

	Universitatea de Științe Agricole și Medicină Veterinară a Banatului „Regele Mihai I al României” din Timișoara	Organism emitent Departamentul de Managementul Calității
	REGULAMENT	
COD USAMVBT- R028	PRIVIND ORGANIZAREA ȘI DESFĂȘURAREA ADMITERII ÎN CICLUL DE STUDII UNIVERSITARE DE LICENȚĂ LA USAMVBT 2021/2022	Ediția 3 Revizia 0

REGULATION

REGARDING THE ORGANIZATION AND CONDUCT OF ADMISSION TO THE UNDERGRADUATE CYCLE OF BANAT'S UNIVERSITY OF AGRICULTURAL SCIENCES AND VETERINARY MEDICINE "KING MIHAI I OF ROMANIA" FROM TIMISOARA

- IN THE UNIVERSITY YEAR 2021 - 2022 -

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Endorsed in the Board of Directors by Decision no. 1389 of 19.03.2021				
Approved in the University Senate by Decision no. 1409 dated 22.03.2021				
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	Universitatea de Științe Agricole și Medicină Veterinară a Banatului „Regele Mihai I al României” din Timișoara	Organism emitent Departamentul de Managementul Calității
	REGULAMENT	
COD USAMVBT- R028	PRIVIND ORGANIZAREA ȘI DESFĂȘURAREA ADMITERII ÎN CICLUL DE STUDII UNIVERSITARE DE LICENȚĂ LA USAMVBT 2021/2022	Ediția 3 Revizia 0

CHAPTER I. SCOPE

Article 1 (1. This Regulation establishes the general framework for the organization and conducting the admission in the cycle of undergraduate university studies within Banat's University of Agricultural Sciences and Veterinary Medicine „King Mihai I of Romania” from Timișoara, in the academic year 2021 - 2022.

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

3. The regulations shall be used by the staff of the secretariats of the faculties and the staff of the admissions committees.

(4) The users of the regulation are responsible for the application and observance of the provisions of the documents of this regulation.

CHAPTER II. PURPOSE

Article 2. The purpose of elaborating this regulation is to establish unitary rules regarding the organization and conduct of admission to the cycle of undergraduate studies at BUniversity of Agricultural Sciences and Veterinary Medicine "King Mihai I of Romania" in Timisoara, in the academic year 2021 - 2022 .

CHAPTER III. ABBREVIATIONS

Article 3 The following shall be used in this Regulation **abbreviations**:

- **USAMVBT** -Banat's University of Agricultural Sciences and Veterinary Medicine "King Mihai I of Romania" in Timisoara;
- **MEC** - Ministry of Research and Education;
- **EU** - European Union.

CHAPTER IV. REFERENCE DOCUMENTS

Art. 4. Primary legislation:

- National Education Law no. 1/2011, with subsequent amendments and completions; Law no.
- 288/2004 regarding the organization of university studies, with the subsequent modifications and completions;
- GEO no. 133/2000 regarding the state university and post-university education with fee, over the places financed from the state budget, approved with modifications by Law no. 441/2001, with subsequent amendments and completions;
- MENCs Order no. 6102 of 15.12.2016 for the approval of the Framework Methodology regarding the organization of admission in the cycles of undergraduate university studies,

master's and doctoral degree, with subsequent amendments and completions.

	Universitatea de Științe Agricole și Medicină Veterinară a Banatului „Regele Mihai I al României” din Timișoara	Organism emitent Departamentul de Managementul Calității
	REGULAMENT	
COD USAMVBT- R028	PRIVIND ORGANIZAREA ȘI DESFĂȘURAREA ADMITERII ÎN CICLUL DE STUDII UNIVERSITARE DE LICENȚĂ LA USAMVBT 2021/2022	Ediția 3 Revizia 0

Art. 5. Secondary legislation

- USAMVBT Charter;
- Decisions of the University Senate / Board of Directors regarding the organization and the development of the admission in the cycle of undergraduate university studies.

CHAPTER V. GENERAL CRITERIA

A. CANDIDATES FOR ADMISSION

Article 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 contest for undergraduate university studies.

Article 7 A candidate can simultaneously participate in the admission to several fields and study programs from the same institution or from different higher education institutions, under the conditions established by the USAMVB Timișoara Senate. He can be admitted and enrolled as a student in at most two study programs at the same time, regardless of the study cycle and the educational institutions that offer them. The candidate admitted to several faculties opts for the study program which will be financed from the budget by submitting the diploma / certificate of recognition of the baccalaureatediploma / certificate or the diploma / certificate of recognition of the diploma / certificate of the previously completed university study cycle. case, in original at the faculty he wishes to attend, respecting the term of submission established by the latter.

Article 8 Candidates admitted to the second study program in state higher education can follow the studies as follows:

- a) if the first study program was done free of charge, the second study program will be free of charge;
- b) if the first study program was done for a fee (in education private or state), the second study program will be free of charge, if the admission requirements for such places are met. Candidates have the obligation to declare at enrollment if they have followed another study / field program, the period in which they benefited from financial support from the budget and to present a certificate issued by the faculty attended. They will benefit from funding only for the difference between the legal period of studies where they are enrolled and the period when they received funding for the first study program.

Article 9 Citizens of the Member States of the European Union, of the states belonging to the European Economic Area and of the Swiss Confederation may also apply for admission to all university study cycles, under the same conditions provided by law for Romanian citizens, including tuition fees. The request for recognition of the studies carried out by them outside Romania will be sent by the university to the specialized departments within the Ministry of Education and Research before the registration of the candidates.

	Universitatea de Științe Agricole și Medicină Veterinară a Banatului „Regele Mihai I al României” din Timișoara	Organism emitent Departamentul de Managementul Calității
	REGULAMENT	
COD USAMVBT- R028	PRIVIND ORGANIZAREA ȘI DESFĂȘURAREA ADMITERII ÎN CICLUL DE STUDII UNIVERSITARE DE LICENȚĂ LA USAMVBT 2021/2022	Ediția 3 Revizia 0

at the admission contest, each candidate having the obligation to present, at registration, the certificate of recognition of studies.

Article 10 Candidates who have completed or ongoing university studies, who have been declared admitted to our university in places subsidized from the state budget or with a fee, can benefit from the recognition of their studies. The faculty council establishes the year in which they can be enrolled as well as the eventual difference exams, within the limit of the vacancies in the respective year of study.

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

Article 12 Students of state higher education institutions, enrolled in previous years in budgeted places, expelled, who give up their studies or decide to pursue a second study program or another study program at the same university or at another university, benefit from the subsidy from the state budget only for the legal duration of studies (they are deducted from the study duration of the new study program, the study years with funding from the budget from which he benefited from the initial study program).

Article 13 The fee-paying student status is usually maintained for the entire period 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 vacancies, within the same year of study. The value of the tuition fee is announced at least 15 days before the beginning of the academic year.

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

Article 15 USAMVBT respects the principle of equal opportunities for people with disabilities through measures specific to the type and degree of disability.

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

B. ORGANIZATION AND CONDUCT OF ADMISSION

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

	Universitatea de Științe Agricole și Medicină Veterinară a Banatului „Regele Mihai I al României” din Timișoara	Organism emitent Departamentul de Managementul Calității
	REGULAMENT	
COD USAMVBT- R028	PRIVIND ORGANIZAREA ȘI DESFĂȘURAREA ADMITERII ÎN CICLUL DE STUDII UNIVERSITARE DE LICENȚĂ LA USAMVBT 2021/2022	Ediția 3 Revizia 0

Article 18 The organization of the admission is the competence of USAMVB Timișoara in accordance with the general criteria established by the Ministry of Education and Research, taking into account the present own regulation of organization and development of the admission.

Article 19 For all forms of education (full-time, distance learning, part-time education), admission in the first year of studies takes place in two sessions to fill the seats in the academic year 2021 - 2022, according to the admission schedule approved by the Board and displayed on the university's WEB page.

Article 20 The form of distance and part-time education is organized by the faculties within USAMVB Timișoara for the fields / study programs authorized or accredited for this form of schooling by ARACIS.

Article 21. (1) The rector of USAMVB Timișoara appoints by decision the commissions of admission by 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 Directors.

(2) The Central Admission Commission in accordance with the regulation on the general admission criteria in USAMVB Timișoara will elaborate a registration and enrollment form in which to be registered all the information necessary to follow and separate candidates according to fields and forms of university education.

C. REGISTRATION OF CANDIDATES

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

Article 23 The registration for the admission contest is done in person, based on the identity card / passport and the other documents provided in the regulations.

Article 24 Registration for the admission competition can be done, on behalf of the candidate, by another person on a proxy basis.

Article 25. (1) In the case of candidates opting for the registration facility / online pre-registration, it is necessary to request personal identification data, according to the identity card / passport and to complete the information on the processing of personal data.

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

Article 26 In order to register for admission, the candidates / authorized persons will submit the following documents:

A) in original and xerox copies thereof for certification “in accordance with the original ”at the time of registration;

	Universitatea de Științe Agricole și Medicină Veterinară a Banatului „Regele Mihai I al României” din Timișoara	Organism emitent Departamentul de Managementul Calității
	REGULAMENT	
COD USAMVBT- R028	PRIVIND ORGANIZAREA ȘI DESFĂȘURAREA ADMITERII ÎN CICLUL DE STUDII UNIVERSITARE DE LICENȚĂ LA USAMVBT 2021/2022	Ediția 3 Revizia 0

- baccalaureate diploma and transcript (or equivalent)
- birth certificate;
- name change documents, if applicable (marriage certificate, court

rulings, etc.)

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

B) other documents

student,

- for student candidates: certificate showing the quality of

admission is suitable for the field in which he is applying;

- copy of identity card;
- 3 color photos 3/4;
- the receipt representing the registration fee;
- for the children of the teaching and auxiliary teaching staff in

activity (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 the retired teaching and auxiliary teaching staff, proving documents (for the exemption of the registration fee);

- for the children of the employed or retired staff of USAMVB Timișoara as well as for its employees, a certificate issued by the Human Resources Department for the exemption of the registration fee;

- certificate of language proficiency for candidates enrolled in the studies conducted in languages of international circulation and which do not present study documents required for enrollment, issued by educational institutions in Romania or abroad, with teaching in that language;

- for candidates enrolled in programs taught in Romanian and who do not present study documents required for enrollment, issued by educational institutions in Romania or abroad, with teaching in Romanian will be held an interview in Romanian which will be assessed with the grade admitted or rejected. Only candidates who obtain the admitted grade can enter the admission competition. As an exception, for candidates who have studied in an international language or in a language of national minorities, the certification of oral communication language skills in Romanian is done with a baccalaureate diploma.

- registration form;
- envelope file.

Article 27 The file with the submitted documents remains for the whole period of the admission contest at the admission commission where the registration was made.

Article 28 After the end of the registration period, the options, their order, as well as other information in the registration form cannot be changed. After confirmation of the places by the candidates declared admitted, within the limit of the places left vacant, the candidates may change their

	Universitatea de Științe Agricole și Medicină Veterinară a Banatului „Regele Mihai I al României” din Timișoara	Organism emitent Departamentul de Managementul Calității
	REGULAMENT	
COD USAMVBT- R028	PRIVIND ORGANIZAREA ȘI DESFĂȘURAREA ADMITERII ÎN CICLUL DE STUDII UNIVERSITARE DE LICENȚĂ LA USAMVBT 2021/2022	Ediția 3 Revizia 0

options on the basis of an application for their occupation.

	Universitatea de Științe Agricole și Medicină Veterinară a Banatului „Regele Mihai I al României” din Timișoara	Organism emitent Departamentul de Managementul Calității
	REGULAMENT	
COD USAMVBT- R028	PRIVIND ORGANIZAREA ȘI DESFĂȘURAREA ADMITERII ÎN CICLUL DE STUDII UNIVERSITARE DE LICENȚĂ LA USAMVBT 2021/2022	Ediția 3 Revizia 0

Article 29 As the candidates have the legal right to apply simultaneously to two or more study programs for admission to higher education, the file with the original documents is submitted to the first option. The registration for the other study programs is made on the basis of 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.

Article 30 Candidates who passed the baccalaureate exam in the 2020 session may present 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 in the years of study and the marks obtained in the exams validity and the fact that the diploma has not been issued.

Article 31 In order to enroll, the candidates admitted to the places financed from the budget have the obligation to submit the baccalaureate diploma, in original, at the faculty secretariat.

Article 32 Failure to present the baccalaureate diploma or the original certificate, through the exclusive fault of the admitted candidate, within the established term, leads to the loss of the budgeted place.

Article 33 For each candidate registered for admission, USAMVB Timișoara will collect the data from the registration form.

Article 34. The files of the rejected candidates or of those who give up the place obtained by admission are returned to them, after displaying the results, within maximum 48 hours from the submission of the application and unconditionally, without collecting any fees, based on identity documents. Distance learning and part-time education are organized only for a fee.

Article 35 USAMVB Timișoara charges a registration fee from candidates for the organization and development of the admission, according to the law, established by the university senate, in the amount of which the activity related to the analysis of the appeals submitted within the legal term will be included.

Article 36 The children of the teaching staff / auxiliary teaching staff in activity or retired from education are exempted from the payment of the registration fee for admission under the conditions of presenting the certificate endorsed by the County School Inspectorate, respectively by the higher education institution. Orphaned children of teaching and auxiliary teaching staff enjoy the same right, provided that the supporting documents are presented. The children of the staff employed or retired from USAMVB Timișoara as well as the university employees benefit from the same facility.

Article 37 The employees of USAMVB Timișoara University, in case they want to follow a study program, benefit from exemption from the payment of the registration fee for admission, having the obligation to present a certificate certifying the quality of employee.

Article 38. The approval of the exemption from the payment of the registration fees is made by the admission commissions of the faculty based on the proving documents presented by the candidates.

	Universitatea de Științe Agricole și Medicină Veterinară a Banatului „Regele Mihai I al României” din Timișoara	Organism emitent Departamentul de Managementul Calității
	REGULAMENT	
COD USAMVBT- R028	PRIVIND ORGANIZAREA ȘI DESFĂȘURAREA ADMITERII ÎN CICLUL DE STUDII UNIVERSITARE DE LICENȚĂ LA USAMVBT 2021/2022	Ediția 3 Revizia 0

Article 39 Exemptions from the payment of the registration fee for admission, 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 registration fee for admission is valid for a single study program.

D. VERIFICATION AND SCORING OF SAMPLES

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

Article 41 In order to comply with these criteria, a Central Admissions Commission will be organized at the level of USAMVB Timișoara, which will function and monitor all the data related to admission according to the files and data of the candidates enrolled in each faculty and field.

Article 42 The minimum overall admission average may not be less than 5.00 (five). The general averages obtained by the candidates for admission are valid for establishing the classification order only at the institution, faculty and, as the case may be, the field / study program to which they applied, according to the confirmation by the candidate in the application.

Article 43 The average general admission to undergraduate studies is calculated with two decimals without rounding as follows:

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

Article 44 The places financed from the state budget are established by order of the minister, based on the schooling figures approved by Government Decision published in the Official Gazette of Romania before the start of the candidates' registration. Candidates below the admission line for places financed from the budget, in descending order of averages, but who meet the minimum admission requirement and on the basis of the request freely expressed within the term established by each faculty, may benefit from the places with tuition fee. .

E. APPEALS

Article 45 USAMVBT Timișoara through the appeals commissions at the level of the faculties is the only one able to decide on the validity of any appeals, which are submitted within a maximum of 24 hours, starting with the time and date of posting the results of the admission session. The submitted appeals will be resolved within 24 hours from the date and time of concluding the submission of the appeals. The decisions of the appeals commissions are final.

	Universitatea de Științe Agricole și Medicină Veterinară a Banatului „Regele Mihai I al României” din Timișoara	Organism emitent Departamentul de Managementul Calității
	REGULAMENT	
COD USAMVBT- R028	PRIVIND ORGANIZAREA ȘI DESFĂȘURAREA ADMITERII ÎN CICLUL DE STUDII UNIVERSITARE DE LICENȚĂ LA USAMVBT 2021/2022	Ediția 3 Revizia 0

Article 46 No appeals are allowed for oral, sports or artistic aptitude tests and appeals based on ignorance of the admission regulations.

F. FINAL RESULTS OF ADMISSION

Article 47. When displaying the results of admission, the declared admitted candidates who have applied for 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 group.

Article 48 The results of the admission contest verified and approved by the Admission Commission are made public by posting at the headquarters of the faculties within USAMVB Timișoara and on its own website.

Article 49 The display of the results obtained at the admission contest is done in stages, generating at least two types of lists:

- a) provisional lists - with the ranking of candidates, generated after admission;
- b) final lists - with the ranking of candidates, generated after the solution appeals containing final and indisputable results.

Article 50 The lists contain the following categories of information:

- a) The list of candidates admitted for the places financed from the budget, within the number limit of allocated places, if applicable;
- b) List of candidates admitted for paid places, up to the number of allocated places, if applicable;
- c) List of rejected candidates, if applicable.

G. OLYMPIC REGISTRATION

Article 51 Candidates for undergraduate studies, who obtained, during their high school studies, distinctions (prizes I, II, III, mention) at the international school olympiads, recognized by MEC, have the right to register, without taking the admission contest, on places financed from the budget.

Article 52 The university senates are authorized, based on the 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 by their own admission regulations. High school graduates who fall into the above categories will address written requests to the management of higher education institutions who will decide on their requests.

CHAPTER VI. FINAL PROVISIONS

Article 53 Candidates will be selected on the basis of the general admission average. The selection of candidates with the same general admission average will be done by taking in

	Universitatea de Științe Agricole și Medicină Veterinară a Banatului „Regele Mihai I al României” din Timișoara	Organism emitent Departamentul de Managementul Calității
	REGULAMENT	
COD USAMVBT- R028	PRIVIND ORGANIZAREA ȘI DESFĂȘURAREA ADMITERII ÎN CICLUL DE STUDII UNIVERSITARE DE LICENȚĂ LA USAMVBT 2021/2022	Ediția 3 Revizia 0

consider the highest grade in Romanian (written test) and then, if required, the highest grade obtained in the mandatory test of the profile (written test).

Article 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.

Article 55. For each candidate admitted and registered, USAMVB Timișoara 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 individuals with regard to the processing of personal data and on the free movement of and repealing Directive 95/46 / EC (General Data Protection Regulation).

Article 56. Romanians everywhere as well as third-country citizens of the EU admitted to the cycle of undergraduate, master's and doctoral studies can enroll only on the basis of the baccalaureate, bachelor's and master's degree recognized in accordance with the methodologies developed by within the MEC.

Article 57. The registration of the admitted candidates is done by decision of the rector. After the approval of the enrollment, the students are registered in the Matriculation Register under a unique number, valid for the entire period of schooling at the study program / programs of study to which they were admitted.