	<b>Banat University of Agricultural Sciences and Veterinary Medicine</b> <b>"King Michael I" of Timisoara</b>	<b>Organism emitent</b> Serviciul de Management al Calității
COD: USAMVBT-PG001-R028	<b>REGULATION CONCERNING THE ORGANISATION AND CONDUCT OF ADMISSION IN          BACHELOR'S DEGREE COURSE IN THE ACADEMIC YEAR</b>  <b>2018-2019</b>	<b>Ediția 2 / Revizia 2</b>


**REGULATION CONCERNING THE ORGANISATION AND CONDUCT OF  
 ADMISSION IN BACHELOR'S DEGREE COURSE  
 IN THE ACADEMIC YEAR 2018-2019**

The admission at the Banat University of Agricultural Sciences and Veterinary Medicine "King Michael I" of Timisoara in the academic year 2018 - 2019 is done in accordance with the National Education Law no. 1/2011, as subsequently amended and supplemented, Law no. 288/2004 on the organization of university studies, with subsequent modifications and completions, O.U.G. no. 133/2000 on state and university postgraduate education, over places financed by the state budget, approved with amendments by Law no. 441/2001, as amended and the M.E.N.C.S. no. 6102 of 15.12.2016 for the approval of the Framework Methodology regarding the organization of the admission in the bachelor, master and doctoral degree courses, as amended and supplemented.

**I. GENERAL CRITERIA**

**A. CANDIDATES AT THE ADMISSION**

1. Have the right to take part in the admission contest for undergraduate studies only graduates with a baccalaureate diploma obtained in Romania or equivalent, regardless of the graduation year of the high school.
2. A candidate may simultaneously participate in admission to several fields and programs from the same institution or from different higher education institutions, under the conditions established by the U.S.A.M.V.B. Timisoara. He / she can be admitted and enrolled as a student for up to two study programs concurrently, regardless of the education cycle and the educational institutions that offer them. The candidate admitted to several faculties opts for the study program that will be financed by the budget by submitting the diploma / certificate of recognition of the baccalaureate diploma / certificate or of the diploma / certificate of recognition of the diploma / certificate of the university degree previously graduated, after original case to the faculty he / she wishes to follow, observing the deadline set by the latter. Funding for studies is foreseen only for the legal period, the costs of exceeding this period are borne by the student.
3. Candidates admitted to the second study program in higher education may follow the studies as follows:
  - a) if the first study program was done without a fee, the second study program will be on a fee basis;

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b) if the first study program was made under tax (in private or state-owned education), the second study program will be free of charge if the admission requirements for such places are met. Candidates have the obligation to declare on enrollment if they have followed / followed another study / field program, the period they have benefited from financial support from the budget and to submit a certificate issued by the following faculty. They will receive funding only for the difference between the legal study period in which they are enrolled and the period they have benefited from the first study program.

4. The citizens of the Member States of the European Union, of the countries belonging to the European Economic Area and of the Swiss Confederation may apply for admission to all university education cycles under the same conditions stipulated by the law for the Romanian citizens, including the tuition fees. Recognition of the studies conducted by them outside Romania will be carried out by the specialized departments of the Ministry of National Education before the candidates enroll in the admission contest, each candidate having the obligation to submit the certificate of recognition of the studies.

5. Candidates who have completed or undergoing university studies that have been declared admitted


in our university in subsidized places from the state budget or at a fee, can benefit from the recognition of the studies conducted. The Faculty Council determines the year in which they can be enrolled as well as the possible differences examinations, within the limits of the vacant places of the respective year of study.

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

7. Students of state higher education institutions, registered in the previous years on post-graduate, expelled, dropping out of studies or deciding to pursue a second study program or other study program at the same university or another university benefit from the state budget subsidy only for the legal duration studies (this is deducted from the study duration of the new study program, the years of study with funding from the budget that benefited from the initial study program). 8. The student fee status is usually kept for the entire duration of the tuition. At the beginning of each academic year, the faculties evaluate the vacancies left vacant following expulsions. These will be paid by the students in the descending order of the score obtained within the number of vacancies within the same year of study. The amount of the tuition fee is announced at least 15 days before the beginning of the academic year.

9. The USAMVBT may award a place without a school-leaving budget tuition fee for graduates with a baccalaureate diploma from the placement centers, under the conditions set by the university senate. If more than one application is made, the selection of the candidates will be based on the admission average.

10. USAMVBT respects the principle of equal opportunities for people with disabilities through measures specific to the type and degree of disability.

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11. Graduates of high schools located in rural areas participate in admission under the same conditions

specified in art. 38.

## B. ORGANIZATION AND IMPLEMENTATION OF ADMISSION

12. In U.S.A.M.V.B. Timisoara admission for the undergraduate university cycle

organizes by fields, accredited / authorized specializations / programs of study to operate in a provisional manner, in accordance with the legal provisions in force.

13. Organization of admission is within the competence of U.S.A.M.V.B. Timisoara according to

the general criteria established by the Ministry of National Education, taking into account its own rules of organization and conduct of admission.

14. For all forms of education (with frequency, distance learning, part-time education), admission to the first year of study is carried out in two sessions for the occupation of places in the academic year 2018 - 2019, as follows:

a) Session I - is held from 9 July to 27 July 2018 (Monday - Friday 08 to 15, 08 - 12 Saturday) and consists of the registration of candidates for the placement of positions displayed in the university structure under this Regulation, with the display the admission results on July 27, 2018 after 4 pm and the confirmation of the budgeted places on July 30. Confirmation of toll-free places is done on July 31, 2018. The admission timetable may be amended by the Board of Directors' decision and made known to the candidates.


b) the 2nd session takes place between 03 and 21 September 2018 and consists of enrollment of candidates to fill vacancies in session I, displaying the results of admission on 21 September 2018 after 16.00 and confirmation of the budgeted and toll-paid places on 24 September.

15. The form of distance learning and reduced frequency is organized by faculties within the U.S.A.M.V.B. Timișoara for the fields / study programs authorized or accredited for this form of study by ARACIS.

16. Rector of U.S.A.M.V.B. Timisoara appoints by decision the admission committees on faculties / appeal boards at the proposal of faculty councils and members of the central admission committee, based on the approval of the Board of Directors.

Central Admissions Commission in accordance with the General Criteria Regulation admission in U.S.A.M.V.B. Timișoara will develop a registration and registration card listing all the information necessary for the follow-up and selection of candidates according to fields and forms of university education.

## C. REGISTRATION OF CANDIDATES

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17. Candidates are enrolled at the university's headquarters, in the enrollment centers open to other locations specified on the university's web site as well as online on the university's website or on the university's partner websites.

18. Admission to the admission contest is done personally on the basis of the identity card / passport and other documents provided in the regulation.

19. Entry to the admission contest may be made on behalf of the candidate and by another person on a proxy basis.

20. In the case of candidates who opt for online enrollment / pre-enrollment, it is necessary to request personal identification data according to the identity card / passport and agreement on the use and processing of personal data.

21. In order to be admitted to admission, the candidates / persons empowered shall submit the following documents:

A) original and their xerox copies for certification "according to the original" at the time of enrollment;

- diploma of baccalaureate and matricol sheet (or equivalent)

- birth certificate;

- change of name, if applicable (marriage certificate, sentences court proceedings, etc.)

- for student / graduate candidates: baccalaureate diploma

and a matrix or equivalent, or a bachelor's degree or graduation from a faculty or college, for those enrolled in the competition to attend a second study program;

B) other documents

- for student applicants: a certificate from which the student is a student, - a medical certificate showing that the person enrolling in the admission

is fit for the field in which he / she is applying;

- a copy of the identity card;

- 3 color photos 3/4;

- the receipt for the registration fee;


- for the children of teaching and auxiliary teaching staff in operation

(pre-university and higher education) a certificate with the visa of the School Inspectorate or of the educational unit and for orphan children or retired auxiliary didactic and didactic staff, proofs (for the exemption of the enrollment fee);


- for children of staff employed or retired from U.S.A.M.V.B. Timisoara as well as for

its employees, a certificate issued by the Human Resources Department for the exemption of the enrollment fee; - enrollment form; - envelope file.

22. The dossier with the submitted papers shall remain for the entire duration of the admission admission to the admissions committee where the enrollment was made.

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23. After the registration deadline, the options, their order and other information in the registration form cannot be changed. After confirming the seats by the declared candidates, within the limit of the remaining vacancies, the candidates can change their options on the basis of a request for their employment.
24. As candidates have the legal right to attend two or more study programs for admission to higher education, the original documents file is submitted at the first option. Enrollment for the other study programs is made on the basis of the above-mentioned documents, presented in copy according to the original, plus a certificate of enrollment in the study program where the original documents file was filed.
25. Candidates who have passed the baccalaureate exam in session 2017 may submit at the registration instead of the baccalaureate diploma, a certificate issued by the high school, mentioning the general average of the baccalaureate, the averages obtained during the study years and the grades obtained in the samples, the term of validity and the fact that the diploma was not issued.
26. For enrollment, candidates admitted to places financed by the budget are required to submit the baccalaureate diploma in original to the faculty secretary.
27. Not presenting the baccalaureate diploma or certificate in the original, for the exclusive fault of the admitted candidate, within the set deadline, leads to the loss of the budgeted place.
28. For each candidate enrolled in the admission, U.S.A.M.V.B Timișoara will collect the data from the registration form.
29. Dossiers of rejected candidates or of those who renounce the place of admission shall be returned to them after the results have been displayed within 48 hours of the submission of the application and unconditionally, without charge, on the basis of identity documents. Distance and short distance education is only organized for a fee.
30. U.S.A.M.V.B. Timisoara receives a registration fee from the candidates for organizing and the admission, according to the law, established by the university senate, the amount of which will include the activity related to the analysis of the appeals filed within the legal term.
31. Children of teaching staff / auxiliary teaching staff in work or retired from education are exempted from the payment of the registration fee upon admission under the conditions of presentation of the certificate mentioned by the County School Inspectorate respectively by the higher education institution. Orphaned children of teaching and auxiliary teaching staff shall enjoy the same right, provided evidence is provided. The same facility also benefits children of staff employed or retired from U.S.A.M.V.B. Timisoara as well as the employees of the university.
32. USA.M.V.B. Timisoara, where they want to follow one study program, benefit from exemption from the registration fee upon admission having the obligation to present a certificate certifying the status of an employee.
33. The approval of the exemption from the registration fees is made by the admission committees of the faculty on the basis of the supporting documents submitted by the candidates.

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34. Exemptions from the registration fee for admission, for all categories mentioned in Article 19, are valid for people under the age of 26. In all cases the exemption from the registration fee for admission is valid for a single study program.

#### D. VERIFICATION AND NOTIFICATION OF SAMPLES

35. Admission to higher education is strictly in the decreasing order of the general environments obtained by the candidates, the special criteria and the number of places for which the competition is organized. Criteria for the selection of candidates are designed to ensure total transparency that does not lead to the need for supplementary subsidies from the state budget or for the taxpayers.

36. To meet these criteria, it will be held at the U.S.A.M.V.B. Timisoara a Central Admissions Commission to operate and monitor all data relating to admission in 2017 according to the records and data of the candidates enrolled in each faculty and field.

37. The minimum general admission level may not be less than 5.00 (five). The general results obtained by the candidates for admission are valid for the establishment of the classification order only at the institution, faculty and, as the case may be, the field / study program to which they have applied, according to the candidate's confirmation in the application.

38. The average general admission to undergraduate studies is calculated by two decimals without rounding as follows:

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


39. The places financed from the state budget are established by order of the minister on the basis of the tuition numbers approved by the Government Decision published in the Official Gazette of Romania before the registration of the candidates. Students who are below the admission line for places financed by the budget in the descending order of the media but who meet the minimum admission requirement and on the basis of the free written request within the deadline set by each faculty .

#### E. APPEALS

40. U.S.A.M.V.B.T. Timisoara through the appeal boards at the faculty level is the only one able to decide on the merits of the possible appeals, which are submitted within a maximum of 24 hours, starting with the time and date of displaying the results of the admission session. Complaints submitted will be settled within 24 hours of the date and time of the filing of appeals. The decisions of the appeals commissions are final.

41. No objection to oral, sporting or artistic skills is permitted appeals based on ignorance of the admission regulations.



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## F. FINAL RESULTS OF ADMISSION

42. When showing the admission results, the candidates declared admitted who requested to enrollment enrollment in distance or part-time education may be enrolled in one of these forms of education if the number of admitted candidates allows the formation of a study group with at least one study unit.

43. The results of the admission examination verified and approved by the Admissions Commission are

make public by displaying at the faculty headquarters of USAMVB Timisoara and on their own web page.

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

- a) provisional lists - with hierarchy of candidates, generated after admission;
- b) Definitive lists - with hierarchy of candidates, generated after the settlement of appeals which include the definitive and incontestable results.

45. The lists contain the following categories of information:


- a) List of candidates admitted for places with budget financing, within the limit of the number of places distributed, if applicable;
- b) List of candidates admitted for tentative seats, up to the number of seats if applicable;
- c) List of rejected candidates, if applicable.

## G. REGISTRATION OF OLYMPICS

46. Applicants for undergraduate studies who have obtained during the studies lyceums, awards (prizes I, II, III, mention) at the international school Olympiads, recognized by M.E.N. they have the right to enroll, without supporting the admission contest, on places financed by the budget.

47. The university senates are authorized, based on university autonomy, to establish, on the basis of the lists of national and international competitions approved by order of the minister, competitions relevant for the respective institution, which will be announced through their own regulations of admission.

High school graduates enrolling in the above categories will address with written requests to the heads of higher education institutions who will decide on their requests.

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## II. SPECIAL CRITERIA

48. The selection of candidates will be based on the general admission average. The classification of the candidates with the same general average of admission will be done taking into account the highest grade in Romanian language (written test) and then, if necessary, the highest grade obtained in the compulsory profile examination (written test).

49. Candidates will be admitted in descending order of the average admission up to to fill in the budget-financed and toll-paid places.

50. For each admitted and registered candidate, USAMVB Timișoara shall collect the necessary data for the registration after obtaining the agreement, in accordance with Annex 1, an annex which forms an integral part of this Regulation.

51. Romanians from all over the world as well as third-country nationals admitted to the bachelor, master and doctoral degree programs can register only on the basis of the baccalaureate, master's and master's degrees, recognized according to the methodologies developed by the specialty from MEN.

52. The registration of admitted candidates is made by decision of the rector. After approval of the registration, the students are enrolled in the Matriculation Register under a unique number, valid for the entire period of study at the study program / study programs to which they were admitted.

This regulation was approved at the meeting of the University Senate dated 16.02.2018.

Vice-Rector for Education and Quality Assurance,

Prof. univ.dr. Iancu Tiberiu


R E C T O R,

Prof. univ. dr. Cosmin Alin Popescu

I / I the undersigned .....,  
 born / born on ..... in the town ....., son (his) daughter  
 ..... and of ....., with a permanent residence  
 in ... .., p. ..., no. ...., bl. ....,  
 sc. ...., ap. ...., jud. ...., legitimized with BI / CI, series

Appendix 1



	<b>Banat University of Agricultural Sciences and Veterinary Medicine "King Michael I" of Timisoara</b>	<b>Organism emitent</b> Serviciul de Management al Calității
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## STATEMENT

\_\_\_\_\_ I declare that I have taken note of the provisions of Law no. 677/2001 on the Protection of Individuals with regard to the Processing of Personal Data and the Free Movement of such Data, as well as the content of the information of the University of Agricultural Sciences and Veterinary Medicine of Banat "King Mihai I of Romania" from Timisoara regarding these data on the reverse) and declare that I agree that this personal data is stored, processed, used and published.

I declare, support and sign after knowing, that I agree with all content and we personally completed the data in this statement.

Date

Signature

\* - is mandatory for one of the situations by cutting the other one


## INFORMING

Banat University of Agricultural Sciences and Veterinary Medicine "King Michael I" of Timisoara, located in Timisoara, Calea Aradului nr. 119, Timiș county, postal code: 300645, hereinafter referred to as USAMVBT, processes your personal data

According to the requirements of Law no. 677/2001 on the Protection of Individuals with regard to the Processing of Personal Data and the Free Movement of such Data, as amended and supplemented and of Law no. 506/2004 on the processing of personal data and the protection of privacy in the electronic communications sector, USAMVBT has the obligation to administer safely and for the specified purposes only, the personal data provided to it.

Your personal data is necessary to achieve the main object of activity, namely generation and transfer of knowledge, in the sense of initiating and developing legal relationships between you and USAMVBT;

You are required to provide the stated data, because in the event of incorrect and complete failure to do so, the USAMVBT may refuse to enter into legal relations with you as it may be

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impossible to comply with the requirements of the special regulations in the field of education.

The recorded information is intended for use by USAMVBT and is only communicated to the following recipients:

- the person concerned
- Contract partners of the university
- Educational and educational institutions.

According to Law no. 677/2001, you have the right to access, to interfere with the data and the right not to be subject to an individual decision. At the same time, you have the right to oppose the processing of your personal data and to request the deletion of the data, except as expressly provided by law, when processing of data by USAMVBT is mandatory. For the exercise of these rights, you may address with a written request, dated and signed to the USAMVBT Secretariat, who will submit your application to the management of the University.

You are also recognized as having the right to appeal to the courts.