



Ministry of National Education of Romania

Transilvania University of Braşov

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ADMISSION TO DOCTORAL STUDIES USEFUL INFORMATION FOR NON-EU CANDIDATES

Candidates from non - EU countries (third states of the European Union) can be admitted to doctoral studies in Romania on the basis of the Minister Order 3473/2017, only on places with foreign currency taxes (CPV), following the specific rules described in this instruction.

I. Fields of study for PhD degree at *Transilvania University of Braşov*

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, telecommunications and informational technologies	Ph.D in Electronics, telecommunications and informational technologies
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	Science of sport and physical education	Ph.D in sport and physical education
18	Music	Ph.D in Music

II. Conditioning: 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 a **letter of intention** to the Interdisciplinary Doctoral School (e-mail: director-sdi@unitbv.ro) and the International Office of UTBv (internationaloffice@unitbv.ro). This should be accompanied by the following documents:

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

The deadline for receiving the letters of intention is 31 May 2017.

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 2017-2018

Art. 1. Foreign candidates from third states of the European Union (non-EU citizens) can be accepted to PhD studies only if they cumulate the following requests:

- a) have documents proving the citizenship of a 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 form** 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 (2016/2017) 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 a Romanian Language Proficiency Certificate, by case – for PhD programmes taught in Romanian. By exception, this will not be the case for candidates who possess diplomas issued in Romania or documents attesting that they have previously studied at least 4 consecutive years in Romanian in a national education institution in Romania.
- k) English Language Proficiency Certificate or specialised examination, by case – for PhD programmes taught in English. This can be an internationally recognised certificate (to be checked and approved by the Department of Modern Languages of *Transilvania* University). By exception, this will not be the case for candidates originating from

countries where the official language is English or they make the proof of previous studies in English.

- l) 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-l) directly to the *Transilvania* University of Braşov / International Office (B-dul Eroilor nr. 29, cam. 206-208, Braşov, 500036, Romania); it is strongly recommended to send also by e-mail (internationaloffice@unitbv.ro) a scanned copy of the complete application files;
- b) Admission to PhD Studies is possible only in the legally approved fields listed in section I;
- c) Admission to PhD studies is made by contest, being conditioned of the passing of an **admission exam**, which is organized by the *Transilvania* University of Braşov; the minimum passing mark at this PhD admission exam is 8 (eight);
- d) The university will analyse the documents submitted by the candidates and will send to Ministry of National Education of Romania (MEN) 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, MEN will issue the Letter of Acceptance to Studies in French or English, by case;
- g) MEN sends the letters of acceptance to the high education institutions and, by case, to the diplomatic missions of the respective countries in Romania;
- h) The Letter of Acceptance has to be obtained before the scheduled exam for admission to doctoral studies;**
- i) Incomplete files will not be processed by MEN 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 PhD studies usually involve a period of 3 years (excepting PhD in Medicine with a duration of 4 years) and are finalized by the public defence of the PhD thesis and the obtaining of the 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 doctoral thesis supervisor.

Art. 5. Enrolment to PhD studies is conditioned by both the passing the admission exam and the obtainment of the Letter of acceptance to studies issued by the Ministry of National Education in Romania. The Letter of Acceptance requested by *Transilvania* University of Braşov is valid only for our university, starting from the issuing year and respecting all the included information. Enrolment is done by the Order of the Rector of the *Transilvania* University of Brasov.

Art. 6. (1) At enrolment the successful candidates will present compulsory the **originals of all the studies and identity documents** from the submitted files (art 2), alongside the Acceptance letter and a valid passport with a Romanian visa for studies.

(2) The original studies documents issued in countries which are part of the Haga Convention should be certified by the competent authorities from the respective countries with the **Haga apostille**.

(3) The original studies documents issued in countries which are not part of the Haga Convention should be **authenticated by Ministry of Foreign Affairs and the Romanian Embassy /Consulate** from the respective countries.

(4) Following admission and enrolment a doctoral studies contract will be signed and the PhD student will be included under an unique registration number in the Registry of the Doctoral School.

IV. Application Deadlines & Admission Calendar - academic year 2017-2018

Application start: **1 June 2017** (for candidates having already a preliminary agreement from a doctoral supervisor)

Application deadline (Complete files received at UTBv): **25 July 2017**; Late applications (received after this date) will be rejected.

Analysis of the application files and sending the list of candidates and their files to the Ministry of National Education of Romania: 25 - 30 of July, 2017

Analysis by MEN and the issuance of the Letter of Acceptance: 20 August - 20 September 2017

Admission contest (examination, possible via internet, on request): 22-27 September 2017

Preliminary results / Intermediary results: 29 September 2017 - 2 October 2017

Enrolment starting with: October, 2017, upon arrival in Romania and fulfilling all the requests according to Art.6 but no later than 15 December 2017.

Any well justified exceptions /modifications should be approved by the Council of Administration / the Senate of the *Transilvania* University of Braşov.

V. Fees (according to the University Senate decision no. 11/29.03.2017)

V.I. Admission fees

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

Admission fee should be paid after receiving the Letter of acceptance, before the date of the scheduled admission exam. The International Office of UTBv (internationaloffice@unitbv.ro) will assist the candidates with the paying formalities.

V.II. Tuition fees

A. Full-time PhD students

Field of education	Tuition fee (Euro / year)
Technical Studies, Sciences, Mathematics and Applied Mathematics, Sport	2610
Social studies, Humanities, Psychology	2200
Economics	3000
Medicine	5000
Music and Arts	4000
Musical Performance	7000
Preparatory year for Romanian language	2000

Important note: For each year of study, the taxes must be paid in advance.

B. Part-time PhD 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 for each activity.

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).

V.III. Final examination fees

Field of education	Doctoral thesis (euro)
Technical, Sciences, Mathematics and Applied Mathematics, Sport	600
Socio-humane, Psychology	500
Economics	700
Medicine	900
Music and Arts	900

Braşov, May 2017