

**Admission methodology for doctoral degree  
programmes at Babeş-Bolyai University  
for the 2023-2024 academic year.  
- As further amended and supplemented by  
Senate Decision nr. 36/20.03.2023.**

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## Legal framework

Admission to doctoral studies in the 2023 session complies with the applicable regulations in force:

- ✓ National Education Law No. 1/2011;
- ✓ Law no. 288/2004 on conducting academic programmes;
- ✓ Law no. 299/2007 on providing assistance to Romanians abroad,
- ✓ GD 681/2011 on the approval of the Code of Doctoral Studies;
- ✓ [Order No 3199/2021 amending and supplementing the Framework methodology on conducting admission to undergraduate, master's and doctoral degree programmes, approved by Order of the Minister of National Education and Scientific Research No 6102/2016](#)
- ✓ [ORDER no. 3102/2022 of 08 February 2022 for the approval of the Framework methodology on conducting admission to undergraduate, master's and doctoral degree programmes;](#)
- ✓ OMEN 5110/2018 on the approval of the national minimum requirements for granting the title of doctor;
- ✓ OMEN 6000/2012 on the approval of the Methodology for the enrolment of foreign citizens from EU third-party countries in state and private accredited education in Romania;
- ✓ OMEN 3900/2017 on the approval of the Methodology for the enrolment of Romanians from abroad to the state pre-university education in Romania, on places not paying tuition fees, but with scholarships, respectively not paying tuition fees, but without scholarship as of the 2017-2018 academic year and of the Methodology for the enrolment of Romanians from abroad in the Romanian state higher education, for places not paying tuition fees but with scholarship, respectively not paying tuition fees but without scholarship as of the 2017-2018 academic year
- ✓ ORDER No. 3473/2017 of 17 March 2017 on the approval of the Methodology for the enrolment of foreign citizens starting with the 2017-2018 school/academic year
- ✓ Updated Regulation on conducting doctoral degree programmes at Babeş-Bolyai University, approved in the Senate meeting no. 483 of 13.01.2020, with subsequent amendments and supplements.

## **SECTION 1 - Admission to doctoral studies at Babeş-Bolyai University for applicants who are citizens of the European Union (EU), the European Economic Area (EEA) and the Swiss Confederation (CH) respectively**

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

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

(1) Applications for doctoral programmes follow the calendar approved by the Babeş-Bolyai University Administrative Council. The allocation of state funded places among doctoral schools will proceed according to the approved methodology. Doctoral schools that have applied for Eutopia joint programmes in the next academic year (2023-2024) will be given priority for these places.

(2) Admission to doctoral degree studies follows a selection process organised by Babeş-Bolyai University, through the Institute for Doctoral Studies and the 31 doctoral schools of IOSUD-UBB. Applications for admission to doctoral studies may be submitted irrespective of the field in which the candidate has obtained their undergraduate and master's degrees.

(3) Only graduates with a master's degree or its equivalent are eligible to apply for admission to doctoral studies. For graduates of long-term higher education preceding the implementation of the three-cycle Bologna scheme, their diploma shall be equivalent to a master's degree in the field. Therefore, holders of a long-term higher education degree may apply for doctoral studies with no obligation to complete the second cycle of master's studies, according to MO 3199/2021.

(4) Doctoral education is conducted as a full-time degree and, by exception, as a part-time degree with state funding through grants or on tuition. Under the law, a person may only receive state funding for one doctoral programme.

(5) Admission to doctoral programmes is the process of selecting candidates for each doctoral student vacancy that doctoral supervisors within a doctoral school opens at a given time (according to art. 32 paragraph (1) of GD 681/2011).

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

(7) The selection of the doctoral applicant is made by the doctoral supervisor who was assigned the vacant place (according to art. 32 paragraph (2) of GD 681/2011). Successful candidates will have their doctoral studies coordinated by that supervisor within the doctoral school where the supervisor has tenure.

(8) Pursuant to the submission of the doctoral supervisor, a doctoral student can be enrolled only after obtaining the favourable opinion of the doctoral school council (according to art. 32 paragraph (3) of GD 681/2011).

(9) The Director of the Council for Doctoral Studies (CSUD) and the secretariat of the Institute for Doctoral Studies will detail and publish the required documents in order to apply for the doctoral degree selection competition, both at the Institute for Doctoral Studies and on the website of both the Institute and of each doctoral school.

(10) Acting in agreement with the council of their doctoral school, the doctoral supervisors establish, exhaustively and at least two months before the admission competition, the criteria for the evaluation of candidates and the criteria for the selection of candidates for the places they provide in the admission competition. The criteria will be submitted in writing to the Institute for Doctoral Studies and disseminated to the public by means as varied and accessible as possible, including the Internet.

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

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

(13) Nationals of European Union Member States, European Economic Area countries or the Swiss Confederation have access to doctoral studies under the same conditions as those stipulated in the relevant regulations for Romanian citizens, including fees (application fee, tuition fee, doctoral dissertation defence fee).

(14) [The curricula of doctoral schools will be submitted to the doctoral schools for the mandatory approvals and forwarded to IOSUD-UBB by 12 June 2023. The required approvals will then be sought so that candidates can fill in and submit their doctoral course of study plan during the admissions confirmation period.](#)

(15) The application, processing and tuition fees are set out in the Regulation on admission, tuition and completion of studies fees for the 2023-2024 academic year and are approved by UBB Senate Decision.

**(16) During a state of emergency or alert or in other duly justified situations, the provisions in force governing online admission may apply.**

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

### **Art. 2.**

(1) The application process for nationals from the European Union (EU), the European Economic Area (EEA) and the Swiss Confederation (CH) wishing to sit the admission examination for doctoral degree programmes is as follows:

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

(3) The candidate will pay a fee in order to apply for the [2023](#) doctoral admission competition, which covers the processing fee and the application fee, according to the *UBB Regulation on admission, tuition and completion of studies fees for the [2023-2024](#) academic year*, by one of the following payment options:

1. [P1 - online on the admission app](#)
2. [P2 - at the University cashier's office, 14 I.C. Brătianu Street, Monday-Friday \(closed on Saturday and Sunday\);](#)
3. [P3 - at any post office, by money order, to account RO35TREZ21620F330500XXXX at Cluj-Napoca Treasury;](#)

4. P4 - by payment order to any bank into the account R035TREZ21620F330500XXXX of Babeş-Bolyai University of Cluj-Napoca, open at Cluj-Napoca Treasury. UBB tax code: 4305849.

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

(4) During the application period, as authorised and published, applicants will upload the following documents as image or pdf files to the application platform:

- the application form generated on the platform with the statement of consent to the processing of personal data  
These documents will be automatically generated when the applicant enters their data on the online application platform. In order to generate the application form, personal identification data is required to be entered on the online application platform, as per identity card/ID card/passport, birth certificate and/or marriage certificate, the name of the doctoral supervisor the candidate is applying for and other information on admission options.
- Application form including a declaration of ethnicity, using the template available on the Institute for Doctoral Studies website - **only for applicants who opt for places allocated for the Roma ethnic group**
- Curriculum Vitae
- List of published papers (if applicable)
- Certificate of language proficiency in an international language valid at the time of the admission exam. The language proficiency exam is available at the Alpha or Lingua language centres of Babeş-Bolyai University. The Language Proficiency Certificate issued by accredited language centres with a score equivalent to at least level B2 (according to Addendum 1) of the Common European Framework of Reference - Council of Europe, issued within the two previous calendar years, is also accepted.
- Academic degrees: baccalaureate degree; bachelor’s degree (with related addenda, if applicable: academic transcript or diploma supplement); advanced degree diploma/ master’s degree (with related addenda, if applicable: academic transcript or diploma supplement);  
Applicants who have passed the master’s degree examination in the **2022-2023** academic year may submit, instead of the master’s degree, the certificate issued by the academic institution, specifying the overall score, the grades obtained in the years of study, the validity period and the fact that no diploma has been issued yet. The education completed abroad is attested by a certificate of equivalence issued by the National Centre for the Recognition and Equivalence of Diplomas (CNRED) of the Ministry of Education.
- Birth certificate;
- Marriage certificate (only for change of name by marriage);

- Name change official document (if applicable).
- Identity card/or passport for citizens outside RO
- Document (receipt, payment order, postal order) confirming payment of the application fee for the admission competition (pursuant to Art. 2 para. 3)

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

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

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

(8) The secretaries of the doctoral schools will submit, for the purpose of centralisation to the ISD, the files with the documents of all the applicants (whether or not they have been successful) according to the list of documents provided by the ISD and the documents pertaining to the admission process (lists of admission results, both initial, final and results following shifts) accompanied by the summary/minutes (signed by the secretary of the doctoral school) on the first day following the period of confirmation of places.

**Art. 3.**

(1) (Romanian and EU citizens) applicants who have studied abroad will submit a certificate of equivalence issued by the National Centre for the Recognition and Equivalence of Diplomas (CNRED) of the Ministry of Education. More details on the equivalence process and the required documents are available on the CNRED website: [www.cnred.edu.ro](http://www.cnred.edu.ro).

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

(3) Applicants who have studied abroad and who do not submit with their application the Certificate of Recognition/Equivalence of Studies issued by the CNRED within the MEC are not eligible to apply for doctoral programmes.

**III. Admission selection competition**

**Art. 4.**

(1) Regardless of the field, the doctoral selection process consists of at least two examinations:  
a) a subject-based written examination on a topic published by the doctoral supervisor at least two months prior to the selection competition;

b) an interview assessing the applicant's academic/artistic interests, research/artistic skills and the subject chosen for the doctoral dissertation and, if relevant, the applicant's language proficiency (see paragraph 3 below)

(2) Subject to the field object, other examinations (even preliminary ones) may be added to the doctoral selection competition at the request of the doctoral supervisors and in agreement with

the doctoral school council.

(3) If any candidate informs the prospective doctoral supervisor of their intention to pursue at least one component of the doctoral studies in a foreign language, then that candidate will be required to address at least one component of the competition in that language. This component will be preliminary and graded on a pass/fail basis.

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

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

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

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

(8) During a state of emergency or alert or in other duly justified situations, the provisions in force governing online admission may apply.

#### ***IV. Admission results***

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

(1) After assessing the applicants' performance in the selection examinations, the admission committee selects, according to the competition selection criteria, the successful candidate for the doctoral student position. The successful candidate will be enrolled only after obtaining the favourable opinion of the Council of the doctoral school (according to Article 32 paragraph 3 of GD 681/2011) where the doctoral supervisor has tenure and if that doctoral school is provisionally authorised or accredited.

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

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

(4) Any appeals, relating to the written examinations, will be submitted to the Doctoral School affiliated to the doctoral supervisor of the applicant within 24 hours of the publication of results **by the Doctoral School**, and the appeal results will be published no later than 48 hours from the closing date for appeals.

(5) No appeals may be made against oral, sports or artistic aptitude examinations.

(6) No appeals will be considered on the grounds of ignorance of the admission methodology (according to Art. 27 para. (3) of Ministerial Order 6102/2016).

(7) After the resolution of the appeals and publication of results, the admission competition results are final and cannot be subject to change.

(8) The resolution of appeals falls exclusively within the remit of the Appeals Committee appointed by the Council of the Doctoral School where the applicant sat the admission

examination. The decision of the Appeals Committee is final.

(9) The Institute for Doctoral Studies publishes the admission results on its website (under the Admissions section).

(10) The remaining vacancies within the doctoral schools will only be reallocated in the September session, once, within the doctoral school, to the doctoral supervisors who have requested the reallocation of candidates (in compliance with Administrative Council Decision no. 1633/18.02.2021 and art. 14 paragraph (4) of the Regulation for doctoral studies at UBB no. 483 of 13.01.2020).

(11) The remaining vacancies within the Doctoral Schools will be reallocated only in the September session by the management of the Institute for Doctoral Studies, equitably to all doctoral schools, having regard to the additional criteria for the allocation of grants/places set out in the Administrative Council decision no. 1633/18.02.2021 and the CSUD decision no. 7587/5 May 2017 and the grades scored by the candidates in the admission competition.

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

(13) Validation of the admission results to doctoral programmes is performed by the Doctoral School Council (CSD) and the Council for Doctoral Studies (CSUD). The final results will be published on the ISD website only after results have been validated by the Doctoral School Councils and the CSUD.

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

### **Art. 6.**

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

- online by uploading the signed learning agreement and then following the instructions on the platform
- onsite, by submitting the following documents:
  1. Application form as generated in the platform duly dated, signed by the candidate  
The document generated by the platform will be printed, dated and signed by the candidate. All the options for places to be filled will be marked in order to allow for possible shifts to unused places. The document is submitted with a statement of consent to the processing of personal data, dated and signed.
  2. Application form (including a declaration of ethnicity), using the template available on the Institute for Doctoral Studies website - **only for applicants who opt for places allocated for the Roma ethnic group** Candidates applying for the places allocated to the Roma ethnic group must submit a written document issued by a legal Roma organisation (signed and stamped) certifying that they belong to this ethnic group. **The official written document issued by a legally constituted Roma organisation**

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

3. Curriculum vitae, signed and dated
  4. List of published papers (if applicable) signed
  5. Originals (for the "certified true copy") of the following documents: baccalaureate diploma; undergraduate diploma (with addenda, if applicable: transcript of records or diploma supplement); language proficiency certificate;
  6. Original of the master's thesis diploma or, where applicable, the equivalent undergraduate degree. Applicants who have passed the master's degree examination in the 2022-2023 academic year will submit their original certificate of graduation to confirm their place. The certificate is issued by the institution from which the student graduated and specifies the overall average, the scores of the years of study, the term of validity and that no diploma has been issued. Applicants enrolled in a doctoral degree programme must submit/replace the master's certificate upon its final date of validity with the equivalent original diploma.
  7. Applicants who have studied abroad will have to forward/submit in original, the Certificate/ Attestation of recognition/ equivalence of studies released by CNRED. The education completed abroad is attested by a certificate of equivalence issued by the National Centre for the Recognition and Equivalence of Diplomas (CNRED) within the line Ministry.
  8. The learning agreement (in 4 copies) signed by the doctoral student and the supervisor
  9. The doctoral course of study plan (in 4 copies) duly filled in and signed by the doctoral student and the supervisor. This document must be computer-edited as indicated in the document template (available on the ISD website and at the doctoral schools)
  10. birth certificate;
  11. marriage certificate (only for change of name by marriage);
  12. name change official document (if applicable).
  13. The proof of payment (receipt, payment order, postal order) of the admission fee for the admission competition, where one of the P2, P3 or P4 methods of payment has been chosen
  14. Successful applicants for state-funded places with scholarships will submit a document indicating the IBAN of their current bank account to the secretariat of the doctoral school upon confirmation of place.
  15. Doctoral schools will provide the applicants with an envelope file folder (the cover page of which will bear the applicant's last name, first name, field of doctoral studies, last name and first name of the doctoral supervisor).
- (2) Failure to submit the original of the undergraduate/master's diploma/ certificate or attestation of diploma recognition, within the deadline set by the admission calendar, and entirely attributable to the negligence of the successful candidate, will entail the forfeiture of the state-funded place (according to art. 14 para. (4) of OM6102/2016).
- (3) Candidates granted places on tuition, listed as eligible, will confirm their place according to

the procedure described above, noting that they will upload to the platform, upon online confirmation, and submit to the doctoral school, upon onsite confirmation, the proof of payment of the tuition fee for the first instalment at least. The tuition fee is payable online or at the cashier's office at the faculty of the doctoral supervisor (see posted lists <https://doctorat.ubbcluj.ro/>)

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

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

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

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

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

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

(2) The files of all successful candidates along with the final admission lists signed at the DS will be submitted to the Institute for Doctoral Studies by 29 September 2023. For rejected applicants, all documents uploaded in the platform by the applicants will also be submitted

(3) The enrolment of students follows the Learning Agreements and the Academic Course of Study Plans, in 4 copies, signed by the doctoral student, the doctoral supervisor and the director of the doctoral school.

(4) The outline of the doctoral course of study for each doctoral student during the confirmation period will refer to the 2023-2024 Doctoral School programme, which will be published on the website of both ISD and the Doctoral Schools. The course of study document will be forwarded by the ISD to all the secretaries of the doctoral schools and will be published electronically on the ISD website. The doctoral course of study plan template is filled in by the doctoral student using an electronic editing system. The doctoral course of study plan will be approved by the council of the doctoral school of the doctoral supervisor.

(5) Where the doctoral school council fails to approve the course of study plans of the admitted candidates by 29 September 2023, the doctoral school secretary will submit to the ISD all the individual course of study plans, signed and endorsed (4 copies), accompanied by summary tables, within 15 days from the date established by the Babeş-Bolyai University Senate as the date of enrolment of successful doctoral students. The summary overviews, in two copies - one for each party, will be endorsed by the secretary of the doctoral school and the ISD

secretary, respectively.

(6) The curricula of all the 31 UBB Doctoral Schools, approved by the Doctoral School Council and the Faculty Council, will be submitted to the Institute for Doctoral Studies in June 2023 for review and signature and will be uploaded to AcademicInfo by 29 August 2023.

(7) The staff establishment plans of the teaching and research staff within the Doctoral School for the 2023-2024 academic year are drawn up by the Doctoral School Director and approved by the Doctoral School Council, the Faculty Council, the UBB Administrative Council and the UBB Senate (according to Senate Decision no. 9474/13.07.2020). The staff establishment plans will be submitted to the Payroll Service (for review) by 26 September 2023.

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

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

### **Art. 8.**

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

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

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

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

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

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

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

Foreign nationals are individuals who are citizens of a non-member state of the European Union, as documented by a valid passport. [Foreign \(non-EU\) nationals can apply for admission as candidates for places on tuition in foreign currency or as scholarship holders of the Romanian state.](#)

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

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

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

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

- (1) The application process for foreign nationals who are not from the European Union (EU), the European Economic Area (EEA) or the Swiss Confederation (CH) applying for the admission examination for doctoral degree programmes is regulated by the Order of the Minister of Education, Research, Youth and Sport no. 6000/2012, as amended by the Order of the Minister of National Education no. 3359MD of 11.03.2013, published on the website <http://doctorat.ubbcluj.ro/ro/ordine-ale-ministrului-educatiei/>. The enrolment of foreign nationals in the 2023-2024 academic year is regulated by Order No. 3473/2017 (with all subsequent amendments and supplements) and by ORDER No. 5736/2020 of 13 October 2020 on the amendment of the Methodology for the enrolment of foreign nationals as of the 2017-2018 academic year, approved by Minister of National Education Order No. 3.473/2017.
- (2) International applicants, long-term bachelor's degree graduates (before the Bologna process), respectively master's degree graduates from third EU countries, who have completed accredited master's degree programmes, can apply for admission to doctoral studies at UBB according to the admission calendar for Romanian citizens.
- (3) Recognition of studies pursued by citizens from non-EU, EEA or CH countries will be provided by the competent Directorate of the Ministry of National Education.
- (4) All foreign nationals are required to submit a Romanian language proficiency certificate issued by institutions authorised by the Ministry of Education [or the original certificate of completion of the preparatory year](#) when applying for admission to all university degree programmes conducted in Romanian.

### ***III. Application process***

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

- (1) The application process for nationals who are not from the European Union (EU), the

European Economic Area (EEA) and the Swiss Confederation (CH) in order to sit the admission examination for doctoral degree programmes is as follows:

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

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

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

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

- a) Initial agreement of the doctoral supervisor
- b) Application form requesting a letter of acceptance:  
<https://doctorat.ubbcluj.ro/wp-content/uploads/2017/07/anexe-omen-3473-2017.pdf>
- c) Consent to the processing of personal data
- d) Baccalaureate diploma or its equivalent - authenticated (for residents of countries that have signed the Hague Convention, the Hague Apostille is required - see website: <https://www.mae.ro/node/1455> respectively <https://www.hcch.net/en/instruments/conventions/status-table/?cid=41> ).  
For all other situations, the documents must be endorsed by the Ministry of Foreign Affairs, the Ministry of Education and the Romanian Embassy in the country of origin). Documents issued in languages other than Romanian or English must be translated and legalised.
- e) Baccalaureate diploma and school transcript of records (notarized and certified translations in Romanian or English if the original document is not issued in one of these languages;
- f) Bachelor's degree or its equivalent - authenticated (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 legalised by a notary.
- g) Bachelor's diploma or transcript of records (notarized and certified translations in Romanian or English if the original document is not issued in one of these languages;
- h) Master's degree or its equivalent - authenticated (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 legalised by a notary.
- i) Master's diploma transcript of records (notarized and certified translations in Romanian or English if the original document is not issued in one of these languages;
- j) Authenticated master's certificate (doctoral students who have passed the master's

degree examination in the 2023-2024 academic year may submit, instead of the master's degree, the certificate issued by the academic institution, specifying the overall score, the grades obtained in the years of study, the validity period and the fact that no diploma has been issued yet).

k) for degree programmes conducted in Romanian, the candidate must submit a certificate attesting to their Romanian language proficiency or submit certificates confirming at least 4 consecutive years of study completed in Romania in Romanian language. Without this, completion of the preparatory year in Romanian is compulsory (see admission requirements in the dedicated section);

l) For degree programmes in international languages, candidates must submit a Certificate of Language Proficiency in an international language attesting to a minimum level of proficiency in an international language as per Addenda

1. The language proficiency exam is available at the Alpha or Lingua language centres of Babeş-Bolyai University. The Language Proficiency Certificate issued by accredited language centres with a qualification corresponding to at least level B2 is also valid.

(according to Addendum 1) of the Common European Framework of Reference - Council of Europe, issued within the past 2 calendar years.

m) Birth certificate (certified translation in Romanian or English and apostilled) in certified or legalised translation if the document is not issued in Romanian, English;

n) Marriage certificate (notarised translation in Romanian or English and apostilled) in certified or legalised translation if the document is not issued in Romanian, English;

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

p) Copy of identity card or residence permit

q) Curriculum Vitae (CV)

r) Medical certificate (in an international language) confirming the applicant's current medical condition;

s) 2 identity card photos / 1 photo (3 cm X 4 cm);

t) original power of attorney if the application is made by a representative;

u) CD/DVD with all the above listed documents scanned in PDF format;

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

a) Non-EU candidates, who have met all the requirements for enrolment in doctoral studies and have obtained the letter of acceptance from the MEC, within the time period indicated in the application guidelines, will have to submit to the Institute for Doctoral Studies, located on the 1st floor of the Echinox building 7-9 Universităţii Street or email at [ioana.talos@ubbcluj.ro](mailto:ioana.talos@ubbcluj.ro), the following documents: Application form (standard form) and addendum - generated through the online application platform after each applicant has filled in their personal data (*the online application platform will be published on the ISD website during the admission period*), the confirmation receipt for the admission fee and the processing fee in Euro; these fees will be paid by bank transfer: RO 16 RNCB 0106026604700008, with the mention: *application fee amount and processing fee amount, doctoral degree year I 2023-2024, doctoral field* or [online via the admission platform, within the application window only](#).

b) Applicants will apply according to the online application process schedule. Scanned documents will be uploaded to the platform as required, even if they have been submitted to IOSUD, as the validation of the file in the platform is handled by the doctoral school secretary.

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

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

For further details go to <https://www.mae.ro/node/10251>

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

**IV. Admission selection competition**

**Art 5.**

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

third degree cannot be members of the same doctoral admission committee.

## ***V. Admission results***

### **Art. 6.**

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

doctoral student position. This candidate will qualify to be enrolled on that place only after obtaining the favourable opinion of the doctoral school council (*according to art. 32 paragraph 3 of GD 681/2011*) to which the doctoral supervisor belongs and if that doctoral school is provisionally authorised or accredited.

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

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

(4) Any appeals, relating to the written examinations, will be submitted to the Doctoral School affiliated to the doctoral supervisor of the applicant within 24 hours of the publication of results by that **Doctoral School**, and the appeal results will be published no later than 48 hours from the closing date for appeals.

(5) No appeals may be made against oral, sports or artistic aptitude examinations.

(6) No appeals will be considered on the grounds of ignorance of the admission methodology (according to Art. 27 para. (3) of Ministerial Order 6102/2016).

(7) After the resolution of the appeals and publication of results, the admission competition results are final and cannot be subject to change.

(8) The resolution of appeals falls exclusively within the remit of the Appeals Committee appointed by the Council of the Doctoral School where the applicant sat the admission examination. The decision of the Appeals Committee is final.

(9) The Institute for Doctoral Studies publishes the admission results on its website (under the Admissions section).

(10) The unused places within the doctoral schools will be reallocated first within the doctoral school, only in the September session, to the doctoral supervisors who have requested the reallocation of candidates (in compliance with Administrative Council Decision no. 1633/18.02.2021 and art. 14 paragraph (4) of the Regulation for doctoral studies at UBB no. 483 of 13.01.2020).

(11) The remaining vacancies within the Doctoral Schools will be reallocated only in the September session by the management of the Institute for Doctoral Studies, equitably to all doctoral schools, having regard to the additional criteria for the allocation of grants/places set out in the Administrative Council decision no. 1633/18.02.2021 and the CSUD decision no. 7587/5 May 2017 and the grades scored by the candidates in the admission competition.

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

reallocated to the vacant places.

(13) Validation of the admission results to doctoral programmes is performed by the Doctoral School Council (CSD) and the Council for Doctoral Studies (CSUD). The final results will be published on the ISD website only after results have been validated by the Doctoral School Councils and the CSUD.

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

### **Art. 7.**

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

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

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

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

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

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

Confirmation of place is done:

- online by uploading the signed learning agreement and then following the instructions on the platform
- onsite, by submitting the following documents:
  1. the most recent diploma in original, authenticated/endorsed as per art. (3) and (4) above
  2. other education documents in the application file, in original and authenticated/endorsed according to art. (3) and (4) above
  3. identity documents/passport in original with valid "study visa"
  4. learning agreement in original, signed in 4 copies
  5. the course of study plan filled in electronically, signed in 4 copies. All successful applicants will draw up, jointly with the doctoral supervisor, plans for their doctoral studies, based on the 2023-2024 doctoral school curricula, which will be published on the ISD website and on the DS websites.
  6. the original letter of acceptance to doctoral studies

7. the proof of payment of minimum 25% of the annual tuition fee. The tuition fee will be paid by bank transfer to the account: RO 16 RNCB 0106026604700008 (mention the name of the payer, the amount paid and the academic year) or online in the platform, within the online confirmation period only. **No additional documents need to be uploaded in this case.**
8. **Doctoral schools will provide the applicants with an envelope file folder (the cover page of which will bear the applicant's last name, first name, field of doctoral studies, last name and first name of the doctoral supervisor).**

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

**Art. 8.**

(1) The enrolment of foreign nationals for whom a Letter of Acceptance has been issued, according to the legislation in force (pursuant to art. 40 of the Addendum to OMENCS no. 3473/2017 of 17 March 2017), will be carried out in accordance with the timetable established by Babeş-Bolyai University, by the end of the first semester of the academic year (at the latest).

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

**VII. Final provisions**

**Art. 9.**

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

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

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

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

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

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

According to MO 6102/2016, the admission of Romanians from abroad, as well as citizens from third countries of the European Union, is carried out based on methodologies prepared by the Ministry of Education.

(1) Under the provisions of Law no. 299/2007 on providing support to Romanians from abroad, republished, with further amendments and supplements citizens of Romanian origin include: *People who freely assume the Romanian cultural identity persons of Romanian origin, persons from the Romanian linguistic and cultural area, living outside Romania's borders regardless of how they are denominated (armâni, armânji, aromâni, basarabeni, bucovineni, cuțovlahi, daco-români, fărșeroți, herțeni, istro-români, latini dunăreni, macedoromâni, macedo-români, maramureșeni, megleniți, megleno-români, moldoveni, moldovlahi, rrămâni, rumâni, valahi, vlahi, vlasi, volohi, macedo-armânji) and all other related forms of the above. Romanian emigrants, whether they kept or not the Romanian citizenship, and their descendants as well as Romanian citizens residing abroad.*"

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

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

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

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

Application documents:

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

(2) In order to check the eligibility of the degrees during the online application phase, the secretaries of the doctoral schools and of the UBB Institute for Doctoral Studies will refer to the following web page for citizens of the Republic of Moldova: <http://www.anacip.md>, and for

the other states: <http://www.enic-naric.net/higher-education-institution.aspx>, selecting the country and then *Recognised higher education institutions*, respectively [http://cnred.edu.ro/imipqnet/doku.php?id=lista\\_universitatilor\\_recunoscute](http://cnred.edu.ro/imipqnet/doku.php?id=lista_universitatilor_recunoscute), listing the accredited faculties and fields of study (by country). If there are any issues in the application evaluation process, UBB will forward to the MEN-DGRIAE email address: [verificarediplomerop@edu.gov.ro](mailto:verificarediplomerop@edu.gov.ro), the scanned degrees of the respective applicants in order to be approved for enrolment.

(3) Applicants in the 'Romanians from abroad' category will apply for the admission competition using a passport valid for at least 6 months from the start of the doctoral programme and a birth certificate, specifying the place for which they are applying (Romanian/EU places or places for Romanians from abroad).

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

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

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

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

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

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

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

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

(9) **If Romanians from abroad move their permanent residence to Romania during**

**their studies, they may continue their academic studies under the regulations of each higher education institution for Romanian citizens with a permanent residence in Romania, effective from the following academic year.**

**Art. 3.**

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

**III. Admission selection competition**

**Art. 4.**

(1) Regardless of the field, the doctoral selection process consists of at least two examinations:

- a) a subject-based written examination on a topic published by the doctoral supervisor at least two months prior to the selection competition;
- b) an interview assessing the applicant's academic/artistic interests, research/artistic skills and the subject chosen for the doctoral dissertation and, if relevant, the applicant's language proficiency.

(2) Subject to the field object, other examinations (even preliminary ones) may be added to the doctoral selection competition at the request of the doctoral supervisors and in agreement with the doctoral school council.

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

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

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

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

#### **IV. Admission results**

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

- (1) After assessing the applicants' performance in the selection examinations, the admission committee selects, according to the competition selection criteria, the successful candidate for the doctoral student position. This candidate will qualify to be enrolled on that place only after obtaining the favourable opinion of the doctoral school council (*according to art. 32 paragraph 3 of GD 681/2011*) to which the doctoral supervisor belongs and if that doctoral school is provisionally authorised or accredited.
- (2) The minimum score a successful candidate must obtain is 7.00. The average score is calculated to two decimal points without rounding.
- (3) Doctoral schools will post applications results on their website or notice board (with personal data protection according to GDPR) so that the right to appeal is respected.
- (4) Any appeals, relating to the written examinations, will be submitted to the Doctoral School affiliated to the doctoral supervisor of the applicant within 24 hours of the publication of results **by the Doctoral School**, and the appeal results will be published no later than 48 hours from the closing date for appeals.
- (5) No appeals may be made against oral, sports or artistic aptitude examinations.
- (6) No appeals will be considered on the grounds of ignorance of the admission methodology (according to Art. 27 para. (3) of Ministerial Order 6102/2016).
- (7) After the resolution of the appeals and publication of results, the admission competition results are final and cannot be subject to change.
- (8) The resolution of appeals falls exclusively within the remit of the Appeals Committee appointed by the Council of the Doctoral School where the applicant sat the admission examination. The decision of the Appeals Committee is final.
- (9) The Institute for Doctoral Studies publishes the admission results on its website (under the Admissions section).
- (10) The remaining vacancies within the doctoral schools will only be reallocated in the September session, once, within the doctoral school, to the doctoral supervisors who have requested the reallocation of candidates (in compliance with Administrative Council Decision no. 1633/18.02.2021 and art. 14 paragraph (4) of the Regulation for doctoral studies at UBB no. 483 of 13.01.2020).
- (11) The remaining vacancies within the Doctoral Schools will be reallocated only in the September session by the management of the Institute for Doctoral Studies, equitably to all doctoral schools, having regard to the additional criteria for the allocation of grants/places set out in the Administrative Council decision no. 1633/18.02.2021 and the CSUD decision no. 7587/5 May 2017 and the grades scored by the candidates in the admission competition.
- (12) The Institute for Doctoral Studies shall forward to doctoral schools the number of vacancies intended for reallocation. The heads of doctoral schools must submit to the ISD, within the deadline indicated by the Institute for Doctoral Studies, the nominal list of applicants reallocated to the vacant places.
- (13) Validation of the admission results to doctoral programmes is performed by the Doctoral School Council (CSD) and the Council for Doctoral Studies (CSUD). The final results will be published on the ISD website only after results have been validated by the Doctoral School Councils and the CSUD.

## ***V. Confirmation of place and enrolment in doctoral studies***

### **Art. 6.**

- (1) Within the time period set out for confirmations, successful applicants admitted to grant-funded places will confirm their places for enrolment as provided by legal provisions in force, both online on the admissions platform and in person at the address provided by the doctoral school. Confirmation of place is done:
- online by uploading the signed learning agreement and then following the instructions on the platform
  - onsite, by submitting the following documents:
1. Application form as generated in the platform duly dated, signed by the candidate  
The document generated by the platform will be printed, dated and signed by the candidate. All the options for places to be filled will be marked in order to allow for possible shifts to unused places. The document is submitted with a statement of consent to the processing of personal data, dated and signed.
  2. Curriculum vitae, signed and dated
  3. List of published papers (if applicable)
  4. Birth certificate (either notarial copy or original documents shall be submitted in order to establish conformity with the original in accordance with Government Emergency Ordinance No 41/2016)
  5. Baccalaureate diploma (either notarial copy or original documents shall be submitted in order to establish conformity with the original in accordance with Government Emergency Ordinance No 41/2016)
  6. The degree completion diploma with its accompanying supplements, if applicable: transcript of records and diploma supplement (either notarial copy or original documents shall be submitted in order to establish conformity with the original in accordance with Government Emergency Ordinance No 41/2016);
  7. Diploma of advanced studies/master's degree with accompanying supplements, as applicable: transcript of records and diploma supplement (either notarial copy or original documents shall be submitted in order to establish conformity with the original in accordance with Government Emergency Ordinance No 41/2016);
  8. Master's degree certificate for students graduating in the 2022-2023 academic year;
  9. original certificate of authenticity for all diplomas issued before 2008 (the certificate of authenticity is issued by the Ministry of Education of the Republic of Moldova)
  10. Marriage certificate - only for change of name by marriage (either notarial copy or original documents shall be submitted in order to establish conformity with the original in accordance with Government Emergency Ordinance No 41/2016);
  11. Name change official document (either notarial copy or original documents shall be submitted in order to establish conformity with the original in accordance with Government Emergency Ordinance No 41/2016);
  12. Certificate of equivalence of qualification. The education completed abroad is attested by a certificate of equivalence issued by the National Centre for the Recognition and Equivalence of Diplomas (CNRED);
  13. Copy of passport/ID card (not certified);

14. An applicant for degree programmes conducted in Romanian must submit a certificate attesting to their Romanian language proficiency or submit certificates confirming at least 4 consecutive years of study completed in Romania. Without this, completion of the preparatory year in Romanian is compulsory (see admission requirements in the dedicated section).
  15. For degree programmes in international languages, candidates must submit a Certificate of Language Proficiency in an international language or a document/record of an interview accepted by the doctoral school, attesting to a minimum level of proficiency in an international language as per Addendum 1.
  16. Statement of affiliation to the Romanian cultural identity: <https://www.edu.ro/sites/default/files/Anexa%20nr%203%20Declaratie%20apartenenta.pdf>
  17. learning agreement in original, signed in 4 copies
  18. the course of study plan filled in electronically, signed in 4 copies. All successful applicants will draw up, jointly with the doctoral supervisor, plans for their doctoral studies, based on the 2023-2024 doctoral school curricula, which will be published on the ISD website and on the DS websites.
  19. Doctoral schools will provide the applicants with an envelope file folder (the cover page of which will bear the applicant's last name, first name, field of doctoral studies, last name and first name of the doctoral supervisor).
- (2) All supporting documents and accompanying documentation, transcripts of records will be submitted to the Institute for Doctoral Studies in certified copies and with certified translation into Romanian (if the documents are issued in a language other than Romanian).
- (3) **Candidates from the Romanians from abroad category, who have been successfully accepted for a doctoral degree, will be enrolled in a doctoral programme only after receiving the approval for enrolment from MEN.**
- (4) [Submission of \(individual\) doctoral course of study plans shall comply with Article 7 paragraphs 1-7 of Section 1.](#)

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

### **Art. 7.**

- (1) Doctoral schools shall maintain the transparency of the evaluation and selection process of applicants to doctoral programmes and ensure access to all information, by publication on the Internet and by other means of dissemination (brochures, posters, etc.).
- (2) The doctoral school directors are responsible for the proper conduct of the admission competition in terms of compliance with the rules of academic ethics, quality and legislation in force.
- (3) General information on admission is published on the websites of UBB, ISD and of the doctoral schools

## **Addendum 1**

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

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#### **ENGLISH LANGUAGE**

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

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#### **FRENCH LANGUAGE**

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

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#### **GERMAN LANGUAGE**

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

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#### **ITALIAN LANGUAGE**

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

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#### **SPANISH LANGUAGE**

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DELE B1-C2