

**FACULTY OF EDUCATIONAL SCIENCES, COMMUNICATION AND INTERNATIONAL  
RELATIONS**

**BACHELOR'S AND MASTER'S DEGREE COURSES ADMISSION EXAMINATION  
ORGANIZATION AND CONDUCT REGULATION  
FOR THE ACADEMIC YEAR 2024-2025**

**CHAPTER I  
General provisions**

Art. 1. (1) For the purposes of this Regulation, admission refers to the set of rules, measures and activities that result in the enrolment of candidates declared admitted in the first year of studies in accredited or provisionally authorized bachelor's and master's degree programmes at Titu Maiorescu University (TMU).

(2) The admission to bachelor's and master's degree programmes is done by admission examination, organized and conducted in accordance with Articles 142, 145, 151, 156, 199 and 200 of the National Education Law no. 1/2011, with subsequent amendments and additions, the Framework Regulation on the organization and conduct of admission to bachelor's and master's degree programmes, approved by Order no. 3102 of the Minister of Education, as well as this Regulation.

Art. 2. (1) Admission to the first year is made within the limit of the number of students established by ARACIS and provided for by the GD for the academic year 2024-2025.

(2) By exception to the provisions of para. (1), in duly justified cases, TMU may request an additional number of places - within the limit of 10% of the enrolment figure established by ARACIS for a requested study programme - for the enrolment of foreign citizens or for academic mobility of students on the basis of governmental or university agreements or special programmes, in accordance with the law. TMU is required to inform ARACIS about the additional places received.

(3) Registration in the places provided in para. (2) can be completed at the latest at the end of the first semester of the current academic year on the date of approval.

Art. 3. (1) The admission examination to Romanian-taught degree programmes shall be held in Romanian. The admission examination for university degree programmes taught in a foreign language shall be held in the relevant teaching language.

(2) Candidates for bachelor's and master's degree programmes taught in Romanian who do not submit academic documents issued by Romanian or foreign educational institutions teaching in Romanian are required to submit a certificate of linguistic competence for Romanian, minimum level B1, issued by institutions authorized by the Ministry of Education, or the certificate of graduation from the preparatory year of Romanian.

(3) Exceptions to the provisions of paragraph. (2), the Romanian citizens candidates with studies in another education system than the national one who have taken a Romanian language test at the baccalaureate exam or who have studied Romanian language for four years in high school.

(4) For candidates who have studied in Romania in a language of international circulation or in a language of national minorities, the certification of Romanian language skills is made with the baccalaureate diploma if the baccalaureate exam does not contain a test of oral communication skills in Romanian, graduates are required to provide a certificate of language proficiency for Romanian, minimum level B1, issued by institutions authorized by ME.

(5) Candidates who have won prizes in national Romanian language contests are exempted from the requirement to submit a language proficiency certificate for Romanian.

Art. 4. (1) Candidates are required to pay a registration fee for the admission examination, which can be paid in the following ways: a) in cash, at the TMU cash desk; b) by POS, at the TMU cash desk; c) online, through the TMU fee portal; d) in cash, at Banca Transilvania, using a pre-printed form; e) by bank transfer (payment order/online transfer) to the account RO90BTRL04301202N01816XX, opened at Banca Transilvania, or to the account RO49RNCB0546029228350001, opened at BCR, based on the payment codes, posted on the website [www.utm.ro](http://www.utm.ro).

(2) The registration fees for the admission exam, as well as the fees and the deadlines for their payment are established by the Fee Nomenclature Regulation, approved annually by the Board of Directors and the Senate.

(3) The admission examination fee is not refundable under any condition (non-attendance, failure to pass, etc.)

Art. 5 (1) Admission to bachelor's and master's degree programmes shall be organised, as a rule, in two sessions, under the same conditions for all candidates enrolled in the same degree programme, no later than 30 September 2024: the **July 2024 session** and the **September 2024 session**, for the places remaining vacant in the July 2024 session also taking into account the procedure set out in Art. 32. The admission timetable shall be endorsed by the Board and approved by the Senate.

(2) As an exception to the provisions of para. (1), admission to Level II of the Psychopedagogical Training Compact Programme organized by the Specialized Department with Psychopedagogical Profile of the TMU is organized before the beginning of the second semester of the academic year, according to the framework structure of the academic year 2024-2025.

## **CHAPTER II**

### **Admission committees**

Art. 7 (1) A **Central Admission Committee** is established at the TMU level, which ensures compliance with the provisions of this Regulation and coordinates all the activities of the admission committees at the faculty level. The Central Admission Committee is composed of the Rector, as President, the Vice-Rector responsible for the educational activity, the Vice-Rector responsible for international relations, a Vice-President of the Board of Directors, the Secretary General of the University, the Director of the IT Department and the Administrative Director.

(2) At the level of the **Faculty of Educational Sciences, Communication and International Relations** (*FSECRI in Romanian*), the Faculty Admission Committee is established, which organizes, conducts and has full responsibility for the admission examination at faculty level in all its stages, starting with the enrolment of candidates and ending with the posting of the final results. The Faculty Admission Committee is composed of the Dean as Chairman, the Vice-Dean, the Head of Department, the Head Secretary of the Faculty and, where appropriate, other senior faculty members, so that the number of committee members is uneven.

Art. 8. The nominal composition of the admission committees at **FSECRI** level and of the specialist committees by study programmes is suggested by the faculty board, approved by the Senate and appointed by decision of the Rector. The Vice-Rector in charge of the educational activity ensures that an excerpt of the Rector's decision is drawn up and sent to the Dean of the Faculty.

Art. 9. The members of the admission committees and of the specialist committees by study programmes may not be in a relationship with the candidates or with each other as spouses, kinsmen or relatives up to the third degree inclusive, according to the law.

Art. 10. The membership of the committees referred to in Art. 6 para. (2) and art. 7 par. (1) may be changed after the appointment of their members by decision of the Rector only in exceptional circumstances, duly justified by the Faculty Board.

### **CHAPTER III** **Candidates for admission**

Art. 11 (1) Only high school graduates with a baccalaureate diploma issued in Romania or a diploma equivalent to it, regardless of the year of their high school graduation, may apply for admission to the bachelor's degree programme.

(2) Only graduates of Bachelor's degree studies, specialized in Dental Medicine, with a bachelor's degree awarded in Romania or a degree equivalent to it, regardless of the graduation year, may apply for admission to the master's degree programme.

Art. 12. (1) The citizens of the European Union Member States, of the European Economic Area and of the Swiss Confederation may apply for admission to bachelor's and master's degree courses under the same conditions provided by law and by this regulation for Romanian citizens, including the application and tuition fees. For these categories of citizens, the recognition of studies is done by the National Centre for the Recognition and Equivalence of Diplomas under the Ministry of Education.

(2) Foreign citizens from third countries can apply on their own account, on the basis of a request for a letter of acceptance to study in Romania, issued by the Directorate General for International Relations and European Affairs under the Ministry of Education.

Art. 13. The citizens mentioned in art. 14, who have been admitted to the bachelor's and master's degree courses, may enrol only on the basis of their baccalaureate and bachelor's degrees, respectively, recognised in accordance with the regulations drawn up by the specialised departments of the Ministry of Education.

Art. 14. Candidates enrolled in the admission examination with the citizenship of a third EU state and who, as students, obtain Romanian citizenship during their university studies, pay the tuition fee established by the Fee Nomenclature Regulation for students from third EU states.

Art. 15. As an exception to the provisions of art. 16, in case of change of citizenship status, upon the student's request, approved by the pro-rector responsible for international relations, the Board of Directors may approve the payment of the tuition fee for Romanian citizen students, established by the Fee Nomenclature Regulation.

Art. 16. A candidate may be admitted and enrolled as a student in no more than two university study programmes simultaneously, regardless of the higher education institutions offering them.

## **CHAPTER IV**

### **Admission examination tests**

Article 17. (1) Admission is made by study programmes and types of education, in descending order of the overall averages obtained by the candidates in the admission examination, within the limit of the enrolment figures established by ARACIS and provided by the GD for the academic year 2024-2025.

Article 18. (1) For the Bachelor's degree programmes of the Faculty of Education, Communication and International Relations, the overall average for the admission examination in the Bachelor's degree programme is:

- a) the arithmetic average between the overall average obtained in the baccalaureate examination and the mark obtained in the written test of the Romanian language within the baccalaureate exam, for candidates who attended high school studies in Romania, in the national education system.
- b) the arithmetic average between the overall average obtained in the baccalaureate examination (equated in the Romanian grading system) and the average of the marks obtained in the first foreign language (different from the official language in which it was studied) during high school studies (equated in the Romanian grading system), for candidates who attended high school outside of Romania or in Romania in another education system.

(2) The averages generated at the admission examination provided for in art. (1) are calculated with two decimal places, without rounding.

(3) Admission to the PEDAGOGY OF PRIMARY AND PRESCHOOL EDUCATION bachelor's degree programme, organized within the Faculty of Communication Sciences and International Relations it is conditioned by taking an eliminative vocational (aptitude) test, which consists of: a) motivational interview (oral test), based on an interview guide, and b) verification of diction and musical skills.

Art. 19. (1) The examination test for admission to the Master's degree programme is an interview (oral test), carried out on the basis of an interview guide specific to the respective master's field/programme. The interview is held in front of an interview committee, composed of an odd number of permanent teaching staff, appointed by decision of the faculty board. Each member of the committee awards marks from 10 (ten) to 1 (one), the mark of the test being the arithmetic average, calculated to two decimal places, without rounding, of the marks awarded by the committee members. The mark obtained in the interview must be at least **6** (six).

(2) By way of exception to the provision of para. (1), based on the decision of the Faculty Board, the interview may be held online using the Microsoft Teams platform. All members of the interview committee must be present simultaneously on the platform throughout the interview. The candidate is required to have the video camera and microphone open during the entire examination.

(3) The online interview shall be recorded in full for each candidate and archived in secure spaces and on secure memory drives under the coordination of the IT Department. The recording remains confidential.

(4) Candidates will be asked to agree in writing to the recording of the online interview as part of their application file.

(5) Before the start of the online interview, the candidate is required to identify himself/herself by showing his/her ID card to the video camera.

(6) It is forbidden during the online interview:

- the presence/access of another person in the place where the candidate is being interviewed;
- communicating with any other person during the interview other than members of the committee;
- recording the candidate's examination performance;
- sharing the candidate's screen with other people;
- leaving the interview area;
- interruption of the examination by the candidate.

(7) Failure to comply with any of the prohibitions referred to in paragraph (6) shall result in the interruption of the examination and notification of its fraud.

(8) If for technical reasons (power failure, lack of internet connection, etc.) the candidate is unable to access the online interview platform, the examination board may approve the rescheduling of the interview to another time during that day, without disturbing existing appointments.

(9) In determining the **overall average of the admission examination** to the Master's degree programme, the overall average obtained in the Bachelor's degree examination shall be taken into account with a weighting of 25% of the overall admission average. The overall average of the admission examination is calculated with two decimal places, without rounding and cannot be less than **6 (six)**.

Art. 20. (1) Admission of candidates to Level I (initial/basic studies) - during Bachelor's degree programme - to Level II (advanced studies) - during Master's degree programmes -, as well as to the Compact Programme with postgraduate regime, Level I and Level II, organized by the Specialized Department with Psycho-Pedagogical Profile, is based on an interview (oral test) which takes into account the communication, digital and relational skills necessary to complete a teaching training programme, evaluated with the admitted or rejected qualifications. The interview is held in front of an interview committee made up of an uneven number of tenured teaching staff and a secretary; the secretary only has the authority to administer the documents. The nominal component of the interview committee is approved by the Senate, following the approval by the Senate, the committee is appointed by decision of the Rector.

(2) By way of exception to the provision of para. (1), based on the decision of the board of the Faculty of Educational Sciences. Communication and International Relations board, the interview can be held online, using the Microsoft Teams platform, respecting the provisions of art. 26, para. (2)-(7).

(3) The admission of candidates to the postgraduate study programme and to the Preparatory Program of Romanian Language for Foreign Students is based on the registration files, in the order of file submission until the number of places is filled.

Art. 21. (1) If upon admission to the Bachelor's degree programme, two or more candidates with the same overall average are on the last place, the tie-breaking of the candidates is done as follows:

- a) the mark obtained in the written test of the Romanian language from the baccalaureate examination;
- b) average for the years of study during high school.

(2) If upon admission to the Master's degree programme, two or more candidates with the same overall average are on the last place, the tie-breaking of the candidates is done as follows:

- a) according to the overall average obtained at the Bachelor's degree examination;
- b) depending on the fundamental field in which he/she obtained the Bachelor's degree, following the compatibility between the subjects of the completed Bachelor's degree programme and the fundamental subjects of the Master's degree programme.

Art. 22. In the case of candidates who attended secondary school/university studies outside Romania or in Romania in a language other than Romanian, the general average of the baccalaureate examination or equivalent, the marks obtained in the first foreign language during secondary school studies and the general average obtained in the bachelor's degree examination, provided for in Art. 21 shall be equated in the Romanian marking system by a committee for the equivalence of marks/qualifications obtained at the end of secondary school, other marks obtained during the secondary school years, as well as marks/qualifications obtained at the end of university studies, appointed by decision of the Rector.

## **CHAPTER V**

### **Registration of candidates**

Art. 26 (1) Registration for the admission examination shall be made in person, on the basis of the identity card or passport and other documents provided for in this Regulation, or by proxy, on the basis of a notarized power of attorney.

(2) By way of exception to the provision of para. (1), based on the decision of the Faculty Board, the registration for the admission exam can be done online, by uploading the documents (scanned) by the candidates on the TMU 2024 ADMISSION portal, which can be accessed directly from the link <https://admitere.utm.ro> or from the website [www.utm.ro](http://www.utm.ro) from the 2024 ADMISSION menu, by accessing the online registration button. Candidates undertake responsibility for the accuracy of the data and for the conformity of the scanned documents with the originals.

(3) If you are successful in your online application, you must personally submit the documents referred to in Article 33 of this Regulation, in written form, at the Faculty Secretary's Office, in the case of candidates who have completed their high school/university studies in Romania in the national education system, or at the headquarters of the International Relations Department at Calea Văcărești 189, Building M, in the case of candidates who have completed their high school/university studies outside Romania or in Romania in another education system.

(4) In order to comply with the legal provisions in force concerning the regime of study documents in the Romanian university education system, all candidates will be registered for the admission examination with the name from the birth certificate. If the name on the birth certificate has been changed, the name on the identity card will be entered between brackets in the list of registered candidates.

Art. 24 (1) In accordance with the legal provisions in force, the requirement to submit certified copies of the candidate's original documents with the application file for the admission examination is abolished. Copies of the original documents, brought by the candidate or made within the TMU, **certified for conformity with the original by the secretary who carries out the registration**, shall be submitted to the file.

(2) For the certification procedure, candidates must submit the original documents. After certification of conformity with the original, the original documents will be returned to the candidate, except for the educational documents (**baccalaureate diploma, bachelor's degree**), which, in the case of successful candidates, will be kept on file for the duration of their studies.

(3) It is forbidden to certify documents other than the originals.

(4) Certification shall be made by comparing the original document with its copy and affixing to the copy a stamp conforming to the original, followed by the name and surname in clear script of the secretary making the certification, his/her holograph signature and the date on which the certification was made.

(5) If the candidate submits certified copies, they will be accepted.

Art. 25. The **documents required for registration**, in printed form, put inside an envelope-type folder, on which candidates must write, in block capitals, the surname, initial(s) of the father's (mother's, if the father is unknown) first name(s), as well as the e-mail address and telephone number or online, scanned (if applicable), accompanied by the above-mentioned data:

(1) Bachelor's degree programme:

1. Standard application form for admission and enrolment to the bachelor's degree programme for the academic year 2024-2025, from the faculty Secretary's Office/ generated online);
2. Identity card, in original and copy, in case of documents issued in Romanian, English or French, and certified translation, in original, in Romanian, in case of foreign citizens whose documents are in another language than the mentioned ones;
3. Baccalaureate diploma in original and copy. Candidates who are students at another university must submit a certified copy of their baccalaureate diploma, accompanied by a student certificate stating that the original of the diploma is kept with the student's file. Candidates who attended high school outside Romania or in Romania in a language other than Romanian must submit their baccalaureate diploma accompanied by its original school transcript and a notarized sworn translation into Romanian. For countries that are parties to the Hague Apostille Convention, the baccalaureate diploma must be endorsed with the Hague Apostille by the competent authorities of the issuing country. For countries that are not parties to the Hague Apostille Convention, the baccalaureate diploma must be super-legalized by the Romanian Embassy/Consular Office in the country concerned. For diplomas from the Republic of Moldova no apostille or super-legalisation is required. Diplomas issued prior to 2008 must be accompanied by the original authenticity certificate issued by the Ministry of Education of the Republic of Moldova;
4. Affidavit stating that the candidate does not pursue more than two bachelor's degree programmes concurrently, regardless of the higher education institutions offering them (enclosed with the application form);
5. Birth certificate, the original copy and photocopy, in the case of documents issued in Romanian, English or French. In the case of foreign citizens whose documents are in a language other than those mentioned, a notarized sworn translation into Romanian (the original copy) must be submitted;

6. Marriage certificate (if applicable), in original and copy, in case of documents issued in Romanian, English or French. In case of foreign citizens whose documents are in a language other than those mentioned, a notarized sworn translation, in original, into Romanian must be submitted;
7. The original copy and a photocopy of the divorce certificate (if applicable), in case of documents issued in Romanian, English or French. In case of foreign citizens whose documents are in another language than those mentioned, a notarized sworn translation, in original, into Romanian must be submitted;
8. Medical certificate issued in the current year by a Romanian competent authority or a sworn or notarized translation, in case the certificate is issued by a foreign competent authority, attesting the state of health at the time of examination, with the mention "This certificate was issued for the purpose of enrolment at the university";
9. Three 3/4 size colour photographs;
10. Certificate of language proficiency in Romanian, issued by institutions authorized by the Ministry of Education, minimum level B2, or a graduation certificate of the Romanian language preparatory Programme, in the case of foreign candidates applying for Romanian language study programmes, in compliance with the provisions of Article 5;
11. Candidate's information notice on the personal data treatment and Consent form for the personal data treatment (GDPR) (ANNEX 2);
12. Affidavit as to the accuracy of the data in the application form as well as the correspondence between scanned and original documents in case of online applications (ANNEX 3).
13. Proof of payment of the application fee.

(2) Master's degree programme:

1. Standard application form for admission and enrolment to the Master's degree programme for the academic year 2024-2025 (from the faculty Secretary's Office/ generated online);
2. Identity document, both original and copy, in the case of documents issued in Romanian, English or French. In the case of foreign citizens whose documents are in another language than those mentioned above, a notarized sworn translation into Romanian, in original, must be submitted;
3. Baccalaureate diploma in original and copy. Candidates who are students at another university must submit a certified copy of their baccalaureate diploma, accompanied by a student certificate stating that the original of the diploma is kept with the student's file. Candidates who attended high school outside Romania or in Romania in a language other than Romanian must submit their baccalaureate diploma accompanied by its original school transcript and a notarized sworn translation into Romanian (the original copy). The conditions for apostille/super-legalisation are those mentioned above;
4. Original copy and photocopy of the bachelor's degree. Candidates who are students at another university must submit a certified or certified true copy of their bachelor's degree, accompanied by a student certificate stating that the original copy of their degree is kept in their file. Candidates who have completed their university studies outside Romania or in a language other than Romanian must submit their bachelor's degree as original and a notarized sworn translation into Romanian (the original copy). The conditions for apostille/super-legalisation are those mentioned above;
5. Affidavit stating that the candidate does not pursue more than two master's degree programmes concurrently, regardless of the higher education institutions offering them (enclosed with the application form);



6. Birth certificate, the original copy and photocopy, in the case of documents issued in Romanian, English or French. In the case of foreign citizens whose documents are in a language other than those mentioned, a notarized sworn translation into Romanian (the original copy) must be submitted;
7. Marriage certificate (if applicable), in original and copy, in case of documents issued in Romanian, English or French. In case of foreign citizens whose documents are in a language other than those mentioned, a notarized sworn translation, in original, into Romanian must be submitted;
8. The original copy and a photocopy of the divorce certificate (if applicable), in case of documents issued in Romanian, English or French. In case of foreign citizens whose documents are in another language than those mentioned, a notarized sworn translation, in original, into Romanian must be submitted;
9. Medical certificate issued in the current year by a Romanian competent authority or a sworn or notarized translation, in case the certificate is issued by a foreign competent authority, attesting the state of health at the time of examination, with the mention "This certificate was issued for the purpose of enrolment at the university";
10. Three 3/4 size colour photographs;
11. Certificate of language proficiency in Romanian, issued by institutions authorized by the Ministry of Education, minimum level B2, or a graduation certificate of the Romanian language preparatory Programme, in the case of foreign candidates, in compliance with the provisions of Article 5;
12. Candidate's information notice on the personal data treatment and Consent form for the personal data treatment (GDPR) (ANNEX 2);
13. Affidavit as to the accuracy of the data in the application form as well as the correspondence between scanned and original documents in case of online applications (ANNEX 3).
14. Candidates' agreement to register for the admission interview, if the interview is conducted online (ANNEX 4).
15. Proof of payment of the application fee.

(3) Programmes organized by the Specialized Department with Psycho-Pedagogical Profile (Level I - during the Bachelor's degree programme - Level II - during the Master's degree programme, as well as in the Compact Programme with postgraduate regime, Level I and Level II:

1. Standard application form for admission and enrolment to the programme for the academic year 2024-2025 (from the faculty Secretary's Office/ generated online);
2. Identity document, certified true copy;
3. Baccalaureate diploma, certified true copy (for Level I – during the Bachelor's degree programme)
4. Bachelor's degree, certified true copy (for Level I – during the Master's degree programme – and Level I and II of the Compact Programme);
5. Student Certificate, (for Level I and Level II – during studies);
6. Birth certificate, certified true copy;
7. Marriage certificate (if applicable), certified true copy;
8. The divorce certificate or the certificate testifying the change of name (if applicable), certified true copy;
9. Medical certificate issued by a Romanian competent authority, medical certificate issued by a foreign competent authority in original for those issued in English or French or a sworn or notarized translation, in case the certificate is issued in a language other than those mentioned, attesting the state of health at the time of examination, with the mention "This certificate was issued for the purpose of enrolment at the university";

10. Candidate's information notice on the personal data treatment and Consent form for the personal data treatment (GDPR) (ANNEX 2);
11. Affidavit as to the accuracy of the data in the application form as well as the correspondence between scanned and original documents in case of online applications (ANNEX 3).
12. Candidates' agreement to register for the admission interview, if the interview is conducted online (ANNEX 4).
13. **Proof of payment of the application fee.**

(4) The Romanian language preparatory Programme for foreign students:

1. Standard application form for enrolment to the Romanian Language Preparatory Programme for Foreign Students for the academic year 2024-2025 (from the faculty Secretary's Office/ generated online);
2. Baccalaureate diploma accompanied by its original school transcript and a notarized sworn translation into Romanian (the original copy). The conditions for apostille/super-legalisation are those mentioned above;
3. Identity document, both original and copy, in the case of documents issued in English or French. In the case of foreign citizens whose documents are in another language than those mentioned above, a notarized sworn translation into Romanian, in original, must be submitted;
4. Birth certificate, the original copy and photocopy, in the case of documents issued in Romanian, English or French. In the case of foreign citizens whose documents are in a language other than those mentioned, a notarized sworn translation into Romanian (the original copy) must be submitted;
5. The divorce certificate or the certificate testifying the change of name (if applicable), in original and copy, in case of documents issued in English or French. In case of foreign citizens whose documents are in another language than those mentioned, a notarized sworn translation, in original, into Romanian must be submitted;
6. Internationally recognized English language certificate: Cambridge, INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM (IELTS), TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL) or internationally recognized certificate, minimum level B2;
7. Three 3/4 size colour photographs
8. Candidate's information notice on the personal data treatment and Consent form for the personal data treatment (GDPR) (ANNEX 2);
9. Affidavit as to the accuracy of the data in the application form as well as the correspondence between scanned and original documents in case of online applications (ANNEX 3).
10. Medical certificate issued by a Romanian competent authority, medical certificate issued by a foreign competent authority in original for those issued in English or French or a sworn or notarized translation, in case the certificate is issued in a language other than those mentioned, attesting the state of health at the time of examination, with the mention "This certificate was issued for the purpose of enrolment at the university".

(5) Postgraduate training and continuous development programmes "PUERICULTURA /CHILDCARE - DIMENSION OF PRESCHOOL EDUCATION" and "INTEGRATION AND INCLUSION IN THE EDUCATION SYSTEM OF CHILDREN WITH SPECIAL EDUCATIONAL NEEDS (CES)":

1. Standard application form for admission and enrolment to the programme for the academic year 2024-2025 (from the faculty Secretary's Office/ generated online);
2. Identity document, certified true copy;
3. Baccalaureate diploma, certified true copy;
4. Bachelor's degree, certified true copy;
5. Birth certificate, certified true copy;
6. Marriage certificate (if applicable), certified true copy;
7. The divorce certificate or the certificate testifying the change of name (if applicable), certified true copy;
9. Medical certificate issued by a Romanian competent authority, medical certificate issued by a foreign competent authority in original for those issued in English or French or a sworn or notarized translation, in case the certificate is issued in a language other than those mentioned, attesting the state of health at the time of examination, with the mention "This certificate was issued for the purpose of enrolment at the university";
10. Candidate's information notice on the personal data treatment and Consent form for the personal data treatment (GDPR) (ANNEX 2);
11. Affidavit as to the accuracy of the data in the application form as well as the correspondence between scanned and original documents in case of online applications (ANNEX 3).
12. Candidates' agreement to register for the admission interview, if the interview is conducted online (ANNEX 4).
13. **Proof of payment of the application fee.**

Art. 26. (1) Candidates who have passed the baccalaureate/bachelor's degree examination during the sessions corresponding to the school/academic year 2023-2024 may submit, for the session immediately following the baccalaureate/bachelor's degree examination, instead of the baccalaureate/bachelor's degree diploma, the graduation certificate issued by the educational institution, as original copy. Exceptions are candidates who are foreign nationals from third countries, who are required to submit their final secondary school/university diploma.

(2) If they are declared admitted to bachelor's degree programme, the candidates referred to in paragraph (1) are required to submit, by 30 September 2024, to the faculty secretary's office, their original and certified or certified true copy of their baccalaureate diploma.

(3) In case they are declared admitted to master studies, the candidates mentioned in para. (1) shall submit their bachelor's degree diploma in original and certified or certified true copy to the faculty secretary's office within 12 months.

(4) Failure to submit the original baccalaureate/bachelor's diploma due to the fault of the admitted candidate, within the time limits provided for in paragraph (2) and (3), shall cause the candidate to be expelled.

(5) In case of loss or damage of the baccalaureate / bachelor's diploma, the candidate can be enrolled on the basis of supporting documents proving that all legal formalities concerning the preparation of a duplicate diploma have been fulfilled (notice in the Official Journal of Romania concerning the loss / damage of the diploma, a notarized affidavit, an address from the graduating

institution stating that the graduate has submitted a request for the issue of a duplicate diploma, accompanied by an original certificate showing the overall average obtained at the baccalaureate / bachelor's degree examination).

Art. 27. (1) The registration for the admission examination by physical presence of the candidates who have completed high school/university studies in Romania in the national education system is done at the Faculty of Educational Sciences, Communication and International Relations from Calea Văcărești nr. 189, corp M, etaj 1, camera 106, between 9:00 a.m. and 4:00 p.m. on working days, and on Saturdays between 9:00 a.m. and 2:00 p.m.

(2) Upon registration, the candidate shall receive a file registration number.

(3) The secretary in charge of registration shall confirm the registration of candidates only if there is proof of payment of the registration fee for the admission examination.

Art. 28. (1) Candidates who are citizens of the European Union Member States, of the countries belonging to the European Economic Area and of the Swiss Confederation, candidates from third countries, as well as Romanian citizens who have studied abroad shall submit their application files to the International Relations Department of the TMU (Building M, Calea Văcărești 189, ground floor), in order to prepare and send the files to the ME for the equivalence of studies by the National Centre for the Recognition and Equivalence of Diplomas (CNRED), respectively for obtaining the letter of acceptance to study from the Directorate General for International Relations and European Affairs (DGRIAE). In the case of enrolment by physical attendance, the following must be submitted:

- one file folder with identity and vital records, as well as educational documents, as original copies and notarized sworn translations (original copies), apostilled/super-legalized (2 original copies each);
- a file folder with photocopies of all documents.

The fee for processing and forwarding candidates' files to the ME is set out in the Fee Nomenclature Regulation and is not refundable under any circumstances.

## **CHAPTER VI**

### **Conduct of examination tests**

Art. 29. Admission to bachelor's degree programmes at the Faculty of Education Sciences, Communication and International Relations is done by examination, based on the tests established by this regulation.

(2) The list of fields and bachelor's degree programmes for which the admission process is organized for the academic year 2024-2025 at the Faculty of Education Sciences, Communication and International Relations and the method of calculating the admission average are as follows:

A. Communication Sciences field, COMMUNICATION AND PUBLIC RELATIONS study programme:

Admission criteria:

- a) the arithmetic average between the overall average obtained in the baccalaureate examination and the mark obtained in the written test of the Romanian language within the baccalaureate exam, for candidates who attended high school studies in Romania, in the national education system.
- b) the arithmetic average between the overall average obtained in the baccalaureate examination (equated in the Romanian grading system) and the average of the marks obtained in the first foreign language (different from the official language in which it was studied) during high school studies (equated in the Romanian grading system), for candidates who attended high school outside of Romania or in Romania in another education system.

B. International Relations and European Studies, INTERNATIONAL RELATIONS AND EUROPEAN STUDIES study programme:

Admission criteria:

- a) the arithmetic average between the overall average obtained in the baccalaureate examination and the mark obtained in the written test of the Romanian language within the baccalaureate exam, for candidates who attended high school studies in Romania, in the national education system.
- b) the arithmetic average between the overall average obtained in the baccalaureate examination (equated in the Romanian grading system) and the average of the marks obtained in the first foreign language (different from the official language in which it was studied) during high school studies (equated in the Romanian grading system), for candidates who attended high school outside of Romania or in Romania in another education system.

C. Educational Sciences field, PRIMARY AND PRESCHOOL EDUCATION study programme:

Admission criteria:

- a) taking an eliminative vocational (aptitude) test, which consists of: a) motivational interview (oral test), based on an interview guide, and b) verification of diction and musical skills.
- b) the arithmetic average between the overall average obtained in the baccalaureate examination and the mark obtained in the written test of the Romanian language within the baccalaureate exam, for candidates who attended high school studies in Romania, in the national education system.
- c) the arithmetic average between the overall average obtained in the baccalaureate examination (equated in the Romanian grading system) and the average of the marks obtained in the first foreign language (different from the official language in which it was studied) during high school studies (equated in the Romanian grading system), for candidates who attended high school outside of Romania or in Romania in another education system.

Art. 30. For the university study programmes of the Faculty of Educational Sciences, Communication and International Relations, the members of the faculty admission committee calculate the overall admission average in accordance with the provisions of art. 20 of this Regulation, after which they complete and sign the **examination catalogue**.

Art. 31. For master's degree programmes, the members of the faculty admission committee calculate the overall admission average in accordance with the provisions of art. 21, after which they complete and sign the examination catalogue.

## **CHAPTER VII**

### **Completion of the admission examination**

Art. 32. (1) After the end of the admission examination and before any appeals against the results of the written tests, the admission committee for each faculty shall draw up at least two categories of lists: a) a provisional list of candidates declared admitted, in descending order of the overall average obtained in the admission examination, b) a provisional list of candidates declared rejected, in alphabetical order.

(2) The lists referred to in paragraph 1 shall be signed by the Dean of the Faculty and endorsed by the Rector of the University, shall be issued in two versions: anonymised (using the anonymisation algorithm provided for in Article 33) and non-anonymised. The anonymised lists are posted on the faculty's ADMISSION web pages within 24 hours of the end of the admission session.

Art. 33. (1) The algorithm for anonymising admission lists is as follows:

**N<sub>1</sub>N<sub>2</sub>I<sub>1</sub>I<sub>2</sub>P<sub>1</sub>P<sub>2</sub>XXXX**

where:

N<sub>1</sub> = the initial of the candidate's surname from the birth certificate;

N<sub>2</sub> = the initial of the candidate's second surname on the birth certificate (if applicable);

I<sub>1</sub> = the initial of the candidate's father's first name;

I<sub>2</sub> = the second initial of the candidate's father's first name (if applicable);

P<sub>1</sub> = initial of the candidate's first name;

P<sub>2</sub> = the second initial of the candidate's first name (if applicable);

XXXX = the last four digits of the candidate's Personal Identification Number (or other personal identification number in the case of foreign nationals).

(2) The anonymised lists shall contain in the preamble an explanatory note, written in bold, on the anonymisation algorithm referred to in paragraph (1).

Art. 34. (1) If, at the end of the September 2024 admission session and before the start of the academic year, there are vacant or unoccupied places in a study programme, the faculty board may decide to allocate these places to candidates who have been rejected in the admission examination for such programme, in descending order of the overall averages obtained in the admission examination, provided that these averages are at least 5 (five) in the case of bachelor's degree programmes and at least 6 (six) in the case of master's degree programmes.

(2) By way of exception to the provisions of paragraph (1), if there are still vacant places in a bachelor's or master's degree programme, the faculty management may decide to allocate these places to candidates who have been rejected in the admission examination for another programme in the same field of study, in descending order of the overall average obtained in the admission examination, provided that these averages are at least 5 (five) in the case of bachelor's degree programmes and at least 6 (six) in the case of master's degree programmes, and only if the selection criteria established by this admission regulation of the faculty are met.

(3) The implementation of the procedures referred to in paragraph (1) may also be carried out at the end of the July 2024 admission session by decision of the Faculty Board.

(4) Changes in the implementation of the procedures referred to in paragraph (1) shall lead to the rectification of the final admission lists before the enrolment by decision of the Rector of the candidates declared admitted, as provided for in Article 34.

Art. 35. (1) The enrolment of the candidates declared admitted after the admission examination shall be made by decision of the Rector, provided that at least the first instalment of the annual tuition fee has been paid, in the amount and by the deadlines provided for in the Fee Nomenclature Regulation approved annually by the Board of Directors and the Senate of TMU.

(2) After the approval of the enrolment, students are registered in the Unique Matriculation Register (RMU) under a unique number, valid for the entire period of tuition in the study programme to which they have been admitted.

Art. 36. The TMU is required to draw up and sign study contracts between enrolled students and the Rector of the TMU, represented by the Dean of the Faculty.

## **CHAPTER VIII**

### **Final provisions**

Article 37. The files of unsuccessful candidates shall be returned, free of charge, within 48 hours of the application submission.

Article 38. Applications and answer forms (where applicable) shall be kept in the files of admitted and enrolled candidates and shall have the same retention period as their files, and those of unsuccessful candidates shall be kept for one year after the end of the examination.

Art. 39 (1) After each admission session, the faculties shall compile an admission file for each study programme, containing the following parts, as appropriate:

1. excerpt from the Rector's decision appointing the examination committees;
3. the nominal table of candidates;
3. the electronic records of the examination tests, if applicable, in secure storage spaces and on secure memory drives, under the coordination of the IT Department;
4. the examination catalogue;
5. The lists of the examination final results.  
attendance sheet for supervisors;

(2) The admission file is kept in the TMU archives permanently.

Art. 40 The application of this Regulation is based on the own regulations for organizing and conducting the admission at the Faculty of Educational Sciences, Communication and International Relations.

Art. 41. This regulation was approved by the Decision of the Faculty Board on 28.02.2024.

DEAN,  
Professor Sorin IVAN, PhD  
illegible signature