



Regulation regarding the online admission process at Doctoral School of Sociology 2021

General provisions

Art. 1 Considering the alert status in relation to the prevention of the spread of SARS-CoV-2 and subsequent Babeş-Bolyai University decisions on the suspension of face-to-face activities, *Babeş-Bolyai University Methodology regarding the admission process during 2021-2022* is further completed with the following Regulation regarding the online admission process in the field of Sociology at Doctoral School of Sociology. Its provisions apply if at the time of the admission (September 2021) the national/local context will not allow for face-to-face interactions.

Art. 2 Admission at Doctoral School of Sociology will be carried online, according to the calendar approved by the University Senate no. 47/19.04.2021:

- **August 30th – September 7th 2021: registration** of candidates using the address <https://admitere2021.ubbcluj.ro>.
- **September 10th 2021: admission exam** according to the provision stipulated in the present Regulation
- **September 15th – 17th, 2021: confirmation of acceptance** (at the Institute for Doctoral Studies)
- **September 27th, 2021: enrollment of students**

Registration requirements

Art. 3 Candidates are responsible for uploading in the appropriate format on the admission platform all the documents required by the *Babeş – Bolyai University Methodology regarding the admission process during 2021-2022*.

Art. 4 (1) Scanned documents are uploaded at <https://admitere2021.ubbcluj.ro>. The necessary documents are available at: <https://doctorat.ubbcluj.ro/eng/important-dates/>

(2) The secretary of the doctoral school has access to all the documents uploaded on the admission platform. He/she will give a registration number that will be communicated by email to the candidate. He/she also verifies the registration files and will ask for additional documents if this is incomplete. The completion of the registration with the missing/incomplete documents is possible until the last day of the registration set in the admission calendar.

Art. 5 Foreign citizen and Romanian citizen from diaspora will follow the procedure set in section 2 and 3 of the *Babeş – Bolyai University Methodology regarding the admission process during 2021-2022*.



Admission exam

Art. 6 (1) At Doctoral School of Sociology the admission exam consists of two evaluations:

- a written exam based on the topics listed by the PhD coordinator at least two months prior to the exam (<https://socasis.ubbcluj.ro/category/scoala-doctorala/>);
- an oral exam verifying the research interests of the candidate.

(2) Admission exam will be fully carried using online communication tools:

a) Written exam will be organized as a take-home exam:

Using the email address listed in the registration file, the secretary will send an email with the exam. The candidate has 2 hours (120 minutes) to answer the questions. Within the timeframe he/she will send his file to the admission committee. Clear instructions regarding the communication will be set in the examination file.

Written papers (.doc/.docx) will be archived by the doctoral school.

The time frame of the written exam will be communicated upon the registration period ends.

b) Oral exam will be carried using online communication tools (eg. Skype, Zoom, Cisco Webex) allowing live video-audio broadcasting and recording:

Each candidate has 30 minutes for presenting his/her research project.

The session will be recorded and will be archived by the doctoral school.

Upon the registration period ends, the details regarding the platform used and the log-in details will be posted on the faculty's website.

(3) If one candidate can not log-in or has technical issues during the admission process, the admission committee may decide upon rescheduling the session, in line with the university's regulations (the general calendar or the committees can not be changed).

Art. 7 (1) Each admission committee consist of the PhD coordinator who offers the place (president) and two other faculty members. The admission committee are approved by the Council of Doctoral school and by the Director of ISD.

Art. 8 The final result of the admission exam is established as an average between the two exams:

- 50% written exam.
- 50% oral exam.

Results of the admission exam

Art. 9 (1) Upon evaluation of the candidates, the admission committee decides the candidate/s who will be offered a place.

(2) Council of the Doctoral School will approve (electronically) the results. The results will be mentioned in a Minute that will be signed by the director of the doctoral school. The secretariate will send the Institute of Doctoral Studies the files of the candidates and the Minute that certifies the admission results.



(3) Results will be posted on the faculty's website in compliance with the GDPR (using the registration number candidates have received). Candidates can amend the results in the time frame set by the admission methodology.

Art. 10 (1) Candidates can amend only the written exam. His/her request is sent by email to the secretariate in maximum 24 hours after the results are public.

(2) A different committee will evaluate the written exam and decide upon the final results in maximum 48 hours. The decision of the re-evaluation committee is final.

Enrollment of the doctoral candidates

Art. 11 (1) Candidates declared successful at the admission exam may enroll on state-budgeted or self-paid places according to the total number of places offered by the doctoral school and according to the final grade received (art. 8).

(2) Candidates with a final grade above 7 (seven) are declared successful.

(3) Redistribution of successful candidates is made by the Institute for Doctoral Studies according to the *Babeș – Bolyai University Methodology regarding the admission process during 2021-2022*.

(4) Upon approval, final results will be posted on the faculty's website and on the Institute's website.

Art. 12 (1) Confirmation of the place received by a successful doctoral candidate is through signing the contract and uploading it on the admission platform.

(2) Other supporting documents, in original, will be send to the doctoral school. Self-paid candidates will also pay the first instalment. During the confirmation period the candidates will be in contact with the secretary for all the administrative steps.

(3) Failure to submit all the documents required/incomplete documents will results into losing the place offered.

Final provisions

Art. 13. With the approval of this Regulation, all the other provisions set in the *Babeș – Bolyai University Methodology regarding the admission process during 2021-2022* are still valid.

Art. 14 When the situation at the national/local level will allow, the provisions of the present Regulation will cease and the *Babeș – Bolyai University Methodology regarding the admission process during 2021-2022* will be fully in place.

The present Regulation was approved by the Council of Doctoral School of Sociology on May 25th, 2020 and amended on July 7th, 2021.