



DOCTORAL SCHOOL OF HUNGARIAN STUDIES Admission regulations

I. General conditions

- (1) Admission to doctoral studies in the July and September 2026 sessions is carried out in accordance with the following regulations in force:
 - Higher Education Law No. 199/2023;
 - Law No. 299/2007 on support for Romanians everywhere,
 - Order No. 3020/2024 of January 8, 2024, approving the Framework Regulations on doctoral studies;
 - Order No. 3693/2024 for the organization of admission to higher education in short-term, bachelor's, master's, and doctoral university study cycles
 - Legislation in force for the admission and schooling of foreign citizens from EU third countries in state and accredited private education in Romania;
 - Legislation in force for the admission and schooling of Romanians from all over the world in Romanian higher education,
 - Regulations for the organization and conduct of doctoral studies at Babeş-Bolyai University, approved by the Senate in its meeting no. 116/23.09.2024, with subsequent amendments and additions.
 - CA Decision no. 9387/26.06.2024 on the Procedure for the recognition of credits or credit points for bachelor's and master's degrees or advanced/long-term studies for admission to doctoral studies.
 - Methodology for admission to doctoral studies at Babeş-Bolyai University for the 2026-2027 academic year
- 2) These regulations establish the framework for the organization of admission to doctoral studies at SDSH. Admission to doctoral studies will be carried out in accordance with the calendar approved by the Board of Directors of Babeş-Bolyai University and *the Methodology for admission to doctoral studies at Babeş-Bolyai University for the academic year 2026-2027*.
- 3) Admission to doctoral studies at SDSH is based on a competition organized by Babeş-Bolyai University through the Institute for Doctoral Studies (hereinafter referred to as ISD).
- 4) Doctoral studies represent the third cycle of university studies and allow the acquisition of a level 8 qualification in the EQF/CEC and CNC. They are conducted in accordance with the provisions of the Framework Regulation on doctoral studies.
- 5) Admission to doctoral studies is organized by doctoral field: at SDHS, admission is organized in the field of philology.



6) Admission to doctoral studies is the process of selecting candidates for each vacant doctoral student position that doctoral supervisors within the doctoral school decide to propose for filling during the organized admission sessions.

7) Doctoral studies are organized in the form of full-time or part-time education, both for places financed from the state budget in the form of doctoral grants, and for places financed by fees or other legally constituted sources.

8) At SDSH, doctoral studies are conducted in Hungarian and, optionally, in an international language, in accordance with the doctoral study contract concluded between IOSUD, the doctoral supervisor, and the doctoral student.

9) Doctoral studies last for 4 years.

10) The number of places funded from the state budget for each institution organizing doctoral studies is established by order of the Minister of Education and Research/official letter from the MEC, and the number of fee-paying places is set by decision of the UBB University Senate.

The criteria for the distribution of state-funded places within the SDSH are as follows:

- the professional performance of doctoral students under supervision (publications and participation in scientific events and research projects) over the last five years;
- number of public defences (doctoral theses) successfully completed in the last five years;
- dropout rate of doctoral students (especially those with scholarships) in the last five years;
- the professional performance of the doctoral supervisor over the last five years;
- the professional performance of the doctoral supervisor based on the score according to CNATDCU standards.

Recently accredited doctoral supervisors (in the previous or current academic year) and those co-opted into the doctoral school in the current academic year are given priority in the allocation of scholarship places. The decision on the distribution of places at SDSH level is taken by the SDSH director, with an explanation of the criteria applied. In the event of appeals, the final decision rests with the SDSH Council.

11) At SDSH, the doctoral program is a scientific doctorate, which aims to produce original, internationally relevant scientific knowledge based on scientific methods, organized in the form of full-time or part-time education. The scientific doctorate is the basis for a professional career in higher education and research.

12) Only graduates with a master's degree or equivalent are eligible to participate in the doctoral admission competition, and the cumulative number of transferable credits earned for the bachelor's and master's degree programs must be at least 300. According to the provisions of Higher Education Law No. 199/2023, as amended and supplemented, the bachelor's degree of graduates of long-term higher education from the period prior to the application of the three Bologna cycles is equivalent to a master's degree in the specialty. Consequently, holders of



long-term higher education diplomas have the right to enroll in doctoral studies without having to complete the second cycle of master's degree studies.

13) Registration for the admission competition may be done on behalf of the candidate by another person on the basis of a notarized power of attorney.

14) When registering for the admission competition, candidates for doctoral studies may choose a doctoral supervisor from among those SDSH doctoral supervisors who offer doctoral student places for that admission competition. In order to register for the admission competition, foreign candidates (EU and non-EU) and candidates from the category of Romanians everywhere must obtain from their future doctoral supervisor a signed Agreement in Principle.

15) The selection of the doctoral candidate for a vacant position within the SDSH is carried out by the doctoral supervisor who supervises that position within the admission competition. If successful, that doctoral supervisor will coordinate the doctoral studies of that candidate within the SDSH.

16) The documents required for enrollment in the doctoral admission competition are specified and displayed both on the institute's website, respectively the ISD headquarters, and on the SDSH website.

17) SDSH ensures the transparency of admission competitions and guarantees candidates' access to information on doctoral selection and admission procedures.

18) In justified cases, with the approval of the SDSH Council, at the proposal of the doctoral supervisor, the admission tests may be conducted online.

19) It is prohibited, under penalty of law, to promote any form of direct or indirect discrimination between candidates for doctoral studies through the criteria for evaluating and selecting candidates.

20) The minimum average that a candidate must obtain in order to be declared admitted is 7.00. The average is calculated to two decimal places without rounding.

21) The final results of admission to doctoral studies are validated by the SDSH Council, CSUD, and the UBB Board of Directors.

22) The results of the admission competition are made public by SDSH and will be published on its website.

23) Any appeals regarding the written tests shall be submitted to the SDSH secretariat within 24 hours of the initial results (provisional lists) being posted. Appeals shall be resolved and the results shall be posted within a maximum of 24 hours of the deadline for submitting appeals. No appeals are allowed for the oral test.

24) After the deadline for resolving and responding (by posting) to appeals has expired, the result of the admission competition is final and cannot be changed.

25) The resolution of appeals is the exclusive responsibility of the appeals committee within the doctoral school. The decision of the appeals committee is final.

26) After the admission procedure is completed, the doctoral school displays the ranking of admitted/rejected candidates, mentioning the beneficiaries of doctoral grants and/or scholarships.



27) The results of the admission competition shall be displayed in stages, generating:

- a) provisional lists - with the ranking of candidates, generated after the tests;
- b) final lists - with the ranking of candidates, generated after the resolution of appeals, which include the final results.

The lists contain the following categories of information:

- a) the list of candidates admitted for state-funded places, within the limit of the number of places allocated, if applicable;
- b) list of candidates admitted to fee-paying places, within the limits of the number of places allocated, if applicable;
- c) the list of rejected candidates, if applicable.

28) Individual doctoral study plans for admitted candidates shall be completed during the confirmation period, using the range of subjects offered in the SDSH curriculum, which will be published on the doctoral school's website. The doctoral study plan form shall be completed by the doctoral student by editing it on a computer.

29) The amount of admission fees, file processing fees, university fees, as well as the conditions for exemption from or reduction of these fees are established in the Regulations on admission, tuition, and graduation fees (tariffs), which are approved by the UBB Senate Decision.

II. Enrollment for admission to SDSH

Art.

1) Citizens of European Union member states, states belonging to the European Economic Area of the Swiss Confederation, or 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 have access to doctoral studies under the same conditions as those provided for Romanian citizens in the normative acts, including with regard to fees (admission exam fee, tuition fee, doctoral thesis defense fee). Family member means spouse and dependent children. The procedure for enrolling these citizens in doctoral studies at SDSH is identical to that stipulated in *the Methodology for admission to doctoral studies for the 2026-2027 academic year at UBB*.

2) The candidate consults the list of places for the doctoral admission competition, distributed by faculty and doctoral supervisors, displayed both at the Institute of Doctoral Studies and on the website of the Institute of Doctoral Studies and SDSH.

3) The candidate pays the fee for the 2026 doctoral admission competition, consisting of the processing fee and the registration fee, in accordance with *the Methodology for admission to doctoral studies for the 2026-2027 academic year at UBB*.



4) During the registration period, the candidate uploads the following documents in pdf format to the registration platform:

- the registration form generated on the platform together with the declaration of consent for the processing of personal data

These documents will be generated automatically when the candidate enters their data on the online registration platform. To generate the registration form, it is necessary to enter, in the online registration platform, the personal identification data according to the identity card/passport, birth certificate and/or marriage certificate, the name of the doctoral supervisor for whose position they are applying, and other information regarding admission options

- Application form containing a declaration of ethnicity, according to the template on the ISD website – only for candidates who opt for places reserved for the Roma ethnicity
- Curriculum vitae
- List of published scientific papers (if applicable)
- Language proficiency certificate valid on the date of the admission exam, if applicable.
- Academic diplomas: high school diploma; bachelor's degree diploma (with relevant attachments, if applicable: transcript and diploma supplement); master's degree diploma (with relevant attachments, if applicable: transcript and diploma supplement);

Candidates who have passed the dissertation exam in the current academic year may submit, instead of the master's degree, a certificate issued by the educational institution, stating the overall average, the averages obtained during the years of study, the number of transferable credits acquired, the period of validity, and the fact that the diploma has not been issued.

Studies completed abroad must be proven by equivalence certificates (for both bachelor's and master's degrees) issued by the National Center for the Recognition and Equivalence of Diplomas (CNRED) within the Ministry of Education. The cumulative number of transferable credits acquired, according to the diplomas recognized by CNRED, must be at least 300. In the case of CNRED certificates issued with an electronic signature, the electronic version of this document shall be submitted.

- Birth certificate;
- Marriage certificate (only in case of change of birth name through marriage);
Administrative document for name change (if applicable).
- Identity card/ID card/or passport for citizens outside Romania.
- Document (receipt, payment order, postal order) proving payment of the admission exam fee (according to Art. 2, paragraph 3).



III. Conduct of the admission exam

Art. 3.

Admission to doctoral studies is conditional upon passing the admission exam, in accordance with the legal provisions in force.

1) At the Doctoral School of Hungarian Studies (SDSH), the doctoral admission exam consists of three tests:

- a) Evaluation of previous professional performance, based on the candidate's CV, list of publications, and scientific expertise.
- b) A written test on a specific subject, based on a topic and bibliography announced by the doctoral supervisor on the SDSH website at least two months before the date of the admission exam.
- c) An oral test in which the candidate's research project, scientific interests, and research skills are analyzed, as well as the proposed topic for the doctoral thesis. If necessary, the candidate's language skills will also be assessed during the interview.

Formal requirements of the research project: The project shall be 5-8 pages long and written in Hungarian (or, exceptionally, in an internationally used language). The project must include: a detailed presentation of the topic, working hypotheses, a summary of the specialist literature (attesting to prior documentation), and a schedule for the research during the doctoral studies. The research project must be submitted to the SDSH Secretariat or sent by email to the official address hungarologia.lett@ubbcluj.ro, as well as to the address of the chosen doctoral coordinator.

The final admission score is made up of three equal components (1/3 each):

1. Assessment of previous professional performance (1/3)
2. Specialized written test (1/3)
3. Oral test (1/3)

Grading and tiebreaker rules:

- Each element is graded on a scale of 1 to 10.
 - The minimum admission average is 7.00, calculated to two decimal places, without rounding.
- 2) Tiebreaker criteria (in case of equal averages): 1. Average from the master's exam; 2. Average from the bachelor's exam; 3. Grade from test 1; 4. Grade from test 3.
 - 3) If any of the candidates expresses to the future doctoral supervisor their intention to conduct at least one component of their doctoral studies in a foreign language, then that candidate will conduct at least one component of the competition in that language. This component is considered an additional elimination test and will be graded as pass/fail.
 - 4) The competition tests are held before an admissions committee consisting of the doctoral supervisor who offered the doctoral student place for admission and at least two other specialists from Babeş-Bolyai University, who hold at least the position of lecturer/senior lecturer, associate professor, or scientific researcher of the second degree.



The chair of the admissions committee is the doctoral supervisor. The admissions committees are proposed by the SSDSH council and approved by the director of CSUD.

- 5) It is forbidden for a candidate for doctoral studies to be related by marriage, affinity, or kinship up to and including the third degree to members of the admissions committee before which they must take the tests in the doctoral admissions competition.
- 6) Candidates may not be spouses, relatives, or relatives up to and including the third degree of kinship with their future doctoral supervisor.
- 7) Persons who are spouses, relatives, or relatives up to and including the third degree may not be appointed to the same doctoral admissions committee.

IV. Admission results

Art. 4

- 1) After evaluating the candidates' performance in the competition tests, the admission committee nominates, based on the established selection criteria, the candidate who will occupy the doctoral student position advertised in the competition. This candidate may be enrolled in that position only after obtaining the favorable opinion of the SDSH council.
- 2) The minimum average that a candidate must obtain in order to be declared admitted is 7.00. The average is calculated to two decimal places without rounding.
- 3) SDSH will post the results of admitted/rejected candidates on its website (with personal data protected in accordance with the GDPR), so that the right to appeal can be respected.
- 4) Vacant places within SDSH are redistributed only in the September session. Redistribution is done, first, within the doctoral school, to doctoral supervisors who request redistribution of candidates, in compliance with the decisions of the Board of Directors, the Council for Doctoral Studies, and the regulations in force at that time. The decision on the redistribution of places will be taken by the SDSH Council based on the general distribution criteria at SDSH level.

V. Confirmation of places and enrollment of admitted candidates

Art. 5

- 1) During the period announced for confirmations, candidates admitted to places funded by study grants will confirm their places for enrollment, in accordance with the provisions in force, online, on the admission platform, and onsite/physically, at the SDSH secretariat. Confirmation of the place is done as follows:
 - Online, by uploading the signed study contract and following the instructions on the platform
 - Onsite/physically, at the SDSH Secretariat, by submitting the following documents:
 1. The registration form generated on the platform, dated and signed by the candidate



This document, generated by the platform, will be printed, dated, and signed by the candidate. All options regarding the filling of places will be marked in order to allow for the possibility of shifting to

unoccupied seats;

2. Registration application (which also contains the declaration of ethnicity) according to the model on the ISD website – only for candidates who opt for places reserved for the Roma ethnicity

3. Curriculum vitae, signed and dated;

4. List of published scientific papers (if applicable), signed;

5. High school diploma or equivalent certificate, bachelor's degree or equivalent certificate and supplement to the bachelor's degree, language proficiency certificate;

6. Master's degree or, where applicable, equivalent bachelor's degree. Candidates who have passed the dissertation exam during the current academic year shall submit, for confirm their place in the state-funded program, the original graduation certificate. The certificate

is issued by the educational institution from which they graduated and must mentions the overall average, the averages obtained during the years of study, the number of credits obtained upon graduation, the validity period, and the fact that the diploma has not been issued. Candidates

enrolled in doctoral programs are required to submit/replace the master's degree certificate upon expiration of its validity with the corresponding diploma.

7. For candidates who have studied abroad, the original Certificates/Certificates of recognition/equivalence of studies by CNRED.

Studies completed abroad must be proven by a certificate of equivalence issued by the National Center for Recognition and Equivalence of Diplomas (CNRED), attached to the relevant ministry;

8. Signed study contract (in 4 copies);

9. Doctoral study plan (in 4 copies) completed and signed by the doctoral student and the doctoral supervisor. This document is edited on a computer according to the instructions in the pre-established form, available on the ISD website and at doctoral schools;

10. Birth certificate;

11. Marriage certificate (only if the birth name has been changed due to marriage);

12. Administrative document for name change (if applicable).

13. Document (receipt, payment order, postal order) proving payment of the admission fee admission competition, if one of the P2, P3, or P4 payment methods was chosen

14. Candidates declared admitted to state-funded places with scholarships shall submit to the SDSHe secretariat

SDSHe at the time of confirmation of the place and a document containing the IBAN of the current account in the candidate's name.



- 2) The documents mentioned in points 5-7, 10-11 shall be submitted in original for certification of conformity with the original by the SDSH Secretariat. Candidates declared admitted to a state-funded place shall confirm their place by submitting the original diploma/document recognizing the diploma/certificate of the study cycle.
- 3) Onsite confirmation of the place obtained in the admission competition can be made on behalf of the candidate, and by another person on the basis of a notarised power of attorney.
- 4) Persons with physical disabilities may submit their application documents to the following address:
doctorat@ubbcluj.ros, accompanied by a certificate attesting to the impossibility of travel.
- 5) Candidates who do not confirm their places (by taking the specific steps on the admission platform, such as uploading documents and/or paying the fee) during the period announced for confirmations lose their right to enrol. After the confirmation stage, the budgeted places with scholarships and without scholarships that remain unoccupied will be filled, by sliding, by candidates who have confirmed their places in the budgeted places without scholarships and with fees, in descending order of the average marks obtained in the competition tests.
- 6) Budgeted places, respectively fee-paying places that remain unfilled in admission session 1 will be put up for competition in session 2 (if applicable).

Art. 6.

Foreign citizens, non-EU (defined as persons who are not from the European Union (EU), the European Economic Area (EEA), the Swiss Confederation (CH) or the UK, and have the citizenship of a third country of the European Union, proven by holding a valid passport) may participate in the admission process for study places by paying tuition fees in foreign currency or as scholarship holders of the Romanian state. The admission process is regulated by the Methodology for admission to doctoral studies at Babeş-Bolyai University for the 2026-2027 academic year.

The language certificates accepted for admission to SDSH are regulated by the Methodology for admission to doctoral studies at Babeş-Bolyai University for the academic year 2026-2027.

VI. Final provisions

Art.

- (6) Throughout the admission period, SDSH members assume all responsibilities specified in the SDSH Operating Regulations, along with the following additional responsibilities:
 - a. The SDSH Secretary
 - shall check the candidates' files and notify the candidates in case of irregularities
 - shall provide candidates with information regarding the admission process
 - shall facilitate the organization of the admission competition
 - b. Members of the SDSH Council
 - will ensure the proper organization of the admission competition and compliance with all legal provisions



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c. SDSH Director

- will ensure the smooth running of the admission competition, in terms of compliance with quality standards, academic ethics, and the legislation in force.

All information related to admission will be available on the SDSH website, in the Admission section.