



METHODOLOGY
for the admission to doctoral studies
– session September 2019 –

At Transilvania University of Braşov, candidates for doctoral studies are admitted through competition, in compliance with the provisions of the National Education Law no. 1/2011, with subsequent amendments, Government Decision no. 681/2011 upon the endorsement of the Code of Doctoral Studies, with subsequent amendments, and respectively OMENCS 6102/2016 for the endorsement of the Framework Methodology on the organization of the admission to the Bachelor's, Master's and PhD study cycles.

Applications can be submitted during the period 3rd-19th of September 2019, on working days, between 10:00-15:00, at the secretariat of the Interdisciplinary Doctoral School - SDI (rooms 206-207, 2nd floor, Rector's Office Building, No. 29, Eroilor Avenue).

The competition for admission to PhD studies will take place during the period 23th-26th of September 2019. The preliminary results of the competition will be posted on the SDI website on the 28th of September 2019. Any possible appeals can be submitted on the 29th of September 2019 (between 9:00 - 13:00, at the secretariat of SDI).

The final results (final lists after settling the appeals) are posted on the 30th of September 2019.

The admitted candidates will be enrolled (starting with the 1st October 2019) after signing the Doctoral Study Contracts on the 29th - 30th of September 2019.

The final admission lists are those generated after the registration stage by decision of the Rector of Transilvania University of Brasov.

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

Any changes to the calendar will be communicated in due time. The University Senate will approve the exceptions from the admission schedule to doctoral studies.

The doctoral fields for which Transilvania University of Brasov organizes admission are: Mechanical Engineering; Materials Engineering; Electrical Engineering; Electronic Engineering, Telecommunication and Information Technologies; Systems Engineering; Computers and Information Technology; Silviculture; Computer Science; Mathematics; Marketing; Forest Engineering; Engineering and Management; Philology; Medicine; Science of Sport and Physical Education; Music; Finances.

The list of doctoral supervisors by doctoral fields and faculties can be accessed here: <https://www.unitbv.ro/cercetare/doctorat-si-postdoctorat/despre-scoala-doctorala/domenii-de-doctorat-si-conducatori.html>

The competition for admission to PhD takes the form of a specialized exam (one or more tests specific to the doctoral field). The thematic scope and, where appropriate, the themes for the PhD admission competition and the bibliography for the examination are established and communicated by the doctoral supervisors until the



19th of July 2019. This information is transmitted to SDI in electronic format (Romanian and English or other international language, where applicable) with a view to its being centralized and posted on the website of SDI and is displayed in print format on the notice boards of the teaching departments in which the PhD supervisors work.

Enrolment for doctoral studies is conditioned by a certificate of language proficiency for an international language. At Transilvania University of Brasov, this certificate can be obtained through a language proficiency exam taken at the centre for Modern Languages <http://cilm.ro/>. The candidates who are citizens of a country in which the official language is international and the candidates who graduated from a Bachelor's Degree or Master's Degree in an international language, including the graduates from the Bachelor's Degree study programmes in the fields Language and Literature and Applied Modern Languages) are exempt from taking the language proficiency exam;

Eligible candidates

The following candidates have the right to participate in the competition for admission to doctoral studies: graduates with a Master's Degree diploma, from the Master's Degree cycle of academic studies, organized under Law no. 288/2004, with subsequent amendments; graduates with a Bachelor's Degree or equivalent diploma from the long-term academic studies organized under Law nr. 84/1995, republished, with subsequent amendments; graduates from the studies completed abroad and recognized by the specialized department within the Ministry of National Education, as at least Master's Degree studies. The total cumulative duration of the Bachelor's and Master's Degree cycle of studies (for studies according to the Bologna system) must cumulatively provide at least 300 transferable credits (ECTS).

At Transilvania University of Braşov, only the candidates who have obtained the average of the undergraduate years of at least 7 (seven) and the average of the graduate studies of at least 7 (seven), can register for the competition of admission to PhD.

Only the candidates who have obtained the average of graduation from the Bachelor's Degree cycle minimum 8,50 (the arithmetic average between the average of the undergraduate study years and the average of the Bachelor's Degree examination) are eligible for budgeted places.

In case of not filling all the places financed from the state budget, CSUD can approve, at the proposal of SDI, derogations from the above requirement, i.e. the (re)distribution of the unoccupied places to the candidates who opt for places financed from the budget - without scholarship (CFFB, FRB) and have a minimum average at the Bachelor's degree of 8.00.

The following candidates can also participate in the competition for admission to doctoral studies:

- citizens of the Member States of the European Union, of the States belonging to the European Economic Area and of the Swiss Confederation, under the same conditions stipulated by the law for Romanian citizens, including in terms of tuition fees. The recognition of the studies they have completed abroad will be done by the specialized department within the relevant ministry (<https://cnred.edu.ro/ro/studii-universitare>), prior to the candidates' registration for the admission competition, each candidate being required to submit the certificate of recognition of the studies, upon his/her registration for the admission competition. The procedure may be initiated either by UTBv, or personally, by the candidate. The candidates shall consider the resolution time of 30 days.
- citizens of EU third States, on places for tuition fee (CPV) according to the applicable regulations and to the guidelines elaborated by SDI (<http://old.unitbv.ro/doctoraten/Admission.aspx>)



Candidates who have been previously expelled from doctoral studies financed from the state budget have the right to apply for a new admission contest only on places with tuition fee.

Candidates who have completed a doctoral programme can apply for a new doctoral programme, in accordance with the law and in compliance with the present methodology, but they can benefit from funding from the state budget for a single doctoral programme. Therefore, the candidates with the title of doctor obtained after the completion of a programme financed from the state budget can only register on places with tuition fee.

Documents Required for Registration

With a view to applying for the competition of admission to PhD, the candidates shall access the online admission platform for pre-application and shall subsequently submit, to the secretariat of SDI, the following documents:

1. application form and application sheet (standard forms) available at the secretariat of SDI or on the website of SDI (Appendix 1 and Appendix 2);
 2. certificate of language proficiency for an international language – photocopy
 3. identity card – photocopy;
 4. birth certificate – either an exemplification or a copy of the original made and authenticated at SDI;
 5. marriage certificate or another document of change of name (where applicable) – either an exemplification or a copy of the original made and authenticated at SDI;
 6. Baccalaureate diploma – either an exemplification or a copy of the original made and authenticated at SDI;
 7. Bachelor's Degree diploma or equivalent, and Transcript of records * – either exemplifications or copies of the original made and authenticated at SDI;
 8. Master's Degree diploma and Transcript of records** (where applicable) – either exemplifications or copies of the original made and authenticated at SDI;
- *,** By way of exception, the candidates who passed the Bachelor's Degree examination (integrated study programmes) or the dissertation in the sessions corresponding to the academic year 2018-2019, may submit, when applying (instead of the diplomas) the certificates issued by the higher education institutions they graduated from. These documents must include the average of the undergraduate study years and the average of the Bachelor's degree exam/dissertation.
9. curriculum vitae – assumed by the candidate through signature;
 10. list of elaborated /published scientific papers (where applicable) – assumed by the candidate through signature;
 11. payment receipt of the fee afferent to the application for the admission competition, in the amount endorsed by the University Senate.

The fee afferent to the application for the admission competition shall be paid at the University Cashier (Rector's Office Building, 2nd floor), on workdays, between 8-10 and 13-14. Alternatively, the application fee can be paid by bank transfer, including by online payment facilities, provided documentary evidence is presented upon application. The payment details by bank transfer are posted on the website of SDI (<http://old.unitbv.ro/doctorat/Programedoctorat/Platataxascolarizare.aspx>).

The children of the University teaching staff and auxiliary teaching staff, either active or retired, are exempt from paying the application fee, based on documentary evidence. The University's employees shall pay half of the fee and shall submit an employee certificate. The same discount is applicable for the children of the University employees (other than teaching staff and auxiliary teaching staff), who can submit their parent's employee certificate.

In order to register for the doctoral admission competition, the agreement of the future doctoral supervisor is mandatory, expressed by signing the application and the registration form.



The number of places open for admission (budgeted and with tuition fee), their allocation for the types of full-time and part-time doctorate, as well as the number of doctoral scholarships allocated by the relevant ministry for the academic year 2019-2020, will be communicated in due time, by posting it on the UTBv website, in the doctoral admissions section. The number of places with tuition fee is established by the decision of the Senate of Transilvania University of Brasov.

The actual competition

The competition for admission to PhD takes the form of a specialized exam (one or more tests specific to the doctoral field). The specialized exam is organized for each doctoral theme (indicated by the candidate in the application form and sheet) and is taken in front of an admission committee. The admission committee consists of the PhD supervisor, in his/her capacity as a President, and other 3 members, PhD supervisors or specialists in the field with the scientific title of PhD. The committees are made up for each doctoral field in part, by the PhD supervisors' filling a sheet. The sheets with the proposals for commissions are centralized at the teaching departments in which the PhD supervisors act, are endorsed by the Director of department and submitted to SDI for endorsement, in accordance with the admission calendar.

At the specialized exam, each member of the Committee assesses with grades from 1 to 10 the candidate's level of knowledge (based on the literature) of the issues of the respective specialization, the candidate's level of knowledge about the theme of the doctoral thesis and respectively the candidate's capacity to assume theoretical, experimental and methodological initiatives on the proposed theme. The method of evaluation, by one or several tests of the specialized knowledge, as well as their specificity depending on the doctoral field, will be published on the website of SDI and of the faculties.

In the case of candidates who have a Bachelor's Degree diploma obtained in a branch of science different from the one in which the PhD studies are to be conducted, the admission committee verifies the extent to which the specialized knowledge allows the doctoral training activity, as well as whether the candidate's preoccupations justify the orientation towards the new branch of science chosen.

The candidates who come from other countries may take the specialized exam in video-conference system, with the approval of the admission committee.

With a view to carrying out the specialized exam, the applying candidates' files are taken, under signature, by the PhD supervisors / an empowered delegate from the department where the exam takes place. The result of the specialized exam is recorded in some minutes (according to the template provided by SDI), which, together with each candidate's application file, is submitted to SDI on the day of the competition or on the next day.

ADMISSION CRITERIA

The average of admission to PhD is obtained as an arithmetic mean between:

- a) the average obtained at the specialized exam (the arithmetic mean of the grades given by admission committee members);
- b) the average obtained at the dissertation examination (where applicable);
- c) the average obtained at the Bachelor's Degree examination.

The admission average is the criterion for the candidates' admission and ranking, in view of the allocation of the places open for competition (both financed from the budget and for a fee) and of the scholarships for doctoral studies, according to the specific criteria. The candidates who obtain an average lower than 8 (eight) at the specialized exam, are declared failed.

At Transilvania University of Brasov, a doctoral supervisor can simultaneously coordinate maximum 8 doctoral students, who are in different stages of the doctoral studies. The motivated exceptions to this rule are approved by the University Senate. In order to obtain this derogation, the PhD supervisors in question will



submit in due time to SDI a written, motivated request, which will be analyzed - endorsed by CSUD-UTBv before being sent to the Senate. The procedure must be completed with the decision of the Senate until the beginning of the admission session (deadline 31.08.2019). Applications that do not meet the deadline will be rejected by law. The situation of the number of doctoral students per doctoral supervisor will be taken into consideration from the moment of the admission session. This includes the doctoral students who have started the procedures of the public defence of their doctoral theses, until the public defence has taken place (based on the Government Decision no. 681 / 2011, with its subsequent amendments and additions).

I. Allocation of places financed from the State budget

The candidates eligible for places financed from the State budget (budgeted), who obtained at least the average 8 (eight) at the specialized exam, are ranked according to the doctoral supervisors, in descending order of the admission average. The candidates with an equal average are ranked in descending order of the average of the undergraduate study years.

Criteria for allocating the budgeted places

Criterion I.1. The PhD supervisors who have eligible candidates, are eligible for one (1) budgeted place, provided they fulfil the minimal habilitation standards specific to the field in which they have the right to supervise PhD, applicable at the beginning of the PhD admission session 2019. The budgeted place will be allocated to the candidate ranked first for each eligible PhD supervisor.

Criterion I.2. In case the number of budgeted places is lower than the number of eligible PhD supervisors, with eligible candidates, according to the criterion I.1, the budgeted places are allocated based on a ranking according to the doctoral fields in IOSUD-UTBv (for the fields in which there are eligible PhD supervisors and eligible candidates), allocating one (1) budgeted place per doctoral field to the candidates ranked first in each field.

The budgeted places remained available after this first allocation will be distributed based on the eligible candidates' ranking (from eligible PhD supervisors), depending on the PhD admission average (regardless of the doctoral field). In case of equal admission average, the budgeted place is allocated to the candidate with the highest average of the undergraduate years.

Criterion I.3. In case the number of budgeted places is higher than the number of those assigned by criterion I.1, the budgeted places remained unoccupied are distributed according to the following criteria, progressively applied, up to the budgeted places running out:

- (i) one place for the eligible candidates ranking first at the PhD supervisors who do not fulfil the minimal habilitation standards;
 - (ii) one place for the eligible candidates ranking second at the full eligible PhD supervisors according to criterion I.1;
 - (iii) one place for the eligible candidates ranking second at the PhD supervisors who do not fulfil the minimal habilitation standards;
- a.s.o. (if relevant).

When attributing the places based on these criteria (i-iii successively applied) the candidates' ranking based on the admission average is taken into account, and the budgeted places are attributed to the candidates in descending order of the admission averages. In case of equal admission average, the budgeted place is allocated to the candidate with the highest average of the undergraduate years.

In case the number of budgeted places is increased:

- the additional budgeted places are distributed according to the criteria I.1 - I.3;
- if there are no more candidates for the budgeted places, the places remained unoccupied are offered to the candidates who opted for places for a fee, descending order of the admission average.



II. Allocation of doctoral scholarships

The rankings of the candidates admitted on budgeted places are made according to the doctoral field in descending order of the admission average (for the fields to which budgeted places were allocated according to the criteria I). The candidates with equal admission average are ranked in descending order of the average of the undergraduate study years, and in case this average is also equal, the average of the specialized exam will be taken into account.

Criteria for allocating the scholarships:

Criterion II.1. The first ranked in every PhD field receives a scholarship from the State budget. In case of equal admission average, the budgeted place will be allocated to the candidate with the highest average of the undergraduate years, and in case this average is also equal, the candidates' delineation is made according to the average of the specialized exam.

Criterion II.2. The unallocated scholarships are distributed to the candidates declared admitted on budgeted places, yet who have not received a scholarship after the application of criterion II.1, according to the ranking of the candidates ranked second for each PhD field where there are eligible candidates. If the number of scholarships to be allocated is lower than the number of doctoral fields, the allocation will be based on the candidates' admission average. If scholarships remain unallocated after the second distribution, the ranking for the candidates ranked third for each doctoral field in which there are eligible candidates will be made, and so forth.

In case of equal average, the scholarship is attributed to the candidate with the highest average during the undergraduate years, and in case this average is equal, the candidates' delineation is made according to the average of the specialized exam.

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

In case the number of scholarships is increased, the Criterion II.2 applies.

III. Allocation of the places with tuition fee

In order to distribute the places for a tuition fee, where the candidates' number is higher than the number of available places established by the University Senate, the rankings of the candidates who opted (also) for places for a fee, are made according to the doctoral fields, in descending order of the admission average. The candidates with an equal average are ranked in descending order of the average of the undergraduate years.

Criterion III.1. The first ranked for each PhD field receives the place for a fee. In case of equal average, the place is attributed to the candidate with the highest average of the undergraduate years.

Criterion III.2. The places remained unallocated are distributed to the candidates remained in the competition after the application of criterion III.1. The distribution of the available places for a fee is made in descending order of the admission average (regardless of the PhD field). In case of equal average, the place is allocated to the candidate with the highest average during the undergraduate years.

Admission calendar for the session 2019:

- registration of candidates: 3-19 September 2019;
- verification and centralization of registered candidates; posting of registered candidates list on the SDI website, under the section Admission: 20 September 2019;
- centralization of proposals, approval of admission boards: 20 September 2019;
- specialized exams (admission competition): 23-26 September 2019 (for all the doctoral fields and all types of doctoral studies);



- 27 September 2019, 10 o'clock – deadline for submission of protocols of the specialized exams to the SDI office;
- centralization and data processing: 27-28 September 2019;
- posting the results on the SDI website, under Admission 2019 - provisional lists: 28 September 2019;
- submission of appeals: 29 September 2019, between 9a.m.-1p.m., at the SDI office (Rectorate building, 2nd floor, rooms 206-207);
- analysis of/ solving appeals and posting results – final lists: 30 September 2019;
- signing of study contracts: 29-30 September 2019;
- enrolment of candidates based on Rector's decision: 1 October 2019;
- posting of final lists – admitted and enrolled candidates: 1 October 2019.

The admission competition for doctoral studies is valid only for the field, the institution, the type of study and for the year for which the candidate was registered.

The amount of the registration fees for the admission competition and the tuition fees for the doctoral students admitted against the payment of tuition fee has been established according to the decision of the Senate of Transilvania University of Brasov (HS 30/2019/ Anexa 13), for the academic year 2019-2020, as follows:

No.	Faculty	Registration fee (lei)	Tuition fee (lei/year)
1	Faculty of Mechanical Engineering	200	3500
2	Faculty of Product Design and Environment	200	3500
3	Faculty of Technological Engineering and Industrial Management	200	3500
4	Faculty of Materials Science and Engineering	200	3500
5	Faculty of Electrical Engineering and Computer Science	200	3500
6	Faculty of Food and Tourism	200	3500
7	Faculty of Wood Engineering	200	3500
8	Faculty of Civil Engineering	200	3500
9	Faculty of Silviculture and Forest Engineering	200	3500
10	Faculty of Mathematics and Computer Science	200	3500
11	Faculty of Economic Sciences and Business Administration	200	4500
12	Faculty of Letters	200	3500
13	Faculty of Medicine	250	6000
14	Faculty of Physical Education and Mountain Sports	200	4500
15	Faculty of Music	200	6000

Additional information can be obtained from SDI, phone no. 0268-413000/ 131, 237 or by e-mail: secretariat-sdi@unitbv.ro

This Methodology might be subject to alterations by decision of CSUD-UTBv after its approval by the Senate of Transilvania University of Brasov so as to comply with notifications received from the Ministry of Education.

This Methodology was discussed and approved in the meeting of Senate of Transilvania University of Braşov of 19.06.2019.

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





Appendix 1

TO THE RECTOR OF TRANSILVANIA UNIVERSITY OF BRAȘOV

DEAR MR. RECTOR,

I, the undersigned _____

Personal number																				
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graduate of the higher education institution: _____

Faculty _____, study programme _____

Field _____, in the year _____, duration of studies _____

and graduate of the Master’s degree in the institution _____

Faculty _____, study programme _____

Field _____, in the year _____, duration of studies _____

hereby kindly request the approval of my registration for the admission competition to doctoral studies in the session _____, for the field _____,

doctoral supervisor _____,

PhD theme _____, for the type of doctoral studies:

- full-time with scholarship (budgeted place) - CFB: _____
- full-time without scholarship (budgeted place) - CFFB: _____
- part-time without scholarship (budgeted place) - FRB: _____
- full-time with tuition fee - (CFT): _____
- part-time with tuition fee - (FRT): _____

(if you wish to express several options, please mark them with numbers from 1 to 5, in the order you prefer them)

Average at the Bachelor’s Degree Exam (1): _____

Average at the Master’s Degree Exam (2) – if any: _____

Do you request accommodation in the university’s dormitories?

YES

NO

(only doctoral students admitted for full-time studies are eligible for accommodation)

Doctoral supervisor,

Signature _____

Date _____

Candidate,

Signature _____



Appendix 2

TRANSILVANIA UNIVERSITY OF BRAȘOV

APPROVED,

Doctoral supervisor,

REGISTRATION FORM

for the admission competition to doctoral studies

Filed: -----

Doctoral supervisor: -----

PhD theme: -----

Priority area of development (according to the National Strategy for Research, Development and Innovation 2014-2020) in which the doctoral theme is included (if applicable): -----

1. Candidate's surname and first name, including the initial of the father's name:

2. Permanent residence (full address): -----

----- mobile phone no. ----- fixed phone no. -----

e-mail address -----

3. Nationality: ----- ethnicity -----

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

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

6. Gender: M F

7. Identity card ----- issued by ----- validity date -----

8. Marital status: -----

9. Profession: -----

10. Work place: -----

11. Job position: -----

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

Bachelor studies: -----

Master studies: -----

13. Foreign languages: -----



14. Candidats with disabilities (field to be completed only if applicable, by persons with disabilities as per attesting documents)

By signing this registration form, taking into account the online registration procedure and acquiring the information of the UNIVERSITY regarding the processing of personal data through the expressed consent to access the registration platform, the CANDIDATE gives his/her consent that Transilvania University of Brasov, as a personal data operator for the purpose of higher education, processes his/her personal data in the admission and enrolment procedure, in accordance with the activity of the UNIVERSITY and in accordance with the legislation in force.

Date,

Signature,