



Annex of the Doctoral School of Chemistry (DSC) within the Faculty of Chemistry and Chemical Engineering to the admission methodology to doctoral degree programmes at Babeş-Bolyai University for the 2024–2025 academic year
Approved by the Doctoral School of Chemistry Council in 9 April 2024

Admission to PhD studies is organized in two sessions, July and September, according to the Admission Methodology, which is updated every academic year (https://doctorat.ubbcluj.ro/wpcontent/uploads/2024/02/final_avizat_Senat_Metodologia_admitere_doctorat.pdf), which will take place according to the calendar approved by the Babeş-Bolyai University Senate (https://doctorat.ubbcluj.ro/wp-content/uploads/2024/03/EN-2024_Senat_ISD_Admission-Calendar.pdf).

The DSC admission methodology applies to the following types of candidates:

- Romanian citizens of the European Union (EU), the European Economic Area (EEA), Swiss Confederation (CH), British citizens and their family members as beneficiaries of the agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community 2019/C 384 I/01 (details: Section 1, UBB Methodology for the academic year 2024/2025)
- Foreign citizens (non-UE) (details: Section 2, UBB Methodology for the academic year 2024/2025)
- Romanian applicants from abroad (details: Section 3, UBB Methodology for the academic year 2024/2025)

Only graduates with a master's degree or its equivalent are eligible to apply for admission to doctoral studies, and the cumulative number of acquired transferable study credits for the cycle of undergraduate and master's university studies must be at least 300. According to Higher Education Law 199/2023, with subsequent amendments, the 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. Enrollment to the PhD admission competition within the Doctoral School of Chemistry is not conditioned by the field in which the bachelor's or master's degree was acquired.

I. Enrollment

Application for the admission competition is made online, based on the identity card/passport and the other documents provided in this methodology. **The candidate is responsible for correctly uploading all required documents.** For application, candidates are required to complete the online form, in which they will state, under their own signature, all the requested data.



The required scanned documents for application to PhD studies are the following:

- The application form (signed), automatically generated by the platform. This document will be printed, dated and signed by the candidate. All the options for places will be filled and marked to allow for possible shifts to unused places.
- 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 and list of published works (if the case)
- Language proficiency certificate valid on the date of admission competition (if the case)
- Baccalaureate diploma or equivalent;
- Bachelor's degree/graduation and the supplement to the bachelor's degree/transcript at bachelor's level or equivalent degree;
- Master's degree/advanced studies and the supplement to the master's degree/transcript. Candidates who have passed the dissertation exam in the current academic year session can present at registration, instead of the master's degree, the certificate issued by the educational institution, which mentions the general average grade, the average grades obtained in each study year, the number of acquired credits, the validity period and the fact that the diploma has not been issued.
- Birth certificate;
- Marriage certificate (only for change of name by marriage);
- Name change official document (if applicable);
- ID card/passport;
- The proof of payment (receipt, payment order, postal order) of the admission fee for the admission competition (enrollment and processing), in the case it is not paid through the application platform;
- Certificate attesting the completed studies - for candidates who have previously been enrolled to higher education institutions

In order to register for the admission competition, within the Doctoral School of Chemistry, foreign candidates (EU and non-EU) and Romanian applicants from abroad must obtain the Agreement (<https://doctorat.ubbcluj.ro/wp-content/uploads/2020/05/Acord-preliminar.pdf>) signed by the future PhD supervisor

II. Admission fee

For enrollment to PhD studies to the Doctoral School of Chemistry from the Faculty of Chemistry and Chemical Engineering an admission fee is required to be paid, 100 lei for the admission process and 100 lei for admission processing

Personnel and personnel's children of Babes-Bolyai University, "Lucian Blaga" Central Library, "Alexandru Borza" Botanical Garden and of the University's restaurants and cafeterias, as well as the children of teaching and auxiliary teaching staff in activity or pensioners from University and pre-university educational institutions, are exempt from paying the admission fee. For organizational and communication aspects, a processing fee is charged, a fee that is not subject to



exemptions or reductions, and is not refundable. Candidates orphaned by one or both parents, children from single-parent families and young people from foster care, aged up to 26, as well as people at risk of losing their ability to meet daily living needs from due to illness, disability or poverty are exempt from paying the admission fee (consisting of the registration fee and the processing fee). Exemption from the payment of these fees is made only based on the supporting documents presented by the candidate at the time of registration.

Payment of the admission fee and the processing fee can be made:

- Online in the registration program of candidates for the admission competition;
- University cashier's office, str. I. C. Brătianu no. 14, with working hours Monday-Friday;
- Postal or payment order to any bank in the account RO35TREZ21620F330500XXXX, Cluj Treasury, CUI-4305849, specifying to the addressee "Babeş-Bolyai University, for the Faculty of Chemistry and Chemical Engineering" and to the correspondence "processing fee or/and for admission to the doctoral competition".

III. Admission selection competition

The admission selection competition consists of two examinations:

- a) A specialty written examination on a topic published by the doctoral supervisor;
- b) An oral examination (interview).

The written exam consists of the answers to 1-2 subjects from the competition topic established by the admission committee proposed by the PhD supervisor. The members of the admission committee have to be at least associate professor or scientific researcher 2nd degree. The candidate receives a score from 1 to 10 (1 point *ex officio*), which is the average of the scores of the committee members, based on a correction template, which is brought to the candidate's attention.

The oral examination consists of a presentation by the candidate/candidates of the CV and scientific activity, of the candidate's scientific preoccupation and his research skills in relation to the proposed doctoral thesis topic, and, if necessary, the candidate's language skills.

If any of the candidates express to the future doctoral supervisor their intention to carry out at least one component of the university doctoral studies in a foreign language, then that candidate will carry out at least one component of the competition in that language. This component will be preliminary and graded on a pass/fail basis.

The competition exams are held in front of an admission committee consisting of the doctoral supervisor who offered a place to the doctoral student for admission and at least two other specialists from Babeş-Bolyai University, who have at least the position of associate professor or scientific researcher 2nd degree. The chairman of the admissions committee is the doctoral supervisor. The admission committees are proposed by the doctoral school councils and approved by the director of the CSUD.

It is forbidden for a candidate applying to the PhD studies to be in a relationship of spouses, relatives and relatives up to the 3rd degree inclusive, with members of the admissions committee before whom they must take the examinations for the doctoral admissions competition.

It is forbidden for a candidate to be in a relationship of spouses, relatives and relatives up to the 3rd degree inclusive, with his/her future PhD supervisor.



Persons who are related by spouses, relatives and relatives up to the 3rd degree inclusive, cannot be appointed to the same doctoral admission committee.

The final score is the arithmetic mean of the scores obtained in the written and oral exam. Differences greater than 2 points between committee members are not allowed, both in the written exam and in the oral exam.

The minimum average score that a candidate must obtain to be declared admitted is 7.00. The average score is calculated to two decimal places without rounding.

Candidates from the same doctoral supervisor, who after the admission competition obtained equal average scores, will be ordered according to the score obtained for the written test.

Candidates from different doctoral supervisors within the Doctoral School of Chemistry, who obtained equal average scores after the admission competition, are ordered according to the following criteria:

- **Criterion 1:** the overall promotion grade of the master's level studies. If candidates ordering can not be achieved based on this criterion, then Criteria 2 will be applied.
- **Criterion 2:** the overall promotion grade of the bachelor's level studies. If the candidate is a bachelor's level specialization graduate, at the end of which he has accumulated the 300 credits necessary for registration, then criterion 2 coincides with criterion 1.

Any appeals will be electronically submitted within 24 h of the publication of results to the e-mail address admitere.chem@ubbcluj.ro, and solved by the Doctoral School appeal committee. The proposed appeal committee by the Council of the Doctoral School of Chemistry, approved by the CSUD director, will display their resolution in a visible place within 24 hours from the closing period for appeals submission. The appeal resolution follows the "Babeș-Bolyai University Admission Methodology". No appeals will be considered on the grounds of ignorance of the admission methodology. The members of the appeal committee must be at least associate professor or scientific researcher 2nd degree.

Vacant positions from a doctoral supervisor will be redistributed to the other doctoral supervisors within the doctoral school only in the September session.

IV. Confirmation of enrolment

- Successful applicants admitted for enrollment will confirm their place online by signing the PhD studies agreement and uploading it to the admission platform, followed by physically submitting the original documents;
- Candidates admitted to places with tuition fee, the confirmation also involves the payment of the first instalment of the tuition fee.

The original documents that have to be submitted to the Doctoral School of Chemistry secretary are:

1. The application form generated by the platform dates and signed by the candidate. This document will be printed, dated and signed by the candidate. All the options for places will be filled and marked to allow for possible shifts to unused places.
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 will bring to the registration and submit a written document issued by a legal Roma organization (signed and stamped) certifying that they belong to this ethnic group. The official written document issued by a legally constituted Roma organization (irrespective of the organization'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 organization.

3. Curriculum vitae, signed and dated;
4. List of published papers (if applicable) signed;
5. Baccalaureate diploma or certificate of equivalence; undergraduate diploma or certificate of equivalence and its supplement; language proficiency certificate;
6. Master's diploma or, where applicable, the equivalent undergraduate degree. Applicants who have passed the master's degree examination in the current academic year will submit their original graduation certificate to confirm their place. The certificate is issued by the institution from which the student graduated and specifies the overall average grade, 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 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 Ministry of Education.
8. The learning agreement (in 4 copies) signed by the doctoral student and the supervisor
9. The study plan of the doctoral studies (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 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, in the case it was not paid through the application platform;
14. Successful applicants for state-funded places with scholarships will submit to the secretary of the Doctoral School of Chemistry a document indicating the IBAN of their current bank account upon confirmation of place.

Documents mentioned at positions 5-7 and 10-11 are submitted in the original for certification of conformity with the original by the designated person within each doctoral school.

Candidates declared admitted to a budgeted place confirm the place by submitting the original diploma/document recognizing the diploma/certificate of the previously completed university study cycle.

The admission of Romanian applicants from abroad is carried out on the basis of the methodologies specially developed by the Ministry of Education and the Methodology for admission



to doctoral university studies of Babeş - Bolyai University, section 3. Foreign candidates, Romanian applicants from abroad, who have fulfilled all the conditions related to enrolling in doctoral university studies will follow the online enrollment process according to the published calendar. Required scanned documents will be uploaded to the platform.

Admission to doctoral university studies in Babeş - Bolyai University of foreign candidates (non-EU) is made according to the admission methodology to doctoral university studies in Babeş - Bolyai University, section 2 (English version at: <https://doctorat.ubbcluj.ro/eng/documents-required-when-registering-for-the-admission-contest/>). After obtaining the Letter of Acceptance, candidates will follow the online registration process according to the published calendar. Scanned documents as required will be uploaded to the platform.

V. Final provisions

If, for valid reasons, proven by medical certificates or other official documents (death certificates, consular documents, court documents) a candidate cannot appear at the admission competition, he/she can request the refund of the admission fee paid upon registration. The request will be made by submitting/transmitting to the secretariat of the Doctoral School of Chemistry the following documents:

- admission fee refund application specifying the reasons for non-participation in the competition, in free format
- documents proving the justified impossibility of participating in the competition (medical certificates, death certificates, consular documents, court documents)
- ID card copy/passport
- copy of the IBAN account, issued in the candidate's name

The file processing fee is non-refundable. The candidate's file has already been processed by the commission, regardless of his/her presence at the exam.

Failure to complete registration/confirmation in the admission platform or on-site confirmation, due to the fault of the candidate, does not constitute grounds for requesting a refund of admission and processing fees.

Candidates interested in occupying a place in the student dormitories for the 2024-2025 academic year will send the completed accommodation application accompanied by the required annexes (the specific form can be found at <http://chem.ubbcluj.ro/studenti/cazare.html>) to secretariat.chem@ubbcluj.ro, until the end of the place confirmation period.

DOCTORAL SCHOOL DIRECTOR,
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