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UNIVERSITATEA DIN ORADEA

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# **METODOLOGY**

**of organization and conduct of the admission exams 2017  
- BACHELOR'S AND MASTER'S STUDIES -  
*Faculty of Economic Sciences – University of Oradea***

**Sessions: *July 2017 and September 2017***



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## I. GENERAL PROVISIONS

The methodology for organization and conduct of the admission contest for the academic year 2017-2018 at the Faculty of Economic Sciences of the University of Oradea is developed based on the *Law of National Education no. 1/2011*, as subsequently amended and supplemented, on the *National Education and Scientific Research Ministerial Order no. 6102/2016 on the general organization and conduct of the admission to bachelor's, master's and doctoral study cycles for the academic year 2017 – 2018* issued by MENCS on 15.12.2016 (published in the Official Gazette, Part I, no. 1071/30.12.2016 and in force since 30.12.2016), and on the *Methodology for organizing and conducting the Admission to bachelor's, master's studies, for university year 2017-2018, adopted at the level of the University of Oradea*, following its approval by the Senate of the University of Oradea in the meeting of January 30, 2017 (Annex 1 to the Decisions of the Senate of the University of Oradea, no. 16 of 30.01.2017).

According to the principles of university autonomy, the admission contest for the academic year 2017 - 2018 is organized in two sessions in identical condition: *Session July 2017* and respectively, for the unoccupied places, if any, *Session September 2017*.

**The admission organized at the Faculty of Economic Sciences** is aimed at a fair and objective selection of candidates, respecting competition rules and considering the candidate's skills and knowledge for the field/ program of study/ specialization she/he competes for as the only criterion.

Participants at the university admission must be high school graduates with baccalaureate degree (or equivalent diploma), students who want to pursue another field / specialization (who at the end of the summer examination session 2016-2017 academic year obtained the maximum number of credits to complete the years of study) and / or university graduates with bachelor's degree.

The unoccupied places after the session of *July 2017* can be made available for the contest of *September 2017* session. The places remaining unoccupied after this session can be redistributed within the same cycle of studies without exceeding the number of places approved for each field / program of study / specialization and in accordance with the number of places agreed by the faculty to organize a study formation.

Admission is held at the Faculty of Economic Sciences, as follows:

- a) on places subsidized from the state budget;
- b) on tuition fee places.

**For the bachelor's studies**, admission is organized to bachelor's study fields/ study programs that are accredited or have authorization for temporary operation within the Faculty of Economic Sciences, according to the regulations in force.

**The admission to the form of distance learning (ID) - bachelor's studies** - is based on the same criteria, on separate lists of candidates, as for full-time education (IF), on the places provided for the purpose. The education form of distance learning (ID) is organized only with tuition fee.

**For the master's studies**, admission is organized to study programs that are accredited within the Faculty of Economic Sciences, according to the regulations in force.



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The Faculty of Economic Sciences, University of Oradea, reserves the right to admit fewer students in a program of study / specialization than the number of students displayed or not to organize a study program / specialization in the academic year of 2017-2018, if it does not have enough places confirmed after admission to organize the study formation according to the Decision of the Senate of the University of Oradea. In this case, candidates will be assigned to the next / following option(s) in the application form for registration to admission. Applicants admitted to a specialization/ program of study which is no longer organized, will be distributed to the following programs of study chosen in the application form at registration, according to their general admission averages.

The current methodology will be communicated to the candidates by display at the faculty and publication on the website <http://steconomiceuoradea.ro/>. This methodology provides all aspects of admission, as follows:

- The study offer of the faculty for *Admission 2017*;
- Calendar of admission (registration, date of exams - if applicable, confirmations, display of provisional and final lists);
- Admission and selection criteria for candidates with equal average score on the last place;
- Organization and conduct of oral and written test (if the case);
- Conditions for submitting complaints and their resolution;
- Selection criteria for graduates;
- Selection criteria for completing studies;
- Taxes for registration to the admission;
- Special facilities and conditions for admission to bachelor's studies (distinctions - 1st place and 1st, 2nd and 3rd runner-up - in international school Olympics, acknowledged by the ministry in charge, or other specific criteria for candidates distinguished during their high school years in school Olympics and/or various other national or international contests, mentioned distinctly etc.)

Admission to the distance learning study forms (undergraduate studies) is based on the same criteria, and is made on separate lists of candidates, as for the full-time education study forms, on the places established for this form. Distance learning is organized only with tuition fee.

The minimum number of students to start a study program is determined by Decision of the University Senate, with the approval of the Administration Council, based on specific criteria. Candidates will be informed, at the registration, about the minimum number of students needed to start a study program.

Admission to university studies taught in Romanian shall be conducted in Romanian.

For the studies taught in English organized within the Faculty of Sciences Economic, admission is held in English. Admission for study programs taught in English contains a preliminary test of language proficiency, marked with pass / fail. Details about the conduct of this test are presented in the methodology of this faculty.

At the end of the contest, the faculty admission commission will submit to the Central Admission Commission comprising variants of subjects/ multiple choice drills, the minutes of extracting the subject/ multiple choice drills, the correction scales and the table with the results obtained by the candidates at the English language proficiency test (for study programs taught in English).

Admission of Romanians from everywhere and of the citizens of European Union third states is based on special methodologies developed by the Ministry of Education, on which University of Oradea will develop distinct methodologies for admission for this category of candidates.



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## II. THE STUDY OFFER OF THE FACULTY OF ECONOMIC SCIENCES OF THE UNIVERSITY OF ORADEA FOR THE ADMISSION 2017

The Faculty of Economic Sciences has the following study offer for the Admission 2017, on educational cycles, fields, study programs/ specializations and forms of education:

### 2.1. Cycle I – Bachelor’s degree studies:

No.	Bachelor degree domain	Specialization (acronym)	Statute (accredited / temporarily authorized)	No. of credits / Duration of studies	Form of education	Maximum number of students that can be enrolled in the first year	
						Total	From which, places financed from the state's budget
1	Business Administration	Economy of Trade, Tourism and Services (ECTS)	Accredited according to GD 1082/11.09.2003, republished in GD 493/17.07.2013, GD 730/25.09.2013, GD 580/16.07.2014, GD 575/27.07.2015 and GD 376/18.05.2016.	180 credits 6 semesters	Full-time education (IF)	75*	-***
			Accredited according to GD 707/18.07.2012, republished in GD 493/17.07.2013, GD 730/25.09.2013, GD 580/16.07.2014, GD 575/27.07.2015 and GD 376/18.05.2016. Authorized according to GD 1082/11.09.2003 Accredited (periodic evaluation) by ARACIS with qualification TRUST, according to Decision of the ARACIS Council meeting on	180 credits 6 semesters	Distance learning (ID)	30**	0



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No.	Bachelor degree domain	Specialization (acronym)	Statute (accredited / temporarily authorized)	No. of credits / Duration of studies	Form of education	Maximum number of students that can be enrolled in the first year	
						Total	From which, places financed from the state's budget
			29.10.2015.				
		Business Administration (in English) (AAE)	Provisional Authorization according to GD 654/23.09.2016. Evaluated and granted Provisional Authorization by ARACIS, with qualification TRUST, according to Decision of the ARACIS Council adopted in the meeting on 30.06.2016.	180 credits 6 semesters	Full-time education (IF)	50****	_***
2	Economics and International Business	International business (AI)	Accredited according to GD 1082/11.09.2003, republished in GD 493/17.07.2013, GD 730/25.09.2013, GD 580/16.07.2014, GD 575/27.07.2015 and GD 376/18.05.2016.	180 credits 6 semesters	Full-time education (IF)	75*	_***
			Accredited according to 707/18.07.2012, republished in GD 493/17.07.2013, GD 730/25.09.2013, GD 580/16.07.2014, GD 575/27.07.2015 and GD 376/18.05.2016. Temporarily authorized according to GD 1082/11.09.2003. Accredited (periodic evaluation) by ARACIS with qualification TRUST, according to Decision of the ARACIS Council meeting on 29.10.2015.	180 credits 6 semesters	Distance learning (ID)	30*	0
		International business (in	Temporarily authorized according to GD 730/25.09.2013 and republished in GD	180 credits 6 semesters	Full-time education	50**	_***



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No.	Bachelor degree domain	Specialization (acronym)	Statute (accredited / temporarily authorized)	No. of credits / Duration of studies	Form of education	Maximum number of students that can be enrolled in the first year	
						Total	From which, places financed from the state's budget
		English) (AIE)	580/16.07.2014, GD 575/27.07.2015 and GD 376/18.05.2016.		(IF)		
3	Accounting	Accounting and Management Informatics (CIG)	Accredited according to GD 707/18.07.2012, republished in GD 493/17.07.2013, GD 730/25.09.2013, GD 580/16.07.2014, GD 575/27.07.2015 and GD 376/18.05.2016. Temporarily authorized according to GD 1082/11.09.2003. Accredited (periodic evaluation) by ARACIS with qualification TRUST, according to Decision of the ARACIS Council meeting on 24.11.2016.	180 credits 6 semesters	Full-time education (IF)	75*	_*_*_*
4	Finance	Finance and banks (FB)	Accredited according to GD 1082/11.09.2003, republished in GD 707/18.07.2012, GD 493/17.07.2013, GD 730/25.09.2013, GD 580/16.07.2014, GD 575/27.07.2015 and GD 376/18.05.2016.	180 credits 6 semesters	Full-time education (IF)	75*	_*_*_*
			Accredited according to GD 707/18.07.2012, republished in GD 493/17.07.2013, GD 730/25.09.2013, GD 580/16.07.2014, GD 575/27.07.2015 and GD 376/18.05.2016. Temporarily authorized according to GD 1082/11.09.2003.	180 credits 6 semesters	Distance learning (ID)	30**	0



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No.	Bachelor degree domain	Specialization (acronym)	Statute (accredited / temporarily authorized)	No. of credits / Duration of studies	Form of education	Maximum number of students that can be enrolled in the first year	
						Total	From which, places financed from the state's budget
			Accredited (periodic evaluation) by ARACIS with qualification TRUST, according to Decision of the ARACIS Council meeting on 29.10.2015.				
5	Management	Management (MN)	Accredited according to GD 1609/30.09.2004, republished in GD 707/18.07.2012, GD 493/17.07.2013, GD 730/25.09.2013, GD 580/16.07.2014, GD 575/27.07.2015 and GD 376/18.05.2016.	180 credits 6 semesters	Full-time education (IF)	75*	_***
6	Marketing	Marketing (MK)	Accredited according to GD 1082/11.09.2003, republished in GD 707/18.07.2012, GD 493/17.07.2013, GD 730/25.09.2013, GD 580/16.07.2014, GD 575/27.07.2015 and GD 376/18.05.2016.	180 credits 6 semesters	Full-time education (IF)	75*	_***
			Accredited according to GD 707/18.07.2012, republished in GD 493/17.07.2013, GD 730/25.09.2013, GD 580/16.07.2014, GD 575/27.07.2015 and GD 376/18.05.2016. Temporarily authorized according to GD 1082/11.09.2003. Accredited (periodic evaluation) by ARACIS with qualification TRUST, according to Decision of the ARACIS Council meeting on 29.10.2015.	180 credits 6 semesters	Distance learning (ID)	30**	0





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\* according to GD 575/27.07.2015 and to the Decisions of ARACIS Council of December 19, 2013, published on the web page [http://www.aracis.ro/rezultate-evaluari/evaluari/evaluari-single/view/arhiva-2013/242/?tx\\_ttnews%5BpS%5D=1397084280&cHash=2ede8afcc7](http://www.aracis.ro/rezultate-evaluari/evaluari/evaluari-single/view/arhiva-2013/242/?tx_ttnews%5BpS%5D=1397084280&cHash=2ede8afcc7), folder [Arhiva\\_2013.rar](#) and respectively, according to the document published at link. [http://www.aracis.ro/uploads/media/Raport\\_Departament\\_de\\_evaluare\\_cb6b01.pdf](http://www.aracis.ro/uploads/media/Raport_Departament_de_evaluare_cb6b01.pdf), pp. 10-11  
\*\* according to the Decisions of ARACIS Council of October 29, 2015, published on the web page <http://www.aracis.ro/rezultate-evaluari/evaluari/evaluari-single/view/hotarari-29102015/103/> and respectively, [http://www.aracis.ro/uploads/media/Hotarari\\_ale\\_Consiliului\\_ARACIS\\_din\\_29.10.2015.pdf](http://www.aracis.ro/uploads/media/Hotarari_ale_Consiliului_ARACIS_din_29.10.2015.pdf), p. 5  
\*\*\* to be completed after the distribution of tuition free places  
\*\*\*\* according to the Decisions of ARACIS Council of June 30, 2016

**The Faculty of Economic Sciences, University of Oradea, reserves the right to admit fewer students in a program of study / specialization than the number of students displayed or not to organize a study program / specialization in the academic year of 2017-2018, if it does not have enough places confirmed after admission to organize the study formation according to the Decision of the Senate of the University of Oradea. In this case, candidates will be assigned to the next / following option(s) in the application form for registration to admission.** Applicants admitted to a program of study which is no longer organized, will be distributed to the following programs of study chosen in the application form at registration, according to their general admission averages.

For a specialization/ study program of bachelor's degree to be organized by the Faculty of Economic Sciences of the University of Oradea, following the admission contest, it is necessary that **minimum 20 students** confirm their places after admission at each of the specializations taught in Romanian and respectively **minimum 15 students** confirm their places after admission at one of the specialization taught in English - *Business Administration (in English), International business (in English)*.



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## 2.2. Cycle II – Master’s degree studies:

No.	Bachelor degree domain	Specialization (acronym)	Statute (accredited / temporarily authorized)	No. of credits / Duration of studies	Form of education	Maximum number of students that can be enrolled in the first year	
						Total,	from which, places financed from the state's budget
1.	Business Administration	Business Administration (MBA)	Accredited according to GD 664/21.09.2016. Evaluated and accredited by ARACIS, with qualification TRUST, according to Decision of the ARACIS Council adopted in the meeting of 30.06.2016	120 credits, 4 semesters	Full-time education (IF)	100**	_****
		Administration of regional business (AAR)	Accredited according to Order 4945/31.07.2012, reconfirmed by GD 581/30.07.2013, GD 580/16.07.2014, GD 575/27.07.2015 and GD 376/18.05.2016. Authorized under ARACIS Address 1087/21.02.2008	120 credits, 4 semesters	Full-time education (IF)		_****
		Economics and business administration in tourism and hospitality industry (EATIO)	Accredited according to Order 4945/31.07.2012, reconfirmed by GD 581/30.07.2013, GD 580/16.07.2014, GD 575/27.07.2015 and GD 376/18.05.2016. Authorized under ARACIS Address 1959/21.03.2008	120 credits, 4 semesters	Full-time education (IF)		_****
2.	Accounting	Accounting, audit and business management (CAGA)	Accredited according to Order 4945/31.07.2012, reconfirmed by GD 581/30.07.2013, GD 580/16.07.2014, GD 575/27.07.2015 and GD 376/18.05.2016.	120 credits, 4 semesters	Full-time education (IF)	50***	_****



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No.	Bachelor degree domain	Specialization (acronym)	Statute (accredited / temporarily authorized)	No. of credits / Duration of studies	Form of education	Maximum number of students that can be enrolled in the first year	
						Total,	from which, places financed from the state's budget
			Authorized under ARACIS Address 1087/21.02.2008				
3.	Economics and International Business	International Business Administration (MIBA)	Accredited according to GD 664/21.09.2016. Evaluated and accredited by ARACIS, with qualification TRUST, according to Decision of the ARACIS Council adopted in the meeting of 28.07.2016	120 credits, 4 semesters	Full-time education (IF)	100**	_****
		Administration of internal and international business of SMEs (AAIIIMM)	Accredited according to Order 4945/31.07.2012, reconfirmed by GD 581/30.07.2013, GD 580/16.07.2014, GD 575/27.07.2015 and GD 376/18.05.2016. Authorized under ARACIS Address 1959/21.03.2008	120 credits, 4 semesters	Full-time education (IF)		_****
		European economic relations (REE)	Accredited according to Order 4945/31.07.2012, reconfirmed by GD 581/30.07.2013, GD 580/16.07.2014, GD 575/27.07.2015 and GD 376/18.05.2016. Authorized under ARACIS Address 1087/21.02.2008	120 credits, 4 semesters	Full-time education (IF)		_****
4.	Finances	Finance, banks and insurance (FBA)	Accredited according to Order 4945/31.07.2012, reconfirmed by GD 581/30.07.2013, GD 580/16.07.2014, GD 575/27.07.2015 and GD 376/18.05.2016.	120 credits, 4 semesters	Full-time education (IF)	50***	_****



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No.	Bachelor degree domain	Specialization (acronym)	Statute (accredited / temporarily authorized)	No. of credits / Duration of studies	Form of education	Maximum number of students that can be enrolled in the first year	
						Total,	from which, places financed from the state's budget
			Authorized under ARACIS Address 1087/21.02.2008				
5.	Management	Advanced Management (MAM)	Accredited according to GD 664/21.09.2016. Evaluated and accredited by ARACIS, with qualification TRUST, according to Decision of the ARACIS Council adopted in the meeting of 30.06.2016	120 credits, 4 semesters	Full-time education (IF)	100**	_****
		Management of organization (MO)	Accredited according to Order 4945/31.07.2012, reconfirmed by GD 581/30.07.2013, GD 580/16.07.2014, GD 575/27.07.2015 and GD 376/18.05.2016. Authorized under ARACIS Address 1087/21.02.2008	120 credits, 4 semesters	Full-time education (IF)		_****
6.	Marketing	Marketing and communication in business (MCA)	Accredited according to Order 4945/31.07.2012, reconfirmed by GD 581/30.07.2013, GD 580/16.07.2014, GD 575/27.07.2015 and GD 376/18.05.2016. Authorized under ARACIS Address 1087/21.02.2008	120 credits, 4 semesters	Full-time education (IF)	50*	_****

\* according to DG 581/30.07.2013, GD 582/21.07.2014 and GD 595/06.08.2015 and respectively to the decisions of ARACIS Council of November 28, 2013, published on the web page

[http://www.aracis.ro/rezultate-evaluari/evaluari/evaluari-single/view/Arhiva-2013/242/?tx\\_ttnews%5BpS%5D=1397084280&cHash=2ede8afcc7](http://www.aracis.ro/rezultate-evaluari/evaluari/evaluari-single/view/Arhiva-2013/242/?tx_ttnews%5BpS%5D=1397084280&cHash=2ede8afcc7), folder [Arhiva\\_2013.rar](#)

\*\* according to DG 581/30.07.2013, GD 582/21.07.2014, GD 595/06.08.2015, GD 402/02.06.2016 and GD 664/21.09.2016 and respectively to the decisions of ARACIS Council of June 30, 2016 and of July 28, 2016.



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\*\*\* according to DG 581/30.07.2013, GD 582/21.07.2014 and to the decisions of ARACIS Council of October 31, 2013, published on the web page [http://www.aracis.ro/rezultate-evaluari/evaluari/evaluari-single/view/arhiva-2013/242/?tx\\_ttnews%5BpS%5D=1397084280&cHash=2ede8afcc7](http://www.aracis.ro/rezultate-evaluari/evaluari/evaluari-single/view/arhiva-2013/242/?tx_ttnews%5BpS%5D=1397084280&cHash=2ede8afcc7), folder [Arhiva\\_2013.rar](#)

\*\*\*\* to be completed after the distribution of tuition free places

The Faculty of Economic Sciences, University of Oradea, reserves the right to admit fewer students in a program of study than the number of students displayed or not to organize a master study program in the academic year of 2017-2018, if it does not have enough places confirmed after admission to organize the study formation according to the Decision of the Senate of the University of Oradea. In this case, candidates will be assigned to the next / following option(s) in the application form for registration to admission. Applicants admitted to a specialization/program of study which is no longer organized, will be distributed to the following programs of study chosen in the application form at registration, according to their general admission averages. For a master study program to be organized by the Faculty of Economic Sciences of the University of Oradea, following the admission contest, it is necessary that minimum 15 students confirm their places after admission for that study program; subgroups cannot be formed with less than 10 students. If in a field there are 2 or more study programs accredited, it is necessary that **minimum 15 students** confirm their places after admission to one of the study programs and respectively **minimum 20 students** confirm their places after admission to the other(s) study program(s). At the start of a master program taught in English, the **minimum number of students** that have to confirm their places after admission to a master program taught in English is **15 students / master program**.



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### III. ADMISSION COMMISSIONS

#### **Admission commissions at university level**

The Central Admission Commission at university level is appointed by decision issued by the university's rector.

#### **Admission commissions at faculty level**

At the level of the faculty, the admission commissions for the sessions in July and September 2017 have been constituted and approved - at the dean's proposal - by the Faculty Council in the meeting of 10.02.2017, and shall be approved by the rector who will issue the decision of the commission appointment. Admission commissions and if the case the commissions for complaints at faculty level are approved by the Faculty Council at the dean's proposal and appointed by the rector's decision.

The faculty level admission commissions are responsible for the good organization and conduct of the entrance examination, from registration of candidates to resolution of complaints and display of final results, according to this methodology.

All staff involved in the organization and conduct of the entrance examination will be trained at the level of each faculty. Academics and other persons involved in the admission exam that deviate from compliance with existing rules or who by their work and conduct prejudice the good organization of the contest will be replaced immediately from the functions performed and, if necessary, sanctioned under the law.

Persons who are related, up to the third degree, inclusively, to a candidate to the admission contest cannot be members of the admission commission.

At the end of the contest, the faculty admission commission will submit to the Central Admission Commission comprising variants of subjects/ multiple choice drills, the minutes of extracting the subject/ multiple choice drills, the correction scales and the table with the results obtained by the candidates at the English language proficiency test (for study programs taught in English).

#### ***The Responsibilities of the president and vice-presidents of the admission commission at faculty level:***

- ✓ ensuring the proper organization of the whole admission process: making sure it complies with the legal regulations, coordinating the admission commissions;
- ✓ ensuring the proper management and equipment of the rooms where the registration of candidates takes place;
- ✓ training and coordinating the admission secretary(ies);
- ✓ providing the necessary rooms;
- ✓ coordinating the activity of the admission secretary(ies), and of the computerized data processing commission;
- ✓ organizing the computerized data processing;
- ✓ organizing the activity of announcement and display of results;
- ✓ organizing the resolution of any complaints: appointing a new commission, announcing results following the complaints.

#### ***The Responsibilities of the secretary(ies) of admission:***

- ✓ ensuring the correctness of registrations for admission: verifying the registered candidates;



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- ✓ ensuring the proper distribution of candidates according to their choices along with the members of the admission commission at faculty level;
- ✓ coordinating the proper recording of scores obtained by candidates;
- ✓ preparing and submitting the *Admission file* to the Central Admission Commission (a file comprising all documents resulting from admission: the decision to appoint commissions, lists of candidates, variants of subjects/ multiple choice drills, the minutes of extracting the subject/ multiple choice drills, correction scales and in the case of eliminatory tests the table with the results obtained by the candidates at these tests, the lists with admission final results, resolution of complaints and so on).

***The Responsibilities of commission member at faculty level:***

- ✓ counselling the candidates to admission;
- ✓ introducing all candidates' data: name and surname, father's initials, badge number, scores etc. following the rate at which registrations occur;
- ✓ preparing and ensuring the accuracy of the final lists in descending order of the scores, according to the admission criteria;
- ✓ bearing full responsibility for any irregularity regarding the accuracy and reliability of the data they processed.



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## IV. ADMISSION TO THE BACHELOR'S STUDIES

For the cycle of bachelor's degree studies, the admission is organized by bachelor's study fields / study programs / specializations accredited or provisionally authorized within the Faculty of Economic Sciences, University of Oradea, according to the provisions in force. The minimum number of students declared 'admitted' for starting a program of bachelor's study is determined by the Decision of the Senate of the University of Oradea (HS), with the approval of the Administration Council of the University of Oradea (CA), based on specific criteria.

**The Faculty of Economic Sciences, University of Oradea, reserves the right to admit fewer students in a program of study / specialization than the number of students displayed or not to organize a study program / specialization in the academic year of 2017-2018, if it does not have enough places confirmed after admission to organize the study formation according to the Decision of the Senate of the University of Oradea. In this case, candidates will be assigned to the next / following option(s) in the application form for registration to admission, and applicants admitted to a program of study which is no longer organized, will be distributed to the following programs of study chosen in the application form at registration, according to their general admission averages.**

For a specialization/ study program of bachelor's degree to be organized by the Faculty of Economic Sciences of the University of Oradea, following the admission contest, it is necessary that **minimum 20 students** confirm their places after admission at each of the specializations taught in Romanian and respectively **minimum 15 students** confirm their places after admission at the specialization taught in English - *Business Administration (in English), International business (in English)*

Candidates will be informed upon registering concerning the number of students necessary to start a program of study/ specialization.

### 4.1. Calendar of the admission contest for bachelor's studies

The Council of the Faculty of Economic Sciences hereby establishes the calendar of admission at faculty level, which will be displayed at the faculty and posted on the website of the faculty and of the university. After the display of the calendar of admission no extension of the period for registration or confirmation can be approved any longer.

#### **The calendar of the admission contest for bachelor's degree studies – Admission 2017:**

Registrations for *Admission 2017* are made at the Faculty of Economic Sciences, 1 Universității Str., Building F, ground floor, room F003, Oradea, County Bihor, Romania, from **Monday to Friday between 9.00 and 16.00, and on Saturday from 9.00 to 12.00.**

#### **Calendar of the admission contest - Session July 2017:**

■ **17 – 24 July 2017** – registration of candidates (at registration, each candidate will provide a personal and valid e-mail address, which, if the candidate is declared admitted, will be used along the study years for communication with faculty);





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- **24 July 2017, 17<sup>00</sup>, room F003** – if the case, the eliminatory preliminary test of linguistic competence in English, marked passed/ failed - **only for the candidates that opt for the bachelor's degree study programs taught in English: *Business Administration (in English), International business (in English)***;
- **25 July 2017** - display of provisional results;
- **26 July 2017, between 9<sup>00</sup>-15<sup>00</sup>** – complaints' submission (if any), along with the receipt slip that proves the payment of the contestation fee (150 RON) to the Dean's Office of the Faculty of Economic Sciences (room I 008a);
- **26 July 2017** – resolution of complaints and display of provisional results after complaints' resolution. No complaints to the complaints are allowed, at any rate!
- **27 - 28 July 2017** – confirmation of place by candidates declared „admitted” at the admission contest. **The confirmation of the place by the candidate** is made as follows:
  1. **Payment of the enrolment fee** (100 RON) to the cashiers' office of the University of Oradea or to the Bank Transilvania and handing of the receipt slip (in original) to the Faculty of Economic Sciences room F003;
  2. **Payment of the tuition fee** to the cashiers' office of the University of Oradea or to the Bank Transilvania - **Tranche I** (for students admitted to the fee form at the study programs in Romanian: **1000 RON**; for students admitted to the fee form at the study programs taught in English - *Business Administration (in English), International business (in English)*: **1200 RON**), and handing of the receipt slip (in original) to the Faculty of Economic Sciences room F003; a discount of 5% of the annual tuition fee is provided for candidates / students who pay the annual tuition fee in full by October 15, 2017;
  3. **Filling in and submission of enrolment form** to room F003 and **signing the University studies contract**.
- **29 July 2017** – display of final results, after confirmation of places by the candidates declared “admitted” after the admission contest (after the deadline of confirmation period, the Faculty of Economic Sciences will update the list as final and will disseminate it for those concerned by public display at the faculty's display board and on the web page <http://steconomiceuoradea.ro>).

#### **Calendar of the admission contest - Session September 2017 (for places remained unoccupied after session July 2017, if any):**

- **11 - 15 September 2017** - registration of candidates (at registration, each candidate will provide a personal and valid e-mail address, which, if the candidate is declared admitted, will be used along the study years for communication with the Faculty);
- **15 September 2017, 17<sup>00</sup>, room F003** – if the case, the eliminatory preliminary test of linguistic competence in English, marked passed/ failed - **only for the candidates that opt for the bachelor's degree study programs taught in English: *Business Administration (in English), International business (in English)***;
- **16 September 2017** – display of provisional results;
- **18 September 2017, between 9<sup>00</sup>-15<sup>00</sup>** – complaints' submission (if any), along with the receipt slip that proves the payment of the contestation fee (150 RON) to the Dean's Office of the Faculty of Economic Sciences (room I 008a)
- **18 September 2017** – resolution of complaints and display of provisional results after complaints' resolution. No complaints to the complaints are allowed, at any rate!
- **19- 20 September 2017** – confirmation of place by candidates declared „admitted” at the admission contest. **The confirmation of the place by the candidate** is made as follows:



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1. **Payment of the enrolment fee** (100 RON) to the cashiers' office of the University of Oradea or to the Bank Transilvania and handing of the receipt slip (in original) to the Faculty of Economic Sciences room F003;
2. **Payment of the tuition fee** to the cashiers' office of the University of Oradea or to the Bank Transilvania - **Tranche I** (for students admitted to the fee form at the study programs in Romanian: **1000 RON**; for students admitted to the fee form at the study programs taught in English - *Business Administration (in English)*, *International business (in English)*: **1200 RON**) and handing of the receipt slip (in original) to the Faculty of Economic Sciences room F003; a discount of 5% of the annual tuition fee is provided for candidates / students who pay the annual tuition fee in full by October 15, 2017;
3. **Filling in and submission of enrolment form** to room F003 and **signing the University studies contract**.

■ **21 September 2017** – display of final results, after confirmation of places by the candidates declared “admitted” after the admission contest (after the deadline of confirmation period, the Faculty of Economic Sciences will update the list as final and will disseminate it for those concerned by public display at the faculty's display board and on the web page <http://steconomiceuoradea.ro>).

#### The confirmation of the place is made as follows:

1. **Payment of the enrolment fee** (100 RON) to the cashiers' office of the University of Oradea or to the Bank Transilvania and handing of the receipt slip (in original) to the Faculty of Economic Sciences room F003;
2. **Payment of the tuition fee** to the cashiers' office of the University of Oradea or to the Bank Transilvania - **Tranche I** (for students admitted to the fee form at the study programs in Romanian: **1000 RON**; for students admitted to the fee form at the study programs taught in English - *Business Administration (in English)*, *International business (in English)*: **1200 RON**), and handing of the receipt slip (in original) to the Faculty of Economic Sciences room F003; a discount of 5% of the annual tuition fee is provided for candidates / students who pay the annual tuition fee in full by October 15, 2017;
3. **Filling in and submission of enrolment form** to room F003 and **signing the University studies contract**.

After the deadline of confirmation period, the Faculty of Economic Sciences will update the list as final and will disseminate it for those concerned by public display (at the faculty's display board and on the web page <http://steconomiceuoradea.ro>).

After drawing up the new lists, candidates who have been admitted through redistribution will be required to confirm the place within the deadlines settled by the faculty according to this methodology and displayed on the notice board in a visible place and on the website, otherwise the place granted by admission will be lost permanently.

The final list of the admission results will be displayed after concluding of confirmations and will be the basis for the enrolment to study programs. Enrolment of candidates declared admitted and confirmed shall be made at the end of the two admission session (*July 2017* and *September 2017*), on the basis of the final list cumulated from sessions *July 2017* and *September 2017*, by the university rector's decision, by September 30, 2017.

The files of rejected candidates or of those who give up the place obtained by admission shall be returned to the candidate, upon request, within 2 working days of the request addressed to the



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Faculty of Economic Sciences and unconditionally, charge free, against presentation of identity documents or of an empowerment from a notary public.

## 4.2. Admission fees and tuition fee

- *Admission registration fee* -150RON
- *Complaint fee* -150RON
- *Enrolment fee* - 100 RON
- *Tuition fee* (valid for the Faculty of Economic Sciences in the 2017-2018 academic year for Romanian citizens and for citizens of the member states of the European Union, of the states belonging to the European Economic Community and the Swiss Confederation):
  - **2900 RON/ academic year** for the study programs/ specializations taught in Romanian, full-time education (IF) and distance learning (ID) – the fee can be paid off in one instalment or it can be divided into **three tranches**, as follows: tranche I - 1000 RON, tranche II - 1000 RON and tranche III - 900 RON; the candidates declared 'admitted'/ students who pay off in one instalment until the 15th of October 2017 are granted a reduction of 5% of the annual tuition fee;
  - **3500 RON/ academic year** for the study programs/ specializations taught in English - *Business Administration (in English)*, *International business (in English)*, full-time education (IF) - the fee can be paid off in one instalment or it can be divided into **three tranches**, as follows: tranche I - 1200 RON, tranche II - 1200 RON and tranche III - 1100 RON; the candidates declared 'admitted'/ students who pay off in one instalment until the 15th of October 2015 are granted a reduction of 5% of the annual tuition fee;
- *File processing fee (for candidates with previous studies completed abroad)* - 150 Euro

***The fees may change later in accordance with the Decision of the Senate of the University of Oradea.***

The candidates registering for several faculties will pay off the registration fee integrally for each faculty, according to their own methodologies.

The complaints fee shall not be charged for situations generated by the errors of the operators of the University of Oradea.

The following categories of candidates, aged up to **25 years old**, benefit from exemptions from the admission registration fees:

- orphans of both parents;
- those living in foster care centres or family type homes;
- those who have at least one parent employed at or retired from the University of Oradea;
- those who have at least one parent currently employed as a teacher or auxiliary didactic personnel or retired from these jobs;
- those who obtained during high school years prizes/ distinctions at the school Olympics and/ or other national or international competitions.

The candidates requesting the exemption from paying the admission registration fee, shall present a written request together with the admission file to room F003, to which they shall annex - according



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to their situation - one of the following documents (in original and a copy signed by the candidate as in conformity with the original - signed in the presence of the admission secretary):

- copies of parents' death certificates;
- certificates (in original) from Foster care centres or family type homes;
- certificates (in original) proving the legal guardians' status of employed or retired teaching staff;
- certificates (in original) proving the legal guardians' status of staff employed at or retired from the University of Oradea;
- documents (copies and original for conformity proof) attesting that during high school years the candidate obtained distinctions at the school Olympics and/ or other national or international competitions.

Approval of registration fee exemption is given by the admission commission of the faculty.

### 4.3. The right to register for the admission contest

The candidates eligible to participate to the admission contest to the Faculty of Economic Sciences of the University of Oradea have to be high school graduates with a Baccalaureate diploma received in Romania or an equivalent diploma, regardless of the year of high school graduation.

Citizens of the member states of the European Union, of the states that are members of the European Economic Area and Swiss Confederation can participate to the admission contest on the same terms provided by law for Romanian citizens, inclusively with respect to the tuition fees.

Candidates having obtained during high school years distinctions (1st place and 1st, 2nd and 3rd runner-up) in international school Olympics, acknowledged by the Ministry of National Education and Scientific Research (MENCS) benefit from the right to register to bachelor's studies at the Faculty of Economic Sciences of the University of Oradea on places financed from the state's budget, without having to sit for the admission contest.

A candidate can be declared admitted and enrolled as a student to at most two programs of studies/ specializations concomitantly, regardless of the study cycle and the education institutions providing them.

A candidate declared admitted can benefit from financial subvention from the state's budget only along a single bachelor's study program, a single master's study program and a single doctoral study program, in accordance with the legal norms in force.

A candidate can concomitantly participate to admission examinations to several faculties or fields of study within the University of Oradea or other higher education institutions, but he/she can only be declared admitted and matriculated to **only** one university or faculty (field of study) on state budgeted places. The candidate accepted by several universities or faculties shall choose the one where he/she wishes to go on tuition free place, by presenting the file containing original documents within the period of time stated by the faculty (for the Faculty of Economic Sciences of the University of Oradea, submission of the file with original documents is made at the place confirmation that follows the display of the provisional results of the admission contest - see the admission calendar within this methodology). **Failure to present the Baccalaureate diploma in original or its equivalent, within the time set by the Faculty of Economic Sciences of the University of Oradea, in the present methodology, from the exclusive fault of the candidate that was declared admitted, shall lead to his/her losing the place financed from the state's budget.**

The students of higher education state institutions matriculated in the previous years on state budgeted places, who give up their studies or decide to enrol to a second faculty within the same university or to another university shall benefit from the subvention by the state budget only during the



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normal period of studies (subtracting the years of study at state budgeted places at the initial specialization from the period of study of the new specialization). If the first specialization is carried out by paying off the tuition fee, the second specialization can be attended on a tuition free place.

The candidates matriculating for the second specialization/ study programs or who continue partial studies shall be declared admitted if:

1. they participated to all the admission exams, passed the eliminatory tests (if applicable) and they got an admission exam mark of minimum 5 (five);
2. have requested in writing, at the moment of registration, the enrolment in a superior year, on the basis of the documents presented in the file
3. the file of the candidate was evaluated by the Specialty Commission (established by the Faculty Council based on the Regulation regarding the professional activity of the students) and the commission decided that the candidate could be matriculated in a superior year;
4. there is a written application of the board of the faculty (addressed to the Central Admission Commission) regarding the application of these provisions at the admission contest at that particular faculty.

**The Faculty of Economic Sciences, University of Oradea, reserves the right to admit fewer students in a program of study / specialization than the number of students displayed or not to organize a study program / specialization in the academic year of 2017-2018, if it does not have enough places confirmed after admission to organize the study formation according to the Decision of the Senate of the University of Oradea. In this case, candidates will be assigned to the next / following option(s) in the application form for registration to admission.** Applicants admitted to a specialization/ program of study which is no longer organized, will be distributed to the following programs of study chosen in the application form at registration, according to their general admission averages.

#### 4.4. Registration for the admission contest

Registration to the admission contest is made in person, presenting an identity card / passport, or by another person on behalf of the candidate, on basis of an empowerment from a notary public.

For the registration to the admission, the candidates shall fill in a **registration form** provided by the Faculty of Economic Sciences, in which they shall mention, endorsed by their own signatures, all the information requested in the form.

The following documents are annexed to the registration form:

- a. The Bacalaureate diploma or an equivalent diploma, in original or a simple copy certified as conforming with the original by the institution where the original was kept, together with the document proving that the candidate has submitted the original to the that institution, or, for high schools where diplomas have not been issued yet to graduates of 2017, a certificate issued by that educational institution (high school) - in same conditions as for the Bacalaureate diploma - mentioning the final scores and the results of the bacalaureate exams, the scores of each study year, the validity period and the fact that the Bacalaureate diploma has not been issued yet;
- b. The birth certificate, in a simple copy (the candidate also has to present the original document, for validation);
- c. Marriage certificate, in a simple copy, if applicable (the candidate also has to present



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- the original document, for validation);
- d. Certificate of proficiency in English language, in a simple copy (if registering for a bachelor's study program taught in English - see Annex 1 of the present methodology; the candidate also has to present the original document, for validation);
  - e. Medical certificate from the family doctor attesting that the person is fit for higher education at the faculty where he applies – the Faculty of Economic Sciences;
  - f. 2 ID type photos or 4 ID type photos if registering for study programs / specializations where there are eliminatory tests and/ or candidates have to sit for admission examination tests (in the case the candidate opts for a study programme taught in English);
  - g. Identity card or passport (in original for conformity and a copy);
  - h. Receipt / payment order proving payment of the registration fee (150 RON) or a proof of the registration fee exemption status.

The documents required shall be filed in an **envelope type folder**.

In the case of Romanian citizenship candidates who graduated high school in another country in the EU, European Economic Community and the Swiss Confederation, the Baccalaureate diploma shall be acknowledged as equivalent before registration for admission, according to the methodologies in force. Equivalence acknowledgement shall be individually resolved by the candidate before registration for admission. For further details one can access the site [www.cnred.edu.ro](http://www.cnred.edu.ro). The Baccalaureate average score will be recognized as equivalent by the Central Admission Commission, at the request of the Admission Commission of the faculty.

The candidates requesting the exemption from payment of the admission registration fee shall present a written request together with the admission file to room F003, to which they shall annex - according to their situation - one of the following documents (in original and a copy signed by the candidate as in conformity with the original - signed in the presence of the admission secretary):

- copies of parents' death certificates;
- certificates (in original) from Foster care centres or family type homes;
- certificates (in original) proving the legal guardians' status of employed or retired teaching staff;
- certificates (in original) proving the legal guardians' status of staff employed at or retired from the University of Oradea;
- documents (copies and original for conformity proof) attesting that during high school years the candidate obtained distinctions at the school Olympics and/ or other national or international competitions.

Approval of registration fee exemption is given by the admission commissions of the faculty.

The candidates registering and attending two faculties shall present the original Baccalaureate diploma/ certificate to the faculty where they have been declared admitted on state budgeted places and the certified copy "in conformity with the original" to the other faculty, accompanied by a certificate (in original) proving this situation, when confirming the place after the admission to the Faculty of Economic Sciences.

**For Romanian candidates or candidates from states member of the European Union, with a Baccalaureate diploma received in countries of the EU, the documents necessary for registration to admission shall be stipulated in an Annex to the [Methodology of organisation](#)**



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**and conduct of the admission exams for the bachelor's and master's studies cycles for the academic year 2017-2018 adopted at the level of the University of Oradea approved by the Senate of the University of Oradea in the meeting of January 30, 2017 (Annex 1 to the Decisions of the Senate of the University of Oradea no 16 of 30.01.2017), after reception from, the Ministry in charge, of the conditions for acknowledgment/ equivalence of diplomas.**

**For the candidates of the category Romanians from everywhere and citizens of third party countries**, the documents necessary for admission are established according to methodologies specially designed by the Ministry of National Education and Scientific Research, and will constitute annexes to the present methodology.

The admission commission of the faculty receives the personal file set up by each candidate, registers the candidate and issues the exam cards (for the candidates who have to sit for exams and/or eliminatory tests) only if, after checking each file, it is ascertained that:

- the registration forms are filled in correctly;
- the candidates have stated the field of study, program(s) of study / specialization(s) and the type of learning they wish to attend as well as the disciplines and the admission tests, if the case.

Once the registration period ends, options, their order, or other information in the registration form can no longer be changed.

After the final conclusion of registration, the Admission Commission shall draw up the nominal lists with the registered candidates, alphabetically, which will be posted in a visible place, at least 24 hours before the start of the first test (if the case).

The lists shall state:

- the faculty, field of study, program(s) of study / specialization(s) and the type of learning the candidates are registered for, the preference list of the programs of study / specializations (where applicable) and their option for the admission tests (where there are tests upon discretion);
- if the case, the allocation of candidates in rooms, and, for the oral examinations where the examination is individual, the allocation on series and rooms (only for the study programs/ specialization organizing admission tests).

Any complaint of candidates regarding the accuracy of information stated in these tables is immediately checked out, the necessary corrections being performed directly on the lists posted, 3 hours before the start of the first test, at the latest, with the approval of the president of the commission. If the lists are electronically drafted, these corrections will be also made in the files containing the names of the candidates, before the catalogues without scores are edited.

#### **4.5. The registration and conduct of the admission contest for candidates of Roma ethnic group, on state budgeted places, specially allocated**

Roma candidates may register and apply for the places subsidized by the state budget and allocated to the University of Oradea, especially for this category of candidates.

In this case, before submitting the registration file at the faculty, the candidate will fill in a standardized application at the chief secretary of the university in order to sit for the admission exam for the places subsidized by the state budget allocated to candidates of Roma ethnic minority (the



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application form is to be found at the chief secretary of the university) and will submit a written recommendation from the president of a legally constituted civilian cultural or political organization, of Roma ethnic group, stating that the candidate belongs to the Roma community (and not that s/he is a member of that organization).

The deadline for file submission by candidates belonging to the Roma community is unique at the level of university and cannot exceed the last day of registration for the study programs that organise admission tests. This deadline will be displayed on the university website and on the websites of the faculties.

**In the first stage**, the candidates participate at the admission exam organized by the faculty following the admission methodology, for the places subsidized from the state budget or for the places with tuition fee allocated to the faculty.

**The second stage** involves only the candidates who, at faculty level, have achieved the status of accepted (status of "*admitted without tuition fee*" or of "*admitted with tuition fee*").

Thus, when the admission exam completed at all faculties, and the data are centralized, based on the scores obtained at the admission exam hold at faculty level, candidates participate at the university level to the contest for the places subsidized by the state budget, specially provided for them.

The Central Admission Commission will draw up a common list in descending order of the admission results and, within the limit of the special places subsidized by the state, the candidate will receive the status of "*admitted without tuition fee on state budgeted places, specially allocated*". In the case the candidate does not receive this status, he/she acquires again the status initially appointed after the contest at the faculty level ("*admitted without tuition fee*" or "*admitted with tuition fee*"). The list containing the results of the admission will be displayed on the university main notice board and on its webpage.

## 4.6. The conduct of the admission contest

Within the Faculty of Economic Sciences, the places for bachelor's studies (tuition fee places, state budgeted places) shall be filled by **file contest**.

For bachelor's studies at a study program/ specialisation taught in English - *Business Administration (in English)*, *International Business (in English)* -, admission will also consist of a proficiency test in English, eliminatory, marked with pass / fail - see *Annex1* to the present methodology.

Candidates who wish to register for admission to a program of study / specialization taught in English - *Business Administration (in English)*, *International Business (in English)* -, will sit in for an *eliminatory* proficiency test in English marked with pass / fail as **a multiple choice test to check the proficiency in English** - see *Annex1* to the present methodology. Candidates may sit in for the test for free once only. The language proficiency test is marked with PASS or FAIL, according to art. 6 OM 5734/2013. Scores will be listed in a catalogue containing the names of candidates, signed by the President of the admission commission on faculty level and endorsed by the President of the admission commission of the university.

The topics for the *eliminatory* proficiency test in English (multiple choice test) for candidates who wish to apply for admission to the program of study / specialization taught in English - *Business Administration (in English)*, *International Business (in English)* - can be found in *Annex 1* to this methodology. For this test, the faculty admissions committee may recognize and equate the certificates of proficiency, level B2, presented by candidates who hold certificates issued by institutions of learning English recognized by MEN and obtained in recent years (2010 - 2017), in





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accordance with those specified in *Annex 1* to this methodology.

Only candidates declared PASSED at the proficiency test in English can be enrolled in the admission contest for bachelor's studies to a study program/ specialization taught in English - *Business Administration (in English)*, *International Business (in English)*.

The admission to bachelor's studies organized by the Faculty of Economic Sciences for a study program/ specialization taught in English - *Business Administration (in English)*, *International Business (in English)* - will be in English because schooling is organized in English. At the end of the contest, the faculty admission commission will submit a file to the Central admission commission containing variants of topics / multiple choice drills, the minutes of extracting the subject/ multiple choice drill, the correction scales, and for the eliminatory tests, the table containing the results of candidates at these tests.

#### 4.7. Criteria for admission to bachelor's studies

**Criteria for admission to bachelor's studies** at the Faculty of Economic Sciences, on **fields**, for *July 2017* and *September 2017* sessions are:

No.	Field of study	Program of studies / Specialization (the acronym)	Admission criteria
1	Business Administration	Economics and Business Administration in Tourism and Hospitality Industry (ECTS)	<p><b>File contest (Hierarchy according to the baccalaureate final grade)</b></p> <p><b>General admission average = General average of Baccalaureate exam (100%)</b></p> <p><b>Ranking criteria</b> in case of equal averages:            -1. Grade to the test (discipline) of Mathematics at the Baccalaureate exam            - 2. Grade to the test (discipline) of Economics at the Baccalaureate exam            - 3. Grade to the test (discipline) of Romanian at the Baccalaureate exam</p> <p><i>Note:</i> If a candidate has not sat in for/does not prove the attendance of the Baccalaureate exam for the tests (disciplines) that represent ranking criteria, mark 1 shall be considered at that particular test/tests.</p> <p><b>Multiple choice test to check the proficiency in English (eliminatory, marked with pass/fail)</b></p>
2	Accounting	Accounting, Audit and Business Management (CIG)	
3	Economics and International Business	International Business (AI)	
4	Finance	Finance and banks (FB)	
5	Management	Management (MN)	
6	Marketing	Marketing (MK)	
7	Business Administration	Business Administration (in English) (AAE)*	



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No.	Field of study	Program of studies / Specialization (the acronym)	Admission criteria
8	Economics and International Business	International Business (in English) (AIE)*	<p><b>File contest (Hierarchy according to the baccalaureate final grade)**:</b></p> <p><b>General admission average = General average of Baccalaureate exam (100%)</b></p> <p><b>Ranking criteria</b> in case of equal averages:</p> <ul style="list-style-type: none"> <li>-1. Grade to the test (discipline) of Mathematics at the Baccalaureate exam</li> <li>- 2. Grade to the test (discipline) of Economics at the Baccalaureate exam</li> <li>- 3. Grade to the test (discipline) of Romanian at the Baccalaureate exam</li> </ul> <p><i>Note:</i> If a candidate has not sat in for/does not prove the attendance of the Baccalaureate exam for the tests (disciplines) that represent ranking criteria, mark 1 shall be considered at that particular test/tests.</p>

\* Program of studies/ specialization in English

\*\*Candidates wishing to register for a study program/ specialization taught in English - *Business Administration (in English)*, *International Business (in English)* shall sit in for an eliminatory language proficiency test, **a multiple choice test to check their proficiency in English**. Candidates shall sit for the test for free only once. The language proficiency test outcome is marked PASS or FAIL, according to art. 6 of MO 5734/2013. Scores will be listed in a catalogue containing the names of candidates, signed by the President of the admission commission on faculty level and endorsed by the President of the admission commission of the university. At the test, the faculty admissions committee may recognize and equate the certificates of proficiency, level B2, presented by candidates who hold certificates issued by institutions of learning English recognized by MEN and obtained in recent years (2010 - 2017), in accordance with those specified in *Annex 1* to this methodology. Only candidates declared PASSED at the proficiency test in English can be enrolled in the admission contest for bachelor's studies to a study program/ specialization taught in English - *Business Administration (in English)*, *International Business (in English)*.

**The Faculty of Economic Sciences, University of Oradea, reserves the right to admit fewer students in a program of study / specialization than the number of students displayed or not to organize a study program / specialization in the academic year of 2017-2018, if it does not have enough places confirmed after admission to organize the study formation according to the Decision of the Senate of the University of Oradea. In this case, candidates will be assigned to the next / following option(s) in the application form for registration to admission. Applicants admitted to a specialization/ program of study which is no longer organized, will be distributed to the following programs of study chosen in the application form at registration, according to their general admission averages.**



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For a specialization/ study program of bachelor's degree to be organized by the Faculty of Economic Sciences of the University of Oradea, following the admission contest, it is necessary that **minimum 20 students** confirm their places after admission at each of the specializations taught in Romanian and respectively **minimum 15 students** confirm their places after admission at a study program/ specialization taught in English - *Business Administration (in English)*, *International Business (in English)*.

#### 4.8. Establishing and communicating the results of the admission contest

Assessment and admission of candidates to the Faculty of Economic Sciences is made strictly in decreasing order of the admission general averages obtained by candidates, within the number of places granted for each study program/ specialization of the faculty and according to the options of the candidates stated in the registration form and the ranking system established by the faculty, by this methodology.

The final admission averages (points) obtained by the candidates are valid for determining the ranking only for the faculty they have applied for, according to the university's own admission regulations and in accordance with the options specified by the candidates in the registration form.

**The minimum admission average** cannot be less than 5 (five) or than a number of points equal to this.

**The selection criteria at equal average** are shown in the previous section and will also be brought to the attention of the candidates, by display at the registration for the admission. To this end, the Commission shall determine for each study program/ specialization of the faculty, the common list of candidates in descending order of the admission general averages thus obtained.

**The order of classification resulting from the admission will be used to allocate places subsidized from the state budget**, these being allocated to the highest ranked candidates in each field/ study programs/ specialization, according to the present methodology.

Once the final results of the contest are settled, the admission commission of the faculty will check carefully the way in which all operations were performed in order to eliminate any possibility of error in the calculation of the averages and their writing down into alphabetical catalogues or in determining the order of ranking candidates.

The candidates who withdraw their documents before final results are displayed shall be eliminated from the contest.

The preliminary admission results are made public, by display at the faculty premises according to the *Calendar of the admission contest*, to be easily noticed, and on the websites of the faculty and of the university. The lists displayed will indicate for each candidate, the final averages obtained at the admission tests (in the case) and the general average.

The Central Admission Commission is responsible for organizing the admission contest and the Faculty Admission Commission bears sole responsibility for the application and compliance with the regulations referring to the establishment and communication of results.

The files of rejected candidates or of those who give up the place obtained by admission shall be returned to the candidate, in person, upon request, within 2 working days of the request and unconditionally, without charging fees, based on identity documents.

The candidates declared admitted are enrolled for bachelor's degree studies, based on the results of the contest for the academic year 2017-2018, through the decision of the Rector of the University of Oradea.

The exam is valid only for the study programs/ specializations for which admission contest is organized and only for academic year 2017-2018.

**The Faculty of Economic Sciences, University of Oradea, reserves the right to admit**



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**fewer students in a program of study / specialization than the number of students displayed or not to organize a study program / specialization in the academic year of 2017-20186, if it does not have enough places confirmed after admission to organize the study formation according to the Decision of the Senate of the University of Oradea. In this case, candidates will be assigned to the next / following option(s) in the application form for registration to admission.** Applicants admitted to a specialization/ program of study which is no longer organized, will be distributed to the following programs of study chosen in the application form at registration, according to their general admission averages.

For a specialization/ study program of bachelor's degree to be organized by the Faculty of Economic Sciences of the University of Oradea, following the admission contest, it is necessary that **minimum 20 students** confirm their places after admission at each of the specializations taught in Romanian and respectively **minimum 15 students** confirm their places after admission at a study program/ specialization taught in English - *Business Administration (in English)*, *International Business (in English)*.

#### **4.9. Filing and resolution of complaints**

Any complaints about the results of the admission shall be submitted to the Dean's Office of the Faculty of Economic Sciences (room I 008a), according to the calendar in the present methodology, which stipulates the deadline/ period when they can be made. The resolution on the complaint is of the exclusive competence of the Board of Complaints within the faculty. The decision of the Board of Complaints is definitive.

No complaints for the oral tests are admitted and neither are complaints due to lack of apprehension of the university methodology of admission and of this methodology.

After the deadline for resolution of the complaints and communication of their results (by display), the result of the admission contest is final and the final lists will be displayed (the candidates admitted on budgeted places, candidates admitted with tuition fee and rejected candidates), and the stage of places confirmation follows.

**No complaints to complaints shall be accepted, under any circumstances.**

To resolve the complaints submitted by candidates, the President of the Faculty's Admission Commission appoints the Board of Complaints consisting of 3-5 teachers, other than those that were part of the admission commissions that shall examine carefully each complaint, checking how rules and procedures have been complied with, the criteria for prioritizing admission final grades and the application of the ranking criteria of candidates with equal grades. After the deadline for resolving and responding to complaints, the Board of Complaints' decision is final. Complaints submitted after the completion of this procedure shall not be considered, regardless of the authority to which they are addressed to.

If, after considering complaints, there are deviations from the admission rules and procedure or mistakes in the final average ranking for acceptance or in the ranking order in case of equal grades, in their transcription on the admission documents and in determining the ranking order, the dean shall draw up the minute of facts acknowledgement, which s/he shall present to the Central Admission Commission of the University, for resolution.

If there are complaints regarding the admission irregularities performed by teachers, the Admission commission requires the rector to call for the Ethics Board meeting to analyze the case and make the appropriate decision.



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## 4.10. Confirmation of place occupation by the candidate

### Phase I

The confirmation of the place shall be established within the deadlines settled by the Faculty according to this methodology (see the *Calendar of the Admission*) and displayed on the notice board in a visible place and on the website, otherwise the place granted by admission shall be lost permanently.

**The confirmation of the place by the candidate shall be made by:**

1. **Payment of the enrolment fee** (100 RON) to the cashiers' office of the University of Oradea or to the Bank Transilvania and handing of the receipt slip (in original) to the Faculty of Economic Sciences room F003;
2. **Payment of the tuition fee** to the cashiers' office of the University of Oradea or to the Bank Transilvania - **Tranche I** (for students admitted to the fee form at the study programs in Romanian: **1000 RON**; for students admitted to the fee form at the study programs taught in English - *Business Administration (in English)*, *International business (in English)*: **1200 RON**), and handing of the receipt slip (in original) to the Faculty of Economic Sciences room F003; a discount of 5% of the annual tuition fee is provided for candidates / students who pay the annual tuition fee in full by October 15, 2017;
3. **Filling in and submission of enrolment form** to room F003 and **signing the University studies contract**.

After the deadline of confirmation period, the Faculty of Economic Sciences will update the list as final and will disseminate it for those concerned by public display (at the faculty's display board and on the web page <http://steconomiceuoradea.ro>).

### Phase II

After drawing up the new lists, candidates who have been admitted through redistribution will be required to confirm the place within the deadlines settled by the faculty and displayed on the notice board in a visible place and on the website, otherwise the place granted by admission will be lost permanently.

The final list of the admission results will be displayed after concluding of confirmations and will be the basis for the enrolment to study programs. Enrolment of candidates declared admitted and confirmed shall be made at the end of the two admission session (*July 2017* and *September 2017*), on the basis of the final list cumulated from sessions *July 2017* and *September 2017*, by the university rector's decision, by September 30, 2017.

The files of rejected candidates or of those who give up the place obtained by admission shall be returned to the candidate, upon request, within 2 working days of the request and unconditionally, without charging fees, based on identity documents or on an empowerment from a notary public.

## 4.11. Final provisions

The Faculty of Economic Sciences perceives a fee from candidates to organize and conduct the admission exam. Information on the fees and payment terms are presented in this methodology



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and are to be displayed at the faculty secretary's office and on its web page.

**A candidate declared admitted may benefit from a place financed from the state's budget only once for each** of the three cycles of higher education.

The amounts of the tuition fees are announced on the notice board of the university and on its web pages at: [www.uoradea.ro](http://www.uoradea.ro) and respectively <http://steconomice.uoradea.ro>.



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## V. ADMISSION TO THE MASTER'S STUDIES

For the cycle of master's degree studies, the admission is organized on fields, for accredited study programs within the Faculty of Economic Sciences, University of Oradea, in accordance with the regulations in force. Admission is done on basis of admission contest.

The minimum number of students admitted to start a program of study is determined by the Decision of the Senate (HS) of the University of Oradea (HS), with the approval of the Council of Administration (CA) of the University of Oradea, based on specific criteria.

Applicants will be informed from the registration regarding the minimum number of students necessary to start a study program.

**The Faculty of Economic Sciences, University of Oradea, reserves the right to admit fewer students in a program of study than the number of students displayed or not to organize a master study program in the academic year of 2017-2018, if it does not have enough places confirmed after admission to organize the study formation according to the Decision of the Senate of the University of Oradea. In this case, candidates will be assigned to the next option/options in the application form for registration to admission, and the candidates admitted to a study program which is no longer organized, will be distributed to the following programs of study chosen in the application form at registration, according to their general admission averages. For a master study program to be organized by the Faculty of Economic Sciences of the University of Oradea, following the admission contest, it is necessary that minimum 15 students confirm their places after admission for that study program; subgroups cannot be formed with less than 10 students. If in a field there are 2 or more study programs accredited, it is necessary that **minimum 15 students** confirm their places after admission for one of the study programs and respectively **minimum 20 students** confirm their places after admission for the other(s) study program(s). At the start of a master's study program taught in English, the **minimum number of students** that have to confirm the place obtained by admission at a master study program taught in English is **15 students/ master study program**.**

### 5.1. Calendar of the admission contest

The Council of the Faculty of Economic Sciences establishes by the present methodology, the calendar of admission at faculty level, which will be displayed at the faculty and posted on the website of the faculty and of the university. After the display of the calendar of admission no extension of the period for registration or confirmation can be approved any longer

#### **Calendar of the admission contest for Master's degree studies – Admission 2017:**

Registrations for *Admission 2017* are made at the Faculty of Economic Sciences, 1 Universității Str., Building F, ground floor, room F003, Oradea, County Bihor, Romania, from **Monday to Friday between 9.00 and 16.00, and on Saturday from 9.00 to 12.00.**

#### **Calendar of the admission contest - Session July 2017:**

■ **11 – 22 July 2017** – registration of candidates (at registration, each candidate will provide a



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personal and valid **e-mail** address, which, if the candidate is declared admitted, will be used along the study years for communication with faculty);

■ **22 July 2017, 17<sup>00</sup>, room F003** – if the case, the eliminatory preliminary test of linguistic competence in English, marked passed/ failed - **only for the candidates that opt for the master's degree study programs taught in English;**

■ **24 July 2017** - test of basic knowledge (oral exam) (appointment of candidates on hours shall be displayed on the 23rd of July on the faculty's site);

■ **25 July 2017** - display of provisional results;

■ **26 July 2017, between 9<sup>00</sup>-15<sup>00</sup>** – complaints' submission (if any), along with the receipt slip that proves the payment of the contestation fee (150 RON) to the Dean's Office of the Faculty of Economic Sciences (room I 008a);

■ **26 July 2017** – resolution of complaints and display of provisional results after complaints' resolution. No complaints to the complaints are allowed, at any rate!

■ **27 - 28 July 2017** – confirmation of place by candidates declared „admitted” at the admission contest. **The confirmation of the place by the candidate** is made as follows:

1. **Payment of the enrolment fee** (100 RON) to the cashiers' office of the University of Oradea or to the Bank Transilvania and handing of the receipt slip (in original) to the Faculty of Economic Sciences room F003;

2. **Payment of the tuition fee** to the cashiers' office of the University of Oradea or to the Bank Transilvania - **Tranche I** (for students admitted to the fee form at the study programs in Romanian: **1000 RON**; for students admitted to the fee form at the study programs taught in English: **1200 RON**), and handing of the receipt slip (in original) to the Faculty of Economic Sciences room F003; a discount of 5% of the annual tuition fee is provided for candidates / students who pay the annual tuition fee in full by October 15, 2017;

3. **Filling in and submission of enrolment form** to room F003 and **signing the University studies contract.**

■ **29 July 2017** – display of final results, after confirmation of places by the candidates declared “admitted” after the admission contest (after the deadline of confirmation period, the Faculty of Economic Sciences will update the list as final and will disseminate it for those concerned by public display at the faculty's display board and on the web page <http://steconomiceuoradea.ro>).

### **Calendar of the admission contest - Session September 2017 (for places remained unoccupied after session July 2017, if any):**

■ **4 - 14 September 2017** - registration of candidates (at registration, each candidate will provide a personal and valid **e-mail** address, which, if the candidate is declared admitted, will be used along the study years for communication with the Faculty);

■ **14 September 2017, 17<sup>00</sup>, room F003** – if the case, the eliminatory preliminary test of linguistic competence in English, marked passed/ failed - **only for the candidates that opt for the master's degree study programs taught in English;**

■ **15 September 2017** - test of basic knowledge (oral exam) (appointment of candidates on hours shall be displayed on the 14th of September on the faculty's site);

■ **16 September 2017** – display of provisional results;

■ **18 September 2017, between 9<sup>00</sup>-15<sup>00</sup>** – complaints' submission (if any), along with the receipt slip that proves the payment of the contestation fee (150 RON) to the Dean's Office of the Faculty of Economic Sciences (room I 008a)

■ **18 September 2017** – resolution of complaints and display of provisional results after complaints'





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resolution. No complaints to the complaints are allowed, at any rate!

■ **19- 20 September 2017** – confirmation of place by candidates declared „admitted” at the admission contest. **The confirmation of the place by the candidate** is made as follows:

1. **Payment of the enrolment fee** (100 RON) to the cashiers’ office of the University of Oradea or to the Bank Transilvania and handing of the receipt slip (in original) to the Faculty of Economic Sciences room F003;
2. **Payment of the tuition fee** to the cashiers’ office of the University of Oradea or to the Bank Transilvania - **Tranche I** (for students admitted to the fee form at the study programs in Romanian: **1000 RON**; for students admitted to the fee form at the study programs taught in English: **1200 RON**) and handing of the receipt slip (in original) to the Faculty of Economic Sciences room F003; a discount of 5% of the annual tuition fee is provided for candidates / students who pay the annual tuition fee in full by October 15, 2017;
3. **Filling in and submission of enrolment form** to room F003 and **signing the University studies contract**.

■ **21 September 2017** – display of final results, after confirmation of places by the candidates declared “admitted” after the admission contest (after the deadline of confirmation period, the Faculty of Economic Sciences will update the list as final and will disseminate it for those concerned by public display at the faculty’s display board and on the web page <http://steconomiceuoradea.ro>).

#### **The confirmation of the place is made as follows:**

1. **Payment of the enrolment fee** (100 RON) to the cashiers’ office of the University of Oradea or to the Bank Transilvania and handing of the receipt slip (in original) to the Faculty of Economic Sciences room F003;
2. **Payment of the tuition fee** to the cashiers’ office of the University of Oradea or to the Bank Transilvania - **Tranche I** (for students admitted to the fee form at the study programs in Romanian: **1000 RON**; for students admitted to the fee form at the study programs taught in English: **1200 RON**), and handing of the receipt slip (in original) to the Faculty of Economic Sciences room F003; a discount of 5% of the annual tuition fee is provided for candidates / students who pay the annual tuition fee in full by October 15, 2017;
3. **Filling in and submission of enrolment form** to room F003 and **signing the University studies contract**.

After the deadline of confirmation period, the Faculty of Economic Sciences will update the list as final and will disseminate it for those concerned by public display (at the faculty’s display board and on the web page <http://steconomiceuoradea.ro>).

After drawing up the new lists, candidates who have been admitted through redistribution will be required to confirm the place within the deadlines settled by the faculty according to this methodology and displayed on the notice board in a visible place and on the website, otherwise the place granted by admission will be lost permanently.

The final list of the admission results will be displayed after concluding of confirmations and will be the basis for the enrolment to study programs. Enrolment of candidates declared admitted and confirmed shall be made at the end of the two admission session (*July 2017* and *September 2017*), on the basis of the final list cumulated from sessions *July 2017* and *September 2017*, by the university rector’s decision, by September 30, 2017.

The files of rejected candidates or of those who give up the place obtained by admission shall



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be returned to the candidate, upon request, within 2 working days of the request addressed to the Faculty of Economic Sciences and unconditionally, charge free, against presentation of identity documents or of an empowerment from a notary public.

The Faculty of Economic Sciences, University of Oradea, reserves the right to admit fewer students in a program of study than the number of students displayed or not to organize a master study program in the academic year of 2017-2018, if it does not have enough places confirmed after admission to organize the study formation according to the Decision of the Senate of the University of Oradea. In this case, candidates will be assigned to the next option/options in the application form for registration to admission, and the candidates admitted to a study program which is no longer organized, will be distributed to the following programs of study chosen in the application form at registration, according to their general admission averages. For a master study program to be organized by the Faculty of Economic Sciences of the University of Oradea, following the admission contest, it is necessary that minimum 15 students confirm their places after admission for that study program; subgroups cannot be formed with less than 10 students. If in a field there are 2 or more study programs accredited, it is necessary that **minimum 15 students** confirm their places after admission for one of the study programs and respectively **minimum 20 students** confirm their places after admission for the other(s) study program(s). At the start of a master's study program taught in English, the **minimum number of students** that have to confirm the place obtained by admission at a master study program taught in English is **15 students/ master study program**.

## 5.2. Admission fees and tuition fee

- Admission registration fee -150RON
- Complaint fee -150RON
- Enrolment fee - 100 RON
- Tuition fee (valid for the Faculty of Economic Sciences in the 2017-2018 academic year for Romanian citizens and for citizens of the member states of the European Union, of the states belonging to the European Economic Community and the Swiss Confederation):
  - **3000 RON/ academic year** for the students in full-time education form (IF), at master's study programs taught in Romanian – the fee can be paid off in one instalment or it can be divided into **three tranches**, as follows: tranche I - 1000 RON, tranche II - 1000 RON and tranche III - 1000 RON; the candidates declared 'admitted'/ students who pay off in one instalment until the 15th of October 2017 are granted a reduction of 5% of the annual tuition fee;
  - **3500 RON/ academic year** for the students in full-time education form (IF), at master's study programs taught in English - the fee can be paid off in one instalment or it can be divided into **three tranches**, as follows: tranche I - 1200 RON, tranche II - 1200 RON and tranche III - 1100 RON; the candidates declared 'admitted'/ students who pay off in one instalment until the 15th of October 2015 are granted a reduction of 5% of the annual tuition fee;
- File processing fee (for candidates with previous studies completed abroad) - 150 Euro

**The fees may change later in accordance with the Decision of the Senate of the University of**



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## **Oradea.**

The candidates registering for several faculties will pay off the registration fee integrally for each faculty, according to their own methodologies.

The complaints fee shall not be charged for situations generated by the errors of the operators of the University of Oradea.

The following categories of candidates, aged up to **25 years old**, benefit from exemptions from the admission registration fees:

- orphans of both parents;
- those living in foster care centres or family type homes;
- those who have at least one parent employed at or retired from the University of Oradea;
- those who have at least one parent currently employed as a teacher or auxiliary didactic personnel or retired from these jobs;
- those who obtained during high school years prizes/ distinctions at the school Olympics and/ or other national or international competitions.

The candidates requesting the exemption from paying the admission registration fee, shall present a written request together with the admission file to room F003, to which they shall annex - according to their situation - one of the following documents (in original and a copy signed by the candidate as in conformity with the original - signed in the presence of the admission secretary):

- copies of parents' death certificates;
- certificates (in original) from Foster care centres or family type homes;
- certificates (in original) proving the legal guardians' status of employed or retired teaching staff;
- certificates (in original) proving the legal guardians' status of staff employed at or retired from the University of Oradea;
- documents (copies and original for conformity proof) attesting that during high school years the candidate obtained distinctions at the school Olympics and/ or other national or international competitions.

Approval of registration fee exemption is given by the admission commission of the faculty.

## **5.3. The right to register to the admission contest**

The candidates eligible to participate to the admission contest to master's studies at the Faculty of Economic Sciences of the University of Oradea have to be bachelor's degree graduates with a bachelor's diploma received in Romania or an equivalent diploma, regardless of the year of bachelor's studies graduation.

Citizens of the member states of the European Union, of the states that are members of the European Economic Area and Swiss Confederation can participate to the admission contest on the same terms provided by law for Romanian citizens, inclusively with respect to the tuition fees.

A candidate can be declared admitted and enrolled as a student to at most two programs of studies/ specializations concomitantly, regardless of the study cycle and the education institutions providing them.

A candidate declared admitted can benefit from financial subvention from the state's budget only along a single bachelor's study program, a single master's study program and a single doctoral study program, in accordance with the legal norms in force.



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A candidate can concomitantly participate to admission examinations to several faculties or fields of study within the University of Oradea or other higher education institutions, but he/she can only be declared admitted and matriculated to **only** one university or faculty (field of study) on state budgeted places. The candidate accepted by several universities or faculties shall choose the one where he/she wishes to go on tuition free place, by presenting the file containing original documents within the period of time stated by the faculty (for the Faculty of Economic Sciences of the University of Oradea, submission of the file with original documents is made at the place confirmation that follows the display of the provisional results of the admission contest - see the admission calendar within this methodology). **Failure to present the original of the Baccalaureate diploma or its equivalent, and respectively of the bachelor's degree diploma or its equivalent, within the time set by the Faculty of Economic Sciences of the University of Oradea in the present methodology, from the exclusive fault of the candidate that was declared admitted, shall lead to his/her losing the place financed from the state's budget.**

The students of higher education state institutions matriculated in the previous years on state budgeted places, who give up their studies or decide to enrol to a second faculty within the same university or to another university shall benefit from the subvention by the state budget only during the normal period of studies (subtracting the years of study at state budgeted places at the initial specialization from the period of study of the new specialization). If the first specialization is carried out by paying off the tuition fee, the second specialization can be attended on a tuition free place.

The candidates registering for the second specialization/ study programs or who continue partial studies shall be declared admitted if:

1. they participated to all the admission exams, passed the eliminatory tests (if applicable) and they got an admission exam mark of minimum 5 (five);
2. have requested in writing, at the moment of registration, the enrolment in a superior year, on the basis of the documents presented in the file
3. the file of the candidate was evaluated by the Specialty Commission (established by the Faculty Council based on the Regulation regarding the professional activity of the students) and the commission decided that the candidate could be matriculated in a superior year;
4. there is a written application of the board of the faculty (addressed to the Central Admission Commission) regarding the application of these provisions at the admission contest at that particular faculty.

**The Faculty of Economic Sciences, University of Oradea, reserves the right to admit fewer students in a program of study than the number of students displayed or not to organize a master study program in the academic year of 2017-2018, if it does not have enough places confirmed after admission to organize the study formation according to the Decision of the Senate of the University of Oradea. In this case, candidates will be assigned to the next option/ options in the application form for registration to admission, and the candidates admitted to a study program which is no longer organized, will be distributed to the following programs of study chosen in the application form at registration, according to their general admission averages. For a master study program to be organized by the Faculty of Economic Sciences of the University of Oradea, following the admission contest, it is necessary that minimum 15 students confirm their places after admission for that study program; subgroups cannot be formed with less than 10 students. If in a field there are 2 or more study programs accredited, it is necessary that **minimum 15 students** confirm their places after admission for one of the study programs and respectively **minimum 20 students** confirm their places after admission for the other(s) study program(s). At the start of a master's study program taught in English, the **minimum number of students** that have to**



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confirm the place obtained by admission at a master study program taught in English is **15 students/ master study program**.

The candidates that studied abroad have to present when registering to admission the acknowledgement certificate for these studies, issued according to the methodologies in force.

For the candidates of the category Romanians from everywhere and citizens of third party countries the admission will be organized according to methodologies specially designed by the ministry in charge and will constitute an annex to this methodology.

The field and the specialization of the bachelor's degree necessary for registering to each study program of masters as well as the admission criteria are established by the council of the faculty of Economic Sciences and are presented in section 5.6 below.

#### 5.4. Registration for the admission contest

Registration to the admission contest is made in person, presenting an identity card / passport, or by another person on behalf of the candidate, on basis of an empowerment from a notary public.

For the registration to the admission, the candidates shall fill in a **registration form** provided by the Faculty of Economic Sciences, in which they shall mention, endorsed by their own signatures, all the information requested in the form.

The **following documents** are to be annexed to the registration form:

- a) The Bachelor's Degree Diploma or the equivalent diploma, **in original or simple copy** (if the candidate presents a simple copy, this will be certified for conformity with the original by the institution where the original was left and it will be accompanied by the document proving that the candidate submitted the original document upon registering to another faculty) or, in the case of 2017 graduates, a certificate issued by the higher education institution, stating the validity period, the scores at the Bachelor Degree's exam and the general average of the Bachelor Degree's exam and the fact that the Bachelor's Degree Diploma has not been issued yet (in the same conditions as for the Bachelor's Degree Diploma);
- b) University studies transcript of records/diploma supplement, **in original or simple copy** (if the candidate presents a certified copy, this will be certified for conformity with the original by the institution where the original was left and it will be accompanied by the document proving that the candidate submitted the original document upon registering to another faculty);
- c) The Baccalaureate diploma, (**in original or simple copy** certified for conformity with the original by the institution where the original was left, accompanied by the document proving that the candidate submitted the original document to another institution);
- d) High school transcript of records (**in original or simple copy** certified for conformity with the original by the institution where the original was left, accompanied by the document proving that the candidate submitted the original document to another institution),
- e) English proficiency certificate **in simple copy** (for registering to/ opting for a master's study program taught in English – see Annex 1 to current methodology; the candidate will also have to present the document in **original**, for validation);



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- f) The birth certificate, **in a simple copy** (the candidate also has to present the **original** document, for validation);
- g) Marriage certificate, **in a simple copy**, if applicable (the candidate also has to present the **original** document, for validation);
- h) Medical certificate from the family doctor attesting that the person is fit for higher education at the faculty where he applies – the Faculty of Economic Sciences;
- i) 2 ID type photos (or 4 ID type photos, if registering for study programs taught in English);
- j) Identity card or passport, **in a simple copy and in original** (the candidate also has to present the original document, for validation);
- k) Receipt / payment order proving payment of the registration fee (150 RON) or a proof of the registration fee exemption status.

The documents required shall be filed in an **envelope type folder**.

In the case of Romanian citizenship candidates who graduated high school in another country in the EU, European Economic Community and the Swiss Confederation, the Baccalaureate diploma shall be acknowledged as equivalent before registration for admission, according to the methodologies in force. Equivalence acknowledgement shall be individually resolved by the candidate before registration for admission. For further details one can access the site [www.cnred.edu.ro](http://www.cnred.edu.ro). The Baccalaureate average score will be recognized as equivalent by the Central Admission Commission, at the request of the Admission Commission of the faculty.

The candidates requesting the exemption from payment of the admission registration fee shall present a written request together with the admission file to room F003, to which they shall annex - according to their situation - one of the following documents (in original and a copy signed by the candidate as in conformity with the original - signed in the presence of the admission secretary):

- copies of parents' death certificates;
- certificates (in original) from Foster care centres or family type homes;
- certificates (in original) proving the legal guardians' status of employed or retired teaching staff;
- certificates (in original) proving the legal guardians' status of staff employed at or retired from the University of Oradea;
- documents (copies and original for conformity proof) attesting that during high school years the candidate obtained distinctions at the school Olympics and/ or other national or international competitions.

Approval of registration fee exemption is given by the admission commissions of the faculty.

The candidates registering and attending two faculties shall present the original Baccalaureate diploma/ certificate to the faculty where they have been declared admitted on state budgeted places and the certified copy "in conformity with the original" to the other faculty, accompanied by a certificate (in original) proving this situation, when confirming the place after the admission to the Faculty of Economic Sciences.

**For Romanian candidates or candidates from states member of the European Union, with a Baccalaureate diploma received in countries of the EU, the documents necessary for registration to admission shall be stipulated in an Annex to the [Methodology of organisation and conduct of the admission exams for the bachelor's and master's studies cycles for the academic year 2017-2018 adopted at the level of the University of Oradea](#) approved by the**



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**Senate of the University of Oradea in the meeting of January 30, 2017 ([Annex 1 to the Decisions of the Senate of the University of Oradea no 16 of 30.01.2017](#)), after reception from, the Ministry in charge, of the conditions for acknowledgment/ equivalence of diplomas.**

**For the candidates of the category Romanians from everywhere and citizens of third party countries**, the documents necessary for admission are established according to methodologies specially designed by the Ministry of National Education and Scientific Research, and will constitute annexes to the present methodology.

The admission commission of the faculty receives the personal file set up by each candidate, registers the candidate and issues the exam cards (for the candidates who have to sit for exams and/ or eliminatory tests) only if, after checking each file, it is ascertained that:

- the registration forms are filled in correctly;
- the candidates have stated the field of study, the study program(s) and the type of learning they wish to attend as well as the disciplines and the admission tests, if the case.

Once the registration period ends, options, their order, or other information in the registration form can no longer be changed.

After the final conclusion of registration, the Admission Commission shall draw up the nominal lists with the registered candidates, alphabetically, which will be posted in a visible place, at least 24 hours before the start of the first test (if the case).

The lists shall state:

- the faculty, the study field, the study program(s) and the type of learning the candidates are registered for, the preference list of the programs of study / specializations (where applicable) and their option for the admission tests (where there are tests upon discretion);
- if the case, the allocation of candidates in rooms, and, for the oral examinations where the examination is individual, the allocation on series and rooms (only for the study programs organizing admission tests).

Any complaint of candidates regarding the accuracy of information stated in these tables is immediately checked out, the necessary corrections being performed directly on the lists posted, 3 hours before the start of the first test, at the latest, with the approval of the president of the commission. If the lists are electronically drafted, these corrections will be also made in the files containing the names of the candidates, before the catalogues without scores are edited.

## **5.5. The registration and conduct of the admission contest for candidates of Roma ethnic group, on state budgeted places, specially allocated**

Roma candidates may register and apply for the places subsidized by the state budget and allocated to the University of Oradea, especially for this category of candidates.

In this case, before submitting the registration file at the faculty, the candidate will fill in a standardized application at the chief secretary of the university in order to sit for the admission exam for the places subsidized by the state budget allocated to candidates of Roma ethnic minority (the application form is to be found at the chief secretary of the university) and will submit a written recommendation from the president of a legally constituted civilian cultural or political organization, of Roma ethnic group, stating that the candidate belongs to the Roma community (and not that s/he is a member of that organization). This recommendation is no longer required if the candidate is a bachelor's degree studies graduate of the University of Oradea, benefited from a place financed from



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the state's budget and specially allocated to the Roma ethnic group and the original written recommendation is in the candidate's personal file at the faculty she/he graduated.

The deadline for file submission by candidates belonging to the Roma community is unique at the level of university and cannot exceed the last day of registration for the study programs that organise admission tests. This deadline will be displayed on the university website and on the websites of the faculties.

**In the first stage**, the candidates participate at the admission exam organized by the faculty following the admission methodology, for the places subsidized from the state budget or for the places with tuition fee allocated to the faculty.

**The second stage** involves only the candidates who, at faculty level, have achieved the status of accepted (status of "*admitted without tuition fee*" or of "*admitted with tuition fee*").

Thus, when the admission exam completed at all faculties, and the data are centralized, based on the scores obtained at the admission exam hold at faculty level, candidates participate at the university level to the contest for the places subsidized by the state budget, specially provided for them.

The Central Admission Commission will draw up a common list in descending order of the admission results and, within the limit of the special places subsidized by the state, the candidate will receive the status of "*admitted without tuition fee on state budgeted places, specially allocated*". In the case the candidate does not receive this status, he/she acquires again the status initially appointed after the contest at the faculty level ("*admitted without tuition fee*" or "*admitted with tuition fee*"). The list containing the results of the admission will be displayed on the university main notice board and on its webpage.

## 5.6. The organization and conduct of the admission contest

Within the Faculty of Economic Sciences, the places for master's studies (state budgeted places, tuition fee places) shall be filled by **admission contest**. The general grade for admission is calculated as the simple average or a weighted average of the scores obtained at the two parts of admission contest, as follows:

- 50% the general average of the bachelor exam;
- 50% the grade at the oral exam - "Test of basic knowledge" (in the language of the study program).

**The testing of the basic knowledge is done on the basis of the following bibliographical work:** Paul Heyne, Peter Boettke, David Prychitko, *The Economic Way of Thinking*, Bizzkit Publishing House, 2011.

Classification of candidates is done in descending order of the scores obtained in the entrance examination and within the limit of the places approved for each study program. The minimum overall average for master's studies cannot be less than 6.00 (six). The order of classification resulting from admission will be used for the allocation of the places financed by the state budget, these being taken by the top ranked candidates in each field / study program.

At the oral test - "Test of the basic knowledge", the Admission Commission appointed for this test addresses the candidate a set of questions that test the candidate's knowledge in economics and the motivation for enrolling in the master's program.

**For the candidates for master's programs opting only for programs organized in Romanian or, respectively, only for those in English language, the oral test will be held only in**





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**Romanian or, respectively, only in English. For candidates opting both for master's programs taught in Romanian and for master's programs taught in English the oral test will be held in both languages.**

The applicant instantly receives the result of this test, of the type pass / fail (pass will be marked as grade 10 while fail will be marked as grade 4). "Fail" in the oral test of basic knowledge leads to declaring the candidate as "failed" in the admission contest.

The centralisation of results is communicated in written form, as a table, by the commission of admission appointed for this test, to the secretary of the commission.

Admission of candidates is done in decreasing order of general grade obtained at admission, within the number of places granted to the faculty, field / study program, according to the option of the candidate. Classification of candidates is made in descending order of the scores obtained at the admission contest and within the limit of the places approved for each study program. The minimum score for admission is 6 (six). The general grade is calculated with two decimals not rounded.

**The Faculty of Economic Sciences, University of Oradea, reserves the right to admit fewer students in a program of study than the number of students displayed or not to organize a master study program in the academic year of 2017-2018, if it does not have enough places confirmed after admission to organize the study formation according to the Decision of the Senate of the University of Oradea. In this case, candidates will be assigned to the next option/ options in the application form for registration to admission, and the candidates admitted to a study program which is no longer organized, will be distributed to the following programs of study chosen in the application form at registration, according to their general admission averages. For a master study program to be organized by the Faculty of Economic Sciences of the University of Oradea, following the admission contest, it is necessary that minimum 15 students confirm their places after admission for that study program; subgroups cannot be formed with less than 10 students. If in a field there are 2 or more study programs accredited, it is necessary that **minimum 15 students** confirm their places after admission for one of the study programs and respectively **minimum 20 students** confirm their places after admission for the other(s) study program(s). At the start of a master's study program taught in English, the **minimum number of students** that have to confirm the place obtained by admission at a master study program taught in English is **15 students/ master study program**.**

For master's studies taught in English (if the case), admission will also consist of a proficiency test in English, eliminatory, marked with pass / fail. Candidates who wish to register for admission to master's studies taught in English, will sit in for an *eliminatory* proficiency test in English marked with pass / fail, as **a multiple choice test to check the proficiency in English**. Candidates may sit in for the test for free once only. The language proficiency test is marked with PASS or FAIL, according to art. 6 OM 5734/2013. Scores will be listed in a catalogue containing the names of candidates, signed by the President of the admission commission on faculty level and endorsed by the President of the admission commission of the university.

The topics for the *eliminatory* proficiency test in English (multiple choice test) for candidates who wish to apply for admission to master's studies taught in English can be found in *Annex 1* to this methodology. For this test, the faculty admissions committee may recognize and equate the certificates of proficiency, level B2, presented by candidates who hold certificates issued by institutions of learning English recognized by MEN and obtained in recent years (2010 - 2017), in accordance with those specified in *Annex 1* to this methodology. Only candidates declared PASSED at the proficiency test in English can be enrolled in the admission contest for master's studies taught in English.

The admission to master's studies taught in English organized by the Faculty of Economic



Sciences will be in English because schooling is organized in English. At the end of the contest, the faculty admission committee will submit a file to the Central admission commission containing variants of topics/ multiple choice drills, the minutes of extracting the subject/ multiple choice drill, the correction scales, and for the eliminatory tests, the table containing the results of candidates at these tests.

## 5.7. Admission criteria for the master's studies

The criteria for admission to the master's studies at the Faculty of Economic Sciences, on fields and study programs, for sessions *July 2015* and *September 2015*, are as follows:

Field of study	Study program (acronym)	Number of credits and duration of education	Maximum number of students who may be enrolled in the first year	Admission criteria
<b>Business Administration</b>	Economics and Business Administration in Tourism and Hospitality Industry (EATIO)	120 credits 4 semesters/ full-time education (IF)	50*	<b>Admission Contest**:</b> <b>General admission average:</b> - 50% the general average of the bachelor exam; - 50% the grade at the oral exam (in the language of the study program***).  <b>Ranking criteria</b> in case of equal averages: -1. oral examination score (presentation of Bachelor's Thesis) at the Bachelor's Degree exam - 2. score at the test: evaluation of fundamental and specialty knowledge at the Bachelor's Degree exam - 3. Baccalaureate general average - 4. score obtained at the Romanian Baccalaureate exam  <i>Note:</i> If a candidate has not sat in for/does not prove the attendance of the Bachelor's Degree exam of the oral or written exam or if he/she has not sat in for the Romanian Baccalaureate exam, which represent ranking criteria, mark 1 shall be considered at that particular test/tests. There can be registered
	Regional Business Administration (AAR)	120 credits 4 semesters/ full-time education (IF)	50*	
<b>Economics and International Business</b>	European Economic Relations (REE)	120 credits 4 semesters/ full-time education (IF)	50*	- 1. oral examination score (presentation of Bachelor's Thesis) at the Bachelor's Degree exam - 2. score at the test: evaluation of fundamental and specialty knowledge at the Bachelor's Degree exam - 3. Baccalaureate general average - 4. score obtained at the Romanian Baccalaureate exam  <i>Note:</i> If a candidate has not sat in for/does not prove the attendance of the Bachelor's Degree exam of the oral or written exam or if he/she has not sat in for the Romanian Baccalaureate exam, which represent ranking criteria, mark 1 shall be considered at that particular test/tests. There can be registered
	Administration of Domestic and International Business of Small and Medium Sized Enterprises (AAIIMM)	120 credits 4 semesters/ full-time education (IF)	50*	



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ȘTIINȚE ECONOMICE  
UNIVERSITATEA DIN ORADEA

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Web: <http://steconomice.uoradea.ro>; E-mail: [steconomice@uoradea.ro](mailto:steconomice@uoradea.ro)

Field of study	Study program (acronym)	Number of credits and duration of education	Maximum number of students who may be enrolled in the first year	Admission criteria
				graduates with Bachelor's Degree exam in any field.
<b>Accounting</b>	Accounting, Audit and Business Management (CAGA)	120 credits 4 semesters/ full-time education (IF)	50	<p><b>Admission Contest**:</b> <b>General admission average:</b></p> <ul style="list-style-type: none"> <li>- 50% the general average of the bachelor exam;</li> <li>- 50% the grade at the oral exam (in the language of the study program***).</li> </ul> <p><b>Ranking criteria</b> in case of equal averages:</p> <ul style="list-style-type: none"> <li>-1. oral examination score (presentation of Bachelor's Thesis) at the Bachelor's Degree exam</li> <li>- 2. score at the test: evaluation of fundamental and specialty knowledge at the Bachelor's Degree exam</li> <li>- 3. Baccalaureate general average</li> <li>- 4. score obtained at the Romanian Baccalaureate exam</li> </ul> <p><b>Note:</b> If a candidate has not sat in for/does not prove the attendance of the Bachelor's Degree exam of the oral or written exam or if he/she has not sat in for the Romanian Baccalaureate exam, which represent ranking criteria, mark 1 shall be considered at that particular test/tests. There can be registered graduates with Bachelor's Degree exam with 3 year education period (Bologna) and with 4/5 year education (pre-Bologna) <b>in any field of the Economic Sciences fundamental field.</b></p> <p>The graduates with Bachelor's Degree Diploma other than in Accounting will have to sit in for <b>the pre-requisite exams at the following disciplines, in the first year of study:</b></p> <ol style="list-style-type: none"> <li>1. Financial Accounting II</li> </ol>



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Field of study	Study program (acronym)	Number of credits and duration of education	Maximum number of students who may be enrolled in the first year	Admission criteria
				2. Management Accounting 3. Consolidated Accounting.
<b>Finance</b>	Finance, Banking, Insurance (FBA)	120 credits 4 semesters/ full-time education (IF)	50	<b>Admission Contest**:</b> <b>General admission average:</b> - 50% the general average of the bachelor exam; - 50% the grade at the oral exam (in the language of the study program***).
<b>Management</b>	Management of Organization (MO)	120 credits 4 semesters/ full-time education (IF)	50*	<b>Ranking criteria</b> in case of equal averages: -1. oral examination score (presentation of Bachelor's Thesis) at the Bachelor's Degree exam - 2. score at the test: evaluation of fundamental and specialty knowledge at the Bachelor's Degree exam - 3. Baccalaureate general average - 4. score obtained at the Romanian Baccalaureate exam
<b>Marketing</b>	Marketing and Business Communication (MCA)	120 credits 4 semesters/ full-time education (IF)	50	<i>Note:</i> If a candidate has not sat in for/does not prove the attendance of the Bachelor's Degree exam of the oral or written exam or if he/she has not sat in for the Romanian Baccalaureate exam, which represent ranking criteria, mark 1 shall be considered at that particular test/tests. There can be registered graduates with Bachelor's Degree exam <b>in any field.</b>
<b>Business Administration</b>	Business Administration (MBA)	120 credits 4 semesters/ full-time education (IF)	50*	<b>Multiple choice test to check the proficiency in English (eliminary, marked with pass/fail)</b>
<b>Economics and International Business</b>	International Business Administration (MIBA)	120 credits 4 semesters/ full-time education (IF)	50*	<b>Admission Contest**:</b> <b>General admission average:</b> - 50% the general average of the bachelor exam;
<b>Management</b>	Advanced	120 credits	50*	



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Field of study	Study program (acronym)	Number of credits and duration of education	Maximum number of students who may be enrolled in the first year	Admission criteria
	Management (MAM)	4 semesters/ full-time education (IF)		<p>- 50% the grade at the oral exam (in the language of the study program***).</p> <p><b>Ranking criteria</b> in case of equal averages:</p> <ul style="list-style-type: none"> <li>-1. oral examination score (presentation of Bachelor's Thesis) at the Bachelor's Degree exam</li> <li>- 2. score at the test: evaluation of fundamental and specialty knowledge at the Bachelor's Degree exam</li> <li>- 3. Baccalaureate general average</li> <li>- 4. score obtained at the Romanian Baccalaureate exam</li> </ul> <p><i>Note:</i> If a candidate has not sat in for/does not prove the attendance of the Bachelor's Degree exam of the oral or written exam or if he/she has not sat in for the Romanian Baccalaureate exam, which represent ranking criteria, mark 1 shall be considered at that particular test/tests. There can be registered graduates with Bachelor's Degree exam <b>in any field.</b></p>

\* Admission of candidates at this study program will be organized by comprising all study programs organized in the academic year 2017-2018 in the same field, in the limit of a matriculation figure of 100 places for the field, in total, according to GD.

\*\* Candidates who wish to register for admission to master's studies taught in English, will sit in for an eliminatory proficiency test in English consisting of a **multiple choice test to check the proficiency in English**. Candidates may sit in for the test for free once only. The language proficiency test is marked with PASS or FAIL, according to art. 6 OM 5734/2013. Scores will be listed in a catalogue containing the names of candidates, signed by the President of the admission commission on faculty level and endorsed by the President of the admission commission of the university. For this test, the faculty admissions committee may recognize and equate the certificates of proficiency, level B2, presented by candidates who hold certificates issued by institutions of learning English recognized by MEN and obtained in recent years (2010 - 2017), in accordance with those specified in *Annex 1* to this methodology. Only candidates declared PASSED at the proficiency test in English can be enrolled in the admission contest for master's studies taught in English.

\*\*\* For the candidates for master's programs opting only for programs organized in Romanian or, respectively, only for those in English language, the oral test will be held only in Romanian or, respectively, only in English. For candidates opting both for master's programs taught in Romanian and for master's programs taught in English the oral test will be held in both languages.

**The Faculty of Economic Sciences, University of Oradea, reserves the right to admit**



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**fewer students in a program of study than the number of students displayed or not to organize a master study program in the academic year of 2017-2018, if it does not have enough places confirmed after admission to organize the study formation according to the Decision of the Senate of the University of Oradea. In this case, candidates will be assigned to the next option/options in the application form for registration to admission, and the candidates admitted to a study program which is no longer organized, will be distributed to the following programs of study chosen in the application form at registration, according to their general admission averages.**

For a master study program to be organized by the Faculty of Economic Sciences of the University of Oradea, following the admission contest, it is necessary that minimum 15 students confirm their places after admission for that study program; subgroups cannot be formed with less than 10 students. If in a field there are 2 or more study programs accredited, it is necessary that **minimum 15 students** confirm their places after admission for one of the study programs and respectively **minimum 20 students** confirm their places after admission for the other(s) study program(s). At the start of a master's study program taught in English, the **minimum number of students** that have to confirm the place obtained by admission at a master study program taught in English is **15 students/ master study program**.

## **5.8. Establishing and communicating the results of the contest; filing and resolving complaints**

**Admission of candidates** is done in decreasing order of general grade obtained at admission, within the number of places granted to the faculty, field / study program, according to the option of the candidate, conditioned by obtaining the result "pass" at the test of knowledge. Classification of candidates is made in descending order of the scores obtained at the admission contest and within the limit of the places approved for each study program. The minimum score for admission is 6 (six).

The final admission averages (points) obtained by the candidates are valid for determining the ranking only for the faculty they have applied for, according to the university's own admission regulations and in accordance with the options specified by the candidates in the registration form.

**The order of classification resulting from the admission will be used to allocate places subsidized from the state budget**, these being allocated to the highest ranked candidates in each field/ study program.

Once the final results of the contest are settled, the admission commission of the faculty will check carefully the way in which all operations were performed in order to eliminate any possibility of error.

The candidates who withdraw their documents before final results are displayed shall be eliminated from the contest.

The preliminary admission results are made public, by display at the faculty premises, to be easily noticed, and on the website, according to the *Calendar of the admission contest*. The lists displayed will indicate for each candidate, the final averages obtained at the admission tests (if applicable) and the general average of admission.

The Central Admission Commission is responsible for organizing the admission contest and the Faculty Admission Commission bears sole responsibility for the application and compliance with the regulations referring to the establishment and communication of results.

The files of rejected candidates or of those who give up the place obtained by admission shall be **returned to the candidate, in person, upon request, on spot or within 2 working days of the request and unconditionally, without charging fees, based on identity documents.**



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The candidates declared admitted are enrolled for bachelor's degree studies, based on the results of the contest for the academic year 2017-2018, through the decision of the Rector of the University of Oradea.

The exam is valid only for the study programs/ specializations for which admission contest is organized and only for academic year 2017-2018.

**The Faculty of Economic Sciences, University of Oradea, reserves the right to admit fewer students in a program of study than the number of students displayed or not to organize a master study program in the academic year of 2017-2018, if it does not have enough places confirmed after admission to organize the study formation according to the Decision of the Senate of the University of Oradea. In this case, candidates will be assigned to the next option/ options in the application form for registration to admission, and the candidates admitted to a study program which is no longer organized, will be distributed to the following programs of study chosen in the application form at registration, according to their general admission averages.**

For a master study program to be organized by the Faculty of Economic Sciences of the University of Oradea, following the admission contest, it is necessary that minimum 15 students confirm their places after admission for that study program; subgroups cannot be formed with less than 10 students. If in a field there are 2 or more study programs accredited, it is necessary that **minimum 15 students** confirm their places after admission for one of the study programs and respectively **minimum 20 students** confirm their places after admission for the other(s) study program(s). At the start of a master's study program taught in English, the **minimum number of students** that have to confirm the place obtained by admission at a master study program taught in English is **15 students/ master study program**.

## 5.9. Filing and resolution of complaints

Any complaints about the results of the admission shall be submitted to the Dean's Office of the Faculty of Economic Sciences (room I 008a), according to the calendar in the present methodology, which stipulates the deadline/ period when they can be made. The resolution on the complaint is of the exclusive competence of the Board of Complaints within the faculty. The decision of the Board of Complaints is definitive.

No complaints for the oral tests are admitted and neither are complaints due to lack of apprehension of the university methodology of admission and of this methodology.

To resolve the complaints submitted by candidates, the President of the Faculty's Admission Commission appoints the Board of Complaints consisting of 3-5 teachers, other than those that were part of the admission commissions that shall examine carefully each complaint, checking how rules and procedures have been complied with, the criteria for prioritizing admission final grades and the application of the ranking criteria of candidates with equal grades. After the deadline for resolution of the complaints and communication of their results (by display), the result of the admission contest is final and the final lists will be displayed (the candidates admitted on budgeted places, candidates admitted with tuition fee and rejected candidates), and the stage of places confirmation follows. Complaints submitted after the completion of this procedure shall not be considered, regardless of the authority to which they are addressed to.

**No complaints to complaints shall be accepted, under any circumstances.**

If, after considering complaints, there are deviations from the admission rules and procedure or



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mistakes in the final average ranking for acceptance or in the ranking order in case of equal grades, in their transcription on the admission documents and in determining the ranking order, the dean shall draw up the minute of facts acknowledgement, which s/he shall present to the Central Admission Commission of the University, for resolution.

If there are complaints regarding the admission irregularities performed by teachers, the Admission commission requires the rector to call for the Ethics Board meeting to analyze the case and make the appropriate decision.

## 5.10. Confirmation of place occupation by the candidate

### Phase I

The confirmation of the place shall be made within the deadlines settled by the Faculty according to this methodology and displayed on the notice board in a visible place and on the website of the faculty, otherwise the place granted by admission shall be lost permanently.

#### The confirmation of the place by the candidate is made as follows:

1. **Payment of the enrolment fee** (100 RON) to the cashiers' office of the University of Oradea or to the Bank Transilvania and handing of the receipt slip (in original) to the Faculty of Economic Sciences room F003;
2. **Payment of the tuition fee** to the cashiers' office of the University of Oradea or to the Bank Transilvania - **Tranche I** (for students admitted to the fee form at the study programs in Romanian: **1000 RON**; for students admitted to the fee form at the study programs taught in English: **1200 RON**), and handing of the receipt slip (in original) to the Faculty of Economic Sciences room F003; a discount of 5% of the annual tuition fee is provided for candidates / students who pay the annual tuition fee in full by October 15, 2017;
3. **Filling in and submission of enrolment form** to room F003 and **signing the University studies contract**.

After the deadline of confirmation period, the Faculty of Economic Sciences will update the list as final and will disseminate it for those concerned by public display (at the faculty's display board and on the web page <http://steconomiceuoradea.ro>).

### Phase II

After drawing up the new lists, candidates who have been admitted through redistribution will be required to confirm the place within the deadlines settled by the faculty and displayed on the notice board in a visible place and on the website, otherwise the place granted by admission will be lost permanently.

The final list of the admission results will be displayed after concluding of confirmations and will be the basis for the enrolment to study programs. Enrolment of candidates declared admitted and confirmed shall be made at the end of the two admission session (*July 2017* and *September 2017*), on the basis of the final list cumulated from sessions *July 2017* and *September 2017*, by the university rector's decision, by September 30, 2017.

The files of rejected candidates or of those who give up the place obtained by admission shall be returned to the candidate, upon request, within 2 working days of the request and unconditionally,





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without charging fees, based on identity documents or on an empowerment from a notary public.

## 5.11. Final provisions

The Faculty of Economic Sciences perceives a fee from candidates to organize and conduct the admission exam. Information on the fees and payment terms are to be displayed at the faculty secretary's office and on the webpage <http://steconomice.uoradea.ro>.

**A candidate declared admitted may benefit from a place financed from the state's budget only once for each** of the three cycles of higher education.

The amounts of the tuition fees are announced on the notice board of the university and on its web pages at: [www.uoradea.ro](http://www.uoradea.ro) and respectively <http://steconomice.uoradea.ro>.

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*The present methodology (Version 01) was approved in the meeting of the Council of the Faculty of Economic Sciences, on February 10, 2017.*

**DEAN,**

**Prof. Dr. Alina BĂDULESCU**



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Annex 1

## TOPICS FOR THE PRELIMINARY TEST FOR ADMISSION 2017 FOR THE (BACHELOR'S AND / OR MASTER'S) STUDIES PROGRAMS TAUGHT IN ENGLISH

To test the English language skills in order to enter the competition for admission to university studies taught in English, candidates will sit in for a *preliminary* language proficiency test, **a multiple choice test which assesses the level of English language knowledge**. Candidates can sit for the test for free, once. The language proficiency test is marked with PASS or FAIL, according to art. 6 OMEN 5734/2013. The scores will be written in a catalogue containing the names of candidates, signed by the President of the Admission Commission of the faculty and sanctioned by the President of the Admission Commission of the university.

**For this test, there can be acknowledged and considered as equivalent, by the Admission Commission on faculty level, the language proficiency certificates, level B2, presented by candidates who hold certificates of English language proficiency issued by institutions accepted by MEN (The Ministry of National Education) obtained in recent years (2010 - 2017), in accordance with the specifications hereinafter.**

Only candidates marked with "PASS" can apply for admission contest for the Bachelor's and/ or Master's Studies taught in English.

The English language multiple-choice test assesses skills of comprehension and written expression equivalent to level B2 of the *Common European Framework of Reference for Languages* (<http://europass.cedefop.europa.eu/LanguageSelfAssessmentGrid/en>) and does not exceed - in terms content, degree of difficulty and evaluation techniques – the level of Baccalaureate curricula.

The English language test is based on the thematic aspects and the lexical and grammar structures studied during high school/ university and it assesses the performances of candidates at the level of the lexical and morpho-syntactic knowledge and at the level of the types of text/ non-specialized discourse.

### Contents evaluated

The candidate must demonstrate knowledge of:

1. Text comprehension (extraction of certain information / idea or overall understanding of the meaning of a text, selecting alternative interpretation from a given number of possibilities).
2. Vocabulary items specific to the topics in high school textbooks. Families of words, synonyms, antonyms, homonyms, homophonic, semantic fields.
3. Speech acts: to introduce someone / to introduce oneself / to respond to an introduction; to give information about oneself, to suggest / invite; to accept / decline an invitation, an offer, a gift; to express agreement / disagree, to give and ask for information / guidance, to thank / respond to thanks; to congratulate, to excuse (oneself); to express opinions, feelings, preferences / desires, regrets and so on; to describe a place, to situate in time / space, to ask someone to do something / to prohibit, to advise, to retell an event, to comment on an idea / topic, to describe, to specify quality / quantity, to compare, to argue / persuade, to express a hypothesis, an opinion, etc.
4. Morpho-syntactic structures:
  - determinants: the definite and indefinite article; omission of the article; demonstrative



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- adjective; possessive adjective;
- the noun: genre, regular and irregular plural, genitive, collective nouns, countable and uncountable nouns;
- the adjective: regular and irregular comparison; construction of the type *the more, the merrier*;
- the numeral;
- personal pronouns; reflexive pronouns; emphatic pronouns; reciprocal pronoun (*each other, one another*); indefinite pronouns (*anybody, etc.*); relative pronoun; functions of *it*;
- the verb: regular and irregular verbs, tenses (present simple and continuous, past simple and continuous, present perfect simple and continuous, past perfect simple and continuous, *going to*, future simple and continuous, future perfect simple and continuous); modal verbs (*can, may, must, should, ought to, need, will, would*) and modal equivalents; the conditional; the gerund; the infinitive; the subjunctive; the present and past participle; the active and passive voice;
- the adverb: comparison, position in the sentence;
- the preposition (including verbs, nouns and adjectives followed by prepositions);
- the conjunction;
- It is* vs. *There is*;
- subject – predicate concord;
- sentence syntax;
- types of clauses: subject, relative, objective clauses, adverbial clauses of time, reason, purpose, condition, concession, result, comparison (*as if / as though*);
- direct and indirect speech;
- sequence of tenses in indirect speech, conditional and temporal clauses;
- verbal constructions: accusative + infinitive, nominative + infinitive, *have / get* + direct object + past participle, *used to* + verb, *be / get / become used to* + verb-ing / noun; *it's (about / high) time ...*; *in case* vs. *if*; *I wish ... / If only ...*

### Recommended bibliography:

Chilărescu, M., Paidos, C., *Proficiency in English*, Institutul European (European Institute), 1996  
Vince, M., *Advanced Language Practice*, Macmillan, London, 2004



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## EQUIVALENCE OF LANGUAGE CERTIFICATES for the admission to the university studies taught in English

The *eliminary preliminary* language proficiency test, structured as **a multiple choice test which assesses the level of English language knowledge**, there can be acknowledged and considered as equivalent by the Admission Commission of the faculty, language proficiency certificates, level B2, presented by candidates who hold certificates of English language proficiency issued by institutions accepted by MEN (The Ministry of National Education) obtained in recent years (2010 - 2017), as follows:

- Cambridge FCE for SCHOOLS (First Certificate in English) B2
- Cambridge CAE (Certificate in Advanced English) C1
- Cambridge CPE (Certificate of Proficiency in English) C2
- Cambridge BEC (Business English Certificate) B2, C1
- IELTS (International English Language Testing System) B2 (5.0-6.0), C1(6.5-7.0), C2(7.5-9.0)
- TOEFL iBT (Test of English as a Foreign Language – Internet-based Tests) B2 (86-109), C1 (110-120)
- TOEIC (Test of English for International Communication) – Listening: minimum 400, Reading: minimum 385, Speaking: minimum 160, Writing: 150
- LCCI - ELSA (London Chamber of Commerce and Industry International Qualifications – English Language Skills Assessment) B2, C1
- LCCI – JETSET (Level 5, 6) B2, C1
- LCCI – EfB – (Level 2, 3) B2, C1
- TRINITY ISE (Integrated Skills in English) ISE II B2, ISE III C1, ISEIV C2
- ECL Independent User B2, Proficient User C1

**Studies in English, of minimum 6 months, abroad or within the country, are considered as equivalent, based on the document proving explicitly the study period.**

Applicants may submit for equivalence certificates issued by the Faculty of Letters of the University of Oradea, by *Alpha* and *Lingua* centres of Babes-Bolyai University in Cluj-Napoca, and by universities: Academy of Economic Studies, Bucharest, Bucharest University, UAIC Iasi, UV Timisoara, respectively, which explicitly state the minimum level B2.