Regulation regarding the organisation of the admission to doctoral studies at the Technical University of Cluj-Napoca

CHAPTER 1
THE LEGAL FRAMEWORK
Art. 1
− Law No. 1/2011, updated (the Law of National Education);
− GD No. 681/2011, updated (the Code for Doctoral Studies);
− MNESR Order No. 6102/15.12.2016;
− The Institutional Regulation on the organisation of doctoral studies at the TUCN approved by the University Senate’s Decision No. 901/23.03.2018.

CHAPTER 2
GENERAL PROVISIONS
ART. 2. This regulation sets the general framework for the organisation of the admission exam to the doctoral studies, offering programmes in compliance with the TUCN’s own mission, institutional strategy, as well as with the requirements on the labour market.

ART. 3. The admission of the ethnic Romanians, as well as of the citizens from EU third countries is made based on the methodologies that have been drawn up by the competent ministry for this purpose.

ART. 4. Based on the university autonomy and by assuming public responsibility, the TUCN organises an admission exam for doctoral studies in order to test the applicants’ knowledge.

ART. 5. The TUCN management takes full responsibility for the organisation and carrying out of the admission exam.

CHAPTER 3
ORGANISATION OF THE ADMISSION EXAM

ART. 6. For the doctoral study cycle, the admission is organised in the fields of doctoral studies for which the TUCN has been accredited as per the legal provisions in force.

ART. 7. The exam of admission to doctoral studies is usually taken in Romanian or in an international language.

ART. 8. The exam of admission to doctoral studies for all forms of education is organised in two sessions, under identical conditions, before the beginning of the academic year, but no later than 30th September.

ART. 9. The periods for the admission sessions, the exam forms and the tests are made public at least six (6)
months before the admission exam, by publishing the information on the IODS-TUCN webpage.

**ART. 10.** The applicants who are citizens of EU member states, of EEA states or of the Swiss Confederation can participate in the exam of admission to doctoral studies under the same conditions stipulated by the law for the Romanian citizens, even those related to the tuition fees.

**ART. 11.** An applicant who is admitted to doctoral studies can receive a subsidy from the state budget for one doctoral programme in compliance with the legal provisions in force.

**ART. 12.** The applicant who was admitted to several doctoral programmes opts for the doctoral programme to be subsidised by the state, by submitting to the IODS-TUCN Secretariat the original copy of the diploma/the certificate recognising the diploma/the certificate for the academic studies previously graduated, as applicable, complying with the submission deadline set by the Secretariat.

**ART. 13.** The citizens mentioned in art. 3 who have been admitted to doctoral studies can enrol only based on the bachelor’s or master’s degree, recognised as per the methodologies elaborated by the specialty directorates from the competent ministry.

**ART. 14.** Upon registration, the applicants who passed in Romania the bachelor’s/master’s degree examinations in the current academic year, have to present the bachelor’s/master’s degree or the certificate issued by the higher education institution.

**CHAPTER 4
ADMISSION EXAM PROCEDURE**

**ART. 15.** The admission to doctoral studies is organised on doctoral fields within the accredited or the temporarily authorised Doctoral Schools.

**ART. 16.** The doctoral studies are organised as full-time or part-time courses for both students receiving state scholarship, namely doctoral grants, and the tuition-paying students or those having other legally set up sources.

**ART. 17.** The number of places subsidised from the state budget for each institution organising doctoral studies is established by the order of the competent ministry, while the number of tuition-paying students is approved by the decision of the University Senate upon the proposal of the CDS.

**ART. 18.** During the registration period, which is approved and announced through displaying methods, the applicants shall submit the following documents to the IODS-TUCN Secretariat, room 442, Str. C. Daicoviciu Nr.15:

- The registration form (standardised form);
- The application for registration (standardised form);
- A CV;
- The list of scientific papers published or presented (if applicable);
- A language certificate, level B1 (issued prior to the admission exam);
- Non-certified copies of the high school diploma; of the bachelor’s degree (with its appendices, as applicable: the transcript of records or the supplement to the diploma); of the diploma of advanced
ART. 19. To register for the admission exam, an applicant has to appear in person, presenting their identity card/passport and the other documents stipulated in the admission regulation, while the registration of an applicant by someone else can be made based on a power of attorney.

ART. 20. The graduates of master’s degree programmes and the graduates holding bachelor’s degrees or an equivalent degree, issued until the year of graduation of the first bachelor’s class organised in compliance with the provisions of Law No. 288/2004 on the organisation of academic studies, as subsequently altered and completed (long-term studies), can sign up for the admission exam.

ART. 21. The registration for the exam of admission to doctoral studies within the institution organising doctoral studies in a doctoral field is not conditional upon the domain in which the bachelor’s or the master’s degree were obtained. The total cumulated duration of the bachelor’s and master’s degree programmes has to be of at least 300 ECTS.

ART. 22. Applicants who are not citizens of the European Union, of the European Economic Area or of the Swiss Confederation (extra-community), graduates of master’s degree programmes, or graduates holding a bachelor’s degree or an equivalent degree of long-term academic studies (4, 5, 6 years) can participate in the exam of admission to doctoral studies. The recognition of their studies outside the territory of Romania shall be made by the Specialty Directorate within the competent ministry.

ART. 23. The registration procedure of foreign applicants who are not citizens of the European Union (EU), of the European Economic Area (EEA) or of the Swiss Confederation (extra-community) (CH) with a view to participating in the admission exam organised for doctoral studies is made according to the appropriate methodology approved by the competent ministry for the academic year of reference. The files prepared according to this methodology are sent directly to the Office for International Relations within the TUCN no later than the date approved by the TUCN management board for that academic year.

ART. 24. For those study programmes where the learning process is carried out in foreign languages, the admission is conditional upon the passing of a language knowledge test organised by each higher education institution as per the existing methodology. Applicants coming from countries where the official language is
the medium of instruction for the course offered, who have documents that prove they attended courses in that language, are exempt from the language test. This test will be an eliminatory one and shall be graded as “accepted/rejected”.

ART. 25. Upon the registration for an exam of admission to doctoral studies, the applicant chooses a Ph.D. supervisor from among those Ph.D. supervisors of the Technical University of Cluj-Napoca who have vacant seats for Ph.D. students, and competes to occupy a seat offered by that Ph.D. supervisor. If the applicant is admitted, the Ph.D. supervisor shall coordinate the applicant’s doctoral studies within the TUCN Doctoral School.

ART. 26. The Doctoral School together with the Coordination Councils of the doctoral programmes establish in detail the evaluation and selection criteria of the applicants who compete for the Ph.D. places offered for admission by the TUCN Ph.D. supervisors. These criteria shall be made public on the webpage of the Technical University of Cluj-Napoca and of the IODS-TUCN.

ART. 27. Irrespective of the field, the exam of admission to doctoral studies consists of at least two exams:

a) an interview, whose purpose is to analyse the level of training and the scientific/professional preoccupations of the applicant, their research skills, as well as the topic proposed for doctoral studies;

b) a language exam for an international language, taken at the Department for Modern Languages and Communication within the TUCN or at the Faculty of Letters within the CUNBM. Following the exam, the applicant has to obtain a language certificate. If an applicant already holds a language certificate recognised by the Department for Modern Languages and Communication or by the Faculty of Letters within the CUNBM, then the language certificate exam is no longer necessary.

ART. 28. According to the specificity of the domain, other tests (even eliminatory ones) can be included in the exam of admission to doctoral studies upon the request of the tenured Ph.D. supervisors and with the approval of the TUCN Doctoral School.

ART. 29. The interview and the eliminatory tests are taken before an admission commission composed of the Ph.D. supervisor who offered the doctoral place for admission and at least two other specialists from the Technical University of Cluj-Napoca who are at least associate professors or 2nd degree scientific researchers. The president of the admission commission is the Ph.D. supervisor. The admission commissions are proposed by the Councils of the doctoral schools and are approved by the CDS director. The minimum average mark that an applicant has to obtain in order to be admitted is 7.00. The average mark is calculated with two decimals without rounding up.

ART. 30. It is forbidden, under the penalty of the law, to promote any form of direct or indirect discrimination among the applicants to the doctoral studies through the criteria for the evaluation and selection of the applicants. The citizens of the EU member states, of the states belonging to the European Economic Area or to the Swiss Confederation have access to the doctoral studies under the same conditions as those stipulated by the normative acts for the Romanian citizens, including in what regards the fees (the fee for the admission exam, the tuition fee, the fee for the public defence of the Ph.D. thesis).

ART. 31. The admission to doctoral studies is conditional upon the passing of the admission exam as per the legal provision in force.
ART. 32. The registration fees for organising and conducting the admission exam, in the amounts approved by the Senate, are stipulated in the TUCN fee regulation. These have to be paid by the applicant as a fee for the exam of admission to doctoral studies for the current year, as per the Fee regulation of the Technical University of Cluj-Napoca, at the University Pay Office, Str. Daicoviciu nr. 15. The applicants to the doctoral programme of the School of Humanities within the CUNBM shall pay the fee at the CUNBM pay office. The receipt shall be attached to the application file to be submitted to the IODS-TUCN Secretariat.

CHAPTER 5
RESULTS ON THE ADMISSION EXAM

ART. 33. The results on the admission exam are endorsed by the Council of the doctoral school and are approved by the CDS. The list of results in the admission exam are displayed on the website of the IODS and of the TUCN Doctoral School. After the approval of the admission exam results by the CDS, the admitted applicants are enrolled in the TUCN Doctoral School the Ph.D. supervisor is part of. The results in the admission exam are made public by displaying them at the main office of the higher education institutions and on their own webpage. Any appeals regarding the results of the admission exam are referred to the institution organising doctoral studies on the dates set in the admission calendar. The following will be taken into account:

- the appeals made against oral exams, skills or artistic exams are not admitted;
- the appeals based on non-familiarity with the admission methodology are not admitted;
- after the expiry of the solutioning and response period (by display) for the appeals, the result of the admission exam is final and cannot be modified anymore;
- the responsibility for the solutioning of appeals lies exclusively with the appeal commission, which shall be appointed by the CDS director, at the level of the TUCN Doctoral School from the IODS-TUCN. The decision of the appeal commission is final.

ART. 34. The display of the results obtained on the admission exam is made in stages, generating at least two types of lists:

- provisional lists – with the applicants’ hierarchy, generated after the admission;
- final lists – with the applicants’ hierarchy, generated after the solutioning of the appeals, which contain the final and non-appealable results.

The lists include the following types of information:

a) the list of the applicants admitted for state budget scholarships, according to the number of allotted places, if applicable;

b) the list of the tuition-paying applicants, according to the number of allotted places, if applicable;

c) the list of rejected applicants, if applicable.

ART. 35. The lists of the admitted applicants and the lists of the rejected applicants are displayed according to the fields of study on the notice board of the TUCN Doctoral School. The enrolment of the admitted applicants is made during the set period according to the admission calendar, after the solutioning of the appeals. The applicants admitted for state budget scholarships pay the equivalent amount for the prospective enrolment fee and sign the study contract.

ART. 36. During the confirmation period, applicants admitted on places subsidised from study grants shall confirm their place by submitting to the IODS Secretariat, with a view to enrolment, the original copy of the master’s degree or, as applicable, of the equivalent bachelor’s degree, while the applicants who passed the
dissertation examination during the current year shall submit the original copy of the graduation certificate.

ART. 37. The tuition-paying applicants, listed as fit for enrolment, shall confirm their place by presenting to the secretariat of the doctoral school, during the confirmation period, the receipt proving the payment of the tuition fee, at least for the first instalment. The tuition fee shall be paid at the pay office of the Technical University, str. Daicoviciu nr.15, Cluj-Napoca, and at the CUNBM pay office.

ART. 38. The applicants who do not confirm their place during the confirmation period by presenting the original copy of the latest diploma (certificate) shall lose their enrolment right, and the available subsidised places shall be occupied by those candidates who have confirmed their tuition place, in the descending order of the means obtained on the admission exam.

ART. 39. The subsidised as well as the tuition-paying vacancies of the 1st admission session, shall be advertised as vacant in the following admission session.

ART. 40. The subsidised places that have not been occupied at the end of the second admission session shall be redistributed within the same doctoral programme to other fields or to other doctoral programmes that have tuition-paying applicants who might occupy subsidised places.

CHAPTER 6
ENROLMENT OF PH.D. STUDENTS

ART. 41. The Ph.D. supervisors are liable for the good development of the admission exam, under the conditions set for the compliance with the norms of quality, academic ethics and the legal norms in force.

ART. 42. The applicants who have been admitted for state budget scholarships pay the amount of the possible enrolment fee and sign the doctoral studies agreement in two original copies, accompanied by two original copies of the learning agreement, bearing the holograph signature. The learning agreement is endorsed by the TUCN Doctoral school director and by the coordinator of the council of the doctoral school of the domain to which the Ph.D. supervisor belongs, and is approved by the CDS director.

ART. 43. The accepted tuition-paying applicants pay the amount of the possible enrolment fee, of the partial tuition fee as per the regulation, and sign the two original copies of the doctoral studies agreement.

ART. 44. After the enrolment, the final lists containing the admitted and enrolled candidates are generated and displayed on the website of the TUCN Doctoral School.

ART. 45. The enrolment of the applicants admitted following the admission exam is made by the decision of the rector of the higher education institution. Once the enrolment is approved, the students are registered in the Single Academic Record (RMU) with a unique number valid throughout the entire enrolment period for the specialisation/specialisations/study programme/programmes to which they have been admitted.

CHAPTER 7
FINAL PROVISIONS

ART. 46. The general information regarding the admission is published on the IODS-TUCN website in the
“ADMISSION” section and at the web address http://www.utcluj.ro/admitere/doctorat/.

This regulation was approved in the meeting of the Administration Council Board on 05.06.2018 and in the meeting of the University Senate on 22.06. 2018.

RECTOR,
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Endorsed by
the Legal Department