

**Methodology for the admission to doctoral studies
at the Babes-Bolyai University,
for the academic year 2021-2022**

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Legal framework

Admission for the doctoral studies in the 2021 session is goes in accordance with the following legal acts in force:

- ✓ National Education Law no. 1/2011;
- ✓ Law 288/2004 on organizing university studies;
- ✓ Law no. 299/2007 regarding the support granted to Romanians everywhere,
- ✓ GD 681/2011 regarding the approval of the Code of doctoral studies;
- ✓ OMEN 6102/2016 on the approval of the Framework Methodology regarding the organization of admission in the cycles of undergraduate, master's and doctoral university studies;
- ✓ OMEN 5110/2018 regarding the approval of the minimum national standards for granting the doctoral degree;
- ✓ OMEN 6000/2012 on the approval of the Methodology regarding the acceptance for studies and schooling of third-country nationals in state and private accredited education institutions in Romania;
- ✓ OMEN 3900/2017 on the approval of the Methodology regarding the schooling of Romanians everywhere in the state pre-university education in Romania, on study places without Payment of tuition fees but with scholarship, respectively without payment of tuition fees but without scholarship starting with the school year 2017 - 2018 and the Methodology of schooling Romanians everywhere in the higher state education in Romania, on study places without payment of tuition fees but with scholarship, respectively without payment of tuition fees but without scholarship starting with the academic year 2017 - 2018
- ✓ ORDER Nr. 3473/2017 of March 17, 2017 on the approval of the Methodology for accepting for studies and schooling foreign citizens starting with the school / university year 2017 - 2018
- ✓ ORDER no. 3.199 of January 28, 2021 for the modification and completion of the framework Methodology regarding the organization of admission in the cycles of undergraduate, master's and doctoral studies, approved by the Order of the Minister of National Education and Scientific Research no. 6.102/2016
- ✓ The updated regulation for the organization and development of doctoral studies at Babes-Bolyai University, in the Senate meeting with no. 483 from January 13, 2020

SECTION 1 - Admission to the doctoral studies at the Babes-Bolyai University, of candidates - citizens of the European Union (EU), the European Economic Area (EEA) and the Swiss Confederation (CH)

I. General provisions

Art. 1

(1) Admission to doctoral university studies is based on a competition organized by Babes-Bolyai University, through the Institute of Doctoral Studies and through all 31 doctoral schools of IOSUD-BBU. The registration for the competition for admission to doctoral studies can be done regardless of the field in which the candidate obtained the bachelor's and master's degrees.

(2) Only graduates of the university studies with a master's degree or its equivalent have the right to participate in the competition for admission to doctoral university studies. The graduation diploma or bachelor's degree of long-term higher education graduates from the period prior to the application of the three Bologna cycles is equivalent to the master's degree in the specialty. Consequently, the holders of a long-term higher education diploma have the right to enroll in doctoral university studies without the obligation to complete the second cycle of master's university studies, according to Minister's Order 3199/2021.

(3) The doctoral university studies are organized in the form of frequency as well as by exception in the form of part-time education with financing from the state budget in the form of study grants or in a fee regime. According to the law, a person can benefit from funding from the budget for a single doctoral program.

(4) The procedure for admission to doctoral studies is the process of selecting candidates for each vacant position of doctoral student that the doctoral supervisors within the doctoral school decide to propose for occupancy at a given time (according to art. 32 para. (1) of Government's Decision 681/2011).

(5) Upon registering in an admission contest, the candidate for doctoral studies chooses a doctoral supervisor, among the doctoral supervisors of Babes-Bolyai University who offer doctoral student places for that admission contest. In order to register for the admission contest, foreign candidates (EU and non-EU) and candidates from the Romanians Everywhere category must obtain from the future doctoral supervisor the agreement in principle signed by them.

(6) The selection of the doctoral candidate for a vacant position is made by the doctoral supervisor who supervises the respective position (according to art. 32 paragraph (2) of GD 681/2011).

(7) In case of success, that doctoral supervisor will coordinate the doctoral studies of the respective candidate within the doctoral school in which the doctoral supervisor is a full professor.

(8) Following the proposal of the doctoral supervisor, a doctoral student can be enrolled only after obtaining the favorable approval of the doctoral school council (according to art. 32 paragraph (3) of GD 681/2011).

(9) The director of the council for doctoral university studies (CDUS) together with the secretariat of the Institute of Doctoral Studies specifies and displays the documents necessary to register for the doctoral admission contest, both at the headquarters of the Institute of Doctoral Studies and on the Institute's website and on doctoral schools' website.

(10) In consultation with the board of the doctoral school they belong to, the full-time doctoral supervisors establish, in detail and at least 2 months before the date of the admission competition, the evaluation criteria of the candidates and the selection of candidates for the places offered provided at the admission contest. These criteria will be communicated in writing to the Institute of Doctoral Studies and made public through means as varied and accessible possible, including via the Internet.

(11) Doctoral schools that establish specific criteria for admission to doctorate are obliged to display them on their own website and to send them to IDS at least 2 months before the period of registration for doctoral admission.

(12) The promotion of any form of direct or indirect discrimination between candidates for doctoral studies through the criteria of evaluation of candidates and those of selection of candidates is forbidden under the sanction of the law.

(13) Citizens of the Member States of the European Union, of the states belonging to the European Economic Area or of the Swiss Confederation have access to doctoral studies under the same conditions as those provided by the normative acts for Romanian citizens, including in terms of fees (admission contest fee, tuition fee, doctoral thesis fee).

(14) The amount of admission fees, file processing and university fees are established in the Regulation on admission fees (tariffs), tuition and completion of studies for the academic year 2021-2022 and are approved by the Decision of the University Senate no.

11/02.15.2021:<https://senat.ubbcluj.ro/wpcontent/uploads/2021/02/HS-nr.-11-privind-aprobarea-Regulamentelor-de-taxe-pe-anul-universitar-2021-2022.pdf>

(15) in case of state of emergency or alert or in justified situations, the provisions in force regarding the admission in online regime may be applied.

II. Registration conditions

Art. 2

(1) The registration procedure for citizens of the European Union (EU), the European Economic Area (EEA) and the Swiss Confederation (CH) in order to participate in the admission contest organized for doctoral studies is the following:

(2) The candidate consults the list "*Distribution by faculties and doctoral supervisors of the places for the admission contest for doctorate admission for citizens of the EU, EEA, CH*", displayed both at the Institute of Doctoral Studies and on the website of the Institute of Doctoral Studies and at doctoral schools.

(3) The candidate pays the fee for the PhD admission contest 2021, consisting of the processing fee and the registration fee, according to *the Regulation on the admission, tuition and graduation fees for the academic year 2021-2022 of BBU*:

- at any post office, by money order, in the account RO35TREZ21620F330500XXXX, opened at the Cluj-Napoca Treasury;
- at the University cashier, str. I.C. Bratianu nr. 14, with working hours Monday-Friday (Saturday and Sunday: closed);
- by bank order, at any bank, in the account RO35TREZ21620F330500XXXX, of the Babes-Bolyai University in Cluj-Napoca, opened at the Cluj-Napoca Treasury. BBU Fiscal Code: 4305849.

On the payment document will be specified the name of the candidate, as well as the mention "*Processing fee and fee for registration for doctoral admission contest, Babes-Bolyai University, Faculty of ...*". The receipt will be attached to the registration file that is submitted at registration.

(4) During the registration period approved and announced by display, the candidate submits to the Secretariat of the doctoral school to which the future doctoral supervisor belongs, the registration file with the following documents:

- The registration form (the completed registration form will be generated by entering the data by the candidate on the online registration platform that will be published on the IDS website during the admission period). In order to generate the registration form, it is necessary to enter on the online registration platform the personal identification data as per the identity card (identification card), birth certificate and / or marriage certificate, if applicable and according to the other documents
- Application for registration (which also contains the declaration of ethnicity) according to the model on the website of the Institute of Doctoral Studies - **only for candidates who opt for the places reserved for the Roma ethnicity**

- Curriculum Vitae
- List of published scientific papers (if applicable)
- The originals of the documents (for the "the true copy of the original") or notary-certified copies (of the following documents: baccalaureate diploma (and the transcript of records for the diploma model designed to be accompanied by a transcript of records); the diploma for the completion of the bachelor's studies (with the related annexes as the case may be: transcript of records and supplement to the diploma respectively); the diploma of post-graduate studies / master (with the related annexes as the case may be: transcript and supplement to the diploma); birth certificate; marriage certificate (only in case of change of the birth name by marriage); administrative document for changing the name (if applicable). Candidates who passed the dissertation exam in the sessions of the academic year 2020-2021 may be submitted at registration, instead of the master's degree, the certificate issued by the educational institution, which mentions the grade point average, the grade averages obtained in the years of study, the validity term and the fact that a diploma was not issued. The studies carried out abroad are proved with a certificate of their equivalence, issued by the National Center for Recognition and Equivalence of Diplomas (NCRED), from the relevant Ministry.
- Simple copy of the ID card
- Declaration of consent for the processing of personal data
- The document (receipt, bank order, mail order) proving the payment of the fee for the admission contest / receipt for the payment of the registration fee
- Cardboard envelope file (office file folder)

(5) Candidates who opt for the places reserved for the Roma ethnicity will bring to the registration (in the file) a written document issued by a legal organization of the Roma (signed and stamped), attesting their belonging to this ethnicity. The written document from a legally constituted Roma organization (regardless of the field of activity of the organization) must contain the mention that the candidate is part of the Roma ethnicity and not the fact that they are a member of the organization in question.

(6) The registration for the admission contest is made personally, based on the identity card/ passport and the other documents provided above.

(7) The registration for the admission contest can be done, on behalf of the candidate, by another person based on a notarial power of attorney.

(8) Persons with physical disabilities can submit the registration documents to the address: doctorat@ubbcluj.ro , accompanied by a certification attesting the impossibility of travel.

(9) The registration will take place in the locations and according to the schedule established at least 2 months before the registration period and will be made public on the IDS and doctoral schools'

website, on the IDS and doctoral schools' notice board.

(10) The doctoral school will be responsible for organizing the registration activities, the admission tests and the preparation and transmission to the IDS of the documents and files necessary to complete the stage of confirming the occupancy of the doctorate place.

(11) The doctoral school will be responsible for keeping in good condition the papers and / or documents related to the candidates' files and the documents from the doctoral school councils.

(12) The doctoral schools will submit, in order to centralize to the IDS, the files of all the candidates and the documents from the doctoral schools regarding the admission on the first day after the contestation period.

Art. 3

(1) Candidates (Romanian citizens and EU citizens) who have completed their studies abroad will present a certificate of their equivalence, issued by the National Center for Recognition and Equivalence of Diplomas (NCRED), within the Ministry of Education and Research. More details regarding the equivalence process and the necessary documents can be found on the NCRED website: www.cnred.edu.ro.

(2) According to the procedures established by the MER, the Institute of Doctoral Studies of BBU takes the necessary steps to transmit the necessary documentation for the equivalence / recognition of studies by NCRED. In order to send to the MER and NCRED the study recognition files of the Romanian candidates, EU, EEA and CE, the candidates have the obligation to submit the files in accordance with the NCRED requirements (<https://www.cnred.edu.ro/ro/studii-universitare>) within the date specified and displayed on the IDS website in the Admission section.

(3) Candidates who have studies abroad and do not submit with the registration file the Certificate of recognition / equivalence of studies issued by the NCRED within the MER cannot register for the doctorate examination.

II. Development of the admission contest

Art 4.

(1) Regardless of the field, the doctoral admission competition consists of at least two tests:

- a) a specialized written test, based on a topic announced by the doctoral supervisor at least two months before the date of the admission contest;
- b) an interview in which the scientific / artistic preoccupations of the candidate, their research /

artistic creation skills and the proposed topic for the doctoral thesis are analyzed.

(2) Depending on the specificities of the field, other tests (even eliminatory ones) may be provided in the doctoral admission competition, upon the request of the titular doctoral supervisors and with the consent of the doctoral school council.

(3) If any of the candidates expresses to the future doctoral supervisor the intention to conduct at least one component of the doctoral studies in a foreign language, then that candidate will conduct at least one component of the competition in that language. This component will be eliminatory, and will be marked with admitted / rejected.

(4) The competition tests are held in front of an admission commission consisting of the doctoral supervisor who offered the position of doctoral student for admission and at least 2 other specialists from the Babes-Bolyai University having at least the position of associate professor or second degree scientific researcher. The chairman of the admission commission is the doctoral supervisor. The admission commissions are proposed by the doctoral school councils and are approved by the CDUS director.

(5) It is forbidden for a candidate for doctoral studies to be in a relationship such as spouses, in-laws and relatives up to and including the third degree, with members of the admission commission before whom he / she must take the tests within the doctorate admission contest.

(6) It is forbidden for a candidate to be in a relationship such as spouses, in-laws and relatives up to and including the third degree, with his future doctoral supervisor.

(7) Persons who are in a relationship of spouses, in-laws and relatives up to and including the third degree, cannot be appointed in the same doctoral admission commission.

(8) In case of a state of emergency or alert or in justified situations, the provisions in force regarding the admission in online regime may be applied.

IV. Admission results

Art. 5

(1) After evaluating the candidates' performance in the competition tests, the admission commission nominates, based on the established selection criteria, the candidate who is to occupy the position of doctoral student put out to competition. This candidate will be able to be registered on the respective place only after obtaining the favorable approval of the council of that doctoral school (*according to art. 32 paragraph 3 of GD 681/2011*) in which the doctoral supervisor is holder and if the respective

doctoral school is provisionally authorized or accredited.

(2) The minimum average that a candidate must obtain in order to be declared admitted is 7.00. The average is calculated to two decimal places without rounding.

(3) The doctoral schools will display on their own website or on the notice board the results of the candidates (with the protection of personal data according to GDPR), so that the right to appeals can be respected.

(4) Any appeals, in case of written tests, are submitted to the Doctoral School to which belongs the doctoral supervisor to whom the candidate enrolled, within 24 hours from the display of the results **by the Doctoral School**, and their results are communicated in maximum 48 hours after the end of the term for submitting the appeals.

(5) No appeals may be made for oral, sports or artistic tests.

(6) Appeals based on ignorance of the admission methodology are not allowed (according to art. 27 paragraph (3) of MO 6102/2016).

(7) After resolving the appeals and displaying the results, the result of the admission contest is final and cannot be changed.

(8) The resolution of the appeals is exclusively within the competence of the Appeals Commission appointed by the Doctoral School Council where the candidate participated in the admission contest. The decision of the appeals commission is final.

(9) The Institute of Doctoral Studies will display the admission results on its own website (in the admission section).

(10) The remaining vacancies within the doctoral schools are redistributed for the first time, inside the doctoral school, to the doctoral supervisors requesting redistributions of the candidates (in compliance with the decision of the Administration Council no. 1633 /02.18.2021 and art. 14 paragraph (4) of the Regulation of organization and development of doctoral studies within the BBU No. 483 of 01.13.2020).

(11) The remaining vacancies at the level of doctoral schools will be redistributed by the management of the Institute of Doctoral Studies, equitably to all doctoral schools, taking into account the additional criteria for allocating grants / places provided in the decision of the Administration Council no. 1633 / 02.18.2021 and the CDUS decision no. 7587/May 5, 2017 and the grades obtained by the candidates

for the admission contest.

(12) The Institute of Doctoral Studies will send to the doctoral schools the number of vacancies destined for redistribution. The directors of doctoral schools have the obligation to send to the IDS, within the term specified by the Institute of Doctoral Studies, the nominal list of the candidates redistributed on the vacancies.

(13) The validation of the results of the admission to the doctoral university studies is done by the Doctoral School Council (CSD) and the Council for Doctoral University Studies (CDUS). The display of the final results on the IDS website will be done only after the validation of the results by the Doctoral School Councils and the CDUS.

Art.6

(1) During the period announced for the confirmations, the candidates admitted for places financed by study grants will confirm the occupancy according to the provisions in force, or physically in the location mentioned on the site or online on the admission platform, for registration, dissertation diploma or, as the case may be, of the equivalent bachelor's degree, in original, and the candidates who passed the dissertation exam during the academic year 2020-2021 will submit the graduation certificate, in original. This certificate will be replaced at the latest by the expiration date of its validity term with the corresponding diploma, in original. For the candidates who have studies abroad, the Certificate of recognition / equivalence of the studies by NCRED will be sent / submitted in original.

(2) Failure to present the bachelor's / dissertation diploma / certificate of recognition of the diploma or the certificate, in original, by the exclusive fault of the candidate declared admitted, within the term established by the admission calendar, leads to the loss of the place financed from the state budget (according to Article 14 para.(4) from MO 6102/2016).

(3) Candidates admitted for fee-paying places, listed as enrollable, will confirm the occupancy by presenting to the Institute of Doctoral Studies, during the period announced for the confirmations, the receipt proving the payment of the tuition fee for at least the first installment. The tuition fee is paid at the cashier of the faculty to which the doctoral supervisor belongs (according to <https://doctorat.ubbcluj.ro/ro/distributia-locurilor-oferite-pentru-concurs-de-admitere/>).

(4) Candidates who do not confirm the occupancy during the period announced for the confirmations **lose the right to enroll**, and the budgeted places left unoccupied will be occupied by sliding onto them the candidates who confirmed the occupancy with the fee, in decreasing order of the averages of grades obtained at the competition tests.

(5) The budgeted places, respectively the places with the unoccupied fee in the admission session 1

will be put up for competition for session 2 (if the case may be).

V. Registration of candidates declared admitted

Art 7.

(1) For enrollment in the first year of doctoral studies, candidates who have confirmed the occupancy:

a) They will fill in the study contract in 4 copies, they will submit it online on the platform, after which they will send it to the doctoral school secretary. The secretary of the doctoral school will be responsible for all study contracts to be signed by the doctoral student, the doctoral supervisor and the director of the doctoral school, and to be submitted centrally to the Institute of Doctoral Studies within 15 working days from the first day of the period of confirmation of the occupancy by the admitted candidates. The text of the contract will be sent by the IDS to all the secretaries of the doctoral schools, in digital format.

b) They will draw up, together with the supervisor, the plan of doctoral university studies in 4 copies signed in handwriting, using the offer of *Courses of doctoral schools 2021-2022*, which will be published on the page

http://doctorat.ubbcluj.ro/documente/alte_fisiere/Discipline_scoli_doct.pdf. The curricula of all the 31 doctoral schools of BBU will be sent in June 2021 to the Institute of Doctoral Studies for verification and signing and will be uploaded in the AcademicInfo application by September 1, 2021. The plan of doctoral university studies is approved by the council of the doctoral school in which the doctoral supervisor is the holder. The approved individual doctoral study plan is to be submitted to the secretariat of the doctoral school. The secretary of the doctoral school will submit to the IDS all the individual doctoral study plans together with the summary tables, within 15 days from the date established by the Senate of Babes-Bolyai University as the enrollment date of the doctoral students admitted after the admission contest. The form of the doctoral studies plan is published at the address

http://doctorat.ubbcluj.ro/documente/formulare/Planul_studiilor.doc and is to be filled in by the doctoral-student by computer-editing it.

(2) Candidates declared admitted to budgeted places, **with scholarship**, will send / submit to the secretariat of the doctoral school when confirming the occupancy a document containing the IBAN of the bank account on the name of the candidate. These documents, accompanied by a summary table, will be submitted by the secretary of the doctoral school to the IDS or to the Registry (for the IDS) within 15 working days from the date of registration.

(3) The list of positions for the academic year 2021-2022 of the teaching and research staff within the doctoral school is elaborated by the Director of the doctoral school and is endorsed by the Doctoral School Council, the Faculty Council, the BBU Administration Council and is approved by the BBU Senate (according to the Senate Decision no. 9474 / 07.13.2020). The job descriptions will be sent to

the IDS and to the Payroll Service (for verifications) by September 27, 2021.

(4) Candidates declared admitted to doctoral studies, who are interested in accommodation in the BBU dormitories, can apply for accommodation at the secretariat of the faculty to which they belong.

VI. Final provisions

Art.8

(1) The doctoral schools ensure the transparency of the evaluation and selection procedures of the candidates for the doctoral admission and guarantee the access to this information, through the publication on the Internet and through other means of information (flyers, posters, etc.).

(2) The directors of the doctoral schools are responsible for the good development of the admission contest, in the sense of observing the quality norms, the university ethics and the legislation in force.

(3) The general information about the admission is published on the Internet at <http://doctorat.ubbcluj.ro/ro/date-importante/>.

SECTION 2 - Admission to doctoral studies at the Babes-Bolyai University, of candidates - foreign nationals (non-EU)

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

I. General provisions

Art. 1

Foreign citizens are persons who have the citizenship of a third country, proven by having a valid passport.

Art. 2

(1) Schooling in Romania of foreign citizens is carried out as follows:

a) on study places without payment of tuition fees and without a scholarship in compulsory education in Romania; For details regarding scholarships offered by the Romanian Government, follow the link:

<https://www.mae.ro/en/node/10251>

b) on study places with the payment of tuition fees in foreign currency, in the upper secondary pre-university education, in the non-university tertiary education and in the state and private accredited higher education in Romania;

(2) Schooling in Romania of the citizens mentioned in art. 1 is also carried out within the military, public order and national security, the number of places provided for foreign citizens and the organization of the aptitude tests being established by the relevant institutions.

II. Registration conditions

Art. 3

(1) The registration procedure for foreign citizens who are not from the European Union (EU), the European Economic Area (EEA) or the Swiss Confederation (CH) in order to participate in the admission competition organized for doctoral studies is regulated by the Order of the Minister of Education, Research, Youth and Sports no. 6000/2012, with the amendments from the Order of the Minister of National Education no. 3359MD from 03.11.2013 - both documents can be found on the webpage <http://doctorat.ubbcluj.ro/ro/ordine-ale-ministrului-educatiei/>. The admission to studies and schooling of foreign citizens in the academic year 2021-2022 is regulated by Order no. 3473/2017 (with all subsequent amendments and completions) and by ORDER No. 5736/2020 of October 13, 2020 regarding the modification of the Methodology for accepting foreign citizens for studies and schooling starting with the school / university year 2017 - 2018, approved by the Order of the Minister of Education no. 3.473/2017.

(2) Foreign candidates, graduates with a long-term bachelor's degree (prior to the Bologna Process), respectively graduates of master's degree studies from third-countries, who have graduated accredited master's degree programs, enroll at BBU according to the calendar of Romanian citizens' doctoral admission.

(3) The recognition of the studies carried out by the citizens from countries that are not part of the EU, EEA or of the CH will be carried out by the specialized Directorate within the Ministry of National Education.

(4) Upon admission in all cycles of university studies taught in Romanian, all foreign citizens have the obligation to present a certificate of speaking competence for the Romanian language, issued by institutions authorized by the Ministry of National Education.

III. The Registration Procedure

Art. 4

(1) The registration procedure for citizens of the European Union (EU), the European Economic Area (EEA) and the Swiss Confederation (CH) in order to participate in the admission contest organized for doctoral studies is the following:

• *The registration of international citizens is conditioned by obtaining the preliminary agreement from a doctoral supervisor within the doctoral field for which they apply and by obtaining the letter of acceptance from the Ministry of Education and Research.*

Documents necessary to obtain the acceptance letter (*documents can be sent, according to the legislative requirements to the email address: cosmina.ciobanu@ubbcluj.ro by mail / courier to the address: strada M. Kogalniceanu, nr.1, Ro-400084, Cluj-Napoca, until June 30, 2021*):

a) Preliminary Agreement

b) Application for issuance of acceptance letter: <https://doctorat.ubbcluj.ro/wp-content/uploads/2017/07/anexe-omen-3473-2017.pdf>

c) Declaration of [consent for the processing of personal data](#)

d) The baccalaureate diploma or its equivalent - superlegalized (for the residents of the countries that have signed the Hague Convention, the Hague Apostille is required - access the site: <https://www.gsccca.org/notary-and-apostilles/apostilles/general-apostille-information>; 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 legalized.

e) Supplement to the baccalaureate diploma, transcript of records (authorized and notary certified translation, in Romanian or English if the original document is not issued in one of these languages;

f) Bachelor's degree or equivalent - superlegalized (for residents of countries that have signed the Hague Convention, the Hague Apostille is required; 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 certified by a notary.

g) Supplement to the Bachelor's degree or transcript of records (authorized and notary certified translation, in Romanian or English if the original document is not issued in one of these languages;

h) Master's degree or equivalent - superlegalized (for residents of countries that have signed the Hague Convention, the Hague Apostille is required; 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 certified by a notary.

i) Supplement to the Master's degree (authorized and notary certified translation, in Romanian or English if the original document is not issued in one of these languages;

j) Superlegalized Certificate of Master's degree (doctoral students having passed the dissertation examination in the sessions of the academic year 2020-2021 may submit upon registration, instead of the Master's degree, the certificate issued by the educational institution, which mentions the grade point average, the grade averages obtained in the years of study, the validity term and the fact that a diploma was not issued.

k) For the study programs taught in Romanian, the candidate must present a certificate attesting their knowledge of the Romanian language or to submit certificates proving the completion of at least 4 consecutive years of studies in Romania. Otherwise, the Romanian language preparatory year is mandatory (Check the admission requirements in the dedicated section);

l) Birth certificate (notary-certified translation in Romanian or English and Apostille) in authorized or legalized translation if the document is not issued in Romanian, English;

m) Marriage certificate (notary-certified translation in Romanian or English and Apostille) in certified or notary-certified translation if the document is not issued in Romanian, English;

n) Copy of passport valid for at least 6 months when applying for doctoral studies

o) Copy of identity card or residence permit

p) Curriculum Vitae (CV)

q) The medical certificate (in an international language) attesting the current health situation of the candidate;

r) 2 ID type photos / 1 Photo (3 cm X 4 cm);

s) original notarial power of attorney if the candidate's request is made by a representative;

t) CD/DVD with all the mentioned documents scanned in PDF format;

Steps to take after obtaining the Letter of Acceptance

(2) Non-EU candidates, who have fulfilled all the conditions related to enrollment in the doctoral studies and have obtained the letter of acceptance from the MER, in the approved and announced enrollment period, have to submit / send to the Institute of Doctoral Studies, located on the 1st floor of the Echinox building, str. Universitatii nr. 7-9 or at the email address cosmina.ciobanu@ubbclui.ro,

the following documents, (registration for the admission contest can be done, on behalf of the candidate, and by another person based on a notarial power of attorney in original):

- a) Registration form (standard form) and annex - generated by the online pre-registration platform after filling in the personal data by each student (*the online registration platform will be published on the IDS website during the admission period*)
- b) The receipt for the admission fee and processing fee in Euros; these fees are paid by bank transfer: RO 16 RNCB 0106026604700008, specify under the mentions: *admission fee amount* and *processing fee amount*, 1st year of doctorate 2021-2022, *doctoral field*.

For Non-EU candidates - Scholars of the Romanian state according to the Ministry of Foreign Affairs (<https://www.mae.ro/node/10250>), the admission file must contain in addition to the documents mentioned above and Letter of acceptance issued by the Ministry of Education - in original

In case the candidates cannot personally submit / collect the documents, the papers from the IDS, these can be handed over / collected by the proxies (the proxies must present a notarial power of attorney in original)

IV. Development of the admission contest

Art 5.

(1) Regardless of the field, the doctoral admission competition consists of at least two tests:

- a) a specialized written test, based on a topic announced by the doctoral supervisor at least two months before the date of the admission contest;
- b) an interview in which the scientific / artistic preoccupations of the candidate, their research / artistic creation skills and the proposed topic for the doctoral thesis are analyzed.

(2) Depending on the specificities of the field, other tests (even eliminatory ones) may be provided in the doctoral admission competition, upon the request of the titular doctoral supervisors and with the consent of the doctoral school council.

(3) In the doctoral study programs carried out in foreign languages, the admission of foreign candidates is conditioned by the promotion of a test of specialized linguistic knowledge organized by each doctoral school within the doctoral admission process. The tests will be conducted in the language of the doctoral program. The result will be noted in the admission report as "admitted" or "rejected".

(4) The competition tests are held in front of an admission commission consisting of the doctoral supervisor who offered the position of doctoral student for admission, and at least 2 other specialists

from the Babes-Bolyai University who have at least the position of associate professor or second degree scientific researcher. The chairman of the admission commission is the doctoral supervisor. The admission commissions are proposed by the doctoral school councils and are approved by the CSUD director.

(5) It is forbidden for a candidate for doctoral studies to be in a relationship such as spouses, in-laws and relatives up to and including the third degree, with members of the admission commission before whom he / she must take the tests within the doctorate admission contest.

(6) It is forbidden for a candidate to be in a relationship such as spouses, in-laws and relatives up to and including the third degree, with his future doctoral supervisor.

(7) Persons who are in a relationship of spouses, in-laws and relatives up to and including the third degree, cannot be appointed in the same doctoral admission commission.

V. Admission Results

Art. 6

(1) After evaluating the candidates' performance in the competition tests, the admission commission nominates, based on the established selection criteria, the candidate who is to occupy the position of doctoral student put out to competition. This candidate will be able to be registered on the respective place only after obtaining the favorable approval of the council of that doctoral school (*according to art. 32 paragraph 3 of GD 681/2011*) in which the doctoral supervisor is holder and if the respective doctoral school is provisionally authorized or accredited.

(2) The minimum average that a candidate must obtain in order to be declared admitted is 7.00. The average is calculated to two decimal places without rounding.

(3) The doctoral schools will display on their own website or on the notice board the results of the candidates (with the protection of personal data according to GDPR), so that the right to appeals can be respected.

(4) Any appeals, in case of written tests, are submitted to the Doctoral School to which belongs the doctoral supervisor to whom the candidate enrolled, within 24 hours from the display of the results **by the Doctoral School**, and their results are communicated in maximum 48 hours after the end of the term for submitting the appeals.

(5) No appeals may be made for oral, sports or artistic tests.

(6) Appeals based on ignorance of the admission methodology are not allowed (according to art. 27 paragraph (3) of MO 6102/2016).

(7) After resolving the appeals and displaying the results, the result of the admission contest is final and cannot be changed.

(8) The resolution of the appeals is exclusively within the competence of the Appeals Commission appointed by the Doctoral School Council where the candidate participated in the admission contest. The decision of the appeals commission is final.

(9) The Institute of Doctoral Studies will display the admission results on its own website (in the admission section).

(10) The remaining vacancies within the doctoral schools are redistributed for the first time, inside the doctoral school, to the doctoral supervisors requesting redistributions of the candidates (in compliance with the decision of the Administration Council no. 1633 /02.18.2021 and art. 14 paragraph (4) of the Regulation of organization and development of doctoral studies within the BBU No. 483 of 01.13.2020).

(11) The remaining vacancies at the level of doctoral schools will be redistributed by the management of the Institute of Doctoral Studies, equitably to all doctoral schools, taking into account the additional criteria for allocating grants / places provided in the decision of the Administration Council no. 1633 / 02.18.2021 and the CSUD decision no. 7587/May 5, 2017 and the marks obtained by the candidates for the admission contest.

(12) The Institute of Doctoral Studies will send to the doctoral schools the number of vacancies destined for redistribution. The directors of doctoral schools have the obligation to send to the IDS, within the term specified by the Institute of Doctoral Studies, the nominal list of the candidates redistributed on the vacancies.

(13) The validation of the results of the admission to the doctoral university studies is done by the Doctoral School Council (DSC) and the Council for Doctoral University Studies (CDUS). The display of the final results on the IDS website will be done only after the validation of the results by the Doctoral School Councils and the CDUS.

VI. Confirmation of the place occupancy and enrollment of the candidates declared admitted

Art. 7

- (1) Enrollment of foreign citizens will be done by decision of the rector, according to the calendar established by the receiving higher education institution, according to the legislation in force.
- (2) Upon enrollment, the candidates will present the study and identity documents from the application file, in original, together with the letter of acceptance for studies and the passport with the valid visa for the purpose of "studies".
- (3) Original study documents issued in states that are part of the Hague Apostille Convention must be endorsed by the competent authorities of the countries issuing the Hague Apostille.
- (4) The original study documents issued in states that are not part of the Hague Apostille Convention will be superlegalized by the Ministry of Foreign Affairs from the issuing country and by the Romanian embassy / consular office of the issuing country.
- (5) Upon enrollment, the higher education institutions will write in the school documents the names of the foreign citizens according to the data in the passport. The same name will be written on the documents issued upon completion of the studies (diploma, diploma supplement).
- (6) During the period announced for the confirmations, international candidates admitted to places financed by study grants will confirm the occupancy by submitting to the Institute of Doctoral Studies, for registration, the study contracts originally signed in 4 copies and the Letter of Acceptance to doctoral studies in original. The text of the contract can be found on the page <http://doctorat.ubbcluj.ro/documente/formulare/Contract.pdf> , it is not, normally, editable on the computer.
- (7) The validated international candidates admitted for paid positions will confirm the occupancy by presenting at the Institute of Doctoral Studies, during the announced period for the confirmations, the study contract originally signed in 4 copies, the original Letter of Acceptance, the receipt proving the payment of at least 25% of the annual fee. The tuition fee is paid by bank transfer to the account number: RO 16 RNCB 0106026604700008, by specifying adding under mentions: the name of the payer, the amount paid and the academic year.
- (8) Candidates who do not confirm the occupancy during the period announced for the confirmations lose the right to register, and the budgeted places left unoccupied will be occupied by sliding onto them the candidates who confirmed the occupancy of places with fee, in decreasing order of the averages of grades obtained at the competition tests.

Art. 8

- (1) Enrollment of foreign citizens will be done according to the calendar established by

Babes-Bolyai University, until the end of the first semester of the academic year for which it was issued.

Letter of acceptance, according to the legislation in force (according to art. 40 of the annex to OMENCS no. 3473/2017 of March 17, 2017)

(2) In addition to submitting the study contract, all admitted candidates will draw up together with the doctoral supervisor the plan of doctoral studies and will submit the plan of doctoral studies in 4 copies signed in handwriting, using the offer of *Courses of doctoral schools 2021-2022*, which will be published on http://doctorat.ubbcluj.ro/documente/alte_fisiere/Discipline_scoli_doct.pdf.

(3) The submission of the (individual) plans for the doctoral studies is made according to art. 7 paragraph 1) letter b) of Section 1.

(4) Candidates declared admitted to doctoral studies, who are interested in accommodation in the BBU dormitories, can apply for accommodation at the secretariat of the faculty to which they belong.

SECTION 3 - Admission to doctoral studies at the Babes-Bolyai University - of candidates - Romanians Everywhere

I. General provisions

Art. 1

According to MO 6102/2016, the admission of Romanians Everywhere, as well as third country nationals is based on methodologies specially developed by the Ministry of Education.

(1) *In accordance with the provisions of Law no. 299/2007 regarding the support granted to Romanians Everywhere, republished, with the subsequent modifications and completions, under the category of Romanians Everywhere fall: „Persons who freely assume the Romanian cultural identity, persons of Romanian origin and those belonging to the Romanian linguistic and cultural vein, who live outside the borders of Romania, regardless of the ethnonym used (Aromanians, Basserabians, Bukovinians, Aromanians in Macedonia, Daco-Romanians, Aromanians in Albania, Hertsans, Istro-Romanians, Danube Latins, Macedoromanians, Macedonian Romanians, people of the Maramureş, Meglenites, Megleno-Romanians, Moldovans, Moldovlachs, Romanians, Wallachians, Vlachs, Macedonian Aromanians), as well as all the other lexical forms semantically related to the above. Romanians who emigrated, whether or not they retained Romanian citizenship, their descendants, as well as Romanian citizens with permanent residence or with residence abroad.”*

(2) Candidates from the Romanians Everywhere category participate in admission to specially granted places, subsidized by the Romanian state. The places budgeted by the MER are divided into two categories: without the payment of tuition fees but with a scholarship, and without the payment of tuition fees but without a scholarship. On the occasion of enrolling in an admission competition, the candidate for doctoral studies chooses a doctoral supervisor, among those doctoral supervisors of the Babes-Bolyai University who offer doctoral student places for that admission competition. In order to register for the admission competition, foreign candidates (EU and non-EU) and candidates from the Romanians Everywhere category must obtain from the future doctoral supervisor the agreement in principle signed by them.

(3) A student declared admitted to university studies can benefit from financing from the budget for a single field on the same cycle of studies, a second field of study can be taken only with a fee in RON, in the amount provided for Romanian citizens, according to the legal provisions in force.

II. Registration conditions

Art. 2

Documents required for registration:

(1) Foreign candidates, Romanians Everywhere, graduates with a long-term bachelor's degree (prior to the Bologna Process), respectively graduates of master's degree studies from the Republic of Moldova or other third-countries, who have graduated accredited master's degree programs, register at the BBU according to the calendar of Romanian citizens' doctoral admission.

(2) In order to verify the eligibility of the diplomas, the Institute of Doctoral Studies of BBU will consult for the citizens of the Republic of Moldova the web page: <http://www.anacip.md>, and for the other states will access the sites: <http://www.enic-naric.net/higher-education-institution.aspx>, choosing that country and then Recognized higher education institutions, respectively http://cnred.edu.ro/imipqnet/doku.php?id=lista_universitatilor_recunoscute, where there are faculties and fields of study (by country) that are accredited. In case difficulties will be encountered in the process of evaluating files, BBU will send to MNE-DGRIAE, at the e-mail address: verificarediplomerop@edu.gov.ro, in scanned format, the diplomas of the respective candidates, in order to obtain the tuition approval.

(3) In the case of candidates from the category - Romanians Everywhere, the registration for the admission contest will be made on the basis of the passport valid for at least 6 months from the beginning of the doctoral program and the birth certificate, with the exact mention at the time of submission of the file, of the place they are applying for (Romanian / EU places, or places for Romanians Everywhere).

(4) In the case of candidates who have studied abroad, their diplomas are transmitted by the IDS to the MER and NCRED in order to obtain the certificate of equivalence / recognition of studies. The documents required for the procedure of recognition / equivalence of studies are updated and displayed on the NCRED website: <https://www.cnred.edu.ro/ro/studii-universitare>

(5) In order to send to the Ministry of Education and Research and NCRED the study recognition files of the Romanian candidates, EU, EEA and CH, the submission of these files with the Institute of Doctoral Studies of the BBU will be made by the deadline specified on the IDS website. All the requested documents are submitted to the IDS as follows: certified copies of the required study documents; notary-certified translations into Romanian of the requested documents.

(6) The authentication of the study documents, subject to the recognition/equivalence by MNE and NCRED, in the case of studies in other states than the EU, EEA, and CH, for the candidates from the Romanians Everywhere category, will be done as follows:

a) for diplomas from the Republic of Moldova, Apostille or superlegalization is not required. Diplomas issued before 2008 (as well as diplomas issued after 2008 that cannot be [verified through the portal](#)) will be accompanied by [Certificate of authenticity issued by the Ministry of Education of the Republic of Moldova](#), in original;

b) for [the States which are parties to the Hague Apostille Convention](#), the study documents subject to equivalence/ recognition must be covered with [Apostille from The Hague by 1788 by the competent authorities from issuing countries](#); study documents from Italy, Greece, Spain, Portugal and Cyprus will be covered by the Apostille of the Hague Convention, with the other EU Member States exempted;

c) for states that are NOT parties to the Hague Apostille Convention, study documents will be superlegalized or will be accompanied by the Certificate of Authenticity issued by the competent authorities in the country of origin;

(7) the superlegalization is applied by the Ministry of Foreign Affairs from the issuing country and the Romanian Embassy / Consular Office in the respective country or by the Ministry of Foreign Affairs from the issuing country and its Embassy / Consular Office in Romania and the Ministry of Foreign Affairs of Romania; for countries where there are no diplomatic missions of Romania or which do not have diplomatic missions in Romania, the study documents will have the visa of the Ministry of Education and of the Ministry of Foreign Affairs from the issuing country;

(8) exemption from superlegalization is allowed under the law, an international treaty to which Romania is a party or on the basis of reciprocity.

(9) If Romanians Everywhere change their permanent residence in Romania during their studies, they can continue their studies in accordance with the regulations of each higher education institution for Romanian citizens with permanent residence in Romania, starting with the following academic year.

Art. 3

The registration file must include:

a) Envelope file (on the cover there will be written Name, Surname, PhD Domain, Coordinating Professor);

b) Registration form (standard form) and annex - generated by the online pre-registration platform which will be public on the IDS website during the admission period.

c) Curriculum Vitae

d) List of published scientific papers (if applicable)

e) Birth certificate (Notary-certified copy, or presentation of the original documents in order to establish compliance with the original according to the Government Emergency Ordinance no. 41/2016)

f) Baccalaureate diploma (Notary-certified copy, or presentation of the original

documents in order to establish compliance with the original according to the Government Emergency Ordinance no. 41/2016);

g) Diploma for the completion of the bachelor's studies with the related annexes as the case may be: transcript respectively supplement to the diploma (notary-certified copy, or presentation of the documents in original in order to establish the conformity with the original according to the Government Emergency Ordinance no. 41/2016);

h) Diploma for the completion of postgraduate/master studies with the related annexes as the case may be: transcript respectively supplement to the diploma (notary-certified copy, or presentation of the documents in original in order to establish the conformity with the original according to the Government Emergency Ordinance no. 41/2016);

i) Master's certificate for students who complete their studies in the academic year 2020-2021;

a) Certificate of authenticity, in original, for all study diplomas issued before 2008 (the certificate of authenticity is issued by the Ministry of Education of the Republic of Moldova)

b) Marriage certificate - only in case of change of the surname by marriage (notary-certified copy or presentation of the original documents in order to establish compliance with the original according to the Government Emergency Ordinance no. 41/2016);

c) Administrative name-change document (Notary-certified copy, or presentation of the original documents in order to establish compliance with the original according to the Government Emergency Ordinance no. 41/2016);

d) Certificate of equivalence of studies. The studies carried out abroad are proved with a certificate of their equivalence, issued by [the National Center for Recognition and Equivalence Diplomas \(NCRED\)](#);

e) Simple copy (not legalized) of passport / identity card;

f) Declaration regarding the belonging to the Romanian cultural identity: <https://www.edu.ro/sites/default/files/Anexa%20nr%203%20Declaratie%20apartenenta.pdf>

g) All documents attesting the university studies and annexes, transcripts, will be submitted to the Institute of Doctoral Studies in certified copies and with legalized translation into Romanian (if the documents are issued in a language other than Romanian).

h)

III. Unfolding of the admission contest

Art. 4

(1) Regardless of the field, the doctoral admission competition consists of at least two tests:

a) a specialized written test, based on a topic announced by the doctoral supervisor at least two months before the date of the admission contest;

b) an interview in which the scientific / artistic preoccupations of the candidate, their

research / artistic creation skills and the proposed topic for the doctoral thesis are analyzed.

(2) Depending on the specificities of the field, other tests (even eliminatory ones) may be provided in the doctoral admission competition, upon the request of the titular doctoral supervisors and with the consent of the doctoral school council.

(3) The competition tests are held in front of an admission commission consisting of the doctoral supervisor who offered the position of doctoral student for admission, and at least 2 other specialists from the Babes-Bolyai University having at least the position of associate professor or second degree scientific researcher. The chairman of the admission commission is the doctoral supervisor. The admission commissions are proposed by the doctoral school councils and are approved by the CSUD director.

(4) It is forbidden for a candidate at doctoral studies to be in a relationship such as spouses, in-laws and relatives up to and including the third degree, with members of the admission commission before whom they must take the tests within the doctorate admission contest.

(5) It is forbidden for a candidate to be in a relationship such as spouses, in-laws and relatives up to and including the third degree, with their future doctoral supervisor.

(6) Persons who are in a relationship of spouses, in-laws and relatives up to and including the third degree, cannot be appointed in the same doctoral admission commission.

IV. Admission results

Art. 5

(1) After evaluating the candidates' performance in the competition tests, the admission commission nominates, based on the established selection criteria, the candidate who is to occupy the position of doctoral student put out to competition. This candidate will be able to be registered on the respective place only after obtaining the favorable approval of the council of that doctoral school (*according to art. 32 paragraph 3 of GD 681/2011*) in which the doctoral supervisor is holder and if the respective doctoral school is provisionally authorized or accredited.

(2) The minimum average that a candidate must obtain in order to be declared admitted is 7.00. The average is calculated to two decimal places without rounding.

(3) The doctoral schools will display on their own website or on the notice board the results of the candidates (with the protection of personal data according to GDPR), so that the right to appeals can be respected.

(4) Any appeals, in case of written tests, are submitted to the Doctoral School to which

belongs the doctoral supervisor to whom the candidate enrolled, within 24 hours from the display of the results **by the Doctoral School**, and their results are communicated in maximum 48 hours after the end of the term for submitting the appeals.

(5) No appeals may be made for oral, sports or artistic tests.

(6) Appeals based on not knowing the admission methodology are not allowed (according to art. 27 paragraph (3) of MO 6102/2016).

(7) After resolving the appeals and displaying the results, the result of the admission contest is final and cannot be changed.

(8) The resolution of the appeals is exclusively within the competence of the Appeals Commission appointed by the Doctoral School Council where the candidate participated in the admission contest. The decision of the appeals commission is final.

(9) The Institute of Doctoral Studies will display the admission results on its own website (in the admission section).

(10) The remaining vacancies within the doctoral schools are redistributed for the first time, inside the doctoral school, to the doctoral supervisors requesting redistributions of the candidates (in compliance with the decision of the Administration Council no. 1633 /02.18.2021 and art. 14 paragraph (4) of the Regulation of organization and development of doctoral studies within the BBU No. 483 of 01.13.2020).

(11) The remaining vacancies at the level of the doctoral schools will be redistributed by the management of the Institute of Doctoral Studies, equitably to all doctoral schools, taking into account the additional criteria for allocating grants / places provided in the decision of the Administration Council no. 1633/02.18.2021 and the CDUS decision no. 7587/May 5, 2017 and the grades obtained by the candidates for the admission contest.

(12) The Institute of Doctoral Studies will send to the doctoral schools the number of vacancies destined for redistribution. The directors of doctoral schools have the obligation to send to the IDS, within the term specified by the Institute of Doctoral Studies, the nominal list of the candidates redistributed on the vacancies.

(13) The validation of the results of the admission to the doctoral university studies is done by the Doctoral School Council (CSD) and the Council for Doctoral University Studies (CDUS). The display of the final results on the IDS website will be done only after the validation of the results by the Doctoral School Councils and the CDUS.

V. Enrolment for doctoral studies

Art. 6

(1) Candidates from the Romanians Everywhere category, who have been validated as admitted to the doctorate, will be enrolled in the doctoral studies only after receiving the Tuition Approval from the MNE.

(2) They will fill in the study contract in 4 copies, they will submit it online on the platform, after which they will send it to the doctoral school secretary. The secretary of the doctoral school will be responsible for all study contracts to be signed by the doctoral student, the doctoral supervisor and the director of the doctoral school, and to be submitted centrally to the Institute of Doctoral Studies within 15 working days from the first day of the period of confirmation of the occupancy by the admitted candidates. The text of the contract will be sent by the IDS to all the secretaries of the doctoral schools, in digital format.

(3) All the candidates will draw up, together with the supervisor, the plan of the doctorate studies in 4 copies signed by hand, using the offer of *Courses of the doctoral schools 2021-2022*, which will be published on the page http://doctorat.ubbcluj.ro/documente/alte_fisiere/Discipline_scoli_doct.pdf. Submission of the (individual) plans for the doctoral studies is made according to art. 7 paragraph 1) letter b) of Section 1.

VI. Final provisions

Art.7

(1) The doctoral schools ensure the transparency of the evaluation and selection procedures of the candidates for the doctoral admission and guarantee the access to this information, through the publication on the Internet and through other means of information (flyers, posters, etc.).

(2) The directors of the doctoral schools are responsible for the good development of the admission contest, in the sense of observing the quality norms, the university ethics and the legislation in force.

(3) The general information about the admission is published on the Internet at <http://doctorat.ubbcluj.ro/ro/date-importante/>.