

	<p align="center">University of Life Sciences "King Mihai I" from Timisoara</p>	<p align="center">Issuing body Quality Management Department</p>
<p align="center">CODE ULST - R029</p>	<p align="center">REGULATIONS REGARDING THE ORGANIZATION AND PROCEDURE OF ADMISSION INTO THE UNIVERSITY MASTER'S STUDIES CYCLE IN THE UNIVERSITY YEAR 2023- 2024</p>	<p align="center">Edition 4/Revision 0</p>

REGULATION

REGARDING ORGANIZATION AND COMPLETE ADMISSION IN CYCLE OF STUDIES UNIVERSITY OF MASTER IN UNIVERSITY YEAR 2023-2024 WITHIN THE UNIVERSITY OF LIFE SCIENCES "KING MIHAI I" FROM TIMISOARA

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Approved in the Board of Directors by Decision no. 8928 of 05.12.2022				
Approved in the University Senate by Decision no. 8943 of 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 conducting admission to master's degree studies at the University of Life Sciences "King Mihai I" from Timișoara (ULST).

(2) The regulation is applicable to all faculties and graduates with a bachelor 's degree or equivalent .

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

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

HEAD. II. PURPOSE

Art. 2. The purpose of drafting this regulation is to establish unitary rules regarding the organization and conducting admission to master's studies at the University of Life Sciences "King Mihai I" from Timișoara.

HEAD. III. ABBREVIATIONS

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


Abbreviations:

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

HEAD. IV. REFERENCE DOCUMENTS

Art. 4. Primary legislation

- Education Law National no. 1/2011, with subsequent amendments and additions;
- Law no. 288/2004 regarding the organization of university studies, with subsequent amendments and additions;
- Ho t the squealing governor no. 404 / 2006 looking organization and often studying __ university to m asterate;
- Order MEnr. 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 .

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Art. 5. Secondary legislation

- ULST charter;
- The decisions of the University Senate/Board of Administration regarding the organization and conducting admission to master's university studies .

HEAD. V. DESCRIPTION OF THE REGULATION

CHAPTER V.1. GENERAL CRITERIA

Art. 6 . (1) University master's studies ensure deepening in the field undergraduate studies or in a related field, obtaining complementary skills in other fields, as well as the development of scientific research capacities.

(2) In accordance with Government Decision no. 404/2006 regarding the organization and conducting master's degree studies, "Regele" University of Life Sciences Mihai I" from Timișoara organizes university master's studies in the fields of the study programs contained in Annex 1 to this regulation.

Art. 7. (1) Graduates of state or private higher education can follow a the second master's study program, as follows:

a) if the first study program at the master's degree/in-depth studies was in the regime without fee, the second study program will be fee-based;

b) if the first master's study program/in-depth studies was in the regime with fee, the second study program can be done free of charge, if they have were admitted to the places financed from the budget.


(2) Candidates have the obligation to declare at registration if they followed/follow another master's study program/in-depth studies, the period in which they were supported financially from the state budget and to certify through a certificate issued by the faculty the first study program.

(3) A candidate can simultaneously participate in the competition for admission to May many master's degrees from the same institution or from different institutions of higher education, in the conditions established by the university Senate, but can be admitted to a program of study on subsidized places from the state budget.

(4) The candidate admitted to several master's degrees must opt for that one to which he wants to be subsidized from the state budget, through the presentation the file with the original documents when applying for registration.

(5) Failure to present the file within the above deadline entails the loss the right to schooling on places subsidized from the state budget.

(6) A candidate can be admitted and enrolled as a student in no more than two programs of studies at the same time, regardless of the study cycle and the educational institutions that provide them offers.

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Art. 8. Occupancy of places for the academic year 2023 - 2024 in the study cycle master's degree is done in two sessions, July and September 2023, respectively, according to admission calendar approved by the Board of Directors and displayed on the university's WEB page.

Art. 9. The organization and conduct of the contest for admission to the master's degree is carried out by the Admissions Committee at the university level whose president is the Rector University of Life Sciences "King Mihai I" from Timișoara and the commissions from the faculties, led by their deans.

HEAD. V.2. REGISTRATION OF CANDIDATES. VERIFICATION AND MARKING OF COMPETITION TESTS. COMPETITION RESULTS. MATRICULATION

HEAD. V.2.1. REGISTRATION OF CANDIDATES

Art. 10 . (1) Graduates with a bachelor 's degree or equivalent can apply for master's degree programs . Knowledge specific to the field of study is verified through written and /or oral tests based on a bibliography containing specialized works. Establishing the bibliography and its announcement is the responsibility of each higher education institution .

(2) They can also participate in the admission to all cycles of university studies the citizens of the member states of the European Union, of the states belonging to them the European Economic Area and the Confederation Swiss , in the same conditions provided for by law for Romanian students , including regarding tuition fees , each candidate having the obligation to present the Certificate of recognition of undergraduate studies upon enrolment .


Art. 11 . (1) Candidates' registration takes place at the university's 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.

(2) Registration for the admission test is done in person, based on the identity card / passport and the other documents provided in the own admission methodology.

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

(4) In the case of candidates who opt for the registration/pre-registration facility online, it is necessary to request personal identification data, according to the book of identity/passport and completing the information regarding the processing of personal data personal.

(5) 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.

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Art. 12. (1) 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;

- baccalaureate diploma and bachelor 's degree (or equivalent);
- transcript/diploma supplement from high school/faculty graduated;
- birth certificate ;
- name change documents, if applicable (marriage certificate, court orders, etc.);

- for master's students/graduates of master's university studies pursuing a second specialization, supporting documents for the certification of the master's university studies regime followed (budget/fee).

B) other documents

- 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;
- active teaching 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 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 the registration fee;


- language proficiency certificate for a broad foreign language international circulation;

- certificate of language competence for candidates registered at study programs conducted in languages of international circulation and which do not present documents of studies required for registration, issued by educational institutions in Romania or from abroad, with teaching in the respective language;

- for candidates enrolled in programs taught in Romanian and who do not present educational documents required for enrollment, issued by educational institutions from Romania or abroad, with teaching in Romanian, an interview will be held in the Romanian language, which will be evaluated with the qualification admitted or rejected. They can sign up at the admission competition only candidates who obtain the admitted qualification. By exception, for candidates who have studied in a language of international circulation or in a language a national minorities, certification of oral communication skills in the language Romanian is done with the baccalaureate diploma;

- envelope file.

(2) ULST collects registration fee from candidates for organization and the admission process, according to the law, established by the University Senate, in the amount of which the activity related to the analysis of appeals submitted within the legal term will also be included.

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(3) endorsement exemption from payment registration fees is done by the admission committees at the level of each faculty on the basis documents evidence presented by the candidates .

HEAD. V.2.2. VERIFICATION AND MARKING OF COMPETITION TESTS

Art. 13 . (1) Admission to master's university study programs is done by competition, based on the general averages obtained .

(2) The classification of candidates is done in descending order of the general averages obtained at the admission exam and within the limits of the approved places for each study program. The minimum overall average for admission to master's university studies cannot be lower than 6.00 (six).

(3) The general admission average is calculated with two decimal places without rounding as follows:

- 40% arithmetic mean A years of studies ;
- 30% average of the diploma / license exam ;
- 30% of the grade obtained in the oral test (interview based on a topic approved by The faculty council that organizes the university master's studies).

(4) The general averages obtained by candidates for admission are valid for establishing the classification order only at ULST

(5) The classification order resulting from admission will also be used for the distribution of places financed from the state budget, these going to the best ranked candidates from each field/study program, according to this regulation.

(6) Candidates with the same average ranked in the last places will be tied according to the average years of education.

(7) Distribution of admitted candidates by specialization within the same faculty and domain is based on the option of each one, within the limit of the number of places and the formations of studio approved.


(8) The subjects of the competition tests are determined based on the topics displayed on the faculty's notice board and on its web page.

(9) The verification and scoring criteria are established by each faculty, taking into account the specifics of the field. The grading scales are displayed during the admission test .

HEAD. V.2.3. COMPETITION RESULTS

Art. 14 . (1) The results of the admission competition are made public by posting them at the headquarters of higher education institutions and on their own web pages.

(2) ULST, through the appeals commissions at the faculty level , is the only one in a position to decide on the merits of possible 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 filing complaints . The decisions of the appeal commissions are final.

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

(4) After the expiry of the deadline for solving and responding (by posting) to appeals , the result of the admission contest is final and cannot be changed.

Art. 15 . (1) 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 candidates , generated after the settlement appeals that include the final and indisputable results.

(2) The lists contain the following categories of information :

- a) List of candidates intake for places with funding from the budget , in limit the number of seats distributed , if It is the case ;
- b) Romanians from everywhere as well as citizens from third EU countries admitted to the cycle of university master's studies can enroll only on the basis of the baccalaureate and bachelor 's degree recognized in accordance with the methodologies developed by the specialized departments within the Ministry of Education.
- c) List of candidates admitted for the places with a fee, within the limit of the number of allocated places, if applicable;
- d) List of candidates rejected , if applicable.

HEAD. V.2.4. MATRICULATION

Art. 16 . (1) Candidates declared admitted are enrolled by the Rector's decision University of Life Sciences "King Mihai I" from Timișoara.

(2) 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 the protection of natural persons with regard to the processing of personal data and on the free circulation of this data and the repeal of Directive 95/46/EC (General Data Protection Regulation).


(3) After registration, the final lists of candidates are generated and displayed declared admitted and registered.

(4) After the registration is approved, students are registered in the unique Matriculation Register (RMU) with a unique number, valid for the entire period of schooling in the study program/s to which they were admitted .

(5) Admitted candidates will sign the study contract and pay the fee registration according to the admission calendar.

HEAD. VI. ANNEXES

Art. 17. Records regarding the organization and admission to the master's degree cycle in the academic year 2023 - 2024 **is carried out using the** attached annex :

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<p>APPENDIX 1</p>	<p>List of master's degree programs in the "King Mihai I" University of Life Sciences in Timișoara</p>	<p align="center">ULST- R029- F01</p>
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