
 CODE USVT- R028	University of Life Sciences "King Mihai I" from Timisoara	Issuing body Department of Quality Management
	REGULATIONS REGARDING THE ORGANIZATION AND PROCEDURE OF ADMISSION IN THE CYCLE OF UNIVERSITY UNDERGRADUATE STUDIES AT ULST 2023 - 2024	

REGULATIONS

REGARDING THE ORGANIZATION AND PROCEDURE OF ADMISSION INTO THE
UNDERGRADUATE UNIVERSITY STUDIES CYCLE AT UNIVERSITY OF LIFE SCIENCES
"KING MIHAI I" FROM TIMISOARA
- IN THE UNIVERSITY YEAR 2023 – 2024

	Name and surname	Function	Date:	Signature
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Approved in the University Senate by Decision no. 8942 dated 05.12.2022				
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CHAPTER _ I. FIELD OF APPLICATION

Art. 1 (1) This regulation establishes the general framework regarding the organization and conduct of admission in the cycle of undergraduate university studies within the University of Life Sciences "King Mihai I" from Timișoara, in the academic year 2023 - 2024.

(2) The regulation is applicable to all faculties and candidates (graduates with a baccalaureate degree or equivalent).

(3) The regulation is used by the staff from the faculty secretaries and the staff from the admission committees.

(4) Users of the regulation are responsible for applying and complying with the provisions of the documents in this regulation.

CAP. II. PURPOSE

Art. 2. The purpose of the elaboration of this regulation is to establish unitary rules regarding the organization and conduct of admission in the cycle of undergraduate university studies in the University of Life Sciences "King Mihai I" from Timișoara, during the academic year-2023 -2024.

CAP. III. ABBREVIATIONS


Art. 3 . IN n the content of this regulation will use the following **abbreviations**:

- **ULST** –University of Life Sciences"King Mihai I" from Timișoara;
- **ME** – Ministry of Education;
- **EU** – European Union;
- **SMR** – Single Matriculation Register.

CAP. IV. REFERENCE DOCUMENTS

Art. 4. Primary legislation

- National Education Law no. 1/2011, with subsequent amendments and additions;
- Law no. 288/2004 regarding the organization of university studies, with subsequent amendments and additions;
- GEO no. 133/2000 regarding state university and postgraduate education with a fee, over the places financed from the state budget, approved with amendments by Law no. 441/2001, with subsequent amendments and additions;

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- ME order no. 3102 of February 8, 2022 for the approval of the Methodology - framework regarding the organization of admission in undergraduate, master's and doctoral study cycles.

Art. 5. Secondary legislation

- ULST charter;
- Decisions of the University Senate/Administrative Council regarding the organization and conduct of admission to the cycle of undergraduate university studies.

CAP. V. GENERAL CRITERIA


CAP. V.1. CANDIDATES FOR ADMISSION

Art. 6. Only graduates with a baccalaureate degree obtained in Romania or equivalent, regardless of the year of high school graduation, have the right to participate in the admission competition for undergraduate university studies.

Art. 7. A candidate can simultaneously participate in the admission to several fields and study programs from the same institution or from different institutions of higher education, under the conditions established by the ULST Senate. He can be admitted and enrolled as a student in at most two study programs studies simultaneously, regardless of the cycle of studies and the educational institutions that offer them. The candidate admitted to several faculties opts for the study program that will be financed from the budget by submitting the diploma/certificate of recognition of the diploma/baccalaureate certificate or the diploma/certificate of recognition of the diploma/certificate of the previously completed university study cycle, after case, in the original at the faculty he wishes to attend, respecting the submission deadline established by the latter. The financing of the studies is provided only for the legal period, the costs related to exceeding this period are borne by the student.

Art. 8. Candidates admitted to the second study program in state higher education can study as follows:

- a) if the first study program was done in a fee-free regime, the second study program will be in a fee-based regime;
- b) if the first study program was done with a fee (in private or state education), the second study program will be without a fee, if the admission requirements for such places are met. Candidates have the obligation to declare at registration if they followed/follow another study program/field, the period during which they benefited from financial support from the budget and to present a certificate issued by the attended faculty. They will benefit from funding only for the difference between the legal study period where they are enrolled and the period they benefited from funding for the first study program.

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Art. 9. Citizens of the member states of the European Union, the states belonging to the European Economic Area and the Swiss Confederation can also apply for admission to all cycles of university studies, under the same conditions provided by law for Romanian citizens, including regarding tuition fees . The request for recognition of the studies carried out by them outside of Romania will be sent by the university to the specialized departments within the Ministry of Education before the registration of the candidates for the admission competition, each candidate having the obligation to present, upon registration, the certificate of recognition of the studies .

Art. 10. Candidates who have completed or ongoing university studies, who have been declared admitted to our university on places subsidized by the state budget or with a fee, can benefit from the recognition of the completed studies. The faculty council determines the year in which they can be enrolled as well as the eventual distinction exams, within the limits of the available places in the respective year of study.


Art. 11. Upon admission to all cycles of university studies with teaching in the Romanian language, citizens of the European Union and from third countries have the obligation to prove their knowledge of the Romanian language, according to their schooling methodologies in Romania, as the case may be.

Art. 12. Students of state higher education institutions, enrolled in previous years on budgeted places, expelled, who give up continuing their studies or decide to follow a second study program or another study program within the same university or in another university, benefits from the subsidy from the state budget only for the legal duration of studies (the years of study with funding from the budget that benefited from the initial study program are subtracted from the study duration of the new study program).

Art. 13. The fee-paying student status is, as a rule, kept for the entire duration of schooling. At the beginning of each academic year, the faculties evaluate the budgeted places left vacant following the expulsions. These will be occupied by fee-paying students in descending order of the score obtained within the limit of the number of free places, within the same year of study. The amount of the tuition fee is announced at least 15 days before the start of the academic year.

Art. 14. ULST grants 10 budgeted places, within the approved tuition figure, to graduates with a baccalaureate diploma, coming from the social protection system. If there are several requests, the candidates will be divided according to the admission average, and in the event of their total/partial non-occupancy, the places will be redistributed to the other candidates.

Art. 15. ULST complies the principle of equal opportunities for disabled people through measures specific to the type and degree of disability.

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Art. 16. High school graduates located in rural areas participate in admission under the same conditions specified in art. 43.

CAP. V.2. ORGANIZATION AND CONDUCT OF ADMISSION

Art. 17. Within the ULST, the admission for the undergraduate university cycle is organized by fields, at the specializations/study programs accredited or authorized to operate provisionally, in accordance with the legal provisions in force.

Art. 18. The organization of admission is the competence of the ULST in accordance with the general criteria established by the Ministry of Education, taking into account the present own regulation on the organization and conduct of admission.

Art. 19. For all forms of education (full-time, part-time education), admission to the first year of studies takes place in two sessions for the occupation of places from the academic year 2023-2024, according to the admission calendar approved by the Board of Administration and displayed on the university website.

Art. 20. Part-time education is organized by the faculties within the ULST for the fields/study programs authorized or accredited for this form of education by ARACIS.

Art. 21. (1) The rector of ULST appoints by decision the admission commissions for the faculties/appeal commissions at the proposal of the faculty councils and the members of the central admission commission, based on the approval of the Board of Administration.

(2) The central admissions committee, in accordance with the regulation on the general criteria for admission to ULST, will draw up an enrollment and registration form in which all the information necessary for the tracking and sorting of candidates according to fields and forms of university education will be entered.


CAP. V.3. REGISTRATION OF CANDIDATES

Art. 22. The registration of candidates takes place at the university headquarters, in the registration centers open in other locations specified on the university's web page, as well as online on the university's website or on the university's partner specialized websites.

Art. 23. Enrollment in the admission competition is done in person, based on the identity card/passport and the other documents provided in the regulation.

Art. 24. Enrollment in the admission competition can be done, on behalf of the candidate, by another person on a power of attorney basis.

Art. 25. (1) In the case of candidates who opt for the online registration/pre-registration facility, it is necessary to request personal identification data, according to

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the identity card/passport and to complete the information regarding the processing of personal data.

(2) During the period of the establishment of the state of alert, necessity or emergency, registration can be done online, by uploading the documents by the candidates with their assumption of responsibility regarding the authenticity and correspondence between the digital/scanned documents and the original ones.

Art. 26. To register for admission, candidates/authorized persons will submit the following documents:

A) in the original and their xerox copies in order to certify "in accordance with the original" at the time of registration;

- high school diploma and transcript (or equivalent)
- birth certificate;
- name change documents, if applicable (marriage certificate, court orders, etc.)

- for student candidates/higher education graduates: baccalaureate diploma and transcript or equivalent, respectively bachelor's degree or graduation from a faculty or college, for those who register for the competition to follow a second study program;

B) other documents

- for student candidates: proof of student status

- type medical certificate from which it can be concluded that the person applying for admission is fit for the field he is applying for;


- copy of the identity card;
- 3 color 3/4 photos;
- the receipt representing the registration fee;

- for the children of active teaching staff and auxiliary teaching staff (pre-university and higher education) a certificate with the visa of the School Inspectorate or of the educational unit, and for orphaned children or of retired teaching and auxiliary teaching staff, supporting documents (for exemption from payment of the registration fee);

- for the children of employed or retired staff of the ULST as well as for its employees, a certificate issued by the Human Resources Directorate for exemption from paying the registration fee;

- certificate of language competence for candidates enrolled in study programs conducted in languages of international circulation and who do not present the study documents necessary for enrollment, issued by educational institutions in Romania or abroad, with teaching in the respective language;

- for candidates enrolled in programs taught in the Romanian language and who do not present the documents required for enrollment, issued by educational institutions in Romania or abroad, taught in the Romanian language, an interview will be held in the Romanian language, which will be evaluated with the qualification admitted or rejected. Only candidates who obtain the admitted qualification can register for the admission competition. By way of exception, for candidates who studied in a language of international circulation or in a language of national minorities, the certification of the

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linguistic skills of oral communication in Romanian is done with the bacculaureate diploma.

- registration form;
- envelope file

Art. 27. The file with the submitted documents remains for the entire period of the admission competition at the admission committee where the registration was made.

Art. 28. After the end of the registration period, the options, their order, as well as other information from the registration form cannot be changed. After the confirmation of the seats by the admitted candidates, within the limits of the remaining vacant seats, the candidates can change their options based on a request to fill them.

Art. 29. Since candidates have the legal right to present themselves simultaneously to two or more study programs in order to be admitted to higher education, the file with the original documents is submitted to the first option. Enrollment for the other study programs is based on the above-mentioned documents, presented in copy according to the original, to which is added a certificate of enrollment in the study program where the file with the original documents was submitted.

Art. 30. Candidates who have passed the bacculaureate exam in the 2023 session can present at registration instead of the bacculaureate diploma, a certificate issued by the high school, in which the general average of the bacculaureate, the averages obtained in the years of study and the grades obtained at the submitted evidence, the validity period and the fact that the diploma was not issued.


Art. 31. In order to enrol, candidates admitted to the places financed from the budget have the obligation to submit the diploma/certificate of recognition of the diploma/bacculaureate certificate, in original, to the faculty secretariat.

Art. 32. Failure to present the bacculaureate diploma/ diploma recognition certificate or certificate, in the original, through the sole fault of the candidate declared admitted, within the established term, leads to the loss of the budgeted place

Art. 33. For each candidate registered for admission, ULST will collect the data from the registration form.

Art. 34. The files of rejected candidates or those who give up the place obtained through admission are returned to them, after the results are posted, within no more than 48 hours from the submission of the application and unconditionally, without charging any fees, on the basis of identity documents . Distance education and part-time education are organized only with a fee.

Art. 35. ULST charges the registration fee from candidates for the organization and conduct of admission, according to the law, established by the university senate, the

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amount of which will also include the activity related to the analysis of appeals submitted within the legal term.

Art. 36. The children of teaching staff/auxiliary teaching staff active or retired from education are exempted from paying the registration fee upon admission, provided they present the certificate endorsed by the County School Inspectorate, respectively by the higher education institution. Orphans of teaching and auxiliary teaching staff benefit from the same right, provided the supporting documents are presented. Children of employed or retired ULST staff as well as university employees benefit from the same facility .

Art. 37. ULST university employees, if they wish to follow a study program, benefit from an exemption from paying the registration fee upon admission, having the obligation to present a certificate certifying their status as an employee.

Art. 38. The approval of the exemption from the payment of registration fees is done by the admissions committees of the faculty on the basis of the supporting documents presented by the candidates.

Art. 39. Exemptions from the payment of the admission registration fee, for all the categories mentioned in art. 26, are valid for persons up to the age of 26. In all cases, the exemption from the payment of the admission registration fee is valid for only one study program.

CAP. V.4. VERIFYING AND MARKING THE TESTS


Art. 40. Admission to higher education is done strictly in descending order of the general averages obtained by the candidates, the special criteria and within the limit of the number of places for which the competition is organized. The criteria for dividing the candidates are designed in such a way as to ensure total transparency so as not to lead to the need for additional places subsidized from the state budget or those with a fee.

Art. 41. In order to comply with these criteria, a central admission commission will be organized at the ULST level to operate and monitor all admission data-according to the files and data of the candidates enrolled in each faculty and field separately.

Art. 42. The minimum average for admission cannot be lower than 5.00 (five) or an equivalent minimum number of points. The general averages obtained by the candidates, upon admission, are valid for establishing the classification order only at the institution, the faculty and, as the case may be, the field/program of study for which they have applied, according to the confirmation by the candidate in the enrollment application.

Art. 43. The average for admission to undergraduate university studies is calculated with two decimal places without rounding as follows:

- 80% average from the baccalaureate exam
- 20% arithmetic average of the years of study in high school

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Art. 44. Places financed from the state budget are established by order of the minister, based on tuition figures approved by Government Decision published in the Official Gazette of Romania before the start of the registration of candidates. Places with a tuition fee can be used, upon request, by candidates who are below the admission line for the places financed from the budget, in descending order of averages, but who meet the minimum admission requirement and based on the freely expressed request within the deadline set by each faculty .

CAP. V.5. CONTESTATIONS

Art. 45. ULST, through the appeals commissions at the faculty level, is the only one in a position to decide on the merits of any appeals, which are submitted within a maximum of 24 hours, starting with the time and date of the display of the results of the admission session. Complaints submitted will be resolved within 24 hours from the date and time of the end of the submission of complaints. The decisions of the appeal commissions are final.

Art. 46. Appeals for oral, sports or artistic aptitude tests and appeals based on ignorance of the admission regulations are not accepted.

CAP. V.6. FINAL ADMISSION RESULTS

Art. 47. When the admission results are displayed, candidates declared admitted who applied for part-time education at enrollment can be enrolled in one of these forms of education if the number of admitted candidates allows the creation of a study group with at least one study group .


Art. 48. The results of the admission competition verified and approved by the Admissions Committee are made public by posting them at the headquarters of the faculties within the ULST and on their own web page.

Art. 49. The display of the results obtained in the admission competition is carried out in stages, generating at least two types of lists:

- a) provisional lists - with the ranking of candidates, generated after admission;
- b) definitive lists - with the ranking of the candidates, generated after the resolution of appeals that include the definitive and indisputable results.

Art. 50. The lists contain the following categories of information:

- a) The list of candidates admitted for the places with funding from the budget, within the limit of the number of allocated places, if applicable;
- b) List of candidates admitted for places with a fee, within the limit of the number of allocated places, if applicable;
- c) List of rejected candidates, if applicable.

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After registration, the final lists of admitted and registered candidates are generated and displayed.

CAP. V.7. OLYMPIC REGISTRATION

Art. 51 . Candidates for undergraduate university studies, who obtained, during their high school studies, distinctions (I, II, III awards, mention) at school Olympiads and/or at other international competitions, recognized by the Ministry of Education, have the right to enroll, without supporting the admission competition, for places financed from the budget.

Art. 52. The university senates are authorized, on the basis of university autonomy, to establish, based on the lists of national and international competitions approved by order of the minister, the relevant competitions for the respective institution, which will be announced through its own admission regulations. High school graduates who enroll in the above categories will address written requests to the management of higher education institutions who will decide on their requests.

CAP. VI. FINAL PROVISIONS

Art. 53 . The distribution of candidates will be based on the general admission average. The separation of candidates with the same general admission average will be done taking into account the highest grade in the Romanian language (written test) and then, if required, the highest grade obtained in the mandatory profile test (written test).

Art. 54 . Candidates will be admitted in descending order of the general admission average until the places financed from the budget and those with a fee are filled.

Art. 55 . For each admitted and registered candidate , ULST will collect the data necessary for registration and will process personal data in accordance with the provisions of Regulation (EU) 2016/679 on protection people body in the EAEC what the look processing personal data and regarding the free circulation of these data and repealing Directive 95/46 / EC (General Regulation regarding protection data) .

Art. 56. Romanians from everywhere, as well as citizens from third EU countries admitted to the cycle of undergraduate university studies, can register only on the basis of the baccalaureate diploma, recognized in accordance with the methodologies developed by the specialized departments within the Ministry of Education.

Art. 57. The registration of admitted candidates is done by decision of the rector. After the registration is approved, students are registered in the unique Matriculation Register (UMR) with a unique number, valid for the entire period of schooling in the study program/s they were admitted to.