



Ministry of National Education and Scientific Research
Transilvania University of Braşov

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ADMISSION TO DOCTORAL STUDIES - USEFUL INFORMATION FOR NON-EU CANDIDATES

I. Fields of study for PhD degree

No.	Field of study	Degree
1	Mechanical engineering	Ph.D in Mechanical engineering
2	Industrial engineering	Ph.D in Industrial engineering
3	Materials engineering	Ph.D in Materials engineering
4	Electrical engineering	Ph.D in Electrical engineering
5	Electronics and telecommunications	Ph.D in Electronics and telecommunications
6	Systems engineering	Ph.D in Systems engineering
7	Computers and information technology	Ph.D in Computers and information technology
8	Chemical engineering	Ph.D in Chemical engineering
9	Forestry	Ph.D in Forestry
10	Informatics	Ph.D in Informatics
11	Mathematics	Ph.D in Mathematics
12	Marketing	Ph.D in Marketing
13	Forest engineering	Ph.D in Forest engineering
14	Engineering and management	Ph.D in Engineering and management
15	Philology	Ph.D in Philology
16	Medicine	Ph.D in Medicine
17	Physical education and sport	Ph.D in Physical education and sport
18	Music	Ph.D in Music

II. Candidates to doctoral studies have to obtain a *Preliminary agreement* from a doctoral supervisor within *Transilvania University of Braşov*. To obtain the preliminary agreement, candidates will submit the following documents to the Interdisciplinary Doctoral School (e-mail: director-sdi@unitbv.ro):

- Curriculum Vitae (Resume), including contact details;
- short research project (1-2 pages);
- list of scientific publications.

The Interdisciplinary Doctoral School will forward these documents to the doctoral supervisors in order to identify a possible PhD supervisor for each applicant. The procedure will be continued only if a supervisor has been identified, and his/her preliminary agreement has been obtained.

III. Admission details for academic year 2016-2017

Art. 1. Foreign candidates can be accepted to PhD studies only if they:

- a) have documents proving the citizenship of the respective state;
- b) hold a Master's degree diploma or its equivalent.

Art. 2. The application file (dossier) will include the following documents:

- a) Birth certificate – copy and legally certified translation in English or French
- b) Copy of document proving residency abroad
- c) Copy of the passport
- d) The application for issuing the **Letter of Acceptance to Studies** (attached to the current document), with all rubrics filled in entirely, in two copies
- e) The Baccalaureate diploma or its equivalent - photocopy authenticated by the relevant authorities from the issuing country and legally certified translation in English or French
- f) The Bachelor's degree diploma or its equivalent - photocopy authenticated by the relevant authorities from the issuing country - and legally certified translation in English or French
- g) The Master's degree diploma or its equivalent - photocopy authenticated by the relevant authorities from the issuing country - and legally certified translation in English or French
- h) For the graduates of Master studies in the current academic year (2015/2016) a proof Certificate - clearly stating the degree obtained and the marks is accepted instead of the Master's degree diploma and the respective academic records - photocopy authenticated by the relevant authorities from the issuing country - and legally certified translation in English or French.
- i) Academic records – copy and legally certified translations - for the completed studies (Baccalaureate, Bachelor, Master)
- j) Certificate of graduation of the Romanian language preparatory year or the Romanian Language Proficiency Certificate, by case
- k) Medical certificate (in English or French) to prove that the person to be registered for studies does not suffer from infectious diseases or other illnesses incompatible with the future profession.

Art. 3. The admission procedure

- a) The candidates will send the application files (all documents listed under 2.a-k) directly to the *Transilvania* University of Braşov (B-dul Eroilor nr. 29, cam. 206-208, Braşov, 500036, Romania);
- b) Admission to PhD Studies is possible only in the legally approved fields listed in section I;
- c) Admission to PhD studies is conditioned of an admission contest (colloquium) promotion, which is organized by the *Transilvania* University of Braşov;
- d) The university will analyse the documents submitted by the candidates and will send to Ministry of Education and Scientific Research of Romania (MENCS) the list of the foreign citizens applicants proposed for acceptance to PhD studies, according to the timeline set by internal procedures;

- e) The list will be accompanied by a copy of each candidate's application file (dossier), as stated by Art. 2; only complete files will be considered and further processed;
- f) After the application file is analysed, MENCS will issue the Letter of Acceptance to Studies in French or English, by case;
- g) The Letter of Acceptance to Studies is the only document needed when registering foreign students to study in the Romanian education system;
- h) MENCS sends the letters of acceptance to the high education institutions and, by case, to the diplomatic missions of the respective countries in Romania;
- i) The Letter of Acceptance has to be obtained before the doctoral studies admission contest;**
- j) Incomplete files will not be processed by MENCS and will be declared rejected. The rejected candidates' files and the files that belong to the admitted students who decide and request to give up on the place obtained will be returned to candidates, by the IOSUD-UTBv within 48 hours from the request, cost free.

Art. 4. The university's PhD studies involve a period of usually 3 years (PhD. studies in high human medical education, high veterinary medical education & high pharmaceuticals education have 4 years duration and are finalized with the presentation of a dissertation and the obtaining of a doctor title). In special situations, the duration can be extended by 1-2 years, with the approval of the academic Senate, at the suggestion of the thesis advisor and are limited to the funds available.

IV. Application Deadlines & Admissions Calendar - academic year 2016-2017

Application deadline (Complete files sent to UTBv): 25 of July, 2016

Application files analysis by the Doctoral School, and sending the list of candidates and their files to the Ministry of National Education and Research of Romania: 25-30 of July, 2016

Analysis by MENCS and the issuance of the Letter of Acceptance: 20 of August - 10 of September, 2016

Admission contest (colloquium, possible via internet, on request): 22-27 of September, 2016

Results: 2 of October, 2016

Enrolment starting with: 3 of October, 2016

Important Note: Originals of the all documents from the submitted files (art 2), authenticated by the Romanian Embassy from the respective countries or Haga apostilled, alongside a valid passport with a Romanian visa for studies purposes are requested by law for enrollment of foreign non UE citizens.

V. Admission fees (according to University Senate decision no. 41/12.02.2016)

Field of education	Admission fee (Euro)
Technical Studies, Sciences, Mathematics and Applied Mathematics, Sport	300
Social studies, Humanities, Psychology	300
Economy	400
Medicine	500
Music and Arts	500

VI. Tuition fees (according to University Senate decision no. 41/12.02.2016)**A. Full-time PhD students**

Field of education	Tuition fee (Euro / year)
Technical Studies, Sciences, Mathematics and Applied Mathematics, Sport	2600
Social studies, Humanities, Psychology	2200
Economy	3000
Medicine	5000
Music and Arts	4000
Musical Performance	7000

- For each year of study, the taxes must be paid in advance.

B. Part-time students

1. For the program of advanced academic studies, the payment of fees will follow the conditions from point A (the equivalent of the monthly fee for each activity).
2. For the program of scientific research, the fees are applying only for activities mentioned in the individual educational plan, with the equivalent of the monthly fee listed at point A.

Note: the equivalent monthly fee is obtained by dividing the Tuition fee listed at point A by the number of months of the academic year (9 months).