded places through doctoral grants and on places on a tuition basis or other legally established sources.

(7) The doctoral studies can be conducted in Romanian, in a national minority language or in an international language, according to the doctoral studies agreement signed by IOSUD, the doctoral supervisor and the doctoral student.

(8) Doctoral studies have a duration of 4 years.

(9) The number of state-funded places for each doctoral institution is established by order of the Minister of Education and the number of places on a tuition basis is established by decision of the University Senate.

(10) Doctoral degree programmes are organised in doctoral schools and fall into two categories:

- a) scientific doctorate, designed to generate original, internationally relevant scientific knowledge using scientific methods, organised only on a full-time basis. Applicants who can secure the required financial resources, either from their own sources or from scholarships granted by natural or legal persons, may be admitted as doctoral students on tuition, subject to the provisions of the doctoral studies regulations. The scientific doctorate is a prerequisite

for a professional career in higher education and research;

b) professional doctorate in the fields of arts, sports, military sciences, respectively for a dual degree, designed to generate original knowledge by applying a scientific method, systematic reflection or applied research to artistic creations, to high-level national and international sports performances or to topics of practical value, which is a prerequisite for a professional career in higher education and research in the relevant fields.

Professional doctoral degree programmes may be typically organised on a full-time basis.

By exception to the provisions of the above paragraph, doctoral degree programmes may also be organised on a part-time basis.

(11) The dual doctoral programme means that the responsibilities for conducting learning, teaching, practical, research, and evaluation activities are shared between the IOSUD and the economic operators.

IOSUD plans and conducts learning, teaching, and assessment activities, while economic operators organise work-based learning activities and assist in assessments. Practical and research activities can be undertaken both with IOSUD and economic operators.

IOSUD signs a partnership contract with the economic operators, laying down the conditions of collaboration, the rights and obligations of the parties and the costs borne by the parties.

The doctoral student signs an individual study and training/research agreement with IOSUD and the economic operator, setting out the rights and obligations of the parties.

Dual higher education is organised for the third cycle as a professional doctorate according to a methodology approved by order of the Minister of Education.

The obligations pertaining to attendance and part-time attendance for doctoral programmes are established by the University Senate on the proposal of the Council for Doctoral Studies (hereinafter referred to as CSUD).

(12) Only holders of a master's degree or its equivalent are eligible to apply for admission to doctoral studies and the total number of transferable credit points accumulated for the undergraduate and master's degree cycle must be at least 300 credit points. As provided for by the Law on Higher Education No. 199/2023, as amended, the bachelor's degree of long-term higher education graduates from the period prior to the implementation of the three Bologna-type cycles is equivalent to a specialist master's degree. Therefore, holders of long-term higher education degrees may apply for doctoral studies with no obligation to complete the second cycle of master's studies. Eligibility to apply for admission to a doctoral degree in a doctoral field is not contingent on the field of study covered by the bachelor's or master's degree. The total duration of the undergraduate and master's degree studies must amount to at least 300 credit points (ECTS).

(13) Application for admission may also be submitted by another person on behalf of the candidate with a notarised power of attorney.

(14) When applying for the admission competition, the applicant for doctoral studies can select

a doctoral supervisor from among the doctoral supervisors of Babeş-Bolyai University currently providing doctoral student places for that admission competition. In order to apply for the admission competition, international candidates (EU and non-EU) and Romanian applicants from abroad must first seek the agreement in principle signed by the prospective supervisor.

(15) Admission to doctoral degree programmes is subject to passing the admission exam, as provided for by law.

(16) The selection of the successful doctoral applicant is made by the doctoral supervisor who was assigned the vacant place for the admission competition. Successful candidates will have their doctoral studies coordinated by that supervisor within the doctoral school where the supervisor has tenure.

(17) ISD will detail and publish the required documents in order to apply for the doctoral degree selection competition, both at the ISD and on the websites of both the Institute and of the doctoral schools.

(18) Doctoral schools maintain the transparency of admission competitions and ensure that candidates are able to access information on the selection and admission to doctoral programmes. Acting in agreement with the council of their doctoral school, the doctoral supervisors establish, exhaustively and at least two months before the admission competition, the criteria for the evaluation of candidates and the criteria for the selection of candidates for the places they provide in the admission competition. The criteria will be submitted in writing to the Institute for Doctoral Studies and disseminated to the public by means as varied and accessible as possible, including the Internet.

(19) Doctoral schools that establish specific criteria for admission to the doctoral programme must post the criteria on their website and submit them to the ISD at least two months before the application period for admission to the doctoral programme.

(20) Subject to legal sanctions, it is not permitted to use the criteria for the evaluation of candidates and the criteria for the selection of candidates to discriminate directly or indirectly between candidates applying for a doctoral degree.

(21) The minimum score a successful candidate must obtain is 7.00. The average score is calculated to two decimal points without rounding.

(22) The validation of the final results of the admission to doctoral studies is carried out by the Doctoral School Council (hereinafter referred to as the CSD), the CSUD, and the UBB Administrative Council.

(23) The results of the admission competition are disseminated by the doctoral schools by posting them on their websites.

(24) Any appeals relating to the written examinations will be submitted to the Doctoral School affiliated to the doctoral supervisor of the applicant within 24 hours of posting the initial results (tentative lists). Appeals will be settled and the results published within 24 hours of the deadline for submitting appeals. The final results of the admission competition shall be published in

accordance with paragraph (23).

(25) No appeals may be filed against oral, sports or artistic aptitude examinations.

(26) Appeals based on ignorance of the admission regulations are not admissible.

(27) After the end of the time frame set and posted for reviewing appeals, the results of the admission are considered final and cannot be modified.

(28) The handling of appeals falls exclusively within the competence of the doctoral school's appeals committee. The decision of the Appeals Committee is final.

(29) Once the admission round ends, the Doctoral School will publish the ranking of the successful/unsuccessful applicants, including the recipients of grants and/or doctoral scholarships.

(30) Dissemination of the results of the admission competition is carried out in stages, producing at least two types of lists:

a) tentative lists - with the ranking of the applicants, following examinations;

b) final lists - with the ranking of the applicants, following the resolution of appeals, which include the final results.

The lists contain the following sets of information:

(a) a list of successful candidates applying for state-funded places, within the number of places allocated, if applicable;

(b) a list of successful applicants for places on tuition, limited to the number of places allocated, if applicable;

c) the list of unsuccessful candidates, if applicable.

(31) The curricula of all UBB Doctoral Schools, approved by the Doctoral School Council and the Faculty Council, will be forwarded to the Institute for Doctoral Studies for verification and endorsement and will be uploaded on the AcademicInfo application within the deadlines set by the ISD and communicated to the Doctoral Schools so that candidates may be able to fill in and submit their doctoral course of study plan within the deadline for confirmation of admission places.

(32) The outline of the doctoral course of study plan for the successful candidates, drafted during the confirmation period, will refer to the *2024-2025 Doctoral School programme*, which will be published on the website of both ISD and the doctoral schools. The course of study document will be forwarded by the ISD to all the secretaries of the doctoral schools and will be published electronically on the ISD website. The doctoral course of study plan template is filled in by the doctoral student using an electronic editing system. The doctoral course of study plan will be approved by the council of the doctoral school of the doctoral supervisor.

(33) Where the doctoral school council fails to approve the course of study plans of the successful candidates by 25 September 2024, the doctoral school secretary will submit to the ISD all the individual course of study plans, signed and endorsed (4 copies), accompanied by summary tables, within 15 days from the date established by the Babeş-Bolyai University Senate as the date of enrolment of successful doctoral students. The summary overviews, in two copies - one for each party, will be signed by the secretary of the doctoral school and the ISD secretary,

respectively.

(34) The staff establishment plans of the teaching and research staff within the Doctoral School for the 2024-2025 academic year are drawn up by the Doctoral School Director and approved by the Doctoral School Council, the Faculty Council, the UBB Administrative Council, and the UBB Senate. The staff establishment plans will be prepared and submitted to the Payroll Service (for review) by the established deadlines.

(35) The application, processing, and tuition fees as well as the terms and conditions for the waiver or reduction of such fees are set out in the Regulation on admission, tuition and completion of studies fees for the 2024-2025 academic year and are approved by UBB Senate Decision.



**SECTION 1- UBB doctoral studies admission for applicants who are citizens of the European Union (EU), the European Economic Area (EEA), the Swiss Confederation (CH), British citizens and members of their families as covered by the Agreement on the departure of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community 2019/C 384 I/01:**

***I. General provisions***

**Art. 1.**

(1) Citizens of the member states of the European Union, of the states within the European Economic Area, of the Swiss Confederation or British citizens and their family members as beneficiaries of the Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community 2019/C 384 I/01 are eligible to apply for doctoral studies under the same conditions as those provided for by the regulations for Romanian citizens, including the fees (entrance examination fee, tuition fee, doctoral dissertation defence fee). Family member means spouse and dependent children.

***II. Application eligibility criteria***

**Art. 2.**

(1) The application process for citizens of the European Union (EU), the European Economic Area (EEA), the Swiss Confederation (CH) and British citizens and their family members as beneficiaries of the Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community 2019/C 384 I/01 to participate in the admission competition for doctoral studies is as follows:

(2) The applicant checks the allocation of places for the doctoral admission competition by faculties and doctoral supervisors, posted both at the Institute for Doctoral Studies and on the websites of the Institute for Doctoral Studies and doctoral schools.

(3) The candidate will pay a fee in order to apply for the 2024 doctoral admission competition, which covers the processing fee and the application fee, according to the *UBB Regulation on admission, tuition and completion of studies fees for the 2024-2025 academic year*, by one of the following payment options:

1. P1 - online on the admission app
2. P2 - at the University cashier's office, 14 I.C. Brătianu Street, Monday-Friday (closed on Saturday and Sunday);
3. P3 - at any post office, by money order, to account RO35TREZ21620F330500XXXX at Cluj-Napoca Treasury;
4. P4 - by payment order to any bank into the account RO35TREZ21620F330500XXXX of Babeş-Bolyai University of Cluj-Napoca, open at Cluj-Napoca Treasury. UBB tax code: 4305849.

The payment receipt, if payment is made according to (P3) or (P4), must indicate the name of the applicant, as well as the mention *“Processing fee and application fee for doctoral competition, Babeş-Bolyai University, Faculty of ...”*. The payment receipt, when payment is made according to (P2), (P3) or (P4), will be uploaded to the application platform and will be included in the confirmation file.

(4) During the application period, applicants will upload the following documents as pdf files on the application platform:

- the application form generated on the platform with the statement of consent to the processing of personal data

These documents will be automatically generated when the applicant enters their data on the online application platform. In order to generate the application form, personal identification data is required to be entered on the online application platform, as per identity card/ID card/passport, birth certificate and/or marriage certificate, the name of the doctoral supervisor the candidate is applying for and other information on admission options.

- Application form (including a declaration of ethnicity) based on the template available on the Institute for Doctoral Studies website - **only required for applicants who opt for places allocated for Roma ethnics**;
- Curriculum Vitae
- List of published papers (if applicable)
- Language proficiency certificate valid at the time of the admission exam, if applicable.
- Academic diplomas: baccalaureate diploma; bachelor’s degree diploma (with related addenda, if applicable: academic transcript or diploma supplement); advanced degree diploma/ master’s degree diploma (with related addenda, if applicable: academic transcript or diploma supplement);

Applicants who have passed the master’s degree examination in the current academic year may submit, instead of the master’s degree, the certificate issued by the academic institution, specifying the overall score, the grades obtained in the years of study, the number of transferable credit points, the validity period and the fact that no diploma has been issued yet.

The education completed abroad is attested by a certificate of equivalence (for both undergraduate and master’s degree programmes) issued by the National Centre for the Recognition and Equivalence of Diplomas (CNRED) associated with the line Ministry. The total number of transferable credit points acquired, awarded according to the diplomas recognised by the CNRED, must be at least 300. CNRED certificates issued with an electronic signature will be submitted electronically.

- Birth certificate;
- Marriage certificate (only for change of name by marriage);
- Name change official document (if applicable);

- Identity card or passport for citizens outside RO.;
- Document (receipt, payment order, postal order) confirming payment of the application fee for the admission competition (pursuant to Art. 2 para. 3)

(5) Applications can be made at the locations and according to the timetable established at least 2 months prior to the application period and will be published on the website of the ISD and doctoral schools and on the notice board at the location of both the ISD and doctoral schools.

(6) The doctoral school will be in charge of conducting the application process, the admission tests and the processing and submission to ISD of the documents and files required for the confirmation phase for the doctoral programme.

(7) The doctoral school will be responsible for the safekeeping of the documents and/or records pertaining to the applicants' files and documents from the Doctoral School Councils.

(8) The doctoral school secretaries will submit, for centralisation at the ISD, the application files containing the documents of all applicants (whether or not they have successfully qualified) according to the list of documents provided by the ISD and will certify by signature the validity and completeness of all documents required on file. Documents pertaining to the admission process (lists of admission results, both initial, final and results following shifts) accompanied by the summary/minutes (signed by the secretary of the doctoral school) will be submitted to the ISD no later than 5 working days after the end of the period for confirmation of places.

### **Art. 3.**

(1) Applicants who have studied abroad will submit a certificate of equivalence issued by the National Centre for the Recognition and Equivalence of Diplomas (CNRED) of the Ministry of Education. The total number of transferable credit points acquired, awarded according to the diplomas recognised by the CNRED, must be at least 300.

More details on the equivalence process and the required documents are available on the CNRED website: [www.cnred.edu.ro](http://www.cnred.edu.ro).

(2) Following the guidelines established by the Ministry of Education, the UBB Institute for Doctoral Studies may submit the relevant paperwork for the equivalence/recognition of studies by the CNRED. In order to forward to the ME and CNRED the applications for recognition of studies of Romanian, EU, EEA, and CH candidates, the applicants are required to submit their applications in accordance with the requirements of CNRED (<https://www.cnred.edu.ro/ro/studii-universitare>) within the time frame indicated on the ISD website under Admissions.

Applicants who have studied abroad and who do not submit with their application the Certificates of Recognition/Equivalence of studies issued by the CNRED within the ME are not eligible to apply for doctoral programmes.

### **III. Admission selection competition**

#### **Art. 4.**

- (1) Regardless of the field, the doctoral selection process consists of at least two examinations:
  - a) a subject-based written examination on a topic published by the doctoral supervisor at least two months prior to the selection competition;
  - b) an interview assessing the applicant's academic/artistic interests, research/artistic skills and the subject chosen for the doctoral dissertation and, if relevant, the applicant's language proficiency. Subject to the field object, other examinations (even preliminary ones) may be added to the doctoral selection competition at the request of the doctoral supervisors and in agreement with the doctoral school council.
- (2) If any candidate informs the prospective doctoral supervisor of their intention to pursue at least one component of the doctoral studies in a foreign language, then that candidate will be required to address at least one component of the competition in that language. This component will be preliminary and graded on a pass/fail basis.
- (3) The examinations are held in front of an examination committee whose members are the doctoral supervisor who is offering the place for admission and at least two other specialists from Babeş-Bolyai University who are at least associate professor or scientific researcher 2nd degree. The chair of the admission committee is the doctoral supervisor. The admission committees are proposed by the doctoral school councils and approved by the CSUD Director.
- (4) An applicant for doctoral studies is not allowed to be related in any way, including spouses, relatives or relatives up to the third degree, to members of the admission committee before which they have to sit the examinations of the doctoral admission process.
- (5) An applicant may not be related to their future doctoral supervisor as a spouse, relative or relative up to and including the third degree.
- (6) People who are in a relationship of spouses, relatives and relatives up to and including the third degree cannot be members of the same doctoral admission committee.
- (7) During a state of emergency or alert or in other duly justified situations, the provisions in force governing online admission may apply.

### **IV. Admission results**

#### **Art. 5.**

- (1) After assessing the applicants' performance in the selection examinations, the admission committee selects, according to the competition selection criteria, the successful candidate for the doctoral student position. This candidate will qualify to be enrolled on that place only after securing the approval of the doctoral school council where the doctoral supervisor is a member and if that doctoral school is accredited or temporarily authorised.
- (2) The minimum score a successful candidate must obtain is 7.00. The average score is calculated to two decimal points without rounding.

(3) Doctoral schools will post successful/unsuccessful applications results on their website or notice board (with personal data protection according to GDPR) so that the right to appeal is respected.

(4) Doctoral Schools will publish the admission results on their own webpage (under the admissions section) complying with the applicable provisions of this methodology.

(5) The unused places remaining vacant within the doctoral schools are redistributed only in the September session. The redistribution is carried out first of all within the doctoral school to the doctoral supervisors seeking redistribution of candidates, subject to the decisions of the Administrative Council, the Council for Doctoral Studies and the statutes in force at that time, and subsequently at CSUD level.

(6) The remaining vacancies within the Doctoral Schools will be reallocated only in the September session by the management of the Institute for Doctoral Studies, equitably to all doctoral schools, having regard to the additional criteria for the allocation of grants/places set out in the Administrative Council decisions and the CSUD decisions, as well as the grades scored by the candidates in the admission competition.

(7) The Institute for Doctoral Studies shall forward to doctoral schools the number of vacancies intended for reallocation. The heads of doctoral schools must submit to the ISD, within the deadline indicated by ISD, the nominal list of applicants reallocated to the unused places.

## ***V. Confirmation of places and enrolment of successful candidates***

### **Art. 6.**

(1) Within the time period set out for confirmations, successful applicants admitted to grant-funded places will confirm their places for enrolment as provided by legal provisions in force, both online on the admissions platform and in person/onsite at the address provided by the doctoral school. Confirmation of place is done:

- Online by uploading the signed learning agreement and then following the instructions on the platform
- Onsite/in person, by submitting the following documents:

1. Application form as generated in the platform duly dated, signed by the candidate

The document generated by the platform will be printed, dated and signed by the candidate. All the options for places to be filled will be marked in order to allow for possible shifts to unused places;

2. Application form (including a declaration of ethnicity) based on the template available on the Institute for Doctoral Studies website - **only for applicants who opt for places allocated for Roma ethnics**; Candidates applying for the places allocated to the Roma ethnic group must submit a written document issued by a legal Roma organisation (signed and stamped) certifying that they belong to this ethnic group. **The official written**

**document issued by a legally constituted Roma organisation (irrespective of the organisation's field of activity) must state that the applicant is a member of the Roma ethnic group and not that they are a member of that organisation.**

3. Curriculum vitae, signed and dated;
4. List of published papers (if applicable) signed;
5. baccalaureate diploma or equivalence certificate, bachelor's degree or equivalence certificate and diploma supplement, language proficiency certificate;
6. Master's degree diploma or, where applicable, the equivalent bachelor's degree. Applicants who have passed the master's degree examination in the current academic year will submit their original certificate of graduation to confirm their place. The certificate is issued by the institution from which the student graduated and specifies the overall average score, the scores of the years of study, number of credit points acquired upon graduation, the term of validity and that no diploma has been issued. Applicants enrolled in a doctoral degree programme must submit/replace the master's certificate upon its final date of validity with the equivalent diploma.
7. Applicants who have studied abroad will have to forward/submit in original, the Certificates/ Attestations of recognition/ equivalence of studies released by CNRED. The education completed abroad is attested by a certificate of equivalence issued by the National Centre for the Recognition and Equivalence of Diplomas (CNRED) within the line Ministry.
8. Learning agreement signed (in 4 copies);
9. The doctoral course of study plan (in 4 copies) duly filled in and signed by the doctoral student and the supervisor. This document must be computer-edited as indicated in the template form available on the ISD website and at the doctoral schools;
10. birth certificate;
11. marriage certificate (only for change of name by marriage);
12. name change official document (if applicable).
13. The proof of payment (receipt, payment order, postal order) of the admission fee for the admission competition, where one of the P2, P3 or P4 methods of payment has been chosen
14. Successful applicants for state-funded places with scholarships will submit a document indicating the IBAN of their current bank account to the secretariat of the doctoral school upon confirmation of place.

**The documents listed in points 5-7, 10-11 shall be submitted in original for authentication by the designated person in each doctoral school.**

**Successful applicants on a state funded place will confirm their place by submitting the original of the diploma/document of recognition of the diploma/certificate attesting the degree programme previously completed.**

Doctoral schools will provide the applicants with an envelope file folder (the cover page of which will bear the applicant's last name, first name, field of doctoral studies, last name and first name of the doctoral supervisor).

(2) Failure to submit the original of the bachelor's/master's diploma/ certificates or attestation of diploma recognition, within the deadline set by the admission calendar, and entirely attributable to the negligence of the successful candidate, will entail the forfeiture of the state-funded place.

(3) Candidates granted places on tuition, listed as eligible, will confirm their place according to the procedure described above, noting that they will upload to the platform, upon online confirmation, and submit to the doctoral school, upon onsite confirmation, the proof of payment of the tuition fee for the first instalment at least. The tuition fee is payable online or at the cashier's office at the faculty of the doctoral supervisor.

(4) On-site confirmation of a successful admission place can also be done by another person on behalf of the applicant, by virtue of a power of attorney.

(5) Physically disabled persons can submit their application documents at: [doctorat@ubbcluj.ro](mailto:doctorat@ubbcluj.ro), along with a certificate stating that they are unable to travel.

(6) Successful applicants who do not confirm their places during the time period announced for confirmation are **disqualified** and the remaining unused budgeted places will be allocated to applicants who have confirmed their places on tuition, in descending order of the scores they obtained in the exams.

(7) The state funded places and the places on tuition that were not used in the first admission session will be open for the second session (if applicable). Any transfer/replacement of unused places will be carried out between doctoral schools only in the September session during shifts.

#### **Art. 7.**

(1) In order to enrol candidates in the first year of doctoral studies, the doctoral school secretaries will submit, for all applicants who have confirmed their place (according to the final admission lists), the complete application files of the applicants according to minutes, in one copy for each party, endorsed by the doctoral school secretary and the ISD secretary, respectively.

(2) The files of all successful candidates along with the final admission lists signed at the DS will be submitted to the Institute for Doctoral Studies by 23 September 2024. All documents uploaded in the platform by the unsuccessful applicants will also be submitted.

(3) Students are enrolled under study agreements and academic curricula.

(4) The outline of the doctoral course of study for each doctoral student during the confirmation period will refer to the *2024-2025 Doctoral School programme*, which will be published on the website of both ISD and the doctoral schools, as provided by the present methodology.

(5) Successful applicants who are seeking accommodation in residence halls may apply for accommodation at the secretariat of their faculty.

## **VI. Final provisions**

### **Art. 8.**

(1) Doctoral schools shall maintain the transparency of the evaluation and selection process of applicants to doctoral programmes and ensure access to all information, by publication on the internet and by other means of dissemination (brochures, posters, etc.).

(2) The doctoral school directors are responsible for the proper conduct of the admission competition in terms of compliance with the rules of academic ethics, quality and legislation in force.

(3) General information on admission is published on the websites of UBB, ISD and of the doctoral schools

(4) Should a candidate not be able to attend the admission examination for justified reasons, supported by medical certificates or other official documents (death certificates, consular documents, court documents), they may request a refund of the **admission fee** paid upon submitting the application. The refund can be requested by submitting/forwarding the following documents to the cashier's office of the faculty affiliated to the doctoral school:

- free-form application for the refund of admission fee specifying the reasons for withdrawal from the competition;
- documents attesting the well-founded reasons for being unable to sit the competition (medical certificates, death certificates, consular documents, court documents);
- copy of identity card/passport;
- copy of the IBAN account in the applicant's name.

**The application processing fee is non-refundable.** The candidate's file has already been processed by the committee, irrespective of whether the candidate takes the examination.

**Failure to complete the application/confirmation in the admission platform or the onsite confirmation as a result of the applicant's actions does not qualify as grounds for claiming a refund of admission and processing fees.**



## **SECTION 2 - Admission to doctoral degree programmes at Babeş-Bolyai University for applicants who are non-EU citizens**

(English version available at: <https://doctorat.ubbcluj.ro/eng/documents-required-when-registering-for-the-admission-contest/>)

### ***I. General provisions***

#### **Art. 1.**

Non-EU foreign nationals are broadly defined as persons from outside the European Union (EU), the European Economic Area (EEA), the Swiss Confederation (CH) or the UK who are nationals of a third country of the European Union, as evidenced by a valid passport. Non-EU foreign nationals can apply for admission to places on tuition in foreign currency or as scholarship holders of the Romanian state.

#### **Art. 2.**

- (1) The enrolment of non-EU foreign nationals in education in Romania complies with the regulations in force outlined in the *Legal framework* chapter of this methodology.
- (2) For details on the scholarships offered by the Romanian Government to foreign students go to: <https://www.mae.ro/en/node/10251>

### ***II. Application eligibility criteria***

#### **Art. 3.**

- (1) The application process for non-EU foreign citizens to attend the admission competition for doctoral degree programmes is governed by a ministerial order.
- (2) Non-EU foreign applicants, long-term bachelor's degree graduates (before the Bologna process), respectively master's degree graduates from third EU countries, who have completed accredited master's degree programmes, and the total number of transferable study credit points acquired for the undergraduate and master's degree cycle is at least 300 credit points, will apply for UBB admission to doctoral degree programmes according to the admission calendar for Romanian citizens.
- (3) Recognition of studies pursued by non-EU foreign citizens will be provided by the competent Directorate of the Ministry of National Education.
- (4) All foreign nationals are required to submit a Romanian language proficiency certificate issued by institutions authorised by the Ministry of Education or the original certificate of completion of the preparatory year when applying for admission to all university degree programmes conducted in Romanian.

### **III. Application process**

#### **Art. 4.**

(1) The application process for foreign citizens to attend the admission competition for doctoral degree programmes is as follows:

#### **A. Applicants for places on tuition paid in foreign currency:**

They apply to ISD submitting the documents required to request a *letter of acceptance from the Ministry of Education*. ISD collects the documents because the enrolment of international applicants is conditional on obtaining a preliminary agreement from a doctoral supervisor in the doctoral field for which they are applying and the letter of acceptance from the Ministry of Education.

#### **The documents required for the letter of acceptance**

Application documents can be emailed to the following address: [ioana.talos@ubbcluj.ro](mailto:ioana.talos@ubbcluj.ro) or [cosmina.ciobanu@ubbcluj.ro](mailto:cosmina.ciobanu@ubbcluj.ro) or sent by post/ courier to the following address: 1 M. Kogălniceanu Street, Ro-400084, Cluj-Napoca, by the date indicated in the admission calendar.

- a) Initial agreement of the doctoral supervisor:  
<https://doctorat.ubbcluj.ro/wp-content/uploads/2020/05/Acord-preliminar.pdf>
- b) Application form requesting a letter of acceptance:  
<https://doctorat.ubbcluj.ro/wp-content/uploads/2020/06/mec-6368-din-30.04.2020.pdf>
- c) Consent to the processing of personal data
- d) Bacalaureate diploma or its equivalent - supercertification (for residents of countries that have signed the Hague Convention, the Hague Apostille is required - see website: <https://www.mae.ro/node/1455> <https://www.hcch.net/en/instruments/conventions/status-table/?cid=41> ).  
For all other situations, the documents must be endorsed by the Ministry of Foreign Affairs, the Ministry of Education and the Romanian Embassy in the country of origin). Documents issued in languages other than Romanian or English must be translated and legalised.
- e) Bacalaureate diploma and school transcript of records (notarised and certified translations if the original document is not issued in one of these languages;
- f) Bachelor's degree or its equivalent - supercertification/Hague Apostille for residents of countries that have signed The Hague Convention). For all other situations, the documents must be endorsed by the Ministry of Foreign Affairs, the Ministry of Education and the Romanian Embassy in the country of origin). Documents issued in languages other than Romanian or English must be translated and legalised by a notary.
- g) Bachelor's diploma or transcript of records (notarised and certified translations in Romanian or English if the original document is not issued in one of these languages;

- h) Master's degree or its equivalent - supercertification/Hague Apostille for residents of countries that have signed The Hague Convention). For all other situations, the documents must be endorsed by the Ministry of Foreign Affairs, the Ministry of Education and the Romanian Embassy in the country of origin). Documents issued in languages other than Romanian or English must be translated and legalised by a notary;
- i) Master's diploma transcript of records (notarized and certified translations in Romanian or English if the original document is not issued in one of these languages;
- j) Supercertified/Hague Apostille master's certificate (for residents of countries that have signed The Hague Convention; doctoral students who have passed the master's degree examination in the 2023-2024 academic year may submit, instead of the master's degree, the certificate issued by the academic institution, specifying the overall score, the grades obtained in the years of study, the validity period and the fact that no diploma has been issued yet);
- k) for degree programmes conducted in Romanian, the candidate must submit a certificate attesting to their Romanian language proficiency or submit certificates confirming at least 4 consecutive years of study completed in Romania in Romanian language. Without this, completion of the preparatory year in Romanian is compulsory (see admission requirements in the dedicated section);
- l) For degree programmes in international languages, candidates must submit a Certificate of language proficiency in an international language attesting to a minimum level of proficiency in an international language as per Addendum 1, valid at the time of examination;
- m) Birth certificate (certified and notarised translation if the document is not issued in Romanian, English);
- n) Marriage certificate (certified or notarised translation if the document is not issued in Romanian, English);
- o) Copy of passport valid for at least 6 months when applying for doctoral studies;
- p) Copy of identity card or residence permit;
- q) Curriculum Vitae (CV);
- r) Medical certificate (translated in an international language) confirming the applicant's current medical condition;
- s) 2 identity card photos / 1 photo (3 cm X 4 cm);
- t) original power of attorney if the application is made on behalf of the applicant;
- u) CD/DVD with all the above listed documents scanned in PDF format;

(2) ***Follow-up after receiving the Letter of Acceptance:***

- a) Non-EU foreign candidates who have met all the requirements for enrolment in doctoral studies and have obtained the letter of acceptance from the ME, within the time period indicated in the application guidelines, will have to submit to the Institute for Doctoral Studies, located on the 1st floor of the Echinox building 7-9 Universităţii Street or email at [ioana.talos@ubbcluj.ro](mailto:ioana.talos@ubbcluj.ro),

or [cosmina.ciobanu@ubbcluj.ro](mailto:cosmina.ciobanu@ubbcluj.ro) the following documents:

- Application form (standard form) and addendum - generated through the online application platform after each applicant has filled in their personal data (*the online application platform will be published on the ISD website during the admission period*).
  - The confirmation receipt for the admission fee and the processing fee in Euro; these fees will be paid by bank transfer: RO 16 RNCB 0106026604700008, with the mention: *application fee amount and processing fee amount, doctoral degree year I 2024-2025, doctoral field* or online via the admission platform, **within the application window only**.
- b) Applicants will apply according to the online application process schedule. Scanned documents will be uploaded to the platform as required, even if they have been submitted to IOSUD, as the validation of the file in the platform is handled by the doctoral school secretary.

#### **B. Candidates applying to study as scholarship holders of the Romanian State:**

These candidates will apply independently as the process for obtaining the acceptance letter is different.

For further details [go to https://www.mae.ro/node/10251](https://www.mae.ro/node/10251)

- a) **For Non-EU applicants - Scholarship holders of the Romanian state according to the Ministry of Foreign Affairs (<https://www.mae.ro/node/10251>), the application file must contain, in addition to the documents listed above, the Letter of Acceptance issued by the Ministry of Education - in original. If applicants are not able to submit/collect the documents from the ISD in person, these may be submitted/collected by their authorised representatives (authorised representatives must have an original power of attorney). ISD does not dispatch/send original documents to candidates by post or courier.**
- b) Applicants will apply according to the online application process schedule. Scanned documents will be uploaded to the platform as prompted.

#### **IV. Admission selection competition**

##### **Art 5.**

- (1) Regardless of the field, the doctoral selection process consists of at least two examinations:
- a) a subject-based written examination on a topic published by the doctoral supervisor at least two months prior to the selection competition;
  - b) an interview assessing the applicant's academic/artistic interests, research/artistic skills and the subject chosen for the doctoral dissertation;
- (2) Subject to the field object, other examinations (even preliminary ones) may be added to the doctoral selection competition at the request of the doctoral supervisors and in agreement with

the doctoral school council.

(3) The examinations are held in front of an examination committee whose members are the doctoral supervisor who is offering the place for admission and at least two other specialists from Babeş-Bolyai University who are at least associate professor or scientific researcher 2nd degree. The chair of the admission committee is the doctoral supervisor. The admission committees are proposed by the doctoral school councils and approved by the CSUD director.

(4) An applicant for doctoral studies is not allowed to be related in any way, including spouses, relatives or relatives up to the third degree, to members of the admission committee before which they have to sit the examinations of the doctoral admission process.

(5) An applicant may not be related to their future doctoral supervisor as a spouse, relative or relative up to and including the third degree.

(6) People who are in a relationship of spouses, relatives and relatives up to and including the third degree cannot be members of the same doctoral admission committee.

## **V. Admission results**

### **Art. 6.**

(1) After assessing the applicants' performance in the selection examinations, the admission committee selects, according to the competition selection criteria, the successful candidate for the

doctoral student position. This candidate will qualify to be enrolled on that place only after obtaining the favourable opinion of the doctoral school council to which the doctoral supervisor belongs and if that doctoral school is accredited or provisionally authorised.

(2) The minimum score a successful candidate must obtain is 7.00. The average score is calculated to two decimal points without rounding.

(3) Doctoral schools will post applications results on their website or notice board (with personal data protection according to GDPR) so that the right to appeal is respected.

(4) Doctoral Schools will publish the admission results on their own web page (under the admissions section) complying with the provisions of this methodology.

(5) The unused places remaining vacant within the doctoral schools are redistributed only in the September session. The redistribution is carried out first of all within the doctoral school to the doctoral supervisors seeking redistribution of candidates, subject to the decisions of the Administrative Council, the Council for Doctoral Studies and the statutes in force at that time, and subsequently at CSUD level.

(5) The remaining vacancies within the Doctoral Schools will be reallocated only in the September session by the management of the Institute for Doctoral Studies, equitably to all doctoral schools, having regard to the additional criteria for the allocation of grants/places set out in the Administrative Council and the Babeş-Bolyai University Council for Doctoral Studies decisions, as well as the grades scored by the candidates in the admission competition.

(6) The Institute for Doctoral Studies shall forward to doctoral schools the number of vacancies intended for reallocation. The heads of doctoral schools must submit to the ISD, within the deadline indicated by the Institute for Doctoral Studies, the nominal list of applicants reallocated to the vacant places.

## **VI. Confirmation of places and enrolment of successful candidates**

### **Art. 7.**

(1) The enrolment of foreign citizens will be made by Rector's decision, according to the calendar established by the receiving higher education institution, according to the legislation in force.

(2) Upon enrolment, applicants must provide the original of the identity and academic documents contained in the application file, as well as the letter of acceptance to study and the passport with a valid "study" visa.

(3) Original study documents issued in countries that are party to The Hague Apostille Convention must be endorsed with The Hague Apostille by the competent authorities of the issuing country.

(4) Original academic documents issued in countries that are not party to The Hague Apostille Convention will be authenticated by the Ministry of Foreign Affairs of the issuing country and by the Romanian embassy/consular office in that country.

(5) Upon enrolment, higher education institutions will record the names of foreign citizens in the school documents as they appear in the passport. The same name will also be written on the documents issued upon completion of studies (diploma, diploma supplement).

(6) During the period of confirmation, successful non-EU candidates, both those applying for places on tuition in foreign currency and Romanian scholarship holders, will confirm their places for enrolment, as provided for by legal provisions in force, both **online on the admissions platform and in person at the address provided by the doctoral school.**

Confirmation of place is done:

- online by uploading the signed learning agreement and then following the instructions on the platform
- onsite, by submitting the following documents:
  1. Application form as generated in the platform duly dated and signed by the candidate  
*Note: The document generated by the platform will be printed, dated and signed by the candidate. All the options for places to be filled will be marked in order to allow for possible shifts to unused places.*
  2. the most recent diploma in original, authenticated/supercertified as per art. (3) and (4) above
  3. other education documents in the application file, in original and authenticated/endorsed according to art. (3) and (4) above

4. identity documents/passport in original with valid "study visa"
5. learning agreement in original, signed in 4 copies
6. the course of study plan filled in electronically, signed in 4 copies. All successful applicants will draw up, jointly with the doctoral supervisor, plans for their doctoral studies, based on the 2024-2025 doctoral school curricula, which will be published on the ISD website and on the DS websites.
7. the original letter of acceptance to doctoral studies
8. the proof of payment of minimum 25% of the annual tuition fee. The tuition fee will be paid by bank transfer to the account: RO 16 RNCB 0106026604700008 (mention the name of the payer, the amount paid and the academic year) or online in the platform, within the online confirmation period only. No additional documents need to be uploaded in this case.

Doctoral schools will provide the applicants with an envelope file folder (the cover page of which will bear the applicant's last name, first name, field of doctoral studies, last name and first name of the doctoral supervisor).

(7) Successful applicants who do not confirm their places during the time period announced for confirmation are disqualified and the remaining unused budgeted places will be allocated to applicants who have confirmed their places on tuition, in descending order of the scores they obtained in the exams.

#### **Art. 8.**

(1) The enrolment of foreign nationals *for whom a Letter of Acceptance has been issued* according to the legislation in force will be carried out in accordance with the timetable established by Babeş-Bolyai University, by the end of the first semester of the academic year at the latest.

(2) Successful applicants who are seeking accommodation in the UBB residence halls may apply for accommodation at the secretariat of their faculty.

### ***VII. Final provisions***

#### **Art. 9.**

(1) Doctoral schools shall maintain the transparency of the evaluation and selection process of applicants to doctoral programmes and ensure access to all information, by publication on the Internet and by other means of dissemination (brochures, posters, etc.).

(2) The doctoral school directors are responsible for the proper conduct of the admission competition in terms of compliance with the rules of academic ethics, quality and legislation in force.

(3) General information on admission is published on the websites of UBB, ISD and of the doctoral schools

- (4) Should a candidate not be able to attend the admission examination for justified reasons, supported by medical certificates or other official documents (death certificates, consular documents, court documents), they may request a refund of the **admission fee** paid upon submitting the application. The refund can be requested by submitting/forwarding the following documents to the cashier's office of the faculty affiliated to the doctoral school:
- free-form application for the refund of admission fee specifying the reasons for withdrawal from the competition
  - documents attesting the well-founded reasons for being unable to sit the competition (medical certificates, death certificates, consular documents, court documents)
  - copy of identity card/passport
  - copy of the IBAN account in the applicant's name

**The application processing fee is non-refundable.** The candidate's file has already been processed by the committee, irrespective of whether the candidate takes the examination.

**Failure to complete the application/confirmation in the admission platform or the onsite confirmation as a result of the applicant's actions does not qualify as grounds for claiming a refund of admission and processing fees.**



## **SECTION 3 - Admission to doctoral studies at Babeş-Bolyai University for Romanian applicants from abroad**

### **I. General provisions:**

#### **Art. 1.**

The admission of Romanians from abroad is based on methodologies specifically developed by the Ministry of Education.

(1) The category of Romanians from abroad includes: *People who freely assume the Romanian cultural identity persons of Romanian origin, persons from the Romanian linguistic and cultural area, living outside Romania's borders regardless of how they are denominated (armâni, armânji, aromâni, basarabeni, bucovineni, cuțovlahi, daco-români, fărșeroți, herțeni, istro-români, latini dunăreni, macedoromâni, macedo-români, maramureșeni, megleniți, megleno-români, moldoveni, moldovlahi, rrămâni, rumâni, valahi, vlahi, vlassi, volohi, macedo-armânji) and all other related forms of the above. Romanian emigrants, whether they kept or not the Romanian citizenship, and their descendants as well as Romanian citizens residing abroad."*

(2) Applicants belonging to the category of citizens of Romanian origin apply for admission on special places subsidized by the Romanian state. The places funded by the ME are divided into two categories: tuition-free, with scholarship, and tuition-free, without scholarship. When applying for the admission competition, the applicant for doctoral studies selects a doctoral supervisor from among the doctoral supervisors of Babeş-Bolyai University currently providing doctoral student places for that admission competition. In order to apply for the admission competition, international candidates (EU and non-EU) and Romanian applicants from abroad must first seek the agreement in principle signed by the prospective supervisor.

(3) A successful doctoral student may obtain state funding for only one academic field of study within the same study cycle, a second field of study can only be pursued on a tuition fee in lei, in the amount provided for Romanian citizens, according to the applicable legal provisions.

### **II. Application eligibility criteria**

#### **Art. 2.**

Application documents:

(1) International applicants, long-term bachelor's degree graduates (before the Bologna process), respectively master's degree graduates from the Republic of Moldova or other third EU countries, who have completed accredited master's degree programmes, may apply for admission to doctoral studies at UBB according to the admission calendar for Romanian citizens. The total duration of the undergraduate and master's degree studies must amount to at least 300 credit points (ECTS).

(2) In order to check the eligibility of the degrees during the online application phase, the secretaries of the doctoral schools will refer to the following web page for citizens of the Republic of Moldova: <http://www.anacip.md>, and for the other states: <http://www.enic-naric.net/higher-education-institution.aspx>, selecting the country and then *Recognised higher education institutions*, respectively [http://cnred.edu.ro/imipqnet/doku.php?id=lista\\_universitatilor\\_recunoscute](http://cnred.edu.ro/imipqnet/doku.php?id=lista_universitatilor_recunoscute), listing the

accredited faculties and fields of study (by country). If there are any issues in the application evaluation process, UBB will forward to the ME-DGRIAE email address: [verificarediplomerop@edu.gov.ro](mailto:verificarediplomerop@edu.gov.ro), the scanned degrees of the respective applicants in order to be approved for enrolment.

(3) Applicants in the 'Romanians from abroad' category will apply for the admission competition using a passport valid for at least 6 months from the start of the doctoral programme and a birth certificate. Candidates will indicate the exact type of place they are applying for (places for Romanian/EU citizens or places for Romanians living abroad) when submitting their application.

(4) Degrees of applicants who have studied abroad will be forwarded by ISD to ME and CNRED in order to be issued with an equivalence/recognition certificate. The documents required for the recognition/equivalence of studies are updated and posted on the CNRED website: <https://www.cnred.edu.ro/>

(5) In order to submit to ME and CNRED the applications for recognition of studies of Romanian, EU, EEA and CH candidates, the submission of these applications to the UBB Institute for Doctoral Studies will be completed by the deadline posted on the ISD website. All required documents must be submitted to the ISD as follows: certified copies of the necessary academic documents; certified translations into Romanian of the documents submitted.

(6) The authentication of the degree diplomas, subject to recognition/equivalence by ME and CNRED, for degree programmes from countries other than EU, EEA, and CH, for Romanians from abroad candidates will be done as follows:

a) no apostille or further authentication is required for diplomas issued in the Republic of Moldova. Degrees issued before 2008 (as well as degrees issued after 2008 that cannot be checked in the portal) must be accompanied by the original Certificate of Authenticity issued by the Ministry of Education of the Republic of Moldova;

b) for countries that are signatories to the Hague Apostille Convention, academic documents subject to equivalence/recognition must be certified with the Hague Apostille by the competent authorities of the issuing countries; academic documents from Italy, Greece, Spain, Portugal and Cyprus will be certified with the Hague Apostille, while other EU Member States are exempt.

c) For states that are NOT signatories to The Hague Apostille Convention, the academic documents will have to be super-legalised or accompanied by a Certificate of authenticity issued by the competent authorities of the country of origin;

(7) Super-legalisation is performed either by the Ministry of Foreign Affairs of the issuing country and the Consulate/ Embassy of Romania in that country, or by the Ministry of Foreign Affairs of the issuing country, its Consulate/ Embassy in Romania and the Ministry of Foreign Affairs of Romania; for countries with no diplomatic missions from Romania or with no diplomatic missions in Romania, the academic documents will be validated by the Ministry of Education and the Ministry of Foreign Affairs of the issuing country;

(8) Exemption from super-legalisation is admissible by law, by an international treaty Romania is signatory to or on a reciprocal basis;

### **Art. 3.**

International applicants, Romanians from abroad, who have successfully met all the requirements for enrolment to doctoral degree programmes (see art.2 of this section) will apply online according to the available calendar. Scanned documents will be uploaded to the platform as required.

### **III. Admission selection competition**

#### **Art. 4.**

- (1) Regardless of the field, the doctoral selection process consists of at least two examinations:
  - a) a subject-based written examination on a topic published by the doctoral supervisor at least two months prior to the selection competition;
  - b) an interview assessing the applicant's academic/artistic interests, research/artistic skills and the subject chosen for the doctoral dissertation and, if relevant, the applicant's language proficiency.
- (2) Subject to the field object, other examinations (even preliminary ones) may be added to the doctoral selection competition at the request of the doctoral supervisors and in agreement with the doctoral school council.
- (3) The examinations are held in front of an examination committee whose members are the doctoral supervisor who is offering the place for admission and at least two other specialists from Babeş-Bolyai University who are at least associate professor or scientific researcher 2nd degree. The chair of the admission committee is the doctoral supervisor. The admission committees are proposed by the doctoral school councils and approved by the CSUD director.
- (4) An applicant for doctoral studies is not allowed to be related in any way, including spouses, relatives or relatives up to the third degree, to members of the admission committee before which they have to sit the examinations of the doctoral admission process.
- (5) An applicant may not be related to their future doctoral supervisor as a spouse, relative or relative up to and including the third degree.
- (6) People who are in a relationship of spouses, relatives and relatives up to and including the third degree cannot be members of the same doctoral admission committee.

### **IV. Admission results**

#### **Art. 5.**

- (1) After assessing the applicants' performance in the selection examinations, the admission committee selects, according to the competition selection criteria, the successful candidate for the doctoral student position. This candidate will qualify to be enrolled on that place only after obtaining the favourable opinion of the doctoral school council to which the doctoral supervisor belongs and only if that doctoral school is provisionally authorised or accredited.
- (2) The minimum score a successful candidate must obtain is 7.00. The average score is calculated to two decimal points without rounding.
- (3) Doctoral schools will post applications results on their website (with personal data protection according to GDPR) so that the right to appeal is respected.
- (4) Doctoral Schools will publish the admission results on their own web page (under the admissions section) complying with the applicable provisions of this methodology.
- (5) The unused places remaining vacant within the doctoral schools are redistributed only in the

September session. The redistribution is carried out first of all within the doctoral school to the doctoral supervisors seeking redistribution of candidates, subject to the decisions of the Administrative Council, the Council for Doctoral Studies and the statutes in force at that time, and subsequently at CSUD level.

- (6) The remaining vacancies within the Doctoral Schools will be reallocated only in the September session by the management of the Institute for Doctoral Studies, equitably to all doctoral schools, having regard to the additional criteria for the allocation of grants/places set out in the Administrative Council decisions and the CSUD decisions, and the grades scored by the candidates in the admission competition.
- (7) The Institute for Doctoral Studies shall forward to doctoral schools the number of vacancies intended for reallocation. The heads of doctoral schools must submit to the ISD, within the deadline indicated by the Institute for Doctoral Studies, the nominal list of applicants reallocated to the vacant places.

## ***V. Confirmation of places and enrolment of successful candidates***

### **Art. 6.**

- (1) Within the time period set out for confirmations, successful applicants admitted to grant-funded places will confirm their places for enrolment as provided by legal provisions in force, both **online on the admissions platform and in person at the address provided by the doctoral school**. Confirmation of place is done:
  - online by uploading the signed learning agreement and then following the instructions on the platform
  - onsite, by submitting the following documents:
    1. Application form as generated in the platform duly dated, signed by the candidate  
The document generated by the platform will be printed, dated and signed by the candidate. All the options for places to be filled will be marked in order to allow for possible shifts to unused places
    2. Curriculum vitae, signed and dated
    3. List of published papers (if applicable)  
The following documents, in original, to be verified by the delegated person of the doctoral school, if issued in Romanian, or in translated and certified copy otherwise:
      4. Birth certificate
      5. Baccalaureate diploma;
      6. Undergraduate degree diploma with attachments as appropriate: transcript of records and diploma supplement;
      7. Advanced studies/master's degree with attachments as appropriate: transcript of records and diploma supplement;
      8. Master's degree certificate for students graduating in the current academic year;
      9. Marriage certificate - only for change of name by marriage;
      10. Name change official document, if applicable.
    11. Original certificate of authenticity for all diplomas issued before 2008 (the certificate of authenticity is issued by the Ministry of Education of the Republic of Moldova)
    12. Bachelor's and master's degree programmes completed abroad must be attested by a certificate of equivalence issued by the National Centre for the Recognition and

Equivalence of Diplomas (CNRED); the total number of accumulated credit points, according to the documents recognised by CNRED, must be at least 300.

13. Copy of passport/ID card (not certified);
14. An applicant for degree programmes conducted in Romanian must submit a certificate attesting to their Romanian language proficiency or submit certificates confirming at least 4 consecutive years of study completed in Romania. Without this, completion of the preparatory year in Romanian is compulsory (see admission requirements in the dedicated section).
15. For degree programmes in international languages, candidates must submit a Certificate of Language Proficiency in an international language or a document/record of an interview accepted by the doctoral school, attesting to a minimum level of proficiency in an international language as per Addendum 1.
16. Statement of affiliation to the Romanian cultural identity: <https://www.edu.ro/sites/default/files/Anexa%20nr%203%20Declaratie%20apartenta.pdf>
17. Learning agreement in original, signed in 4 copies
18. The course of study plan filled in electronically, signed in 4 copies. All successful applicants will draw up, jointly with the doctoral supervisor, plans for their doctoral studies, based on the 2024-2025 doctoral school curricula, which will be published on the ISD website and on the DS websites.

Doctoral schools will provide the applicants with an envelope file folder (the cover page of which will bear the applicant's last name, first name, field of doctoral studies, last name and first name of the doctoral supervisor).

- (2) All supporting documents and accompanying documentation, transcripts of records will be submitted to the Institute for Doctoral Studies in certified copies and with certified translation into Romanian (if the documents are issued in a language other than Romanian).
- (3) **Candidates in the Romanians from abroad category, who have been successfully accepted for a doctoral degree, will be enrolled in a doctoral programme only after receiving the approval for enrolment from the Ministry of Education.**

## ***VI. Final provisions***

### **Art. 7.**

- (1) Doctoral schools shall maintain the transparency of the evaluation and selection process of applicants to doctoral programmes and ensure access to all information, by publication on the Internet and by other means of dissemination (brochures, posters, etc.).
- (2) The doctoral school directors are responsible for the proper conduct of the admission competition in terms of compliance with the rules of academic ethics, quality and legislation in force.
- (3) General information on admission is published on the websites of UBB, ISD and of the doctoral schools
- (4) Should a candidate not be able to attend the admission examination for justified reasons, supported by medical certificates or other official documents (death certificates, consular documents, court documents), they may request a refund of the **admission fee** paid upon submitting the application. The refund can be requested by submitting/forwarding the

following documents to the cashier's office of the faculty affiliated to the doctoral school:

- free-form application for the refund of admission fee specifying the reasons for withdrawal from the competition
- documents attesting the well-founded reasons for being unable to sit the competition (medical certificates, death certificates, consular documents, court documents)
- copy of identity card/passport
- copy of the IBAN account in the applicant's name

**The application processing fee is non-refundable.** The candidate's file has already been processed by the committee, irrespective of whether the candidate takes the examination.

**Failure to complete the application/confirmation in the admission platform or the onsite confirmation as a result of the applicant's actions does not qualify as grounds for claiming a refund of admission and processing fees.**

## **Addendum 1**

### **RECOGNITION OF LANGUAGE CERTIFICATES FOR ADMISSION TO DOCTORAL DEGREE PROGRAMMES**

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#### **ENGLISH LANGUAGE**

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Cambridge PET for SCHOOLS (Preliminary English Test) B1  
Cambridge FCE for SCHOOLS (First Certificate in English) B2  
Cambridge CAE (Certificate in Advanced English) C1  
Cambridge CPE (Certificate of Proficiency in English) C2  
Cambridge BEC (Business English Certificate) B1, B2, C1  
IELTS (International English Language Testing System) (4-9) B1, B2, C1, C2  
TOEFL iBT (Test of English as a Foreign Language - Internet-based Tests) B1 (57-86), B2 (86-109), C1 (110-120)  
TOEIC (Test of English for International Communication) – Listening: minimum 275, Reading: minimum 275, Speaking: minimum 120, Writing: minimum 120  
LCCI - ELSA (London Chamber of Commerce and Industry International Qualifications – English Language Skills Assessment) – minimum 25 points  
LCCI – JETSET (Level 4, 5, 6) B1-C2, minimum 25 points  
LCCI – EfB Level 1, 2, 3 B1-C2  
TRINITY ISE (Integrated Skills in English) B1-C2  
ECL B1-C1

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#### **FRENCH LANGUAGE**

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DALF (Diplôme approfondi de langue française) C1-C2  
DELFL (Diplôme d'études en langue française) B1-B2  
TCF (Test de connaissance du français) B1-C2  
TEF (Test d'évaluation du français) B1-C2

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#### **GERMAN LANGUAGE**

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DSD (Das Deutsche Sprachdiplom der Kultursministerkonferenz) B2  
ÖSD (Das Österreichische Sprachdiplom Deutsch)  
Goethe-Zertifikat B1, B2  
ZDFB (Zertifikat Deutsch für den Beruf)  
ZMP (Goethe Zertifikat C1)  
PWD (Prüfung Wirtschaftsdeutsch International) C1  
ZOP (Goethe Zertifikat C2)  
KDS (Kleines Deutsches Sprachdiplom) C2  
GDS (Großes Deutsches Sprachdiplom) C2+  
TestDaF (Der Test Deutsch als Fremdsprache) B2-C1

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#### **ITALIAN LANGUAGE**

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CILS (Certificazione di Italiano come Lingua Straniera) B1-C2  
CELI 2, 3, 4, 5 (Certificazione della lingua italiana) B1-C2

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#### **SPANISH LANGUAGE**

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DELE B1-C2