



METHODOLOGY
on the admission to doctoral studies
– September 2024 session –

Art. 1. At Transilvania University of Braşov, the candidates are admitted to doctoral studies by **competition**, in accordance with the provisions of the Law of Higher Education no. 199/2023, with subsequent amendments and completions, Order no. 3020/2024 of the Minister of Education (OME) for the approval of the Framework Regulation on Doctoral Studies, with subsequent amendments and completions, and OME no. 3693/2024 for the approval of the Framework Methodology regarding the Organization of the Admission to Higher Education in the short-term bachelor's, master's and doctoral degree academic courses of study.

Art. 2. The admission to doctoral studies is organized for full-time (FT) and part-time (PT) **forms of education**, both on State-budgeted places and on places with self-financing or based on other legally established sources.

Art. 3. **The doctoral fields** for which the admission competition is organized at Transilvania University of Braşov are those approved in accordance with the legal provisions in force.

Art. 4. **The lists of doctoral supervisors**, by fields and faculties, can be consulted on the university's website, at the address: <https://www.unitbv.ro/cercetare/doctorat-postdoctorat-si-abilitare/despre-scoala-doctorala/domenii-de-doctorat-si-conducatori>

Art. 5. **There are two types of doctoral study programmes:**

- a) **scientific doctorate**, which aims to produce original, internationally relevant scientific knowledge, based on scientific methods, organized only in the form of full-time education; the scientific doctorate is a prerequisite for a professional career in higher education and research; **the scientific doctoral study programmes are organized only in the form of full-time education;**
- b) **professional doctorate**, which aims to produce original knowledge based on the application of the scientific method, of the systematic reflection or of the applicative research on artistic creations, on high-level national or international sports performances or on some topics of practical importance and which serve as a basis for a professional career in higher education and in research, in the targeted fields; **the professional doctoral study programmes may be organized both in the form of full-time education and in the form of part-time education.**

Art. 6. **The indicative (general) theme and, where applicable, the themes proposed** for the doctoral admission competition and **the bibliography** for the examination are established by the doctoral supervisors who send them to the coordinators of the doctoral fields to endorse them and send them in a centralized manner to SDI in electronic format (Romanian and English, or another international language, as the case may be) until 20 May 2024. The theme analysis and endorsement process for the 2024 admission competition will be complete with the posting on the SDI website of the themes open for competition, by fields and doctoral supervisors, until 31 May 2024, in order to inform the candidates.

The list of topics put up for competition can be completed, in justified cases, until 31 August 2024 (until the start of registrations), under the same protocol for endorsing the proposed themes.

Art. 7. (1) The registration for the admission competition is conditional on the candidate's holding a **Certificate of Language Proficiency** for an international language (English, German, French, Spanish), at least of level B2 according to CEFR (Common European Framework of Reference for Languages). At Transilvania University of Braşov, this certificate can be obtained through a language proficiency test taken at the Centre for Modern Languages (<http://cilm.ro/>).

(2) The following are **exempted from taking the language proficiency test**: the candidates who are citizens of a country where the official language is international (English, German, French, Spanish), the candidates who graduated from a bachelor's or master's degree programme taught in one of these languages (including the graduates of bachelor's degree programmes in the fields of Language and Literature and Applied Modern Languages) and the candidates holding a certificate of language proficiency of minimum B2 level (CEFR), issued by an international institution authorised for this purpose. The certificates of language proficiency issued by Romanian institutions must be validated by the Centre for Modern Languages within Transilvania University of Braşov (to be sent for validation to cilm@unitbv.ro).

Art. 8. Conditions of registration for the competition

(1) The competition of admission to doctoral studies may be taken by:

(a) **graduates with a master's degree** from the master's degree course of study organized according to Law no. 288/2004, with subsequent amendments and completions;

(b) **graduates with a bachelor's degree or the equivalent thereof of long-term university studies** organized in accordance with Law no. 84/1995, republished, with subsequent amendments and completions;

(c) **graduates of studies completed abroad** and recognized by the specialized directorate within the relevant ministry as at least master's degree studies.

(2) The total cumulative duration of the bachelor's and master's degree (for Bologna studies) must provide at least 300 transferable credits (ECTS).

(3) At Transilvania University of Braşov, only the candidates who obtained **an average grade of at least 7 (seven) during the undergraduate study years** and **an average grade of at least 7 (seven) during the graduate study years**, where applicable, may take the doctoral admission competition. With the approval of the CSUD, the candidates who have won prizes in contests or competitions at the national or international level in the last 5 years may be exempted from the minimum average requirement. The supporting documents in this regard shall be submitted to SDI, together with the request for approval of the exception, no later than the start of the admission session.

(4) Only the candidates who obtained **the average bachelor's-cycle grade of at least 8.50** (the arithmetic mean between the average grade of the undergraduate years and the average grade in the bachelor's final exam) are **eligible for State-budgeted places**.

(5) If not all State-budgeted places are occupied, CSUD may approve, at the proposal of SDI, derogations from the above requirement, respectively the (re)distribution of vacancies to the candidates who opt for State budgeted places - without a scholarship (CFFB, FRB) and have a minimum bachelor's cycle average grade of 8,00.

Art. 9. The competition of admission to doctoral studies may also be taken by:

(a) **citizens of the Member States of the European Union, of the States belonging to the European Economic Area and of the Swiss Confederation**, as well as British citizens and members of their families, under the same conditions provided by law for Romanian citizens, including in terms of tuition fees. The studies they completed outside of Romania will be recognized by the specialized directorate of the relevant ministry (<https://cnred.edu.ro/ro/studii-universitare>), before the candidates' registration for the admission competition, and each candidate must submit, upon entering the competition, the study compliance certificate. The procedure can be

initiated through

(b) UniTBV or by the candidate him/herself. The candidates shall consider the settlement time of about 30 days.

(b) **EU third-country nationals**, on the basis of methodologies especially developed by the relevant ministry, respectively of the internal regulations developed in accordance with them.

Art. 10. The candidates who were previously expelled from State-budgeted doctoral studies have the right to register for a new admission competition only on self-financed places.

Art. 11. The candidates who completed a doctoral programme can apply for a new doctoral programme, under the law and in compliance with this methodology, with the mention that they can benefit from State budget financing for a single doctoral programme. Therefore, **the candidates with a doctor's degree obtained after the completion of a programme under financing from the State budget can only register for self-financed places.**

Art. 12. A candidate may be admitted and enrolled as a student in no more than two study programmes at the same time, regardless of the course of study and the educational institutions that offer them.

Art. 13. Documents required for registration:

In order to register for the doctoral admission competition, the candidates will access the online admission platform for registration and will upload the following documents on the electronic platform:

1. the application form and the registration form (standard forms) available on the SDI website (Appendix 1 and Appendix 2);
2. certificate of language proficiency;
3. identity card;
4. birth certificate;
5. marriage certificate or another act of name change (if applicable);
6. baccalaureate diploma;
7. bachelor's degree diploma or the equivalent thereof and transcript of records*;
8. master's degree diploma and transcript of records* (if applicable);

*By way of exception, the candidates who passed the bachelor's final exam (integrated study programmes) or dissertation in the 2023-2024 academic year sessions, may submit, upon registration (instead of diplomas) certificates issued by the higher education institutions they graduated from. These documents must include the average grade of the undergraduate/graduate study years and the average grade in the bachelor's final exam / dissertation, as the case may be.

9. curriculum vitae (Euro Pass), without personal data – assumed by the candidate's signature;
10. list of scientific papers developed / published in the field (if any) - assumed by the candidate's signature;
11. proof of payment of the registration fee (unless the payment was made by card on the admission platform);
12. medical certificate issued by the general physician, showing that the holder is medically fit to pursue doctoral studies;
13. the declaration of conformity with the original for the documents uploaded on the admission platform (Appendix 3).

Art. 14. The registration fee can be paid by card on the admission platform or by bank transfer. In case of payment by bank transfer, it is necessary to upload documentary evidence on the registration platform. Bank transfer payment details are available on the site.

Art. 15. 1) The active or retired teaching and auxiliary teaching personnel's children are exempted from paying the registration fee, based on supporting documents. Just the same, persons at risk of losing their ability to meet their daily living needs due to illness, disability, poverty, based on a statutory declaration, are exempted from paying the registration fee.

(2) The university's employees will pay half of the established fee and will submit a certificate of employment. The same discount also applies to the children of university's employees (other than teaching and auxiliary teaching personnel), who will submit their parent's employment certificate.

Art. 16. In order to register for the doctoral admission competition, the future doctoral supervisor's consent is required, expressed by his/her signing the application and the registration form (Appendices 1 and 2).

Art. 17. The number of places open for competition (budgeted and self-financed), their allocation for full-time and part-time doctoral forms, as well as the number of doctoral scholarships allocated by the relevant ministry for the academic year 2024-2025 will be communicated in due time, by posting on the UNITBV website, under the doctoral admission section. The number of self-paid places is established by Decision of the Senate of Transilvania University of Braşov.

CONDUCT OF THE ADMISSION COMPETITION

Art. 18. The admission competition takes the form of a specialized exam (one or more tests specific to the doctoral field), which compulsorily includes an interview with the candidate. This knowledge assessment is organized for each doctoral theme (indicated by the candidate in the application and the registration forms) and is taken in front of an admission committee. The admission committee consists of the doctoral supervisor, as its chair, and three other members, doctoral supervisors or specialists with the scientific title of Doctor. The committees are formed for each doctoral topic separately, by the doctoral supervisors' filling out a form. The sheets with the proposals of committees are endorsed by the coordinator of the doctoral field, and are submitted to SDI for approval, according to the admission calendar. By way of exception, for duly justified reasons, the specialized exam may be taken online.

Art. 19. At the specialized exam, each member of the committee assesses with grades from 1 to 10 the candidate's level of knowledge (based on his/her having consulted the literature) of the relevant specialization, as well as his/her level of knowledge of the latest research in relation to the theme of the doctoral thesis. The interview will also include the evaluation of the candidate's ability to take theoretical, experimental and methodological initiatives in the proposed research topic. The evaluation method, through one or more tests of the specialized knowledge, as well as their specificity, will be agreed by the doctoral supervisors in the respective field and will be sent by the coordinators of doctoral fields to SDI for publication on the site, until 20 May 2024.

Art. 20. In the case of candidates who have a bachelor's degree obtained in a branch of science other than the one in which the doctoral studies are to be conducted, the admission committee verifies the extent to which the specialized knowledge enable the doctoral training activity, as well as whether the candidate's pursuits justify his/her orientation towards the new chosen branch of science.

Art. 21. (1) Candidates from other countries may take the specialized exam / interview in video-conference system, at the doctoral supervisor's proposal.

(2) Candidates coming from Romania may take the specialized exam / interview in video-conference system only in exceptional, well-justified situations (states of alert, necessity or emergency, medical cases, etc.), at the doctoral supervisor's proposal.

Art. 22. With a view to conducting the specialized examination, the registered candidates' files are taken,

under signature, by the doctoral supervisors / a delegate empowered by the department where the examination is carried out.

Art. 23. The result of the specialized exam is recorded in a minutes (according to the model provided by SDI), which, together with each candidate's registration file and online test recording (if applicable), is submitted to SDI on the day of the competition or on the following day.

ADMISSION CRITERIA

Art. 24. The average grade of admission to the doctorate is obtained as the arithmetic mean between:

- a) the average grade obtained in the specialized exam (the arithmetic mean of the grades given by the members of the admission committee);
- b) the average grade obtained in the dissertation exam (where applicable);
- c) the average grade for the bachelor's degree course of study.

Art. 25. The admission average grade is a criterion for admission and ranking of candidates, in order to distribute the places open for competition (budgeted and self-paid) and the doctoral scholarships, according to specific criteria. Candidates who obtain an average grade lower than 8 (eight) in the specialized exam are declared rejected.

Art. 26. (1) At Transilvania University of Braşov, a doctoral supervisor can simultaneously guide a maximum of 8 doctoral students at various stages of the doctoral studies.

(2) The reasoned exceptions to this rule are approved by the University Senate. The procedure must be completed with the decision of the Senate before the start of the admission session, respectively according to the time limit indicated by the national regulations if the derogation is requested in order to coordinate non-EU doctoral students.

(3) The applications that do not meet the time limit will be lawfully rejected. The number of doctoral students per doctoral supervisor from the beginning of the admission session will be taken into account, including the doctoral students in the procedure of public defence of the doctoral thesis, until the public defence.

I. Allocation of budgeted places

Art 27. The ranking of eligible candidates for budgeted places is made by doctoral fields, in descending order of the admission average grade. Candidates with an equal average grade are ordered in descending order of the average grade of the years of undergraduate studies.

Art 28. Criteria for allocating budgeted places:

Criterion I.1 Among the candidates eligible for a budgeted place, the first-ranked in each doctoral field receives a budgeted place. In the event of an equal admission average grade, the budgeted place is assigned to the candidate with the higher average grade during the undergraduate years, and in case this average grade is also equal, the candidates are differentiated according to the average grade in the specialized exam.

Criterion I.2. The remaining budgeted places available after applying Criterion I.1. are distributed according to the ranking of candidates on the second position within each field where there are eligible candidates. If the number of budgeted places to be allocated is lower than the number of doctoral fields, the allocation will be made according to the candidates' admission average grade. In the event of an equal admission average grade, the differentiation criteria indicated in Criterion I.1 apply. If there are unallocated budgeted places even after the second distribution, the ranking is made for the candidates on the third position within all doctoral fields for which there are eligible candidates, and so forth.

Art. 29. In the event of an additional number of budgeted places:

- the additional budgeted places are distributed by applying Criteria I.1 - I.2;
- if there are no more candidates for budgeted places, the remaining places are offered to the candidates who opted for paid places, in the descending order of the admission average grade.

II. Allocation of doctoral scholarships

Art. 30. The rankings of the candidates admitted on budgeted places are made by doctoral fields in descending order of the admission average grade (for the fields which were allocated budgeted places according to Criteria I). Candidates with an equal admission average grade are ranked in descending order of their average grade during the undergraduate study years, and if this average grade is equal as well, the average grade in the specialized exam will be taken into account.

Art 31. Criteria for awarding scholarships:

Criterion II.1. The first-ranked in each doctoral field receives a scholarship from the State budget. In the event of equal admission average grades, the scholarship is awarded to the candidate with the highest average grade during the undergraduate study years, and if this average is equal as well, the average grade in the specialized exam will be conclusive in deciding between the candidates.

Criterion II.2. The unallocated scholarships will be distributed to the candidates declared admitted on budgeted places, but who did not receive a scholarship following the application of Criterion II.1, depending on the second-place candidates' ranking in each field where there are eligible candidates. If the number of scholarships is lower than the number of doctoral fields, their allocation will follow the candidates' admission average grade. If scholarships remain unallocated after the second distribution, the ranking for the candidates on the third place in all doctoral fields where there are eligible candidates, and so forth, is carried out.

In the event of equal average grades, the scholarship is awarded to the candidate with the highest average during the undergraduate study years, and if this average is equal as well, the average grade in the specialized exam will be conclusive in deciding between the candidates.

Art. 32. The budgeted places without scholarship will be allocated to the admitted candidates on budgeted places remaining after the allocation of scholarships.

Art. 33. In the event of an additional number of scholarships, Criterion II.2 shall apply.

III. Allocation of self-financed places

Art. 34. For the distribution of self-financed places, if the number of candidates is higher than the number of available places established by the University Senate, the rankings of the candidates who have opted (also) for paid places are made by doctoral fields, in descending order of their admission average grade. Candidates with an equal average grade are ranked in descending order of the average grade of the undergraduate study years.

Criterion III.1. The first-ranked in each doctoral field receives the place for a fee. In case of equal average grades, the place is awarded to the candidate with the highest average grade during the undergraduate study years.

Criterion III.2. The unallocated places will be distributed to the remaining candidates after the application of Criterion III.1. The available self-financed places are distributed in descending order of the admission average (regardless of the doctoral field). In the event of equal average grades, the place is awarded to the candidate with the highest average grade during the undergraduate study years.

Art. 35. Calendar of the 2024 doctoral admission session:

- 2 - 10 September 2024: registrations;
- 11 - 13 September 2024: verification, centralization of the registered candidates' data; display of the list of registered candidates on the SDI website, under the admission section;
- 16 September 2024: centralization of the proposals for the admission committees, and endorsement of the committees;
- 17 - 20 September 2024: conduct of the specialized exams (admission competition), for all fields and forms of doctoral studies;
- 23 September 2024, at 2:00 p.m.: the time limit for submitting the minutes of the specialized exams to SDI;
- 24 - 25 September 2024: data centralization and processing;
- 26 September 2024: display of results on the SDI website, under the 2024 admission section – provisional lists;
- 26 September 2024, between 9:00 a.m. - 1:00 p.m.: submission of appeals, on the SDI premises (Rectorate, 2nd floor, room 210);
- 27 September 2024: analysis / settlement of appeals and display of results - interim lists – candidates declared admitted;
- 27 and 30 September 2024: signing of doctoral study contracts for the purposes of enrollment;
- 1 October 2024: enrollment of admitted candidates, by the UNITBV Rector's Decision, and display of final lists – candidates declared admitted and enrolled.

Art. 36. The final admission lists are those generated after the enrollment phase, by Decision of the Rector of Transilvania University of Braşov.

Art. 37. The results of the admission to doctoral studies are validated by the Council of the Interdisciplinary Doctoral School (C-SDI) and the Council for Academic Doctoral Studies (CSUD).

Art. 38. Any changes to the calendar will be communicated in due time. CSUD will approve exceptions to the admission calendar for doctoral studies.

Art. 39. The doctoral admission competition is only valid for the field, the institution, the form of the doctorate and the year in which it was held.

Art. 40. The amount of the registration fees for the admission competition and of the tuition fees for the self-financed doctoral students admitted to the doctoral forms, for the 2024-2025 academic year, is established according to the decision of the Senate of Transilvania University of Brasov, and it is displayed on the website.

This Methodology was discussed and approved in the meeting of the Senate of Transilvania University of Braşov on 27.03.2024, and revised for the purposes of compliance with the subsequent legislative changes on 24.07.2024.

Prof. Dr. Eng. Mircea Horia Țierean,
President of the Senate of Transilvania University of Braşov



ENDORSED,
Doctoral Supervisor,

REGISTRATION FORM
for the doctoral admission competition

Field: _____

Scientific Supervisor:

Doctoral theme:

- scientific doctorate (only full-time)
- professional doctorate

Priority area of development ¹ (according to the National Strategy for Research, Development and Innovation 2014-2020) which the doctoral topic comes under (if applicable):

1. Candidate's last and first name, with the middle initial: _____

2. Permanent residence (full address):

mobile phone _____ landline _____ email address _____

3. Nationality: _____ ethnicity _____ citizenship _____

4. Date of birth (year, month, day):

5. Place of birth: county _____ city / town _____

6. Gender: M: F:

7. Identity card issued by _____ validity _____

8. Marital status:

9. Basic profession:

10. Workplace:

11. Position:

12. Studies: higher education institution, faculty, graduated study programme, year, field:

Bachelor's degree studies:

Master's degree studies:

13. Foreign languages: _____

14. Candidate who falls within the category of persons with disabilities (to be filled out only by persons in this situation, on the basis of documentary evidence)

By signing this registration form, given his/her completing the online registration procedure and assuming the UNIVERSITY's notification on the processing of personal data, by his/her consent expressed when accessing the registration platform, the CANDIDATE agrees for Transilvania University of Braşov, as a personal data operator for the purpose of *higher education*, to process his/her personal data within the admission and enrollment procedure, in accordance with the activity of the UNIVERSITY and in compliance with the legislation in force.

Date,

Signature,

¹ Priority areas: Bioeconomy; Information and communication technology, space and security; Energy, environment and climate change; Eco-nano-technologies and advanced materials; Health

**Declaration of conformity with the original
for the documents scanned and uploaded on the admission platform**

I, the undersigned,, citizen, born on, in, residing in, legitimized with ID card / Passport, series, no., issued by, on, SSN, email address, as a candidate in the competition of admission to the doctoral studies for the academic year 2024-2025, I declare on my own responsibility that all the documents scanned and uploaded on the registration platform for admission to the doctoral studies at Transilvania University of Braşov are in accordance with the original documents in my possession.

In case of ascertaining any forgery, I take upon myself that I will be expelled from the competition or from the doctoral degree programme to which I was admitted, and will bear the rigours of the law for the committed crimes (forgery, use of forgery, material forgery in official documents), according to Art. 326 of the Criminal Code, as subsequently amended and completed.

Date,

Candidate's signature,