

**METHODOLOGY**  
**on the admission procedure**  
**at Transilvania University of Braşov for the bachelor's and master's degree study cycles**

**1. Generalities**

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

- Law of National Education no. 1/2011, with subsequent amendments;
- Law no. 288/2004 on the organization of university studies, 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 as subsequently amended;
- Government Decision no. 1004/2002 on the stimulation of the pupils and students who received distinctions 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 program, 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 cycles of undergraduate, master and doctoral studies, in force for each academic year.

1.2 Starting with the academic year 2005 - 2006, the teaching process is organized in three cycles:

- Cycle I - Bachelor's degree studies (full-time university studies, distance learning and part-time education);
- Cycle II - Master's degree studies (full-time university studies and part-time education);
- Cycle III - Doctoral studies (full-time university studies and part-time education).

1.3 The admission to the bachelor's and master's degree cycles is organized for the bachelor's / master's 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 structure, approved by Government decision.

1.4 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 fee places are established by the University's Executive Board, within the maximum capacity of education approved by ARACIS and by the relevant ministry for each study programme and based on the requirements of the labour market.

- 1.5 Distance learning and part-time studies are organized only against tuition fee. Both are available for bachelor's degree studies, but only part-time studies are organized at master's level.
- 1.6 The admission criteria (the competition tests, the testing procedure, the percentage of the average grade of the baccalaureate / bachelor's examination that is taken into account in calculating the final average grade of the competition, the criterion of distribution according to the average grade or 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.
- 1.7 For programmes taught in Romanian, the admission shall be taken in Romanian. For programmes taught in foreign languages, the admission shall be taken in the teaching language of that programme.
- 1.8 The conditions of this methodology are amended by and amend those in the contract on the procedure for registration and selection of candidates to the admission competition (hereinafter referred to as "candidate's contract"). The contract is approved by the University Senate every academic year.

## 2 Eligible candidates

- 2.1 The candidates eligible for the admission to the bachelor's degree cycle are high school graduates who hold a baccalaureate degree or its equivalent. The candidates for the master's degree are graduates of a bachelor's degree cycle (cf. Law 288 / 2004) who hold a bachelor's degree or the equivalent thereof, as well as 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). <http://www.cnred.edu.ro>
- 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 can apply for admission under the same conditions provided by the law for the Romanian citizens, including those regarding the tuition fees. Prior to their application, these candidates will submit the file for the recognition of studies performed abroad in accordance with the regulations in force. ([Appendix 1](#))
- 2.4 The third-country nationals of the EU, subject to compliance with the legal provisions in force can apply for admission, too (see mentions in [Appendix 2](#)).
- 2.5 Romanians everywhere can 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 university degree programmes, but may benefit from funding from the State budget for a single program. Moreover, a candidate may be admitted and enrolled as a student in no more than two study programmes at the same time. The candidates admitted to several study programmes must opt for the one for which they wish to be financed from the state budget by submitting the file with the original study documents within the term established by the candidate's contract.
- 2.7 The high school graduates who obtained distinctions in school Olympiads and in artistic or sporting competitions at national or international level can be enrolled without an entrance examination, within the number of places open for the competition at the bachelor's degree. For this category of candidates, the admission criteria are approved by the Executive Board and the Senate, at the proposal of the Faculty Councils ([Appendix 4](#)).

- 2.8 The admission criteria for Roma candidates and for candidates from placement centres are set out in [Appendix 5](#) and respectively [Appendix 5 bis](#).
- 2.9 The students and graduates with a bachelor's degree /graduation diploma can attend a second bachelor's programme under the conditions presented in [Appendix 6](#). The graduates with a bachelor's degree / graduation diploma issued by private higher education have the right to attend a second bachelor's degree programme in state higher education institutions under the conditions established by law and by the University Senate. The conditions for further study 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 cycles of university studies.

### 3 Candidates' application

- 3.1 The admission competition for the bachelor's and master's degree cycles is organized in two sessions, both of them prior to the beginning of the academic year (see the admission calendar approved annually by the Senate). The registrations are made online, on the University's admission platform. The competition days and the programme of the competition tests will be displayed on the webpages of the where competition tests are organized and on the University's website.
- 3.2 After the closing of the registration period, the options, their order and other information in the registration form may not be changed.
- 3.3 The documents required for registration are enlisted in [Appendix 8](#).
- 3.4 The amount of the application fee, as well as the categories of fee-exempt candidates, are approved annually by the University Senate.
- 3.5 The registration fee paid for the candidate's participation in the admission competition shall not be not refunded after uploading the file on the admission platform (that is, after sending the file for validation, this file thus having the status of FILE IN PROCESSING)
- 3.6 During the admission period, UNITBV can provide the candidates coming from other localities with accommodation in its own residence halls, within the limits of the available places, against fee, for a duration of two or three days (the days of competition, plus the day before the first competition test).

### 4 Setting the competition test assignments

- 4.1 For the competition based on knowledge tests, the subjects are conceived in accordance with the textbooks after which the high school graduates, the current promotion, 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 mandatory for the competitions based on identical tests to be scheduled and held at the same time
- 4.4 The conceiving, verification, multiplication and sealing in envelopes of the competition test assignments for each competition hall shall be done under full security conditions.

### 5 The competition tests

- 5.1 Information about the name of the competition test, the start time, the duration and the candidates'

distribution in the rooms is publicly displayed 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 or aptitude tests.
- 5.3 The candidates who are not present in the room at the time when the envelopes with subjects are opened lose the right to take the respective 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 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 of them leads to the exclusion from the room for that day. The use of computers or other audio-visual electronic devices is not permitted.
- 5.7 The candidates' access to the competition room is allowed at the latest one hour before the competition begins. The candidates can leave the competition room only one hour after opening 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 Candidates' attendance at the tests is compulsory at the faculties where the admission is carried out 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 Commission of the room where the candidate was, endorsed by the Faculty Admissions Committee.

## **6 Correcting the tests, establishing and communicating the results**

- 6.1 The test papers will be corrected in rooms specially designed 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 grades (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 subjects, no differences between the points awarded by the two examiners are allowed.
- 6.4 When correcting the test papers based on traditional subjects, differences of more than one point are not accepted between the grades given by the two correctors, for each subject separately. In the event that between the grades given for a subject there are differences of more than one point, the work will be distributed to another examiner (examiner 3), who will establish the final grade for the subject concerned.
- 6.5 The number of admitted candidates depends on the number of places approved for each faculty, the undergraduate field and the study program.

- 6.6 The general average grades 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 necessary for the admission to university education is 5.00 for the bachelor's degree and 6.00 for the master's degree. Also, the minimum grade for each test paper may not be lower than 5.00.
- 6.8 The admission on the places financed from the state budget or on self-financed tuition places is strictly limited to the places established by order of the relevant ministry and the University's Executive Board.
- (i) In case there are several candidates with an equal average competing for the last place, the separation shall be made according to the criteria established by the Faculty Admission Committee. The separation criteria will be displayed on the notice boards of the Faculty Admission Committees and on the web pages of the faculties.
- (ii) If the grades for all the criteria of separation are equal, the Faculty Admission Committee will rank the respective candidates according to the annual average grades obtained by them at the end of each high school year in descending order (12<sup>th</sup>, 11<sup>th</sup>, 10<sup>th</sup>, 9<sup>th</sup> grade). This information will be requested from the candidates when there is a need to apply these additional criteria.
- 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 phase I**, 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 the application form. These places shall be allotted in descending order of the general average grades, or in descending order of the general average grades and of the options expressed in the application form.
  - **In the other phases**, the remaining vacant places following the withdrawal of some of the candidates who were declared admitted in the previous phase will be occupied within each faculty and study program. These places will be occupied according to the formula of the first phase.
- (ii) After the end of the first session, the faculties that did not complete the places open for the competition may organize the second admission session.
- (iii) Upon registration of the application, 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 specifies the admitted candidates' obligations to complete the application by specifying their option to remain either on places 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 schedule of the admission calendar. The candidate needs to commit to submitting the contracts in the original 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. The date and time are specified.
- 6.11 If scores are used to evaluate the test papers, the scores shall be converted into grades from 1 to 10.

## 7 Receiving and resolving appeals

- 7.1 The University is the authority exclusively in charge of solving appeals according to this Methodology. The resolution of the litigations regarding the content of the test assignments, of the grading scales, as well

as all the aspects regarding the application of the competition methodology is the duty of the University Admission Committee and the Executive Board exclusively. They are the only ones able to analyse and decide on the solutions to be adopted in each case, based on the faculties' documents.

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](mailto:f-med@unitbv.ro)). After this deadline, 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 written proposal of the Faculty Dean. The decision of this committee is final and will be posted on the faculty's website and displayed on the faculty's notice board.

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 recorded in a report signed by all the working group leaders). The cancellation of the questions leads to awarding the points related to them to all the 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 posted, during the work programme of the faculty secretariats or online, using the faculty's institutional account.

The deadline 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 end of the deadline for submitting the appeals.

The President of the University Admissions Committee will nominate the appeals commissions for 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 test.

- 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 report 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 resolution of the appeal" means the award of points according to the standard grid established by the Commission 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 resolution of the appeal" means granting a grade with at least a point higher than the initial grade.
- 7.6 The University Executive Board may decide to sanction those to blame because the grades did not reflect the real value of the test paper. The sanction can be disciplinary, at the proposal of the disciplinary commission, according to the specific procedures regarding the commitment of disciplinary liability.

- 7.7 The candidate whose appeal was admitted acquires the status of "admitted" if s/he obtains a higher general average grade than the last candidate initially admitted. If s/he obtains an average grade 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 the appeals can no longer be changed.
- 7.8 After displaying the results of the appeals, the result of the admission competition is considered 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, shall not be allowed.

## **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 commissions in charge of conducting the admission competition;
- (ii) to coordinate the procedure for establishing the subjects 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 competition tests take place;
- (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 staff, auxiliary staff and of specialists from pre-university education and from 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) of the competition.

### **8.2 Competences and responsibility of the Faculty Admission Committees:**

- (i) to train the staff of the faculty 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 admissions;
- (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 for correction and re-correction in case of appeals, as well as the way of processing the data;
- (ix) to prepare the hand-written catalogues, in the case when competition tests are taken;
- (x) to check the examiners' grade registers, in order to detect any errors or omissions;
- (xi) to put down the grades 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 absentee with the attendee lists;
- (xiv) to confront the hand-written catalogues with the computer catalogues, correcting 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 programs;
- (xvii) to display the results;
- (xviii) to receive and resolve the appeals according to the present Methodology;
- (xix) to provide software for the automatic data processing;
- (xx) to automatically process the data within the faculty;
- (xxi) to preserve the documents of the admission examination until the admission procedure is completed; afterwards, the documents shall be archived at the Faculty Secretariat, as follows:
  - admissions competition catalogue: 10 years;
  - reports of test assignment establishment for written, oral or aptitude tests: 10 years;
  - appointment of the Admission Committees (Rector's decisions): 10 years.

## 9 Final provisions

- 9.1 The Admissions Committees at the level of the faculties and the University Admission Committee are appointed by the Rector's decision.
- 9.2 The teams of specialized academic staff 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 the assessment of the practical and oral tests are established by random draw on the day before the tests are taken.
- 9.3 The teams for registering the application files, for preparing and distributing the paper for the tests, for collecting and numbering the competition tests, for pasting the cards on the benches, the test papers secrecy teams, the correction teams, the room supervisors, those responsible for the transportation of subjects and the surveillance teams are appointed by the Dean's decision.
- 9.4 In the event of exceptional situations arising from the regulations provided in this Methodology, they shall be brought to the attention of the University Admission Committee - the only one invested with the power of final decisions. Failure to comply with this rule shall invalidate the actions that have been taken and lead to sanctions imposed upon those responsible for violating the methodology.
- 9.5 After the full achievement of the obligations as stipulated in the application form and assumed by the candidates by signing the contract at registration, by paying the application fee and by complying with the conditions of CRID (Centre for Recognition and Equivalence of Diplomas) and with this Methodology, the candidates declared admitted acquire the quality of student by enrolment. The enrolment is subject to the Rector's decision.
- 9.6 The provisions adopted by the relevant ministry after the approval of this Methodology by the University Senate prevail over the regulations of this Methodology.

This Admission Methodology was debated and approved in the meeting of the Senate of Transilvania University of Braşov on 09.02.2022.

Prof. Dr. Eng. Mircea Horia ȚIEREAN,

President of the Senate of Transilvania University of Braşov





**PROVISIONS ON THE APPLICATION AND REGISTRATION TO THE ADMISSION COMPETITION OF NATIONALS  
FROM EU, EEA AND CH  
(EUROPEAN UNION MEMBER STATES, STATES OF THE EUROPEAN ECONOMIC AREA AND OF THE SWISS  
CONFEDERATION)**

**A1.1.** Citizens of EU, EEA and CH states, may apply for admission to academic studies under the same conditions as the Romanian citizens, after recognition of their previous studies abroad by the National Centre for Recognition and Equivalence of Diplomas (CNRED).

Baccalaureate diploma: <https://www.cnred.edu.ro/ro/recunoastere-studii-cetateni-europeni-admitere-licenta-in-Romania>

Bachelor's / Master's degree diploma: <https://www.cnred.edu.ro/ro/recunoastere-studii-cetateni-europeni-admitere-master-doctorat-DPPD-in-Romania>

**A1.2.** In view of the registration for the Admission Competition to bachelor's and master's degree studies, the files for the recognition of the studies abroad are transmitted electronically to the address [international.office@unitbv.ro](mailto: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 request those documents in its turn from the candidate and forward them to CNRED.

**A1.3.** *Certificates of recognition*, which are issued by CNRED on a provisional basis until the applicant has submitted the final diploma, shall cease to be valid if the date referred to in them is overdue. *The certificate of recognition / Acceptance letter* on the basis of which a candidate was enrolled to studies in the previous years are valid until the completion of studies.

**A1.4.** For the admission to all cycles of university study programmes taught in the Romanian language, foreign candidates are required to submit at 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 exempt from this obligation:

1. candidates submitting Romanian study documents;
2. candidates holding documents of study attesting to at least 4 consecutive years of study in a pre-university education unit in Romania;
3. candidates holding documents of study attesting to at least 3 consecutive years of study in an accredited higher education institution in Romania;
4. candidates who take a language proficiency test (minimum level B1) within UNITBV, at the Centre for Modern Languages (CILM). At passing this test, candidates are issued 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 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.

## PROVISIONS ON THE APPLICATION AND REGISTRATION TO THE ADMISSION COMPETITION OF THE EUROPEAN UNION THIRD COUNTRIES NATIONALS

**A2.1.** The admission of foreign citizens to study at Transilvania University in Brasov is carried out in accordance with the Methodology of Admission to Studies and Tuition of Foreign Citizens (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 to be accepted, they need to:

- a) produce the identity documents attesting to the nationality of that state;
- b) submit the study documents issued by recognised educational institutions in his/her country of origin;
- c) submit the application file according to the deadline set by the University;
- d) get 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 nationals 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 future training (anatomy, physics, chemistry, engineering, etc.).

**A2.2.2.** The duration of the preparatory course in Romanian language for undergraduate studies is one academic year. When admitted to any academic study cycle taught in Romanian, candidates who are foreign nationals from EU third countries shall present the Certificate of Graduation of 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 of the Romanian Language preparatory year, when enrolling in study programmes taught in Romanian:

- a) those submitting Romanian study documents (diplomas and certificates) or study documents, school situations attesting to at least 4 years of consecutive studies attended, in Romanian, in a school unit of the national system in Romania;
- b) those who pass the Romanian language test, following a test taken with a specialist board of CILM, consisting of academic staff having at least the teaching position of lecturer. Following this test, a certificate of language proficiency will be issued.
- c) those who, for their enrolment in 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 in 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 Foreign language studies**

For the study programmes taught in foreign languages, the admission is conditional on passing a language test organized by the University.

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

**A2.4.** The application file will be transmitted online, by uploading the documents on the platform of the website [unitbv.ro](http://unitbv.ro) 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 for the Admission to Studies and Schooling 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 their equivalent 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 the 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 website [unitbv.ro](http://unitbv.ro). 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 Directorate 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. On enrolment, the candidates need to present the original study and identity documents in the application file, 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 post in that country.

**PROVISIONS ON THE APPLICATION AND REGISTRATION TO THE ADMISSION COMPETITION OF THE ROMANIANS EVERYWHERE**

The application to the competition for the Admission of the Romanians everywhere is carried out according to the Methodology of Tuition for the Romanians Everywhere in the State Higher Education in Romania, on study places without tuition fee but with scholarship, or, respectively, on study places without tuition fee and without scholarship, starting with the academic year 2017-2018, appendix to OMEN no. 3900/16.05.2017.

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

Note:

If, during their studies, the Romanians everywhere establish 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 ADMITTED IN THE HIGHER EDUCATION WITHOUT ADMISSION COMPETITION

**A4.1.** The candidates to undergraduate studies who obtained distinctions during their high school studies (I, II, III, mention) at international school Olympiads recognised by the relevant ministry are entitled to apply for the tuition-free places (financed from the budget), without taking the admission competition, for a single bachelor's study program. This provision may be availed of only once, in compliance with the legislation in force.

**A4.2.** High school graduates with a baccalaureate degree diploma who achieved performance at national Olympiads recognized by the relevant ministry 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 table below).

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

- for the study programme *Kinetic Therapy and Special Motricity (KMS)*: ranking 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> in the National Olympiad of Biology, 11<sup>th</sup> grade, the national phase, during high school studies;
- for the study programme *Physical Education and Sport (EFS)* and *Sports and Motor Performance (SPM)*:
- participation in the Olympic Games, as a component athlete of the national teams of Romania, during high school studies;
- ranking 1<sup>st</sup>-8<sup>th</sup> in the World Championships, as a component athlete of the national teams of Romania, during high school studies;
- ranking 1<sup>st</sup>-6<sup>th</sup> in the European Championships, as a component athlete of the national teams of Romania, during high school studies.

Olympic disciplines include those of the latest editions of the Winter and Summer Olympic Games, PyeongChang 2018 (biathlon, bobsleigh, Nordic combined, curling, ice hockey, figure skating, speed skating, short track speed skating, sledding, ski jumping, acrobatic skiing, alpine skiing, cross-country skiing, skeleton bobsled, snowboarding), respectively Rio 2016 (athletics, badminton, basketball, boxing, kayaking, canoeing, cycling, horse riding, grass hockey, football, gymnastics, golf, weightlifting, handball, synchronous swimming, judo, wrestling, swimming, sailing, modern pentathlon, water polo, rugby in VII, water jumping, fencing, taekwondo, table tennis, lawn tennis, shooting, archery, triathlon, volleyball).

**A4.4.** The candidates who obtained distinctions at 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.** High school graduates who fall into the above categories may apply to the University's faculties. The file will include the necessary application documents in the original.

**A4.6.** 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 to which they were winners and the year of the award.

**Table with the distinctions at the school Olympiads required for admission without competition to the programmes of the faculties of UNITBV**

<b>Faculty</b>	<b>National Olympiads</b>	<b>Distinction obtained</b>
Mechanical Engineering	<i>Mathematics, Physics, Informatics, technical disciplines</i>	I; II; III
Technological Engineering and Industrial Management	<i>Mathematics, Physics, Informatics, Economics, technical disciplines</i>	I; II; III
Materials Science and Engineering	<i>Mathematics, Physics, Chemistry, Informatics, Economics, technical disciplines, Biology</i>	I; II; III
Electrical Engineering and Computer Science	<i>Mathematics, Physics, Informatics, Automatics, Electrotechnical, Electronics, Telecommunications, Information Technology, Computers, Robotics</i>	I; II; III
Silviculture and Forest Engineering	for the field of Silviculture: <i>Mathematics, Informatics, Physics, Biology, Chemistry, Romanian Language and Literature</i>	I; II; III
	for the field of Geodesic Engineering: <i>Mathematics, Physics</i>	I; II; III
Wood Engineering	<i>Mathematics, Physics, "Adolf Haimovici" Applied Mathematics, National Mathematics Olympiad for Hungarian Teaching Schools/Sections (grades. V-XII), 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 (grades XI-XII), Technological Education/Technological Education and Practical Applications, Mechanics, Constructions, Installations and Public Works, Electrical, Electrotechnical, Electromechanics; Electrotechnical, Automation, Telecommunications; Manufacture of Wood Products; Environmental Protection; Junior Science Olympiads; National Olympiads of Scientific Creativity</i>	I; II; III
Civil Engineering	<i>Mathematics, Physics, Informatics or any Olympiads recognised by the relevant ministry</i>	I; II; III
Food and Tourism	<i>Mathematics; Physics; Chemistry; Biology; Geography; Economics; Food and Tourism; Food Industry; Food Product Analysis; Agriculture-Plant Culture</i>	I; II; III
Product Design and Environment	<i>Mathematics; Physics; Chemistry; Informatics; Biology; Technological disciplines; Visual arts, architecture and art history; Scientific creativity</i>	I; II; III; mention
Mathematics and Computer Science	<i>Mathematics, Informatics</i>	I; II; III
Economic Sciences and Business Administration	<i>Economics, Mathematics, Informatics</i>	I; II; III
Psychology and Education Sciences	<i>Social and humanistic sciences; Pedagogy; Psychology; Animators, Romanian Language and Literature; Mathematics</i>	I; II; III
Music	<i>Music</i>	I; II; III, mention
Physical Education and Mountain Sports	for the field of Kinesiotherapy: <i>Biology</i> (11th grade)	I, II, III
	for the field of Physical Education and Sport: Olympic sports disciplines	Cf. A.4.3
Medicine	<i>Physics, Chemistry, Biology</i> (11th grade)	I; II; III
Letters	<i>Romanian / English / French / German Language and Literature "Solomon Marcus" National Linguistics Olympiad</i>	I; II; III
Law	<i>Logic, Romanian History, Romanian Language and Literature</i>	I
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>	I; II; III

**CONDITIONS FOR THE APPLICATION AND REGISTRATION TO THE ADMISSION COMPETITION  
FOR THE CANDIDATES OF ROMA ETHNICITY**

**A5.1.** 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.

**A5.2.** The candidates' options are established at the level of the undergraduate fields within each faculty. The candidates may opt in the application forms for any of the study fields available at the faculty where they apply.

**A5.3.** The competition file shall include, in addition to the documents requested by the faculty, a recommendation issued by one of the legally constituted Roma organisations, irrespective of their field of activity, showing that the candidate is of Roma ethnicity, without having to be a member of the organisation concerned.

**CONDITIONS FOR THE APPLICATION AND REGISTRATION TO THE ADMISSION COMPETITION  
FOR THE CANDIDATES FROM PLACEMENT CENTRES**

**A 5.1** Transilvania University of Braşov allocates annually for this category of candidates at least 10 places financed from the State budget distributed, as a rule, according to the candidates' options.

**A 5.2** The candidates' options are set at the level of the existing bachelor's degrees in each faculty. On the registration forms, candidates can opt for any of the existing fields of study at the faculty to which they apply.

**A 5.3** The competition file shall contain, in addition to the documents requested by the faculty, documents proving that the respective candidate comes from the social protection system.

**A 5.4** If these places are not filled, they are redistributed to the other candidates.



**CONDITIONS FOR APPLYING AND REGISTERING 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, i.e. with no tuition fee.

**A6.2** Romanian students can 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 cycle – 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 cycle (the years with funding from the budget to the previously followed study programme are subtracted from the duration of the new program).

**A6.4** The students from the state higher education institutions can compete for the places financed from the state budget only if they have previously 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 candidates to take any difference exams.

**A6.6** The graduates with a bachelor's degree diploma (or its equivalent) / diploma of graduation (or its equivalent) / master's degree diploma of state higher education who benefited from budget-funded places may attend a second study programme only places with tuition fee, 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.

**A6.7** The graduates with a bachelor's degree, respectively master's degree diploma of higher-education who fully attended on 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 CYCLE**

- A7.1 The admission competition is based on the candidates' files.
- A7.2 In order to enter the competition for further studies at undergraduate level, the necessary documents are specified in Appendix 8.
- A7.3 The candidates in the competition for further studies at bachelor's degree may apply only for the same field in which they completed the studies they wish to continue.
- A7.4 Romanian national applicants may be graduates with a diploma or equivalent diploma, both of UNITBV and of other accredited higher education institutions.
- A7.5 Foreign citizens may continue their studies under the applicable legal provisions.
- A7.6 For each coordinated field, the Council of each Faculty shall determine the study programme from which the candidates may come, as well as the number of places they consider available (with or without tuition fee), in compliance with the legislation in force and the provisions of the Executive Board.
- A7.7 The admitted candidates will be enrolled in a superior study year of the bachelor's cycle, on the basis of the approval of the Faculty Council, endorsed by the Executive Board, and will take, in the first academic year, the difference exams established by the Equivalence Commission at the level of each faculty and validated by the Faculty Council.

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

**A 8.1 Documents required for the candidates' application**

**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 diploma equivalent thereof) – scanned copy

**b)** Supplement to the baccalaureate diploma / Transcript of records (where applicable) – 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 correspondence between the digital / scanned and the original documents.

Candidates who were declared admitted to a place financed from the budget, must bring to the faculty the original diploma within the deadlines provided in the admission calendar for the confirmation of the place. These documents can 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 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 GP, showing that the holder is medically fit for studies (scanned copy);

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

**A 8.1.8** Scanned copy of the marriage certificate for the married candidates. The registration for the competition is 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:

**1.9.** Certificate attesting to the student status and mentioning of the tuition-free years of study attended (only for the candidates to full-time education, and the number of semesters in which s/he received a 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:

**1.9.** Bachelor's degree diploma or graduation diploma, in scanned copy, accompanied by the diploma supplement / transcript of records and a certificate indicating the number of tuition-free years of studies, and the number of semesters in which s/he received a scholarship (only for candidates to full-time education).

**D) For the candidates who are not citizens with permanent residence in Romania and who do not hold study documents issued by an institution 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 apply for studies does not suffer from contagious diseases or other diseases 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 the original, 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 of 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) Candidates who may be lawfully exempt from registration fees need to submit one of the following documents in addition to the ones specified above, as appropriate:**

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

**A 8.1.16.** Certificate from the orphanage, if applicable (scanned copy).

**A 8.1.17.** A certificate attesting that one of the parents is a University employee or a teaching staff member either in activity or retired; these candidates also benefit from free accommodation in residence halls during the period of admission (scanned copy).

**A 8.2. Additional provisions on the registration of candidates**

**A 8.2.1** For candidates who graduated from high school in the current year, the standard certificate of passing of the baccalaureate exam is also valid (specifying the average grade at the baccalaureate exam and the grades obtained at the tests) if it is issued by the high school and bears the principal's signature and a round stamp. If admitted, these candidates 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, determines 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 GP or school doctor. Candidates with chronic conditions shall submit medical certificates endorsed by the county medical commissions of school and vocational orientation, with express indication of the conditions, according to the criteria in the Order of the Ministry of Health No. 427/1976. Failure to declare these conditions entails the appropriate 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 diseases incompatible with the 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 already enrolled.

**A 8.2.4** The candidates with diplomas equivalent to the baccalaureate diploma whose baccalaureate examination average grade cannot be calculated shall receive the endorsement of the University's Commission for Verification and Equivalence of Diplomas, which will establish an equivalent

baccalaureate average grade required for the calculation of the final average grade for the candidates' classification.

**A 8.2.5** Upon admission to 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 in the language of the respective study programme. The test is eliminatory and is marked with pass/fail. The test shall be scheduled in accordance with the admission calendar established for each study program (the information will be provided on the admission platform, when selecting a programme taught in a foreign language).

The test is not necessary in the following cases: (i) the candidates passed a test of language proficiency in the teaching language of the desired programme, at the baccalaureate examination (the proof will be uploaded to 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 nationality of a country where the official language is the language in which the desired study programme is taught or they hold study documents issued by an institution in a country where the official language is the language in which the study programme is taught.

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