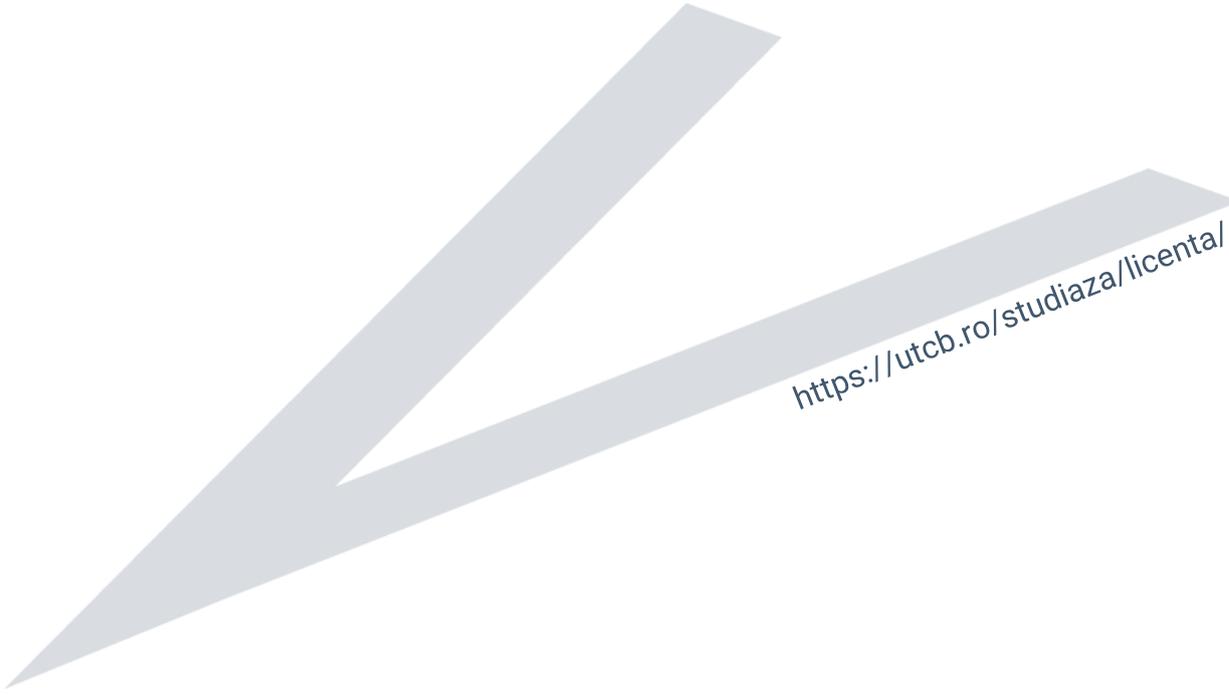




Regulations for the Organization of the Admission Competition (ROCA) – Master's University Studies



<https://utcb.ro/studiaza/licenta/>

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

Approved

Annex 2 to Senate Decision No. 926/30.01.2026

<i>Article 33 (Enrolment of Candidates Referred to in Article 2(1)(b) or (c))</i>	30
<i>Article 34 (Registration in RMUR)</i>	31
Chapter VII Contact Details	31
<i>Article 35 (Faculties)</i>	31
Chapter VIII Forms	32
<i>Article 36 (Lists of Eligible Candidates)</i>	32
<i>Article 37</i>	33
<i>Article 38 (Lists Regarding the Results of the Admission Competition)</i>	33
<i>Article 39 (Annex Declaration on Own Responsibility for Place Confirmation)</i>	34

Chapter I General Provisions

Article 1 (Introduction)

(1) This Regulation sets out provisions for the organization of the admission competition for:

(a) Master'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 fairness and equal opportunities, with access to learning opportunities ensured without any discrimination, and with support measures established to ensure access for groups in at-risk situations.

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

(4) For the Master's cycle, admission is organized by Master'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 Master's university study programs/specializations accredited or 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 Master's field;

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

Article 2 (Candidates)

(1) This Regulation applies to the organization of the admission competition for the following candidates:

(a) Romanian citizens domiciled in Romania;

(b) Romanian citizens domiciled abroad;

(c) foreign citizens of Romanian ethnicity;

(d) citizens of Member States of the European Union, of 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 from 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 Member States of the European Union, of 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 from the European Atomic Energy Community 2019/C 384 I/01, participate in admission under the same conditions as Romanian citizens domiciled in Romania, including with regard to tuition fees.

(3) Romanians abroad may participate in the admission competition, within the meaning given in Law no. 299/2007 on the support granted to Romanians living abroad, republished, as subsequently amended and supplemented, and in Order no. 5552/2024 of the Minister of Education and Research, as well as in this Regulation

(4) In one academic year, a person may participate in the admission competition as belonging to only one category among those 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 Master's university study programs/accredited specializations or those authorized to operate on a provisional basis for which places are opened for competition, and the number of places opened for competition for each program.

(2) The study programs for which places are opened for competition and the number of places opened for competition 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 essential for the sustainable

development of the national economy, within the Master's fields in which it organizes study programs;

- proposals of the councils of the faculties organizing the study programs;
- the occupancy rate of places from the admission competition in the previous academic year;
- allocation of places for all categories of candidates provided 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 considered 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, according to 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, up to 10% of the maximum number of students that may be enrolled, as established by ARACIS or by another quality assurance agency, for the requested study program, for the education of European and third-country citizens, or for students' academic mobility based on governmental or university agreements or special approved programs, under the law, with the approval of the competent ministry and with notification of ARACIS for this purpose.

(5) The study programs for which places are opened for competition and the number of places opened for competition for each program are established after the Ministry of Education communicates the number of state-budget-funded places allocated to the Technical University of Civil Engineering Bucharest for the following 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 communicates the number of state-budget-funded places allocated to these candidates that are

assigned to the Technical University of Civil Engineering Bucharest for the following academic year.

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

Article 4 (Funding Forms)

(1) For Master's university study programs delivered in the full-time form of education, state-budget-funded places and tuition-fee-paying places are allocated.

(2) The number of state-budget-funded places is established depending on the enrolment capacity approved annually by Government decision. For the "tuition-fee-paying" form of education, the amount of the tuition fee is proposed by the Administrative Board, approved by the University Senate, and made known to candidates on the date the educational offer is published, in accordance with Article 5(1). The announced fees remain in force for the entire normal duration of the Master's cycle and may be indexed by no more than the inflation rate for the same student cohort.

(3) The Technical University of Civil Engineering Bucharest allocates, under 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 Master's university study programs on state-budget-funded places dedicated to them, with or without 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 the places specially allocated to this category.

(6) Candidates provided in Article 2(1)(b) or (c) are admitted directly to the places specially allocated to this category based on 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 Candidate 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 is held, by posting at the institution's premises and on its website <https://utcb.ro>, of the following:

- (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 calendar;
- (e) the conditions and documents required for registration, including the conditions and procedure for 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-paying" form of education;
- (j) the amount of the enrolment fee;
- (k) other information useful to candidates.

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

Chapter II Organization of the Admission Competition

Article 6 (General Provisions)

(1) The admission competition is conducted online. Exceptions are the periods indicated for submitting the required documents in hard copy at 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 Master's university study programs is carried out in compliance with the provisions stipulated in the interinstitutional agreement concluded between the organizing institutions and with the applicable national legislation.

Article 7 (Language of the Competition)

(1) The admission competition for Master's university studies is conducted in Romanian.

(2) By way of exception from paragraph (1), for Master's university studies organized in a foreign language, the admission competition is held in the language of instruction of the study program.

(3) Official communications with candidates are carried out in the language of instruction of the study program.

Article 8 (Competition Calendar)

(1) The admission competition for the Master's 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 session of the admission competition and completion of enrolment of the students admitted in that session.

(3) The admission competition calendar is established by decision of the University's Administrative Board.

(4) The admission competition calendar includes information on:

(a) the period of the two sessions;

and, for each session:

(b) the registration period;

(c) the period for verification of submitted files;

(d) the period for publication of the provisional lists of eligible candidates;

(e) the period for appeals regarding candidates' eligibility;

- (f) the period for publication of the final lists of eligible candidates and the results of the review and resolution of the eligibility appeals submitted;
 - (g) the period for confirmation of registration by eligible candidates through submission of the requested documents;
 - (h) the period for publication of the provisional lists of admitted or rejected candidates;
 - (i) the period for appeals regarding admission results;
 - (j) the period for publication of the final lists of admitted or rejected candidates and the results of the review and resolution of the appeals submitted regarding admission 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 admission webpage.
- (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 exam 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 admission of candidates provided in Article 2(1)(f) includes the following information:
- (a) the period of the two sessions;
- and, for each session:
- (b) the registration period;
 - (c) the period for verification of submitted files;
 - (d) the period for publication of admission 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 mentioned in Article 2(1)(a), (d) and (e);
 - (b) Admission Committee 2 – for the admission of the candidates mentioned 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 files submitted online by candidates during the registration periods;
 - (c) communicates with candidates during the registration periods and the appeal periods;
 - (d) establishes Candidate Ranking;
 - (e) establishes the 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 image, as Chair;
 - (b) the Deans of all faculties, as members;
 - (c) other faculty representatives, as invitees.
- (4) Admission Committee 2 has the following responsibilities:
- (a) performs the responsibilities provided for Admission Committee 1, to the extent applicable to the category of candidates it manages;
 - (b) submits to the competent ministry the templates containing the validated files and the related documents;
 - (c) uploads the Letter of Acceptance for Studies and the information regarding accommodation in Romania into the admission online platform, or, as applicable, the refusal letter sent by the competent ministry;
 - (d) prepares the file of the admitted candidate by attaching the original documents that formed the basis for registration in the admission competition 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 (CRI);
 - (c) the Vice-Deans of the faculties who have internationalization activities in their portfolio, as members;
 - (d) other representatives of the faculties and of the International Relations Center, as invitees.
- (6) The Grade Equivalence Committee has responsibilities regarding the equivalence of baccalaureate exam grades for candidates who did not obtain the baccalaureate diploma in Romania.
- (7) The Grade Equivalence Committee is composed of three members, as follows:
- (a) the University Chief Registrar;

- (b) another representative of the University Registrar's Office;
 - (c) a representative of the University's International Relations Center.
- (8) The Appeals Review and Resolution Committee reviews and resolves the appeals submitted by candidates regarding eligibility or the competition result.
- (9) The Appeals Review and Resolution Committee has the following composition:
- (a) the Vice-Rector responsible for teaching activities and quality assurance, as Chair;
 - (b) the Vice-Deans responsible for teaching activities/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 Bachelor's degree obtained in Romania or an equivalent degree, regardless of the year of graduation, have the right to participate in the admission competition for Master's university studies.
- (2) Candidates who completed their secondary (high school) education in a country other than Romania are required to submit, in their registration file, the study equivalence certificate issued by the National Center for Diploma Recognition and Equivalence within the Ministry of Education.
- (3) Graduates of secondary or higher education from international systems accredited and recognized by the Ministry of Education and Research have the right to participate in the admission process, including in the year of graduation from secondary studies, through a conditional acceptance procedure; the admitted candidate must submit, within a maximum of 6 months from admission, the equivalent International Baccalaureate diploma.
- (4) Candidates provided in Article 2(1)(b) or (c) who do not know Romanian and are declared admitted to Master's university studies must hold a graduation certificate for the Romanian Language Preparatory Year study program before the start of Master's university studies, in accordance with the applicable legal provisions.
- (5) Candidates provided in Article 2(1)(b) or (c) who acquired Romanian language skills in non-formal or informal contexts must prove certification of these skills through an assessment, defined according to the Common European Framework of Reference for Languages, at a minimum level of B1.

Article 11 (Language Proficiency for Participation in the Competition)

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

(2) Certification of Romanian oral communication language proficiency for candidates provided in Article 2(1)(d), for study programs taught in Romanian, is carried out as follows:

(a) based on study documents, if issued by educational institutions with instruction in Romanian in Romania or abroad;

(b) based on the Graduation Certificate of the Romanian Language Preparatory Year from 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 from paragraph (2), for students who followed their studies in an international language, certification of Romanian oral communication language proficiency is made based on the baccalaureate diploma obtained in Romania.

(4) Candidates for study programs taught in international 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,

take, within the admission competition, an eliminatory language proficiency test. The test is assessed with the result "admitted" or "rejected". The test result is not considered in the calculation of the general admission score.

(5) The internationally recognized language proficiency certificates accepted 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 proficiency certificate at level B2, 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 proficiency certificate at level B2, or certificates from bilingual classes.

(6) Candidates who take the admission competition 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 educational institutions offering them.

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

(3) In the case of recognition documents issued online by the specialized departments within the Ministry of Education, these are transmitted electronically by the candidate to the faculty/department secretariat, within the deadline established by the higher education institution's own admission regulations. For enrolment, candidates who transmit the recognition document electronically are required to submit the declaration on own responsibility for confirmation of the state-budget-funded place, in accordance with the annex provided in Article 38.

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

Chapter IV Registration for the Admission Competition

Article 13 (Registration of Candidates – General Provisions)

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

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

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

(4) For registration, the candidate must pay the registration fee for the organization and conduct of the admission competition using the online payment tool on the admission platform, or upload a digital copy of the proof of payment, or supporting documents regarding full exemption from the registration fee, for candidates who benefit from such an exemption under these Regulations.

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

(6) Candidate registration is carried out separately for each admission session. A candidate's registration in the first session does not serve as registration for the second session of the competition in any situation.

(7) A person may register for the competition for only one place in the Master's university study programs at the Technical University of Civil Engineering Bucharest.

(8) If a person registers for the competition two or more times for Master's university study programs, the second and subsequent registrations, in chronological order, are not taken into account.

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

(10) 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 (Registration Documents)

(1) On the platform, a candidate falling 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 a digital copy of:

(a) their birth certificate;

(b) their identity card;

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

(d) their baccalaureate diploma or an equivalent diploma; for high school graduates of the current year for whom the diploma has not yet been issued, a certificate stating the baccalaureate average;

(e) their Bachelor's degree diploma or an equivalent diploma; for university graduates of the current year for whom the diploma has not yet been issued, a certificate stating the grade/average obtained at the Bachelor's/diploma examination;

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

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

(2) On the platform, a candidate falling 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 a digital copy of:

- (a) passport – first three pages;
 - (b) birth certificate;
 - (c) identity card (if any);
 - (d) baccalaureate diploma – front;
 - (e) baccalaureate diploma – back;
 - (f) Bachelor’s degree diploma – front;
 - (g) Bachelor’s degree diploma – back;
 - (h) Bachelor’s diploma supplement;
 - (i) the declaration on own responsibility regarding the candidate’s belonging to the category provided in Article 2(1)(b) or (c), endorsed by the Department for Romanians Worldwide of the Government of Romania;
 - (j) the equivalence certificate for the baccalaureate and/or Bachelor’s diplomas, for candidates who require equivalence;
 - (k) supporting documents proving inclusion in the category of persons with special educational needs, for candidates who fall under this situation;
 - (l) a language proficiency certificate specific to the program;
 - (m) marriage certificate, where proof of name change is required.
- (3) On the platform, a candidate falling under the category provided in Article 4(5)(a) who wishes to register for a Master’s university study program fills in their personal identification data in the dedicated fields and uploads the following files containing a digital copy of:
- (a) baccalaureate diploma or equivalent, authenticated by the competent authorities in the issuing country, translated into English, French or Romanian;
 - (b) Bachelor’s degree diploma or equivalent, authenticated by the competent authorities in the issuing country, translated into English, French or Romanian;
 - (c) certificate attesting the passing of the baccalaureate exam, authenticated by the competent authorities in the issuing country, translated into English, French or Romanian;
 - (d) transcripts and diploma supplements, authenticated by the competent authorities in the issuing country, translated into English, French or Romanian;
 - (e) graduation certificate of the Romanian Language Preparatory Year for study programs in Romanian, or the language proficiency certificate for study programs in English or French;
 - (f) birth certificate, authenticated by the competent authorities in the issuing country, translated into English, French or Romanian;
 - (g) marriage certificate, if applicable, authenticated by the competent authorities in the issuing country, translated into English, French or Romanian;
 - (h) document attesting permanent residence abroad;

(i) passport, valid for at least 6 months from the start of the study program selected by the candidate – first two pages;

(j) medical certificate (in an internationally used language) attesting that the person enrolling does not suffer from contagious diseases or other conditions incompatible with the future profession;

(k) color photograph, passport size.

(4) On the platform, a candidate falling under the category provided in Article 4(5)(a) who 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 a digital copy of:

(a) baccalaureate diploma or equivalent, authenticated by the competent authorities in the issuing country, with a legalized translation into English, French or Romanian;

(b) certificate attesting the passing of the baccalaureate exam, only for graduates of the current year where the baccalaureate diploma has not been issued, authenticated by the competent authorities in the issuing country and translated into English, French or Romanian;

(c) transcripts containing 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 other document attesting name change, if applicable, authenticated by the competent authorities in the issuing country, translated into English, French or Romanian;

(f) document attesting permanent residence abroad;

(g) passport, valid for at least 6 months from the start of the study program selected by the candidate – first two pages;

(h) medical certificate (in an internationally used language) attesting that the person enrolling does not suffer from contagious diseases or other conditions incompatible with the future profession;

(i) color photograph, passport size.

(5) On the platform, a candidate falling 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 a digital copy of:

(a) the scholarship application for studies in Romania, fully completed;

(b) birth certificate;

(c) document attesting permanent domicile/residence;

(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) document attesting name change (if applicable) and legalized translation;
- (g) baccalaureate/Bachelor's/Master's/PhD diplomas, as applicable, authenticated by the competent authorities and with legalized translation;
- (h) certificate attesting passing of the baccalaureate exam, for graduates of the current year, and legalized translation into Romanian;
- (i) transcripts/diploma supplements related to completed studies, authenticated by the competent authorities – copies and legalized translations;
- (j) declaration on own responsibility that the candidate has not previously benefited from a scholarship from the Romanian state for the same study cycle;
- (k) graduation certificate of the Romanian Language Preparatory Year or the language proficiency certificate, as applicable;
- (l) medical certificate drafted in an internationally used language, attesting the absence of contagious diseases or conditions incompatible with the study program;
- (m) curriculum vitae in English, French or Romanian, drafted on two to three pages;
- (n) other documents requested by the competent ministry.

Article 15 (Selection of Options)

(1) During the admission registration process, the candidate selects options that include:

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

(2) The options indicated in paragraph (1)(a), (b) and (c) are interdependent, meaning that choosing a Master's university study program entails choosing the faculty that organizes it and the field of study under which the program is listed.

(3) The option indicated in paragraph (1)(d) applies to each study program depending on the availability of state-budget-funded places 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, Humanities and Arts, or Psychology and Behavioral Sciences.

(5) A candidate must select at least one option. The maximum number of options a candidate may select is less than or equal to the number of Master's university study programs for which places have been opened for competition, considering also 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 Master's fields, without interleaving fields in the order in which the options are entered.

(8) In 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, and the other information in the registration form may no longer be modified, except for the correction of material errors.

(10) By way of exception from paragraph (5), during 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 only one study program option.

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

(a) a Master'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), during the registration process, candidates provided in Article 4(5)(b) select only one 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 justified request submitted during the registration period established under the admission calendar. After the end of the registration period, the registration fee may no longer be refunded.

(3) The registration fee is paid separately for each session of the admission competition 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 staff and auxiliary teaching staff, whether active or retired, are exempt from payment of the registration fee for the organization and conduct of the admission competition for Master's university study programs.

(6) Children with one or both parents deceased, as well as children from single-parent families, are exempt from payment of the registration fee for the organization and conduct of the admission competition for Master'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 run a household together.

(8) Approval of the registration fee exemption 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 staff 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 right provided in paragraph (6) also applies to persons at risk of losing the ability to meet their daily living needs due to situations of illness, disability, or poverty. For the purposes of this paragraph, candidates’ eligibility for the right provided in paragraph (6) is determined in accordance with the provisions on awarding social scholarships set out in the Regulations on awarding scholarships and other forms of social protection for students of the Technical University of Civil Engineering Bucharest.

Chapter V Conduct of the Admission Competition

Article 17 (General Admission Score)

(1) A candidate’s general admission score is calculated as a weighted average of the overall average for the Bachelor’s study years (weight 0.30), the Bachelor’s graduation examination average (weight 0.40), and the grade obtained in the oral examination (weight 0.30).

(2) By way of exception from paragraph (1), for the Master’s field of Education Sciences, the general admission score is calculated as a weighted average of the overall average for the Bachelor’s study years (weight 0.40), the Bachelor’s graduation examination average (weight 0.40), and the grade obtained in the oral examination (weight 0.20).

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

(4) The minimum general admission score for Master’s university study programs is 6.00 (six).

(5) The general 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 (Examination Engineering Sciences Field)

(1) The Master’s university study programs in the Engineering Sciences field include an oral examination consisting of a vocational interview, which each candidate will take before the competition committee composed of three members.

(2) The vocational interview addresses:

- (a) the candidate's previous studies and activity;
 - (b) the justification for choosing the study program;
 - (c) the candidate's personal education and professional training plan;
 - (d) the career development plan.
- (3) Through the vocational interview, the competition committee will assess the following aspects regarding the candidate's professional development:
- (a) technical competencies acquired, in light of the study programs previously completed, and their relevance to the chosen Master's study program (criterion C1);
 - (b) study motivation and the candidate's past and present links to the field of the chosen study program (criterion C2);
 - (c) the alignment between the study program and the career development plan (criterion C3);
 - (d) communication skills and the logical flow of the presentation (criterion C4).
- (4) The oral examination is graded by each member of the competition committee with whole-number grades from 1 to 10. The grade for each criterion is calculated as the arithmetic mean of the grades awarded by each member of the competition committee. The oral examination grade is calculated as a weighted average of the grades obtained for each criterion, using the following weights: criterion C1 – 0.40, criterion C2 – 0.30, criterion C3 – 0.20, and criterion C4 – 0.10.

Article 19 (Examinations Philology Field)

- (1) The Master's university study program Specialized Translation and Interpreting, in the Philology field, includes oral examinations and an interview before the competition committee composed of at least three members, and consists of two parts:
- (a) oral examination in language B (English): sight translation of a short scientific text of a general (non-literary) nature, and an interview;
 - (b) oral examination in language C (French, German or Spanish, according to the candidate's option selected at registration): sight translation of a short scientific text of a general (non-literary) nature, and an interview.
- (2) Through the oral examinations, the competition committee will assess the following aspects regarding the candidate's skills and professional development:
- (a) oral comprehension and oral expression language competencies acquired through prior learning and/or study programs, and their relevance for the MATIS study program, as follows:
 - (b) language A (Romanian) – minimum level C1 under the Common European Framework of Reference for Languages;
 - (c) language B (English) – minimum level B2 under the Common European Framework of Reference for Languages;

(d) language C (French, German or Spanish, according to the candidate's option selected at registration) – minimum level B1 under the Common European Framework of Reference for Languages.

(3) Communication, logical sequencing of ideas, accuracy in understanding and reproducing the message as faithfully and completely as possible, register adaptation, terminological accuracy, and spontaneity in handling difficult situations (e.g., lack of thinking time during the sight translation test, etc.).

(4) The interview addresses:

(a) the candidate's previous and/or current studies and professional activity;

(b) the justification for choosing the study program;

(c) study motivation and the candidate's past and present links to the field of specialized translation and interpreting;

(d) the candidate's personal education and professional training plan;

(e) the candidate's future career development plan.

(5) The oral examinations are graded by each member of the competition committee with grades from 1 to 10. The grade for each examination is calculated as the arithmetic mean of the grades awarded by each member of the competition committee. The oral examination grade is calculated as the arithmetic mean of the grades awarded for languages B and C.

Article 20 (Examination Education Sciences Field)

(1) For the Master's university study programs in the Education Sciences field, the oral examination consists of an interview which each candidate will take before the competition committee composed of three members for each study program. The oral examination/interview concerns the presentation of a motivational essay, the candidate's communication skills, and the quality of the candidate's presentation.

(2) The motivational essay addresses:

(a) the candidate's professional activity;

(b) the justification for choosing the study program;

(c) the candidate's expectations upon completion of the study program;

(d) the candidate's future career development plan.

The oral examination is graded by each member of the competition committee with grades from 1 to 10. The grade for each examination is calculated as the arithmetic mean of the grades awarded by each member of the competition committee.

Article 21 (Candidate Ranking)

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

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

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

(4) For candidates referred to in Article 2(1)(a), (d) or (e), the ranking resulting from the admission competition is also used for allocating the state-budget-funded places. In this regard, state-budget-funded places are filled by candidates who expressed this option at registration and who have the highest general admission scores for each study program, within the approved number of places.

(5) For candidates referred to in Article 2(1)(b) or (c), the ranking resulting from the admission competition is also used for allocating state-budget-funded places with scholarship. In this regard, state-budget-funded places with scholarship are filled by candidates who expressed this option at registration and who have the highest general admission scores for each study program, within the approved number of places.

(6) If two or more candidates have the same general admission score, their ranking is determined based on the grades obtained in the Bachelor's graduation/diploma examination, in descending order. If a candidate did not defend the Bachelor's thesis/diploma project in the field for which they applied for Master's studies, for tie-breaking purposes the grade for that assessment will be considered as 1.0, without changing the general admission score.

Article 22 (Verification of Candidates' Eligibility)

(1) At the end of the registration period, the admission committee reviews the information recorded online by each candidate and prepares the list of eligible candidates. Separate lists are prepared for candidates referred to in Article 2(1)(a), (d) or (e), and for candidates referred to 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 conditions:

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

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

(c) they meet the language competence requirements 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 general admission score provided in Article 17.

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

(5) The list of eligible candidates is ordered in accordance with Article 21 and includes:

- (a) the candidate's application file code;
- (b) the user ID;
- (c) funding type;
- (d) the Bachelor's years average;
- (e) the Bachelor's graduation/diploma examination average;
- (f) the Master's field;

and may include provisional information regarding:

- (g) the form of study financing;
- (h) the faculty;
- (i) the study program;

to which the candidate could be admitted if they confirm their registration in accordance with Article 24.

(6) The information presented under Article 22(5), points (g) to (i), is provisional and is established by the provisional application of Article 25. These allocations may subsequently change following the review of the situation of candidates who confirm their registration in accordance with Article 24.

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

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

- (a) the candidate's application file code;
- (b) the user ID.

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

(10) Candidates may submit appeals regarding the fulfillment 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 period regarding eligibility;

(b) final eligibility lists, generated after the analysis and resolution of appeals, in accordance with Article 23.

Article 23 (Appeal of the Eligibility Decision)

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

(2) Appeals are submitted by candidates via:

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

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

(3) Appeals must include:

(a) the candidate's identification details;

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

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

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

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

(6) In reviewing a candidate's eligibility appeal, the Appeals Review and Resolution Committee may contact the candidate to obtain additional information.

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

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

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

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

(9) After reviewing and resolving 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 time limit for reviewing and resolving appeals and the publication of the committee's result, the lists of eligible and non-eligible candidates are final and may no longer be amended.

Article 24 (Confirmation of the Registration Option)

(1) Each candidate eligible for state-budget-funded places must submit, no later than the date of the examination test(s):

(a) the original Baccalaureate diploma and the Bachelor's diploma, or the recognition certificate/attestation for the diplomas, at the faculty headquarters indicated next to their name in the list of eligible candidates, according to the contact details provided in Article 35, for candidates referred to in Article 2(1)(a), (d) or (e);

or

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

within the deadlines established by the admission calendar.

(2) For place confirmation, only original documents are accepted, which must be perfectly legible, undamaged, 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 grades obtained in the Baccalaureate exam entered by the candidate in the admission platform by comparing it with the information in the original document.

(4) After the faculty secretariats confirm in the admission platform that the documents mentioned in paragraph (1)(a) have been submitted, the platform sends the candidate an email 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 for allocating eligible candidates to fields and study programs.

(6) The documents submitted under paragraph (1) remain, for the entire duration of the admission session, with the admission committee at the faculty where they were submitted.

(7) At the end of each admission session, candidates rejected following the competition are required to collect the document submitted under paragraph (1)(a) for registration confirmation from the faculty where it was submitted. The document is collected in person, based on an identity document, or based on a notarized power of attorney. Documents not collected under the provisions of this Article may not be considered documents confirming registration in a subsequent session or in another admission competition.

Article 25 (Allocation of Eligible Candidates to Fields and Study Programs)

(1) The Candidate Ranking for applicants referred to in Article 2(1)(a), (d) or (e) is carried out separately from the Candidate Ranking for applicants referred to in Article 2(1)(b) or (c).

(1) The Candidate Ranking of eligible applicants referred to in Article 2(1)(a), (d) or (e) is performed separately for each master's field. All eligible applicants who selected the same master's field as their first option at registration are ranked in descending order of their overall admission averages.

(2) The Candidate Ranking of eligible applicants referred to in Article 2(1)(b) or (c) is performed without taking into account the option regarding the master's field.

(3) The allocation of eligible applicants to fields, study programmes and funding types is carried out strictly in the consecutive ascending order of the options expressed at registration, in accordance with Article 21.

(4) For a master's field, following the order established under paragraphs (2) and (4), each eligible applicant may be declared admitted to the master's study programme they selected, taking into account the funding option chosen for their studies.

(5) For the purposes of paragraph (5), the number of admitted applicants to a master's study programme shall not exceed the number of places announced for that programme, for each funding type.

(6) If, when processing an eligible applicant's options in consecutive ascending order, the applicant cannot be admitted to any study programme within the master's field corresponding to their first option, they may be reallocated to another master's field they selected. The reallocation is made after completing the allocation to study programmes within that field for the eligible applicants who selected that master's field as their first option.

(7) By way of exception to paragraph (6), for eligible applicants referred to in Article 2(1)(b) or (c), the number of admitted applicants shall not exceed the number of places announced for that category of applicants.

Article 26 (List of admitted and rejected candidates)

(1) An eligible candidate who, by applying the provisions of Article 25, has been allocated to a study programme shall be declared "admitted."

(2) If, in accordance with the provisions of Article 25, after processing all of an eligible candidate's options in consecutive ascending order, the candidate cannot be allocated to any study programme, the candidate shall be declared rejected.

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

(4) The list of admitted candidates is ordered in accordance with Article 21.

(5) The list of rejected candidates is a single list for all master's fields and is ordered in accordance with Article 21, without taking the master's field into account.

(6) The lists of admitted and rejected candidates are made public by posting them 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 regarding the results of the admission competition, published before the appeal period regarding the results of the admission competition;

(b) final lists regarding the results of the admission competition, generated after the analysis and settlement of appeals regarding the results of the admission competition, in accordance with the provisions of Article 27, which include the final and non-appealable results.

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

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

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

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

(10) The list of admitted candidates includes:

(a) the candidate's application file code;

(b) the user ID;

(c) faculty;

(d) study programme;

(e) master's field;

(f) form of study funding;

(g) overall admission average,

to which the candidate has been admitted.

(11) The list of rejected candidates includes:

(a) the candidate's application file code;

(b) the user ID;

(c) overall admission average.

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

Article 27 (Appeals regarding the results of the admission competition)

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

(2) Appeals are submitted by candidates by:

(a) e-mail, by sending a message to: secretariat@utcb.ro;

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

(3) Appeals must include:

(a) the candidate's identification details;

(b) the application file code and the user code received by the candidate upon completing the application;

- (c) the grounds for the appeal and, where 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 the results of the admission competition are reviewed and resolved by the Appeals Review and Resolution Committee. The committee's decision is final.
- (7) The Appeals Review and Resolution Committee issues decisions on the admissibility of appeals, as follows:
- (a) appeal upheld, where the candidate is declared admitted or, as applicable, their allocation to a study programme is revised;
- (b) appeal rejected, where the candidate is rejected or, as applicable, their allocation to a study programme is not revised.
- (8) The list of the committee's decisions 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 all appeals regarding the results of the admission competition have been reviewed and resolved, the admission committee updates the lists of admitted and rejected candidates in accordance with the decisions of the Appeals Review and Resolution Committee.
- (10) After the appeal review period expires and the committee's decision is published, the lists of admitted and rejected candidates become final and may no longer be amended.

Article 28 (Redistribution of places offered in the competition)

- (1) Within an admission session, if, for a master's study programme, the number of candidates who may be admitted is lower than the minimum number of students required to activate the programme, the places offered for that programme may be redistributed to other study programmes, by decision of the University's Board of Administration.
- (2) Within an admission session, if, for a master's study programme, the number of admitted candidates is lower than the number of places offered, the unfilled places may be redistributed to other study programmes for which there are eligible candidates, by decision of the Board of Administration.
- (3) The redistribution of places under paragraph (1) is carried out to study programmes within the same master's field, strictly within the maximum number of students that may be enrolled in each study programme, by decision of the Board of Administration.
- (4) By way of exception from paragraph (3), the redistribution of places from master's programmes in the fields of Mechatronics or Mechanical Engineering may be carried

out to any study programme within these fields, strictly within the maximum number of students that may be enrolled in each study programme.

(5) Where only one study programme is organized within a master's field, paragraph (1) does not apply.

(6) If, following the analysis of the situation of eligible candidates, a study programme is not activated in accordance with paragraph (1), the allocation of eligible candidates to fields and study programmes is carried out in accordance with Article 25, disregarding that programme and taking into account the increase of places in other programmes under paragraphs (3) and (4).

(7) Following the redistribution of places, the allocation of eligible candidates to fields and study programmes is carried out in accordance with Article 25, taking into account the number of places offered as revised after redistribution.

(8) The places offered that remain unfilled due to failure to meet the enrolment conditions for students set out in Chapter VI, after the first session, may be redistributed to other study programmes by decision of the Board of Administration. The redistribution of these places is carried out strictly within the second admission session.

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

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

Article 29 (Admission Competition Results)

(1) The results of the admission competition 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, where applicable;
- (d) the list of rejected candidates, where applicable.

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

(3) The results of the competition become final after the appeals have been settled and the procedures provided for in the admission methodology have been completed.

(4) For candidates referred to in Article 2(1)(b) or (c), being declared "admitted" is conditional upon confirming the place by uploading to the admission platform Annex 4 corresponding to the candidate category, as provided for in the order of the Minister of Education applicable to the current academic year. Candidates who fail to upload

this annex within the set deadline cannot be declared admitted, even if they appear on the list of eligible candidates.

Article 30 (Admission competition for candidates referred to in Article 2(1)(f))

(1) This article contains provisions regarding the conduct of the admission competition for candidates referred to in Article 2(1)(f), who will pursue their studies on tuition-paying places, in accordance with Article 4(5)(b).

(2) The provisions of this article apply in full, by way of exception, instead of the provisions set out in Articles 17 to 29, exclusively for the candidates referred to in paragraph (1).

(3) Participation in the admission competition is conditional upon meeting the general eligibility requirements regarding completion of an education level corresponding to the requested higher-education cycle, as proven by the study documents, in accordance with the provisions of this regulation.

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

(5) For the purpose of assessing the candidate's motivation and compatibility with the chosen study program, the application file must 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 before the start of the admission competition.

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

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

(b) 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 distinct 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 the academic rules and internal regulations of the Technical University of Civil Engineering Bucharest.

(9) The motivation essay and the letter of intent are evaluated by the admission committee, with grades from 1 to 10, based on the following assessment grid:

(a) coherence and relevance of the motivation essay for 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 choice 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 is added.

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

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

(a) the list of eligible candidates;

(b) the list of admitted candidates, within the limits of available places;

(c) the waiting list;

(d) the list of rejected candidates.

(12) If admitted candidates do not complete the subsequent administrative procedures (obtaining the letter of acceptance, the study visa, or confirming the place), the vacant places are redistributed to candidates on the waiting list, in ranking order.

Chapter VI Enrolment

Article 31 (Enrolment of candidates)

(1) Within the period established in accordance with the admission calendar, after appeals have been resolved, the 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 in hard copy or online within the deadline set by the University calendar. In the case of online submission, students are required to submit the original document 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 may affect the admission results, the candidate is declared rejected and the place allocated to them remains unfilled, without subsequent reconsideration of the situation of 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 set out in this article become vacant upon expiry 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 set out in this article, they are expelled.

Article 32 (Enrolment of Candidates Referred to in Article 2(1)(f))

(1) The enrolment of candidates referred to 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 are assisted 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 submits to the Rector's Office the proposal for issuing the enrolment decision.

(4) Enrolment is carried out exclusively for the program, 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 referred to in Article 2(1)(f) are entered in the study documents according to the data in the passport. In case 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 the original baccalaureate diploma to the University within six months from enrolment are expelled.

Article 33 (Enrolment of Candidates Referred to in Article 2(1)(b) or (c))

(1) The enrolment of candidates referred to 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 IRC upon completion of the admission process.
- (3) Romanians abroad may be enrolled in places without payment of 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 of Romanians abroad during the studies is carried out within the limit of the approved places and is communicated to the competent ministry for the issuance of 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 34 (Registration in RMUR)

(1) 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 registered in the Single Matriculation Register of Romanian Universities – RMUR (until the National Integrated Single Register of Diplomas and Study Documents – RUNIDAS becomes operational), with a unique number valid for the entire period of study in the specialization/specializations/study programme(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 35 (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.fcdp@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 36 (Lists of Eligible Candidates)

(1) The provisional lists of eligible and non-eligible candidates for Master’s university studies, session, year

Eligible Candidates

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

Non-Eligible Candidates

User ID	File ID
---------	---------

(2) The lists regarding the results of the Appeals Review and Resolution Committee concerning appeals on candidates’ eligibility for Master’s university studies, session, year

User ID	File ID	Appeal	Result
---------	---------	--------	--------

(3) The final lists of eligible and non-eligible candidates for Master’s university studies, session, year

Eligible Candidates

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

Non-Eligible Candidates

User ID	File ID
---------	---------

Article 37

Article 38 (Lists Regarding the Results of the Admission Competition)

(1) The provisional lists regarding the results of the admission competition for Master's university studies, session, year

Eligible Candidates

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

Non-Eligible Candidates

User ID	File ID
---------	---------

(2) The lists regarding the results of the Appeals Review and Resolution Committee concerning appeals on the results of the admission competition for Master's university studies, session, year

User ID	File ID	Appeal	Result
---------	---------	--------	--------

(3) The final lists regarding the results of the admission competition for Master's university studies, session, year

Eligible Candidates

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

Non-Eligible Candidates

User ID	File ID
---------	---------

(4) The final lists regarding the results of the admission competition for Master's university studies, session, year (lists used internally by the secretariats for archiving purposes).

Eligible Candidates

User ID	File ID	Last Name	First Name	Father's Initial	Personal Identification Number	Funding Type	Field of Study	Faculty	Study Program	Admission Score
---------	---------	-----------	------------	------------------	--------------------------------	--------------	----------------	---------	---------------	-----------------

Article 39 (Annex Declaration on Own Responsibility for Place Confirmation)

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 transmitted the recognition document mentioned in item 1 electronically to the faculty/department secretariat within the deadline set by UTCB's admission regulations.
3. I confirm that I accept and take up 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 set 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 set out in the applicable regulations, UTCB may decide the loss of the state-budget-funded place and/or the 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]