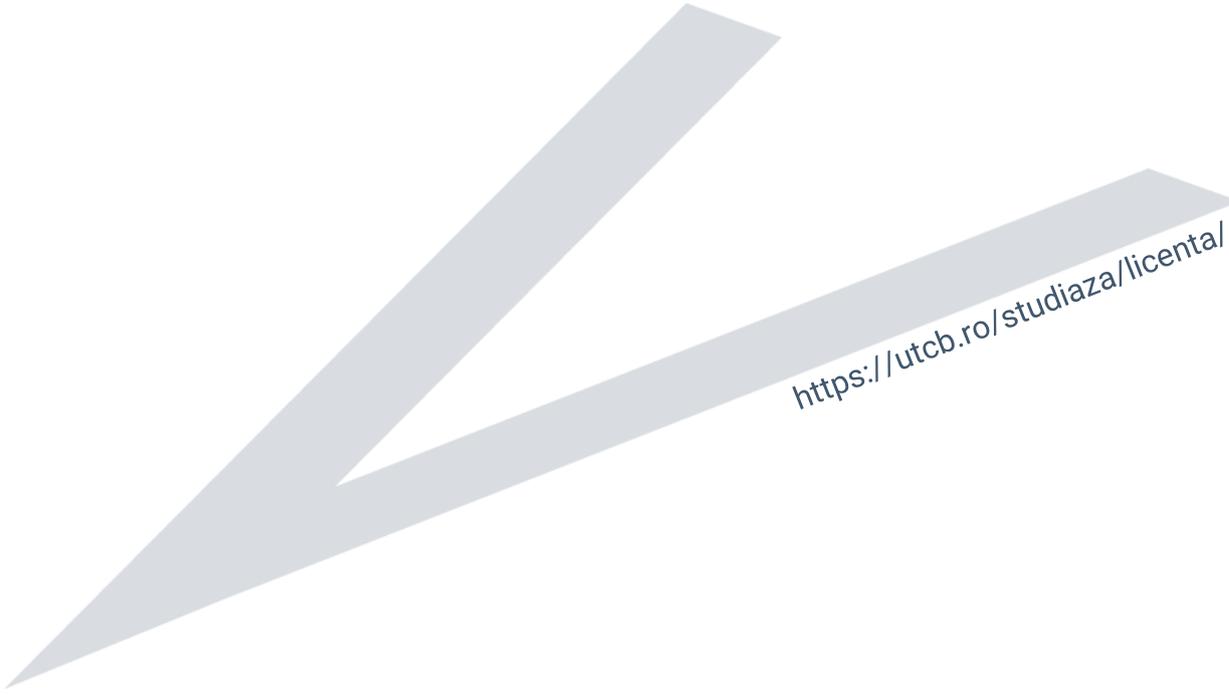




Regulations for the Organization of the Admission Competition (ROCA) – Undergraduate (Bachelor's) University Studies



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Regulations for the Organization of the Admission Competition (ROCA) – Undergraduate (Bachelor’s) University Studies

Approved

Annex 1 to the Senate Decision No. 926/30.01.2026

Chapter I General Provisions	1
Article 1 (Introduction).....	1
Article 2 (Candidates).....	1
Article 3 (Study Programs)	2
Article 4 (Funding Forms).....	3
Article 5 (Informing Candidates about the Admission Competition)	4
Chapter II Organization of the Admission Competition	6
Article 6 (General Information).....	6
Article 7 (Language of the Admission Competition).....	6
Article 8 (Admission Competition Calendar)	6
Article 9 (Committees for Conducting the Admission Competition).....	7
Chapter III Conditions for Participation in the Admission Competition	9
Article 10 (Previous Studies).....	9
Article 11 (Language proficiency requirements for participation in the admission competition).....	10
Article 12 (Other Provisions)	11
Chapter IV Registration for the Admission Competition	12
Article 13 (Candidates' Registration – General Provisions).....	12
Article 14 (Documents Required for Registration)	13
Article 15 (Selection of Options).....	16
Article 16 (Registration Fees).....	17
Chapter V Admission Competition Procedure	18
Article 17 (Overall Admission Score)	18
Article 18 (Ranking of Candidates).....	19
Article 19 (Verification of Candidates' Eligibility).....	20
Article 20 (Appeals Regarding Eligibility Results).....	23
Article 21 (Confirmation of the Registration Option).....	24
Article 22 (Allocation of Eligible Candidates to Fields and Study Programs)	25
Article 23 (List of Admitted and Rejected Candidates).....	26
Article 24 (Appeals Regarding Admission Results).....	27
Article 25 (Redistribution of Places Opened for Competition)	28
Article 26 (Admission Results).....	30
Article 27 (Admission Competition for Candidates Provided in Article 2(1)(f))	30
Chapter VI Enrolment	32
Article 28 (Enrolment of Candidates).....	32
Article 29 (Enrolment of Candidates Provided in Article 2(1)(f)).....	33
Article 30 (Enrolment of Candidates Provided in Article 2(1)(b) or (c)).....	33

<i>Article 31 (Registration in RMUR)</i>	34
Chapter VII Contact Details	34
<i>Article 32 (Faculties)</i>	34
Chapter VIII Forms	35
<i>Article 33 (Lists of Eligible Candidates)</i>	35
<i>Article 34 (Lists Regarding Admission Results)</i>	35
<i>Article 35 (Annex Declaration on Own Responsibility for Confirmation of the Place)</i>	36

Chapter I General Provisions

Article 1 (Introduction)

(1) These Regulations set out provisions for the organization of the admission competition for:

(a) undergraduate (Bachelor's) university study programs;

and

(b) the Romanian Language Preparatory Year.

(2) At the Technical University of Civil Engineering Bucharest, admission to university study programs is carried out in compliance with the principles of equity and equal opportunities, with access to learning opportunities ensured without any form of discrimination, and with the implementation of support measures to secure access for groups at risk.

(3) The Technical University of Civil Engineering Bucharest organizes admission to the study programs it offers in accordance with its mission and institutional strategy, as well as with the requirements of the labor market.

(4) For the undergraduate study cycle, admission is organized by Bachelor's fields, for accredited specializations/study programs or those authorized to operate on a provisional basis, in accordance with the applicable legal provisions.

(5) The accredited specializations/undergraduate (Bachelor's) university study programs or those authorized to operate on a provisional basis at the Technical University of Civil Engineering Bucharest are included in the "Nomenclature of Fields and Specializations/University Study Programs and the Structure of Higher Education Institutions", published by the Ministry of Education, which specifies for each specialization:

(a) the fundamental field;

(b) the branch of science;

(c) the Bachelor's field;

(d) the equivalent field in the International Standard Classification of Education, ISCED-F 2013.

Article 2 (Candidates)

(1) These Regulations apply to the organization of the admission competition for candidates who are:

(a) Romanian citizens with domicile in Romania;

(b) Romanian citizens with domicile abroad;

(c) foreign citizens of Romanian ethnicity;

(d) citizens of the Member States of the European Union, of the states belonging to the European Economic Area, and of the Swiss Confederation, as well as British citizens and their family members, as beneficiaries of the Agreement on the

withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community (2019/C 384 I/01);

(e) citizens who do not fall under categories (a), (b), (c) and (d), who benefit from subsidiary protection, have refugee status, or are family members of a Romanian citizen;

(f) citizens who do not fall under categories (a), (b), (c), (d) and (e).

(2) Citizens of the Member States of the European Union, of the states belonging to the European Economic Area, and of the Swiss Confederation, as well as British citizens and their family members, as beneficiaries of the Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community (2019/C 384 I/01), take part in the admission process under the same conditions as Romanian citizens with domicile in Romania, including with regard to tuition fees.

(3) Romanians abroad, within the meaning provided by Law No. 299/2007 on the support granted to Romanians abroad, republished, as subsequently amended and supplemented, as well as by Order No. 5552/2024 of the Minister of Education and Research and by these Regulations, may participate in the admission competition.

(4) Within one academic year, a person may participate in the admission competition as belonging to only one of the categories provided in paragraph (1).

Article 3 (Study Programs)

(1) For each admission competition, the Technical University of Civil Engineering Bucharest establishes, by decision of the Administrative Board, the accredited undergraduate (Bachelor's) university study programs/specializations or those authorized to operate on a provisional basis for which places are opened for competition, as well as the number of places opened for each program.

(2) The study programs for which places are opened for competition and the number of places opened for each program are established taking into account:

- ensuring the economic viability of the study programs;
- fulfilling the assumed mission of the Technical University of Civil Engineering Bucharest to preserve/revitalize traditional professions that are essential for the sustainable development of the national economy, within the Bachelor's fields in which it organizes study programs;
- proposals of the councils of the faculties organizing the study programs;
- the occupancy rate of places in the admission competition in the previous academic year;
- allocation of places for all categories of candidates provided for by these Regulations, except for the categories provided in Article 2(1)(b) and (c), for which the

number of places is established separately, through allocation by the competent ministry;

- the enrolment capacity approved by ARACIS for each program;

and/or other criteria deemed relevant.

(3) The number of places opened for competition is established strictly within the maximum number of students that may be enrolled in the respective program, in accordance with the provisions of the Nomenclature of Fields and Specializations/University Study Programs and the Structure of Higher Education Institutions.

(4) By way of exception from paragraph (3), the Technical University of Civil Engineering Bucharest may increase the number of places, within the limit of 10% of the maximum number of students that may be enrolled, as established by ARACIS or another quality assurance agency, for the requested study program, for the enrolment of European citizens and third-country nationals, or for students' academic mobility under governmental or university agreements or approved special programs, under the conditions of the law, with the approval of the competent ministry and with ARACIS being informed for this purpose.

(5) The study programs for which places are opened for competition and the number of places opened for each program are established after the Ministry of Education transmits the information regarding the number of state-budget-funded places allocated to the Technical University of Civil Engineering Bucharest for the next academic year.

(6) The number of places opened for competition for the candidates provided in Article 2(1)(b) and (c) is established after the Ministry of Education transmits the information regarding the number of state-budget-funded places allocated to them that are assigned to the Technical University of Civil Engineering Bucharest for the next academic year.

(7) By way of exception from paragraph (1), in the case of the candidates provided in Article 2(1)(b) and (c), the number of places opened for competition is distributed across study programs based on the options of the admitted candidates.

Article 4 (Funding Forms)

(1) For undergraduate (bachelor's) study programmes conducted in full-time form, there are allocated both places state-budget funded and tuition-fee-paying places

(2) The number of state-budget-funded places is established based on the enrolment capacity approved annually by Government decision. For the "tuition-fee" form of education, the amount of the tuition fee is proposed by the Administrative Board, approved by the University Senate, and communicated to candidates on the date the educational offer is published, in accordance with Article 5(1). The announced fees

remain valid for the entire standard duration of the Bachelor's study cycle and may be indexed by no more than the inflation rate for the same cohort of students.

(3) The Technical University of Civil Engineering Bucharest allocates, under the conditions of the law, state-budget-funded places for vulnerable candidates in at-risk situations, including graduates of high schools located in rural areas, in accordance with the allocation method for state-budget-funded places established by the Ministry of Education.

(4) Candidates provided in Article 2(1)(b) or (c) may pursue undergraduate (Bachelor's) university study programs on state-budget-funded places dedicated to them, with or without a scholarship.

(5) Candidates provided in Article 2(1)(f) may pursue university studies:

(a) on tuition-fee-paying places

or

(b) on state-budget-funded places, in the case of scholarship holders of the Romanian state designated by the Ministry of Foreign Affairs and the Ministry of Education and Research, and other competent institutions, on places specifically allocated to this category.

(6) Candidates provided in Article 2, (1),(b) or (c) are admitted directly to the places specifically allocated to this category, on the basis of scholarship programs granted by the Romanian state, in accordance with the regulations approved by the competent authorities and the acceptance documents issued by the competent ministries, without ranking through an admission competition.

Article 5 (Informing Candidates about the Admission Competition)

(1) The Technical University of Civil Engineering Bucharest informs candidates, at least 6 months before the admission competition takes place, by posting at the institution's premises and on its website <https://utcb.ro>, of the following information:

(a) the admission regulations;

(b) the list of study programs for which places are opened for competition;

(c) the number of places opened for competition;

(d) the admission competition calendar;

(e) the conditions and documents required for registration, including the conditions and procedure for the recognition of diplomas obtained abroad;

(f) the manner in which the competition is conducted;

(g) facilities or special conditions, including for persons with disabilities, specific learning disorders, or special educational needs;

(h) the amount of the registration fees for the organization and conduct of the admission competition;

(i) the amount of tuition fees for the “tuition-fee” form of education;

(j) the enrolment fee amount;

(k) other information useful to candidates.

(2) By way of exception from paragraph (1), the publication of the information regarding the list of study programs for which places are opened for competition and the number of places opened for each program is carried out after the Ministry of Education transmits the information regarding the number of state-budget-funded places allocated to the Technical University of Civil Engineering Bucharest for the next academic year.

Chapter II Organization of the Admission Competition

Article 6 (General Information)

- (1) The admission competition is conducted online. Exceptions are the periods indicated for the submission of the required documents in hard-copy format to the Technical University of Civil Engineering Bucharest.
- (2) The manner in which the admission competition is conducted is set out in Chapter V.
- (3) The organization of the admission competition for integrated undergraduate university study programs is carried out in compliance with the provisions stipulated in the interinstitutional agreement concluded between the organizing institutions, as well as with the applicable national legislation.

Article 7 (Language of the Admission Competition)

- (1) The admission competition for undergraduate (Bachelor's) university studies is conducted in Romanian.
- (2) By way of exception from paragraph (1), for undergraduate (Bachelor's) university studies organized in a foreign language, the admission competition is held in the language of instruction of the university study program.
- (3) Official communications with candidates are carried out in the language of instruction of the study program.

Article 8 (Admission Competition Calendar)

- (1) The admission competition for the undergraduate (Bachelor's) study cycle is organized in one or two sessions, under identical conditions, before the start of the academic year, but no later than 30 September.
- (2) The second admission session is organized only for the fields of study and study programs for which places remain available after the end of the first admission session and after the enrolment of the students admitted in that session has been finalized.
- (3) The admission competition calendar is established by decision of the University's Administrative Board.
- (4) The admission competition calendar includes information regarding:
 - (a) the period during which the two sessions take place;
and, for each session separately:
 - (b) the registration period;
 - (c) the period for verification of the submitted application files;
 - (d) the period for publishing the provisional lists of eligible candidates;

- (e) the period for appeals regarding candidates' eligibility;
 - (f) the period for publishing the final lists of eligible candidates and the results of the review and resolution of the submitted eligibility appeals;
 - (g) the period for eligible candidates to confirm their application by submitting the requested documents;
 - (h) the period for publishing the provisional lists of admitted or rejected candidates;
 - (i) the period for appeals regarding the results of the admission competition;
 - (j) the period for publishing the final lists of admitted or rejected candidates and the results of the review and resolution of the submitted appeals regarding the admission competition results;
 - (k) the enrolment period.
- (5) The admission calendar is made public at least 6 months before the admission competition is held, by posting at the premises of the Technical University of Civil Engineering Bucharest and by publication on the University's website dedicated to admission.
- (6) The admission competition may not be conducted outside the two sessions.
- (7) The calendar may be changed after its initial publication if changes occur in the national baccalaureate examination calendar. The updated calendar is made public within a maximum of 48 hours from the change.
- (8) By way of exception from paragraph (4), the calendar for the admission of candidates provided in Article 2(1)(f) includes the following information:
- (a) the period during which the two sessions take place;
- and, for each session separately:
- (b) the registration period;
 - (c) the period for verification of the submitted application files;
 - (d) the period for publishing the admission competition results;
 - (e) the enrolment period.

Article 9 (Committees for Conducting the Admission Competition)

(1) For the organization and conduct of the admission competition and for the review and resolution of appeals, the following committees operate at the Technical University of Civil Engineering Bucharest during the admission competition period:

- (a) Admission Committee 1 – for the admission of the candidates referred to in Article 2(1)(a), (d) and (e);
- (b) Admission Committee 2 – for the admission of the candidates referred to in Article 2(1)(b), (c) and (f);
- (c) the Grade Equivalence Committee;

(d) the Appeals Review and Resolution Committee.

(2) Admission Committee 1 has the following responsibilities:

(a) organizes and ensures the conduct of the admission competition in accordance with these Regulations;

(b) verifies the application files submitted online by candidates during the registration periods;

(c) communicates with candidates during the registration periods and the appeals periods;

(d) establishes the ranking of candidates;

(e) establishes the competition result for each candidate;

(f) prepares the lists of admitted or rejected candidates.

(3) Admission Committee 1 is composed of:

(a) the Vice-Rector responsible for student affairs, IT, communication and public image, as Chair;

(b) the Deans of all faculties, as members;

(c) other faculty representatives, as invited participants.

(4) Admission Committee 2 has the following responsibilities:

(a) performs the responsibilities provided for Admission Committee 1, insofar as they apply to the category of candidates it manages;

(b) submits to the competent ministry the templates/files containing the validated application dossiers and the related documents;

(c) uploads the Letter of Acceptance for Studies and the information regarding accommodation in Romania into the admission platform, or, as applicable, uploads the refusal letter transmitted by the competent ministry;

(d) prepares the file of the admitted candidate by attaching the original documents on which the registration for the admission competition was based and forwards it to the faculty organizing the study program.

(5) Admission Committee 2 is composed of:

(a) the Vice-Rector responsible for scientific research and international relations, as Chair;

(b) the Director of the International Relations Center (IRC);

(c) the Vice-Deans whose portfolios include internationalization activities, as members;

(d) other representatives of the faculties and of the International Relations Center, as invited participants.

(6) The Grade Equivalence Committee is responsible for the equivalence of baccalaureate examination grades for candidates who did not obtain the baccalaureate diploma in Romania.

(7) The Grade Equivalence Committee consists of three members, as follows:

(a) the University Chief Secretary;

(b) another representative of the University Secretariat;

(c) a representative of the University's International Relations Center.

(8) The Appeals Review and Resolution Committee reviews and resolves appeals submitted by candidates regarding eligibility or the result of the competition.

(9) The Appeals Review and Resolution Committee has the following composition:

(a) the Vice-Rector responsible for teaching activity and quality assurance, as Chair;

(b) the Vice-Deans responsible for teaching activity/quality assurance from each faculty, as members.

(10) The nominal composition of the committees is proposed by the University's Administrative Board and approved by the University Senate. The committees are appointed by decision of the Rector of the Technical University of Civil Engineering Bucharest.

(11) A person may not be a member, within the same admission competition, of two or more committees established under this paragraph.

Chapter III Conditions for Participation in the Admission Competition

Article 10 (Previous Studies)

(1) Only graduates holding a baccalaureate diploma obtained in Romania or an equivalent diploma, regardless of the year of high school graduation, are entitled to participate in the admission competition.

(2) Candidates who completed their high school education in a country other than Romania must submit, as part of their application file, the certificate of equivalence issued by the National Center for the Recognition and Equivalence of Diplomas within the Ministry of Education.

(3) Graduates of high school education from international systems accredited and recognized by the Ministry of Education and Research are entitled to participate in the

admission process, including in the year of their high school graduation, through a conditional acceptance procedure; the admitted candidate must submit the equivalent international baccalaureate diploma within a maximum of 6 months from admission.

(4) Candidates provided in Article 2(1)(b) or (c) who do not know the Romanian language and are declared admitted to undergraduate (Bachelor's) university studies must hold a graduation diploma from the Romanian Language Preparatory Year program before the start of the undergraduate studies, in accordance with the applicable legal provisions.

(5) Candidates provided in Article 2(1),(b) or (c) who have acquired Romanian language competencies in non-formal or informal contexts must prove the certification of these competencies through an assessment, defined according to the Common European Framework of Reference for Languages, at a minimum level of B1.

Article 11 (Language proficiency requirements for participation in the admission competition)

(1) For admission to all cycles of university studies taught in Romanian, candidates provided in Article 2(1)(d) are required to prove knowledge of the Romanian language, in accordance with the methodologies applicable to their schooling in Romania, as appropriate.

(2) The certification of Romanian-language oral communication proficiency, in the case of candidates referred to in Article 2(1)(d), for study programmes taught in Romanian, shall be carried out as follows:

(a) based on the baccalaureate diploma, if it is issued by educational institutions with instruction in Romanian in Romania or abroad;

(b) based on the Certificate of Graduation from the Romanian Language Preparatory Year at one of the authorized higher education institutions;

or

(c) by taking the language proficiency test organized by the Technical University of Civil Engineering Bucharest.

(3) By way of exception to paragraph (2), for pupils who have completed their studies in an internationally used language, the certification of Romanian-language oral communication proficiency shall be made on the basis of the baccalaureate diploma obtained in Romania.

(4) Candidates for study programs taught in internationally used languages who do not present:

(a) study documents issued by educational institutions with instruction in the respective language in Romania or abroad;

or

(b) internationally recognized language proficiency certificates,

must take, as part of the admission competition, an eliminatory language proficiency test. The test is assessed as “admitted” or “rejected”. The test result is not taken into account when calculating the overall admission average.

(5) The internationally recognized language proficiency certificates acknowledged for the purposes of Article 11(4)(b) are:

(a) English: PET (Preliminary English Test), FCE (First Certificate in English), CAE (Certificate in Advanced English), CPE (Certificate of Proficiency in English), AQA (Assessment and Qualifications Alliance)/AQA Education, BEC (Business English Certificate), IELTS (International English Language Testing System), TOEFL (Test of English as a Foreign Language), TOEIC (Test of English for International Communication), Pearson JETSET, Pearson LCCI IQ English for Business, Pearson Test of English (PTE), TRINITY Integrated Skills in English, ECL (European Language Centers), ESOL (International English for Speakers of Other Languages), BCCE (Basic Communication Certificate in English), ECCE (Examination for the Certificate of Competency in English), ALCE (Advanced Level Certificate in English), ECPE (Examination for the Certificate of Proficiency in English), ESOL Ascentis Anglia, or the baccalaureate language competence certificate at B2 level, or certificates from bilingual classes.

(b) French: DELF (Diplôme d'Études en Langue Française), DALF (Diplôme Approfondi de Langue Française), TCF (Test de Connaissance du Français), TEF (Test d'Évaluation de Français), TFI (Test de Français International), or the baccalaureate language competence certificate at B2 level, or certificates from bilingual classes.

(6) Candidates applying for the Romanian Language Preparatory Year study program must present an English language proficiency certificate at a minimum level of B1.

Article 12 (Other Provisions)

(1) A candidate may be admitted and enrolled as a student in at most two study programs simultaneously, regardless of the study cycle and the higher education institutions offering them.

(2) A candidate declared admitted may benefit from state-budget funding for only one undergraduate (Bachelor's) university study program.

(3) In the case of recognition documents issued online by the specialized departments within the Ministry of Education, these are sent electronically to the faculty/department secretariat by the candidate, within the deadline established by the higher education institution's own admission regulations. For enrolment, candidates who submit the recognition document electronically are required to file a declaration on their own responsibility to confirm the state-budget-funded place, in accordance with the provisions of the annex to Article 35.

(4) The costs related to exceeding the duration of tuition-free education provided by law are borne by the students.

(5) Candidates for undergraduate (Bachelor's) university studies who, during their high school studies, obtained 1st, 2nd, or 3rd prizes at international school olympiads recognized by the Ministry of Education and/or 1st prize at national olympiads funded

by the Ministry of Education are entitled to apply, without taking the admission competition, for state-budget-funded places.

(6) For the application of paragraph (5), olympiad prizes are considered as follows:

(a) for study programs in the fundamental field of engineering sciences, only competitions organized in the subjects Mathematics, Physics, Chemistry, or Computer Science are considered;

(b) for study programs in the fundamental field of humanities and arts, only competitions organized in the subjects Romanian language, English, French, Italian, Spanish, or German are considered.

(7) Within the admission process, the places assigned to candidates under paragraph (5) are deducted from the educational offer by reducing the number of places opened for competition for the study program(s) to which they were admitted.

Chapter IV Registration for the Admission Competition

Article 13 (Candidates' Registration – General Provisions)

(1) All candidates, regardless of their category, must register for the admission competition.

(2) Candidates' registration for the admission competition is carried out exclusively using the Technical University of Civil Engineering Bucharest's online admission application, accessible at <https://admitere.utcb.ro/>

(3) When registering on the platform, the candidate selects the registration procedure according to their candidate category, in accordance with Article 2(1), assuming responsibility for the correctness of the selection. Subsequent modification of this selection for a candidate is no longer possible.

(4) In order to register, the candidate must pay the registration fee for the organization and conduct of the admission competition using the online payment tool available on the admission platform, or upload a digital copy of the proof of payment, or supporting documents attesting full exemption from the admission registration fee, for candidates who benefit from such an exemption in accordance with these Regulations.

(5) Based on the candidates' expressed consent, the Technical University of Civil Engineering Bucharest may interconnect with the Integrated Information System of Education in Romania (SIIR) in order to verify personal data and the baccalaureate results.

(6) Candidates upload the required documents to the platform, assuming responsibility for the authenticity of, and the correspondence between, the digital/scanned documents and the originals.

(7) Candidates register separately for each admission session. A candidate's registration in the first session does not, under any circumstances, constitute registration for the second session.

(8) For platform registration, candidates must express their consent for the retrieval and processing of personal data and baccalareate results from SIIIR, for candidates who choose this option.

(9) A person may apply for competition for only one place in the undergraduate (Bachelor's) university study programs at the Technical University of Civil Engineering Bucharest.

(10) If a person applies for competition two or more times for undergraduate (Bachelor's) university study programs, the second and subsequent applications, in chronological order, are not taken into account.

(11) A person who wishes to apply for competition both for a place in undergraduate (Bachelor's) university study programs and for a place in Master's university study programs completes the registration process twice, independently, for each study cycle, by providing two different email addresses.

(12) For the purposes of these Regulations, a candidate is considered registered for admission when they have completed all steps provided by the Regulations.

Article 14 (Documents Required for Registration)

(1) On the platform, the candidate who falls under the categories provided in Article 2(1)(a), (d) or (e) fills in their personal identification data in the dedicated fields and uploads the following files containing digital copies of:

(a) their birth certificate;

(b) their identity card;

(c) their marriage certificate, for candidates who have changed their name through marriage;

(d) the baccalareate diploma or an equivalent diploma, and for current-year high school graduates who have not yet been issued the diploma, a certificate indicating the baccalareate average grade;

(e) a certificate issued by the higher education institution showing student status and the form of funding (state-budget-funded or tuition-fee-paying), for candidates who are also enrolled in another undergraduate (Bachelor's) study program;

(f) a Bachelor's degree diploma (or equivalent) and a certificate attesting the form of funding of those studies, for candidates who have graduated from another study program.

(2) On the platform, the candidate who falls under the categories provided in Article 2(1)(b) or (c) fills in their personal identification data in the dedicated fields and uploads the following files containing digital copies of:

(a) passport – the first three pages;

(b) birth certificate;

(c) identity card (if applicable);

(d) baccalareate diploma – front side;

- (e) bacalaureate diploma – reverse side;
 - (f) a declaration on the candidate’s own responsibility regarding their belonging to the category provided in Article 2(1)(b) or (c), endorsed by the Department for Romanians Abroad of the Government of Romania;
 - (g) the bacalaureate diploma equivalence certificate, for candidates who require equivalence;
 - (h) supporting documents regarding inclusion in the category of persons with special educational needs, for candidates who fall under this situation;
 - (i) a language proficiency certificate specific to the program;
 - (j) marriage certificate, for candidates for whom proof of name change is required.
- (3) On the platform, the candidate who falls under the category provided in Article 4(5)(a) and wishes to register for an undergraduate (Bachelor’s) study program fills in their personal identification data in the dedicated fields and uploads the following files containing digital copies of:
- (a) the bacalaureate diploma or its equivalent, authenticated by the competent authorities in the issuing country, translated into English, French, or Romanian;
 - (b) a certificate attesting passing the bacalaureate examination, authenticated by the competent authorities in the issuing country, translated into English, French, or Romanian;
 - (c) transcripts/grade sheets, authenticated by the competent authorities in the issuing country, translated into English, French, or Romanian;
 - (d) the certificate of completion of the Romanian Language Preparatory Year for study programs taught in Romanian, or a language proficiency certificate for study programs taught in English or French;
 - (e) birth certificate, authenticated by the competent authorities in the issuing country, translated into English, French, or Romanian;
 - (f) marriage certificate, if applicable, authenticated by the competent authorities in the issuing country, translated into English, French, or Romanian;
 - (g) the document proving permanent domicile abroad;
 - (h) passport, valid for at least 6 months from the start of the study program chosen by the candidate – the first two pages;
 - (i) a medical certificate (in an internationally used language) attesting that the person applying for studies does not suffer from contagious diseases or other conditions incompatible with the future profession;
 - (j) a color photograph, passport-size.
- (4) On the platform, the candidate who falls under the category provided in Article 4(5)(a) and wishes to register for the Romanian Language Preparatory Year study program fills in their personal identification data in the dedicated fields and uploads the following files containing digital copies of:

- (a) the bacalaureate diploma or its equivalent, authenticated by the competent authorities in the issuing country, with a legalized translation into English, French, or Romanian;
 - (b) a certificate attesting passing the bacalaureate examination, only for current-year graduates where the bacalaureate diploma has not been issued, authenticated by the competent authorities in the issuing country and translated into English, French, or Romanian;
 - (c) transcripts/grade sheets containing the school results for the type of high school studies completed, authenticated by the competent authorities in the issuing country, translated into English, French, or Romanian;
 - (d) birth certificate, authenticated by the competent authorities in the issuing country, translated into English, French, or Romanian;
 - (e) marriage certificate or another document proving name change, if applicable, authenticated by the competent authorities in the issuing country, translated into English, French, or Romanian;
 - (f) the document proving permanent domicile abroad;
 - (g) passport, valid for at least 6 months from the start of the chosen study program – the first two pages;
 - (h) a medical certificate (in an internationally used language) attesting that the person applying for studies does not suffer from contagious diseases or other conditions incompatible with the future profession;
 - (i) a color photograph, passport-size.
- (5) On the platform, the candidate who falls under the category provided in Article 4(5)(b) fills in their personal identification data in the dedicated fields and uploads the following files containing digital copies of:
- (a) the scholarship application for studies in Romania, fully completed;
 - (b) birth certificate;
 - (c) the document proving permanent domicile;
 - (d) passport valid for at least 6 months from the start of the study program – copy of the first two pages;
 - (e) identity document;
 - (f) the document proving name change (if applicable) and its legalized translation;
 - (g) bacalaureate/Bachelor's/Master's/PhD diplomas, as applicable, authenticated by the competent authorities and accompanied by a legalized translation;
 - (h) the certificate attesting passing the bacalaureate examination, for current-year graduates, and a legalized translation into Romanian;
 - (i) transcripts/diploma supplements for the completed studies, authenticated by the competent authorities – copies and legalized translations;

- (j) a declaration on the candidate's own responsibility that they have not previously benefited from a scholarship from the Romanian state for the same study cycle;
- (k) the certificate of completion of the Romanian Language Preparatory Year or the language proficiency certificate, as applicable;
- (l) a medical certificate drafted in an internationally used language, attesting the absence of contagious diseases or conditions incompatible with the study program;
- (m) a curriculum vitae in English, French, or Romanian, drafted in two to three pages;
- (n) other documents requested by the competent ministry.

Article 15 (Selection of Options)

(1) Within the admission registration process, the candidate selects options comprising:

- (a) the faculty;
- (b) the undergraduate (Bachelor's) field of study;
- (c) the undergraduate (Bachelor's) study program;
- (d) the form of funding for the studies.

(2) The options indicated in paragraph (1)(a), (b) and (c) are interdependent, in the sense that choosing an undergraduate (Bachelor's) study program implies choosing the faculty that organizes it and the field of study under which the program is included.

(3) The option indicated in paragraph (1)(d) applies for each study program depending on the availability of state-budget-funded or tuition-fee-paying places, as established and published before the start of the admission competition.

(4) All options expressed by a candidate must refer to study programs organized within the same fundamental field: Engineering Sciences or Humanities and Arts.

(5) A candidate must make at least one option. The maximum number of options a candidate may select is less than or equal to the number of undergraduate

(Bachelor's) study programs for which places have been opened for competition, also taking into account the available funding forms, for the relevant fundamental field.

(6) For each candidate, the options are numbered in the order in which they are entered, using consecutive natural numbers.

(7) Candidates' options must be grouped by Bachelor's fields, without interleaving fields in the order in which the options are entered.

(8) When allocating the places opened for competition to candidates, priority is given to options with a lower order number.

(9) After the end of the registration period, the options, their order, as well as the other information in the registration form may no longer be modified, except for the correction of clerical errors.

(10) By way of exception from paragraph (5), within the registration process, candidates provided in Article 2(1)(b) or (c) who wish to pursue a university study program on state-budget-funded places dedicated to them select a single study program option.

(11) By way of exception from paragraph (5), within the registration process, candidates provided in Article 2(1)(b) or (c) select a single study program option, as follows:

(a) an undergraduate (Bachelor's) university study program taught in Romanian;

or

(b) the Romanian Language Preparatory Year.

In case (b), the candidate is required to select the field of study to which the program is addressed.

(12) By way of exception from paragraph (5), within the registration process, candidates provided in Article 4(5)(b) select a single option.

Article 16 (Registration Fees)

(1) The Technical University of Civil Engineering Bucharest charges candidates, in accordance with the applicable legal provisions, registration fees for the organization and conduct of the admission competition, in the amounts approved by the University Senate.

(2) The registration fee may be refunded to a candidate only on the basis of a duly justified request submitted during the registration period established according to the admission calendar. After the registration period has ended, the registration fee can no longer be refunded.

(3) The registration fee is paid separately for each admission competition session for which the candidate registers.

(4) If a candidate registers two or more times, regardless of the email address used, the registration fee is paid separately for each registration submitted.

(5) Children of teaching and auxiliary teaching staff, whether currently employed or retired, are exempt from paying the registration fee for the organization and conduct of the admission competition for undergraduate (Bachelor's) university study programs.

(6) Children with one or both parents deceased, as well as children from single-parent families, are exempt from paying the registration fee for the organization and conduct of the admission competition for undergraduate (Bachelor's) university study programs.

(7) For the purposes of paragraph (6), the term "single-parent family" means the family formed by a single person and the child/children in their care, up to the age of 26, who live and manage the household together.

(8) Approval of the exemption from the registration fee is granted by the admission committee based on the supporting documents submitted by candidates:

(a) a certificate issued by the educational institution attesting the status of teaching or auxiliary teaching staff of one of the candidate's parents;

(b) death certificate(s) of the candidate's parent(s);

(c) the parents' divorce certificate and proof that one of the parents does not contribute to the candidate's maintenance.

(9) The same entitlement provided in paragraph (6) also applies to persons at risk of losing their ability to meet daily living needs due to situations of illness, disability, or poverty. For the purposes of this paragraph, candidates' eligibility for the entitlement provided in paragraph (6) is determined in accordance with the provisions on the granting of social scholarships set out in the Regulations on the granting of scholarships and other forms of social protection for students of the Technical University of Civil Engineering Bucharest.

Chapter V Admission Competition Procedure

Article 17 (Overall Admission Score)

(1) The overall admission score for a candidate, for all undergraduate (Bachelor's) university study programs, is calculated based on the results obtained by the candidate in the baccalaureate examination.

(2) The score is calculated to two decimal places, without rounding.

(3) For undergraduate (Bachelor's) university study programs in the field of Engineering Sciences, the overall admission score equals the arithmetic mean of the overall baccalaureate average and the baccalaureate grade in Mathematics, but not lower than the overall baccalaureate average.

(4) By way of exception from paragraph (3), for undergraduate (Bachelor's) university study programs in the field of Engineering Sciences, in the case of candidates who did

not take Mathematics in the baccalaureate examination, the overall admission score equals the baccalaureate examination average.

(5) For undergraduate (Bachelor's) university study programs in the field of Humanities and Arts, the overall admission score equals the arithmetic mean of the overall baccalaureate average and the baccalaureate grade in Romanian Language, but not lower than the overall baccalaureate average.

(6) By way of exception from paragraph (5), for undergraduate (Bachelor's) university study programs in the field of Humanities and Arts, in the case of candidates who did not take Romanian Language in the baccalaureate examination, the overall admission score equals the baccalaureate examination average.

(7) The minimum overall admission score for undergraduate (Bachelor's) university study programs is 6.00 (six).

(8) The overall admission scores obtained by candidates are valid for establishing the ranking strictly within the session in which they were obtained and only at the Technical University of Civil Engineering Bucharest.

Article 18 (Ranking of Candidates)

(1) The ranking of candidates provided in Article 2(1)(a), (d) or (e) is carried out separately from the ranking of candidates provided in Article 2(1)(b) or (c).

(2) The ranking of candidates provided in Article 2(1)(a), (d) or (e) is carried out for each Bachelor's field, in descending order of the overall admission scores obtained by each candidate.

(3) The ranking of candidates provided in Article 2(1)(b) or (c) is carried out in descending order of the overall admission scores obtained by each candidate.

(4) For candidates provided in Article 2(1)(a), (d) or (e), the ranking resulting from the admission competition is also used for the allocation of state-budget-funded places. In this respect, candidates who expressed this option upon registration and who have the highest overall admission scores within each study program, within the limit of the approved number of places, shall occupy the state-budget-funded places.

(5) For candidates provided in Article 2(1)(b) or (c), the ranking resulting from the admission competition is also used for the allocation of state-budget-funded places with scholarship. In this respect, candidates who expressed this option upon registration and who have the highest overall admission scores within each study

program, within the limit of the approved number of places, shall occupy the state-budget-funded places with scholarship.

(6) For study programs in the fundamental field of Engineering Sciences, where two or more candidates have the same overall admission score, their ranking is established as follows:

(a) based on the grades obtained in the baccalaureate examination in Mathematics, in descending order. If a candidate did not take Mathematics in the baccalaureate examination, for tie-breaking purposes the grade in that subject shall be considered 1.0, without changing the overall admission score;

(b) if two or more candidates have the same overall admission score and the same Mathematics grade, established according to subparagraph (a), their ranking is established based on the grades obtained in the specialized subject within the baccalaureate examination, in descending order;

(c) if two or more candidates have the same overall admission score and the same Mathematics grade, established according to subparagraph (a), and the same grade in the specialized subject, established according to subparagraph (b), their ranking is established based on the arithmetic mean of the other grades obtained in the baccalaureate examination, excluding tests assessed as “admitted/rejected”.

(7) For study programs in the fundamental field of Humanities and Arts, where two or more candidates have the same overall admission score, their ranking is established as follows:

(a) based on the grades obtained in the baccalaureate examination in Romanian Language, in descending order. If a candidate did not take Romanian Language in the baccalaureate examination, for tie-breaking purposes the grade in that subject shall be considered 1.0, without changing the overall admission score;

(b) if two or more candidates have the same overall admission score and the same Romanian Language grade, established according to subparagraph (a), their ranking is established based on the arithmetic mean of the other grades obtained in the baccalaureate examination, excluding tests assessed as “admitted/rejected”.

Article 19 (Verification of Candidates' Eligibility)

(1) At the end of the registration period, the admission committee reviews the information recorded online by each candidate and draws up the list of eligible candidates. Separate lists are drawn up for the candidates provided in Article 2(1)(a), (d) or (e) and for the candidates provided in Article 2(1)(b) or (c).

(2) The list of eligible candidates is prepared separately for each session and includes the candidates who registered for the admission competition during the registration period corresponding to that session.

(3) The list of eligible candidates includes all candidates who meet the following eligibility criteria:

(a) they have provided all information required by these Regulations, and such information is correct and, as applicable, supported by the documents required under these Regulations;

(b) they meet the legal conditions for participation in the admission competition;

(c) they meet the language competency conditions for participation in the competition;

(d) they have paid the registration fee for the organization and conduct of the admission competition;

(e) they meet the admission conditions corresponding to the overall admission score provided in Article 17.

(4) The list of eligible candidates is published by Bachelor's fields. All eligible candidates who selected the same Bachelor's field as their first option upon registration are included in the same list.

(5) The list of eligible candidates is ordered in accordance with Article 18 and includes:

(a) the candidate's file code;

(b) the user code;

(c) funding type;

(d) the overall admission score;

(e) the Bachelor's field;

and may contain provisional information regarding:

(f) the form of funding for the studies;

(g) the faculty;

(h) the study program;

to which the candidate could be admitted if they confirm their registration in accordance with Article 21.

(6) The information presented under Article 19(5), points (f) to (h), is provisional and is established by the provisional application of Article 22. These allocations may subsequently change following the analysis of the situation of candidates who confirm their registration in accordance with Article 21.

(7) The list of eligible candidates does not represent the list of admission competition results.

(8) Candidates who do not meet one or more of the eligibility criteria provided in paragraph (3) are declared non-eligible and are included in the list of non-eligible candidates. The list of non-eligible candidates is compiled by ordering candidates in ascending order of the registration date and includes:

(a) the candidate's file code;

(b) the user code.

(9) The lists of eligible and non-eligible candidates are made public by posting at the premises of the Technical University of Civil Engineering Bucharest and on the website <https://admitere.utcb.ro/>

(10) Candidates may submit appeals regarding the fulfilment of the eligibility criteria provided in paragraph (3).

(11) The publication of the lists of eligible candidates is carried out in two stages, generating two types of lists:

(a) provisional eligibility lists, published before the appeals submission period regarding eligibility;

(b) final eligibility lists, generated after the review and resolution of appeals, in accordance with Article 20.

Article 20 (Appeals Regarding Eligibility Results)

(1) The deadlines for submitting and resolving appeals regarding eligibility are established by the admission calendar.

(2) Appeals are submitted by candidates as follows:

(a) by email, by sending a message to: secretariat@utcb.ro;

(b) by a written request filed with the Registry Office of the Technical University of Civil Engineering Bucharest, 124 Lacul Tei Blvd., Sector 2, Bucharest, within the period specified in the calendar.

(3) Appeals must include:

(a) the candidate's identification data;

(b) the application file code and the user code obtained by the candidate upon completion of registration;

(c) the grounds for the appeal and, as applicable, supporting documents.

(4) Appeals based on lack of knowledge of the admission regulations are not accepted.

(5) Appeals regarding eligibility are resolved by the Appeals Review and Resolution Committee. The committee's results are final.

(6) For the review of an appeal regarding a candidate's eligibility, the Appeals Review and Resolution Committee may contact the candidate in order to obtain additional information.

(7) The Appeals Review and Resolution Committee issues results regarding the admissibility of appeals, as follows:

(a) appeal upheld, where the candidate is eligible;

(b) appeal rejected, where the candidate is non-eligible.

(8) The list of the results of the Appeals Review and Resolution Committee is made public by posting at the premises of the faculties of the Technical University of Civil Engineering Bucharest and on the website <https://admitere.utcb.ro/>.

(9) After the review and resolution of all eligibility appeals, the admission committee amends the lists of eligible candidates in accordance with the results of the Appeals Review and Resolution Committee.

(10) After the expiry of the deadline for the review and resolution of appeals, and publication of the committee's results, the lists of eligible and non-eligible candidates are final and may no longer be amended.

Article 21 (Confirmation of the Registration Option)

(1) Each eligible candidate for state-budget-funded places must submit:

(a) the original baccalaureate diploma or the recognition certificate for the baccalaureate diploma, at the premises of the faculty indicated next to the candidate's name in the list of eligible candidates, according to the contact information provided in Article 32, for candidates provided in Article 2(1)(a), (d) or (e);

or

(b) the study place confirmation form, on the admission platform, for candidates provided in Article 2(1)(b) or (c);

within the deadlines established by the admission calendar.

(2) Only original documents are accepted for confirmation of the study place, which must be fully legible, free of deterioration, and not plasticized or laminated after issuance.

(3) Upon submission of the documents mentioned in paragraph (1)(a), the faculty secretariats verify the accuracy of the information regarding the baccalaureate grades entered in the admission platform by the candidate, by comparing it with the information in the original document.

(4) Following confirmation, in the admission platform, by the faculty secretariats of the submission of the documents mentioned in paragraph (1)(a), the platform sends the candidate an email message confirming the submission of these documents.

(5) Eligible candidates who do not submit the documents mentioned in paragraph (1) within the indicated deadline are considered withdrawn from the admission process and are not taken into account in the allocation of eligible candidates to fields and study programs.

(6) The documents submitted in accordance with paragraph (1) remain with the admission committee at the faculty where they were submitted throughout the entire admission session.

(7) At the end of each admission session, candidates rejected following the competition are required to retrieve the document submitted under paragraph (1)(a) for the confirmation of registration from the faculty where it was submitted. The document shall be collected in person, on the basis of an identity document, or on the basis of a notarized power of attorney. Documents not collected in accordance with

this article may not be considered documents confirming registration in a subsequent session or in another admission competition.

Article 22 (Allocation of Eligible Candidates to Fields and Study Programs)

(1) Candidate Ranking for the candidates provided in Article 2(1)(a), (d) or (e) is carried out separately from Candidate Ranking for the candidates provided in Article 2(1)(b) or (c).

(2) Candidate Ranking of eligible candidates provided in Article 2(1)(a), (d) or (e) is carried out separately for each Bachelor's field. All eligible candidates who selected the same Bachelor's field as their first option upon registration are ranked in descending order of their overall admission scores.

(3) Candidate Ranking of eligible candidates provided in Article 2(1)(b) or (c) is carried out without considering the option regarding the Bachelor's field.

(4) The allocation of eligible candidates to fields, study programs, and funding forms is carried out strictly in the consecutive ascending order of the options expressed upon registration, in accordance with Article 18.

(5) For a Bachelor's field, in the order established in accordance with paragraphs (2) and (4), each eligible candidate may be declared admitted to the undergraduate (Bachelor's) university study program selected, taking into account the option regarding the form of funding for the studies.

(6) For the purposes of paragraph (5), the number of candidates admitted to an undergraduate (Bachelor's) university study program is capped at the number of places opened for competition for that program, for each form of funding.

(7) If, in the consecutive ascending order of the options expressed upon registration, an eligible candidate cannot be admitted to a study program within the Bachelor's field corresponding to their first option, they may be redistributed to another Bachelor's field they selected. Redistribution is carried out after completion of the allocation to

the study programs within that field of the eligible candidates who selected that Bachelor's field as their first option.

(8) By way of exception from paragraph (6), for eligible candidates provided in Article 2(1)(b) or (c), the number of admitted candidates is capped at the number of places opened for competition for this category of candidates.

Article 23 (List of Admitted and Rejected Candidates)

(1) An eligible candidate who, by applying the provisions of Article 22, has been allocated to a study program is declared "admitted".

(2) If, in accordance with Article 22, by reviewing in consecutive ascending order all the options of an eligible candidate, the candidate cannot be allocated to any study program, the candidate is declared "rejected".

(3) The list of admitted candidates is published by Bachelor's fields. All eligible candidates who selected the same Bachelor's field as their first option upon registration are included in the same list.

(4) The list of admitted candidates is ordered in accordance with Article 18.

(5) The list of rejected candidates is a single list for all Bachelor's fields and is ordered in accordance with Article 18, without considering the Bachelor's field.

(6) The lists of admitted and rejected candidates are made public by posting at the premises of the Technical University of Civil Engineering Bucharest and on the website <https://admitere.utcb.ro/>.

(7) Candidates may submit appeals regarding the results of the admission competition.

(8) The publication of the lists of admitted and rejected candidates is carried out in two stages, generating two types of lists:

(a) provisional lists of the admission competition results, published before the appeals submission period regarding the admission competition results;

(b) final lists of the admission competition results, generated after the review and resolution of appeals regarding the admission competition results, in accordance with Article 24, which include the final and incontestable results.

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

(a) the list of candidates admitted to state-budget-funded places, within the limit of the allocated number of places, as applicable;

(b) the list of candidates admitted to tuition-fee-paying places, within the limit of the allocated number of places, as applicable;

(c) the list of rejected candidates, as applicable.

(10) The list of admitted candidates includes:

- (a) the candidate's file code;
 - (b) the user code;
 - (c) funding type;
 - (d) the faculty;
 - (e) the study program;
 - (f) the Bachelor's field;
 - (g) the form of funding for the studies;
 - (h) the overall admission score;
- to which the candidate is admitted.

(11) The list of rejected candidates includes:

- (a) the candidate's file code;
- (b) the user code;
- (c) the overall admission score.

(12) Lists of the admission competition results are drafted in accordance with the formats presented in Chapter VIII.

Article 24 (Appeals Regarding Admission Results)

(1) The deadlines for submitting and resolving appeals regarding admission results are established by the admission calendar.

(2) Appeals are submitted by candidates as follows:

(a) by email, by sending a message to: secretariat@utcb.ro;

(b) by a written request filed with the Registry Office of the Technical University of Civil Engineering Bucharest, 124 Lacul Tei Blvd., Sector 2, Bucharest.

(3) Appeals must include:

- (a) the candidate's identification data;
- (b) the application file code and the user code obtained by the candidate upon completion of registration;

- (c) the grounds for the appeal and, as applicable, supporting documents.
- (4) Appeals based on lack of knowledge of the admission regulations are not accepted.
- (5) Appeals are not accepted for oral examinations or for sports or artistic aptitude tests.
- (6) Appeals regarding admission results are resolved by the Appeals Review and Resolution Committee. The committee's results are final.
- (7) The Appeals Review and Resolution Committee issues results regarding the admissibility of appeals, as follows:
- (a) appeal upheld, where the candidate is declared admitted or, as applicable, their allocation to a study program is redone;
- (b) appeal rejected, where the candidate is rejected or, as applicable, their allocation to a study program is not redone.
- (8) The list of the results of the Appeals Review and Resolution Committee is made public by posting at the premises of the Technical University of Civil Engineering Bucharest and on the website <https://admitere.utcb.ro/>.
- (9) After the review and resolution of all appeals regarding admission results, the admission committee amends the lists of admitted and rejected candidates in accordance with the results of the Appeals Review and Resolution Committee.
- (10) After the expiry of the deadline for the review and resolution of appeals, and publication of the committee's results, the lists of admitted and rejected candidates are final and may no longer be amended.

Article 25 (Redistribution of Places Opened for Competition)

- (1) Within an admission session, if, for an undergraduate (Bachelor's) university study program, the number of candidates who may be admitted is lower than the minimum number of students required to activate the program, the places opened for competition for that program may be redistributed to other study programs, by decision of the Administrative Board.
- (2) Within an admission session, if, for an undergraduate (Bachelor's) university study program, the number of admitted candidates is lower than the number of places opened for competition, the unfilled places may be redistributed to other study programs for which there are eligible candidates, by decision of the Administrative Board.
- (3) Redistribution of places under paragraph (1) is carried out to study programs within the same Bachelor's field, strictly within the maximum number of students that may be enrolled in each study program, by decision of the Administrative Board.

(4) By way of exception from paragraph (3), redistribution of places from study programs within the Bachelor's fields of Mechatronics or Mechanical Engineering may be carried out to any study program within these fields, strictly within the maximum number of students that may be enrolled in each study program.

(5) If only one study program is organized within a Bachelor's field, paragraph (1) does not apply.

(6) If, following the analysis of the situation of eligible candidates, a study program is not activated under paragraph (1), the allocation of eligible candidates to fields and study programs is carried out in accordance with Article 22, without considering that program and taking into account the increase in places in other programs under paragraphs (3) and (4).

(7) Following redistribution of places, the allocation of eligible candidates to fields and study programs is carried out in accordance with Article 22, taking into account the number of places opened for competition as determined after redistribution.

(8) Places opened for competition that remain unfilled as a result of failure to meet the student enrolment conditions provided in Chapter VI, after the first session, may be redistributed to other study programs by decision of the Administrative Board. The redistribution of these places is carried out strictly within the second admission session.

(9) Candidates who meet the admission conditions for a given Bachelor's field before redistribution may not be declared rejected or allocated to another Bachelor's field after the redistribution of places opened for competition.

(10) By way of exception from paragraph (9), candidates admitted to a study program within the Bachelor's field of Mechatronics or Mechanical Engineering may be allocated to another study program within either of these Bachelor's fields under the conditions set out in paragraph (1).

Article 26 (Admission Results)

(1) The admission results are recorded in separate lists, for each category of candidates, as follows:

- (a) the list of eligible candidates;
- (b) the list of admitted candidates;
- (c) the waiting list, if applicable;
- (d) the list of rejected candidates, if applicable.

(2) The results lists are drawn up in ranking order and are published according to the admission calendar, in compliance with the legislation on the protection of personal data.

(3) The admission results become final after the resolution of appeals and completion of the procedures provided by the admission methodology.

(4) For the candidates provided in Article 2(1)(b) or (c), being declared “admitted” is conditional upon confirmation of the place by uploading to the admission platform Annex 4 corresponding to the candidate category, as provided in the applicable order of the Minister of Education for the current academic year. Candidates who do not submit this annex within the established deadline cannot be declared admitted, even if they appear on the lists of eligible candidates.

Article 27 (Admission Competition for Candidates Provided in Article 2(1)(f))

(1) This article sets out provisions for conducting the admission competition for the candidates provided in Article 2(1)(f), who pursue their studies on tuition-fee-paying places, in accordance with Article 4(5)(b).

(2) The provisions of this article apply in full, by way of exception from Articles 17 to 26, exclusively for the candidates indicated in paragraph (1).

(3) Participation in the admission competition is conditional upon meeting the general eligibility requirements regarding graduation from a form of education corresponding to the requested university study cycle, proven by the study documents, in accordance with these Regulations.

(4) The evaluation and Candidate Ranking within the admission competition are carried out based on academic and motivational assessment documents, which serve as mandatory eligibility requirements.

(5) For the purpose of assessing the candidate’s motivation and compatibility with the chosen study program, the application file shall obligatorily include:

- (a) a motivation essay;

(b) a letter of intent.

(6) The motivation essay and the letter of intent must be written in the language of instruction of the study program chosen by the candidate and are evaluated according to the criteria and structure established by the University and published prior to the start of the admission competition.

(7) The motivation essay has a recommended length of 500 to 800 words and must include at least the following elements:

(a) the reasons for choosing the field of study and the study program;

(b) the reasons for choosing the Technical University of Civil Engineering Bucharest;

(c) how the candidate's previous studies prepare them for the chosen study program;

(d) the candidate's academic expectations during their university studies.

(8) The letter of intent is separate from the motivation essay, has a recommended length of 1–2 pages, and must include at least the following elements:

(a) the candidate's short- and medium-term academic objectives;

(b) the candidate's professional objectives after completing the studies;

(c) justification of the intention to complete the university study program in Romania in full;

(d) an undertaking to comply with academic rules and the internal regulations of the Technical University of Civil Engineering Bucharest.

(9) The evaluation of the motivation essay and the letter of intent is carried out by the admission committee, with grades from 1 to 10, based on the following evaluation grid:

(a) coherence and relevance of the motivation essay to the chosen field and study program – 0 to 4.0 points;

(b) clarity and realism of academic and professional objectives – 0 to 2.5 points;

(c) written expression and argumentation ability – 0 to 2.0 points;

(d) alignment between the candidate's option and the educational offer of the Technical University of Civil Engineering Bucharest – 0 to 1.5 points;

to which the minimum score of 1.0 point is added.

(10) The minimum grade required for a candidate to be declared eligible is 6.00.

(11) Following Candidate Ranking, the following are drawn up:

- (a) the list of eligible candidates;
- (b) the list of admitted candidates, within the limit of available places;
- (c) the waiting list;
- (d) the list of rejected candidates.

(12) If candidates declared admitted do not complete the subsequent administrative procedures (obtaining the Letter of Acceptance for Studies, the study visa, or confirmation of the place), the places that become vacant are redistributed to candidates on the waiting list, in ranking order.

Chapter VI Enrolment

Article 28 (Enrolment of Candidates)

- (1) Within the period established according to the admission calendar, after the resolution of appeals, enrolment of candidates declared admitted is carried out.
- (2) Candidates declared admitted to state-budget-funded places pay the enrolment fee.
- (3) Candidates declared admitted to tuition-fee-paying places pay the enrolment fee and 30% of the tuition fee.
- (4) The Technical University of Civil Engineering Bucharest concludes a university study contract with each enrolled student.
- (5) The university study contract, completed and signed by the candidates declared admitted, may be submitted physically or online within the deadline established by the academic calendar. In the case of online submission, students are required to submit the original by the start of the academic year.
- (6) If, before the study contract is signed by both parties, data entry errors are identified for an admitted candidate in the admission platform that are likely to affect the admission results, the candidate is declared rejected and the place allocated to them remains unfilled, without subsequent reconsideration of the situation of the candidates initially rejected.
- (7) After enrolment, the final lists of candidates declared admitted and enrolled are generated and published.
- (8) After the first session, places allocated to candidates who do not complete the enrolment procedure within the deadlines established under this article become vacant at the end of the period provided for this procedure.
- (9) If a student admitted under Article 10(3) does not submit to the Technical University of Civil Engineering Bucharest the international baccalaureate diploma within the deadline established under this article, they are expelled.

Article 29 (Enrolment of Candidates Provided in Article 2(1)(f))

(1) The enrolment of candidates provided in Article 2(1)(f) is conditional upon passing the admission competition, fulfilling the financial obligations related to the study regime, obtaining the Letter of Acceptance for Studies issued by the competent ministry, and submitting the documents required to complete the physical file.

(2) Upon arrival in Romania, the candidate reports to the International Relations Center (CRI), where they receive assistance in completing the original enrolment file. The complete file is forwarded by the CRI to the secretariat of the faculty to which the candidate was admitted, for enrolment.

(3) The faculty secretariat verifies the compliance of the candidate's original documents, and the Dean's Office forwards to the Rector's Office the proposal for issuing the enrolment decision.

(4) Enrolment is carried out exclusively for the program, university study cycle, and academic year specified in the Letter of Acceptance for Studies. Any change in the academic pathway is made only on the basis of a new Letter of Acceptance, issued by the competent ministry.

(5) The names of the candidates provided in Article 2(1)(f) are entered in the study documents according to the passport data. In the event of discrepancies between the study documents and the birth certificate, the candidate submits explanatory documents issued by the competent authorities.

(6) Study documents issued abroad must be apostilled or superlegalized, as applicable, and must be translated into Romanian, in accordance with the applicable legislation.

(7) Enrolled students who do not submit to the University the original baccalaureate diploma within six months from enrolment are expelled.

Article 30 (Enrolment of Candidates Provided in Article 2(1)(b) or (c))

(1) The enrolment of candidates provided in Article 2(1)(b) or (c) is carried out after passing the admission competition and confirming the place, based on the documents forwarded by the International Relations Center (CRI) to the faculty secretariat.

(2) Candidates' files are accompanied by the admission list and the approval for schooling obtained by the CRI following completion of the admission process.

(3) Romanians abroad may be enrolled in places without paying tuition fees, with a monthly scholarship or without a scholarship, under the conditions established by the applicable normative acts.

(4) Acquisition of student status is conditional upon submission of the original study documents, identity documents, and the Romanian language proficiency certificate at a minimum level of B1, except as provided by law.

(5) Any change in the financial regime for Romanians abroad during the studies is carried out within the limit of the approved places and is communicated to the competent ministry in order to issue a new Letter of Acceptance.

(6) Admitted candidates who subsequently lose funding may continue their studies on a tuition-fee-paying basis, with the University's approval.

Article 31 (Registration in RMUR)

(1) The enrolment of candidates declared admitted following the admission competition is carried out by decision of the Rector of the Technical University of Civil Engineering Bucharest. After enrolment is approved, students are entered in the Single Matriculation Register of Romanian universities – RMUR (until the operationalization of the National Integrated Single Register of Diplomas and Study Documents – RUNIDAS), with a unique number valid for the entire period of study in the specialization/specializations/study program(s) to which they were admitted, except for the cases provided in Article 125(3) of the Higher Education Law No. 199/2023, as subsequently amended and supplemented.

Chapter VII Contact Details

Article 32 (Faculties)

(1) The contact details of the faculties and departments of the Technical University of Civil Engineering Bucharest, used for the application of the provisions of these Regulations, are as follows:

(a) Faculty of Civil, Industrial and Agricultural Buildings – 122–124 Lacul Tei Blvd., Sector 2, Bucharest, email: secretariat.fccia@utcb.ro

(b) Faculty of Hydrotechnical Engineering and Water Resources Management – 122–124 Lacul Tei Blvd., Sector 2, Bucharest, email: secretariat.fh@utcb.ro

(c) Faculty of Railways, Roads and Bridges – 122–124 Lacul Tei Blvd., Sector 2, Bucharest, email: secretariat.fcfdp@utcb.ro

(d) Faculty of Engineering in Foreign Languages – 122–124 Lacul Tei Blvd., Sector 2, Bucharest, email: secretariat.fils@utcb.ro

(e) Faculty of Geodesy – 122–124 Lacul Tei Blvd., Sector 2, Bucharest, email: secretariat.fg@utcb.ro

(f) Faculty of Building Services Engineering – 66 Pache Protopopescu Blvd., Sector 2, Bucharest, email: secretariat.fii@utcb.ro

(g) Faculty of Mechanical Engineering and Robotics in Construction – 59 Calea Plevnei, Sector 1, Bucharest, email: secretariat.fimrc@utcb.ro

(2) Candidates who are citizens of the European Union or the European Economic Area, as well as Romanian citizens holding study documents issued abroad, may contact the UTCB International Relations Center by email or at the UTCB premises located at 122–124 Lacul Tei Blvd., Sector 2, Bucharest.

Chapter VIII Forms

Article 33 (Lists of Eligible Candidates)

(1) The provisional lists of eligible and non-eligible candidates for undergraduate (Bachelor's) university studies, session, year

Eligible Candidates

User ID	File ID	Funding Type	Field of Study	Faculty	Study Program	Admission Score
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Non-Eligible Candidates

User ID	File ID
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(2) The lists regarding the results issued by the Appeals Review and Resolution Committee concerning appeals on candidates' eligibility for undergraduate (Bachelor's) university studies, session, year

User ID	File ID	Appeal	Decision
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(3) The final lists of eligible and non-eligible candidates for undergraduate (Bachelor's) university studies, session, year

Eligible Candidates

User ID	File ID	Funding Type	Field of Study	Faculty	Study Program	Admission Score
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Non-Eligible Candidates

User ID	File ID
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Article 34 (Lists Regarding Admission Results)

(1) The provisional lists regarding admission results for undergraduate (Bachelor's) university studies, session, year

Eligible Candidates

User ID	File ID	Funding Type	Field of Study	Faculty	Study Program	Admission Score
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Rejected Candidates

User ID	File ID
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(2) The lists regarding the results issued by the Appeals Review and Resolution Committee concerning appeals on admission results for undergraduate (Bachelor's) university studies, session, year

User ID	File ID	Appeal	Decision
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(3) The final lists regarding admission results for undergraduate (Bachelor's) university studies, session, year

Admitted Candidates

User ID	File ID	Funding Type	Field of Study	Faculty	Study Program	Admission Score
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Rejected Candidates

User ID	File ID
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(4) The final lists regarding admission results for undergraduate (Bachelor's) university studies, session, year (lists used internally by the secretariats for archiving purposes)

Admitted Candidates

User ID	Dosar ID	Last Name	First Name	Father's Initial	Personal Identificati on Number (CNP)	Funding Type	Field of Study	Faculty	Study Program	Admission Score
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Article 35 (Annex Declaration on Own Responsibility for Confirmation of the Place)

I, the undersigned, [Last Name] [First Name], a citizen of [country], born on [dd.mm.yyyy], in [city, country], holder of [passport/identity document] series [series] no. [number], issued by [issuing authority] on [dd.mm.yyyy], valid until [dd.mm.yyyy], [CNP], domiciled at [full address], email [email address], phone [number], a candidate declared admitted to the Technical University of Civil Engineering Bucharest, Faculty of [name], study program [program name], cycle [Bachelor's/Master's], on a state-budget-funded place, for the academic year [20.../20...], pursuant to Article 326 of the Criminal Code regarding false statements, hereby declare on my own responsibility the following:

1. I am in the situation of electronically transmitting to the Technical University of Civil Engineering Bucharest the recognition document issued online by the specialized departments within the Ministry of Education, related to the recognition of studies/study documents obtained abroad.

2. I have sent the recognition document mentioned in item 1 electronically to the faculty/department secretariat, within the deadline established by UTCB's own admission regulations.
3. I confirm acceptance of the state-budget-funded place at the study program mentioned above.
4. I declare that I do not simultaneously confirm and occupy another state-budget-funded place at another higher education institution in Romania, for the same study cycle.
5. I declare that the identification data provided in this declaration are true and complete; if I do not have a CNP (National identification number), I confirm that my identification is based on the data in the passport/identity document mentioned above.
6. I undertake to submit the original documents and/or any other documents requested by UTCB at enrolment, within the established deadlines, in order to complete my file.
7. I acknowledge that, if this declaration or the transmitted documents do not correspond to reality or do not meet the conditions provided by the applicable regulations, UTCB may decide the loss of the state-budget-funded place / cancellation of enrolment, as applicable, in accordance with the regulatory provisions.

Date: [dd.mm.yyyy]

Place: [city, country]

Candidate's Signature: _____

Full Name (print): [Last Name First Name]